

A meeting of the **CABINET** will be held in **MEETING ROOM 0.1A, GROUND FLOOR, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON** on **THURSDAY, 22 APRIL 2010** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

APOLOGIES


**Contact
(01480)**

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 18th March 2010.

**Mrs H Taylor
388008**

2. MEMBERS' INTERESTS

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

**3. PROVISION OF PLAY FACILITIES IN HUNTINGDONSHIRE
(Pages 5 - 10)**

To consider a report by the Overview and Scrutiny Panel (Social Well-Being).

**Miss H Ali
388006**

**4. HOUSING AND COUNCIL TAX BENEFITS ANTI-FRAUD
STRATEGY AND PROSECUTION POLICY (Pages 11 - 22)**

To consider a report by the Head of Customer Services reviewing the Council's Housing and Council Tax Benefits Anti-Fraud Strategy and Prosecution Policy.

**Mrs J Barber
388105**

**5. CHEQUERS COURT PLANNING BRIEF SUPPLEMENTARY
PLANNING DOCUMENT (Pages 23 - 42)**

To consider a report by the Head of Planning Services on the planning brief for Chequers Court, Huntingdon.

**M Huntington
388404**

6. PERFORMANCE MANAGEMENT (Pages 43 - 66)

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

**H Thackray
388035**

**7. REVIEW OF TARGETS IN GROWING SUCCESS (Pages 67
- 86)**

To consider a report by the Head of People, Performance & Partnerships reviewing the targets for the Council's Corporate Plan - Growing Success.

**Ms C Garbett
388459**

- 8. PRIVATE SECTOR HOUSING ENFORCEMENT, THE CRIMINAL LAW ACT 1977 & THE PROTECTION FROM HARASSMENT ACT 1997** (Pages 87 - 92)
- To consider a report by the Head of Environmental & Community Health Services on the implications of the Criminal Law Act 1977 and the Protection from Harassment Act 1997.
- J Allan
388281**
- 9. GREAT FEN MASTERPLAN** (Pages 93 - 100)
- To receive a report by the Director of Environmental and Community Services on the approval of the Masterplan for the Great Fen (a copy of the Masterplan is enclosed with Members copies only).
- M Sharp
388300**
- 10. ST NEOTS EASTERN EXPANSION MEMBERS STEERING GROUP**
- To review the membership of the St Neots Eastern Expansion Members Steering Group.
- S Ingram
388400**
- 11. FINANCIAL MONITORING - REVENUE BUDGET** (Pages 101 - 106)
- To consider a report by the Head of Financial Services.
- S Couper
388103**
- 12. CAPITAL PROGRAMME MONITORING 2009/10 BUDGET** (Pages 107 - 110)
- To consider a report by the Head of Financial Services on the Capital Programme 2009/10.
- S Couper
388103**
- 13. PARTNERSHIP AGREEMENT FOR ICT DEVELOPMENT WITHIN CAMBRIDGESHIRE** (Pages 111 - 114)
- To consider a report by the Director of Commerce and Technology seeking approval to enter into partnership agreements for ICT developments within Cambridgeshire.
- T Parker
388100**
- 14. LAND AT CEMETERY ROAD, ST NEOTS** (Pages 115 - 118)
- To consider a report by the Head of Law, Property and Governance regarding a transfer of land in the ownership of the District Council to St Neots Town Council to facilitate the extension of St Neots Cemetery.
- K Phillips
388260**

15. EXCLUSION OF PRESS AND PUBLIC

To resolve:-

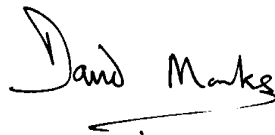
that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to terms proposed in the course of negotiation for the acquisition or disposal of property.

16. WESTERN LINK ROAD, HUNTINGDON (Pages 119 - 120)

To consider a report by the Head of Law, Property and Governance.

**K Phillips
388260**

Dated this 14 day of April 2010



Chief Executive

Notes

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

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

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

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

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

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

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite A, Ground Floor, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 18 March 2010.

PRESENT: Councillor L M Simpson – Vice-Chairman in the Chair.

Councillors K J Churchill, D B Dew, J A Gray, A Hansard, C R Hyams, Mrs D C Reynolds, and T V Rogers.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor I C Bates.

IN ATTENDANCE: Councillor M Baker

101. MINUTES

The Minutes of the meeting of the Cabinet held on 16th March 2010 were approved as a correct record and signed by the Vice-Chairman.

102. MEMBERS' INTERESTS

Councillor Churchill declared a personal interest in Minute No 104 by virtue of his membership of Cambridgeshire County Council.

103. REQUEST FOR A LOAN TO THE WILDLIFE TRUST FOR BEDFORDSHIRE, CAMBRIDGESHIRE, NORTHAMPTONSHIRE AND PETERBOROUGH.

By way of a report by the Head of Financial Services (a copy of which is appended in the Minute Book) the Cabinet considered a request by the Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough for a loan to enable them to acquire the leasehold of land considered to be key to progress the Great Fen Project.

In discussing the background to the request Members' attention was drawn to the conclusions reached by the Overview and Scrutiny Panel (Economic Well-Being) on the matter. In that respect, Executive Councillors concurred with the Panel that any agreement should comply strictly with the terms of the Council's Treasury Management Strategy and that flexible repayment arrangements should be explored rather than a cap on the maximum level of interest payable. Having been reminded of the Cabinet's previous decision to enter a Collaboration Agreement which included appropriate governance arrangements relevant to this stage of development of the project, it was

RESOLVED

that a loan of up to £1.2m to the Wildlife Trust for

Bedfordshire, Cambridgeshire and Northamptonshire and Peterborough be approved subject to the Director of Commerce and Technology and the Head of Law, Property and Governance, in consultation with the relevant Executive Councillor, being satisfied with the terms, interest rate and security being offered.

104. RURAL STRATEGY FOR CAMBRIDGESHIRE 2010-2015

Consideration was given to a report by the Head of Environmental and Community Services (a copy of which is appended in the Minute Book) to which was attached a Rural Strategy for Cambridgeshire 2010 - 2015 produced by Cambridgeshire ACRE on behalf of the Cambridgeshire Together Board.

The Cabinet were advised that the Strategy had been commissioned to identify the challenges of living and working in a rural community. Members have been informed of the priorities accorded to the Strategy's three themes of living in the countryside, economic well-being and land and environment and the contents of responses to each of the actions proposed. In discussing a summary of officer responses to each of the proposed actions, Executive Councillors have endorsed their comments outlined in Appendix A to the report. Attention also has been drawn to the conclusions reached by the Overview and Scrutiny Panel (Social Well-Being) and Members have concurred with the Panel that the strategy: -

- lacked evidence of partnership working and that any work carried out under the Strategy should be carefully co-ordinated;
- could potential lead to a duplication in service provision;
- failed to consider the locality of retirement homes in rural areas, to enable individuals to remain close to their families and communities;
- referred to "widening transport options" and that this matter requires action on a national scale; and
- failed to address the difficulties faced by residents living in rural areas who do not have their own transport and are reliant on other transport providers to attend health and other public service facilities.

Having noted that the Leader and the Chief Executive would be able to raise these issues at the next meeting of Cambridgeshire Together Board, the Cabinet

RESOLVED

that the contents of the report be noted and the suggested answers to the consultation paper set out in the Annex to the report now submitted incorporating the comments made by the Overview and Scrutiny Panels be endorsed, for submission to Cambridgeshire Acre.

105. DEVELOPMENT MANAGEMENT PROCESS WORKING GROUP

(Councillor M Baker, a Member of the Development Management

Process Working Group, was in attendance and spoke on this Item.)

Consideration was given to a report by the Working Group appointed by the Overview and Scrutiny Panel (Environmental Well-Being) to undertake a review of the Council's Development Management Process (a copy of the report is appended in the Minute Book). The study had involved discussions with the Chairman of the Development Management Panel and the Development Management Manager.

With regard to the Panel's recommendations, the Cabinet noted that several of the proposals have been already implemented by the Development Management Service. In concurring with the Panel that the current process was working well, although some areas mostly relating to enforcement and public speaking at the Development Management Panel could be improved, the Cabinet

RESOLVED

- (a) that the possibility of charging developers for pre-submission advice be investigated further;
- (b) that relevant consultees and neighbours be consulted again on amended plans, except for those with very minor significance;
- (c) that care should be exercised in relation to households that abut the development site, including the over-printing of envelopes with a suitable message to indicate that it is an important communication concerning a planning application;
- (d) that applicants be advised in the clearest terms at the outset of the process that they are unlikely to receive any further communication until all of the consultees' views had been received, which could be towards the end of the eight or thirteen week determination period;
- (e) that members of Town and Parish Councils be encouraged to undertake training on all aspects of the Development Management process;
- (f) that as part of the next review of the public speaking procedure the Development Management Panel be requested to give consideration to the possibility of a mechanism that allows external speakers to respond to what they perceive to be factually incorrect information so that the Panel can make well-informed decisions; and
- (g) that the Council continues to reinforces the message wherever possible that development that takes place without permission is discouraged and adopts an appropriate and robust approach concerning the retention of development where permission is subsequently refused.

106. EXCLUSION OF PRESS

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to the financial or business affairs of a particular person.

107. SUPPLEMENTARY ESTIMATE FOR NATIONAL NON DOMESTIC RATES RELIEF

The Cabinet considered a report by the Head of Customer Services (a copy of which is appended in the Annex to the Minute Book) which sought an additional supplementary estimate of £20,000 for the National Non-Domestic Rates Discretionary Rate Relief Budget for 2010/2011 to process an application for hardship relief.

Having considered the information contained in the report, the Cabinet

RESOLVED

that a supplementary estimate of £20,000 for the National Non-Domestic Rates Discretionary Relief Budget for 2010/2011 be approved.

Chairman

PROVISION OF PLAY FACILITIES IN HUNTINGDONSHIRE (Report by the Overview and Scrutiny Panel (Social Well-Being))

1. INTRODUCTION

- 1.1 At its meeting held on 3rd March 2009, the former Overview and Scrutiny Panel (Service Delivery) decided to establish a Working Group to examine the availability of play facilities in Huntingdonshire. The suggestion for the study emanated from a report prepared by the Service Development Manager on the Provision of Leisure Facilities for Young People across the District.
- 1.2 At the time, Councillors J D Ablewhite and P G Mitchell were appointed to the Working Group and asked to make recommendations on achieving an even distribution of play facilities across the District and on meeting the ongoing revenue costs associated with such facilities. Councillor J D Ablewhite contributed to the study up until June 2009 when Councillors Mrs P A Jordan and R J West were appointed to the Working Group. Councillor P G Mitchell was appointed as the Working Group's *rapporteur* and he has declared a personal interest in the study owing to his involvement with the Stilton Skate Park project. The Working Group has met on four occasions over the ensuing months.
- 1.3 Discussions have been held with the Head of Operations and the Service Development Manager, together with the Executive Councillor for Operational and Countryside Services, and the Working Group is grateful to them for the assistance and support they have provided in the course of their investigations.

2. BACKGROUND

- 2.1 The findings of the 2008 Place Survey reveal that Huntingdonshire residents consider the provision of activities for teenagers to be the highest priority area in need of improvement in the District and that 10.5% of respondents to the Survey perceive anti-social behaviour to be a problem across the District. Whilst this figure is relatively low, the Council will be challenged to reduce it further and the Working Group is of the view that making greater provision of facilities for teenagers will help to achieve this.
- 2.2 There are clear and demonstrable links between the potential benefits of providing facilities for young people and the Council's Corporate Plan, "Growing Success", through two of the Community Aims, namely "Developing Communities Sustainably" and "Safe, Vibrant and Inclusive Communities". Specific objectives include "enabling the provision of the social and strategic infrastructure to meet current and future needs" and "to reduce anti-social behaviour and ensure that people feel safe". Importantly, the Working Group has recognised the contribution that local facilities make to the achievement of the Council's Play Strategy.

3. REMIT OF THE WORKING GROUP

- 3.1 During the course of their discussions, it has become evident that, as there is a distinct differentiation between play, youth and leisure facilities, there is a need for the Working Group to clarify its precise remit. Members have, therefore, decided to focus on outdoor youth activity facilities catering predominantly for teenagers, which essentially are skateboard ramps and multi-use games areas. The latter, by definition, are used for more than one sport and must satisfy the conflicting demands of various activities.

4. FINDINGS

- 4.1 At present, the District Council does not provide any multi-use games areas within the District but the District Council currently contributes towards the maintenance of eight skate parks across the District, which are noted in the table below.

TOWN / VILLAGE	LAND RESPONSIBILITY	INSPECTION	MAINTAINANCE
St Neots	HDC	HDC	HDC
St Ives	HDC	HDC	HDC
Yaxley	Yaxley PC	HDC	HDC
Somersham	Somersham PC	HDC	HDC
Great Staughton	Staughton PC	HDC	HDC
Perry	Perry PC	HDC	HDC
Brampton	Brampton PC	HDC	HDC
Godmanchester	Godmanchester TC	HDC	HDC

- 4.2 A significant number of youth activity facilities have been funded through Section 106 agreements, which include provision for maintenance for a number of years. This provision goes to the relevant Town or Parish Council. The Working Group has established that, once the funding has been used up, Town or Parish Councils often cease to undertake maintenance, which means, by default, the District Council takes responsibility for meeting the revenue costs of these facilities. Furthermore, owing to the fact that Section 106 agreements are the primary way in which activity facilities are provided, significant differences exist between the level of provision in Towns and Parishes, not only in the availability of facilities for teenagers in Huntingdonshire, but also in terms of the support provided by the District Council.
- 4.3 It has become evident to the Working Group that rural parishes face difficulties in meeting the cost of maintaining activity facilities, particularly as opportunities for Section 106 funding are severely limited. To illustrate the point, the Working Group has been informed of issues that have arisen relating to the Stilton Skate Park. An independent community group, which has been established in the Village, has successfully raised capital funding to construct the Park. The Park has been constructed on land owned by the Parish Council, which is leased to the group at a cost of £1 per year. However, difficulties are now being experienced in attracting revenue funding to meet the ongoing running costs of the facility, which amount to an average of £2,000 per year.

4.4 The Working Group has been informed that capital grant aid is made available to Parishes on a match funding basis, but that the District Council does not, at present, have a scheme for assisting Parishes with running existing facilities. Exceptionally, the District Council has agreed to assist the group that runs the Stilton Skate Park over three years to meet the costs of insuring the facility, currently amounting to £1,600 per year. There are concerns about the future of the facility after this period has expired.

(a) Maintenance

4.5 The Working Group is concerned that similar situations to that in Stilton may exist in other villages in the District. Parishes rarely get assistance from the District Council, yet it has already been said that the Council maintains some facilities in Towns. The Working Group has concluded, therefore, the Council does not act evenly across the District. In addition, Members have made the point that, if the District Council were to maintain facilities in villages, the cost per facility to the District Council would be lower than for individual Parish Councils. However, it has been acknowledged that it would not be feasible for the District Council to take sole responsibility for all Parish facilities located within the District.

4.6 The Working Group has been reminded that the District Council has recently adopted a Sports Facilities Strategy. The Strategy suggests that there are sufficient facilities available in Huntingdonshire. This finding is based on nationally recognised standards. Whilst the Working Group is encouraged that there is adequate provision within the District, Members have commented, as before, that these facilities are largely located within the Towns and that they tend to cater for younger children rather than teenagers.

4.7 The Working Group has considered a suggestion that the District Council should open negotiations with Town Councils with a view to encouraging them to take greater responsibility for all facilities in their areas on a shared cost basis. The scheme could be extended to Parish Councils using the existing budget.

4.8 The costs of maintenance of facilities have been discussed and the Working Group has noted that funding primarily originates from two sources; that is, Section 106 funding and the District Council's maintenance budget for play equipment. Having regard to the first source, it has been reported that maintenance funding can only be obtained if the development is over a certain size. With regard to the second source, the Working Group has reiterated their view that this budget is not being utilised evenly across the District. The following paragraphs examine the ways in which this might be addressed according to the specific tasks that are required to run activity facilities.

(b) Insurance

4.9 A suggestion has been considered by the Working Group that the District Council could include local facilities on its insurance policy. In response, advice has been received from Officers that if facilities are not owned by the District Council, this is not possible. An alternative would be for Parish Councils to increase their precepts to meet this cost (and the cost of maintenance). **As an alternative, it is recommended that the District**

Council should investigate co-ordinating insurance for Parishes wishing to insure their facilities under a group scheme. The idea is that the Parishes would achieve a lower insurance premium.

(c) Inspection of Play Facilities for Maintenance Purposes

- 4.10 Another area that has been explored by the Working Group is the revenue cost associated with the inspection of play facilities for maintenance purposes. The Head of Operations has reported that, for a twice weekly inspection of facilities, on average, inspection costs amount to £40 per hour. At present, there is no capacity within the Operations Division to take on any additional inspections without there being service reductions elsewhere. To provide this service the District Council would have to employ an extra member of staff and purchase a vehicle. The estimated total cost of this is £45,000. Towns and Parishes would have to contribute towards this cost and this would only be viable if there is sufficient take-up from Parishes. **On the Stilton Example this has been provided by volunteer labour and is not therefore the main source of concern.**

(d) RoSPA Inspection of Play Facilities

- 4.11 In noting that a RoSPA (Royal Society for the Prevention of Accidents) inspection of District Council play facilities has to be undertaken on a routine basis, for insurance purpose and in discussing the cost of the inspection, a suggestion has been made by the Working Group that all sites within the District could be included within the District Council's inspection arrangements. Whilst Officers are currently investigating the feasibility of this suggestion, Members have been advised that the cost of the RoSPA inspection is dependant upon the size and purpose of the equipment being inspected and that the scale of charges for each of the Parishes would differ according to the level of provision available; they are currently however considerably less than individual applications. **It is therefore recommended that investigations should be undertaken into the feasibility and cost of providing ROSPA inspections for Town and Parish Councils.**

(e) Meeting the Revenue Costs of Facilities

- 4.12 The Working Group has been mindful of the resource implications of its proposals compared with the financial position of the authority and the existing pressures on the Council's budgets. In light of this, two alternative approaches have been considered by the Working Group both offering a 40-40-20% split in revenue costs between the District Council, Parish Council and users of the facilities respectively. Both options aim to encourage greater provision of outdoor youth activity facilities for teenagers in rural areas. The cost to the District Council will amount to an average of £800 per facility. The options proposed are detailed below:-

Option 1

- 4.13 A full insurance, inspection and maintenance service provided by the District Council's Operations Division would be offered to all Parishes. Only one facility per year would be added to the Operations Division's programme. Skateboard ramps and multi-use games areas would be the only types of facilities that would qualify under the scheme. It is, however, acknowledged

that at some point the Council will need to allocate more resources, both financial and operational to the scheme.

Option 2

- 4.14 The District Council would offer funding to Parishes to assist with their facilities' revenue costs. The expectation is that the offer would only be made available in rural areas, where there is currently no support. Parishes that already have an established facility could be brought into the system and hence make a considerable saving. Those that might wish to erect a facility in the future would be eligible. Only one facility would be permitted to join the scheme each year.
- 4.15 **The Working Group has expressed their support for Option 2 and this has subsequently been endorsed by the Overview and Scrutiny Panel (Social Well-Being).** Members have formed the view that, on the basis of the 40-40-20% split in revenue costs, the District Council's participation would encourage Parish Councils to contribute towards maintaining their facilities and also leave users of the facility with an achievable fundraising target for the year. **Members recommend that, should negotiations on Option 2 for existing and future Town facilities not be successful, then a bid for the District Council's portion of the costs to support Option 2 should be prepared for consideration as part of the Medium Term Plan process.**

5. CONCLUSION AND RECOMMENDATIONS

- 5.1 The Working Group has recognised that Parish Councils are struggling to meet the costs of maintaining their activity facilities for teenagers. A number of suggestions to address this problem have been identified. They have been considered in terms of their ability to further the objectives of the Council's Corporate Plan and meet the challenges presented by the 2008 Place Survey. Members have been mindful of the financial position of the District Council but have, nevertheless, concluded that some priority should be accorded to providing activities for teenagers within the District as a whole. The Working Group's recommendations are designed to present a comprehensive package and have been supported by the Overview and Scrutiny Panel (Social Well-Being). The Executive Councillor for Operational and Countryside Services has been involved in all of the Working Group's deliberations. It is, therefore:

RECOMMENDED

- a) **that investigations be undertaken into co-ordinating insurance for Parishes wishing to insure their facilities under a group scheme;**
- b) **that investigations should be undertaken into the feasibility and cost of providing ROSPA inspections for all outdoor facilities in Town and Parish Councils;**
- c) **that the District Council establish an agreement with Towns and Parishes to cover the revenue costs of their youth activity facilities based on a 40-40-20% split between the District Council, Town/Parish Council and**

users of the facility respectively, as outlined in Option 2 (paragraph 4.14) of this report; and

- d) that, if negotiations on c) above not be successful, a bid be prepared for consideration as part of the Medium Term Plan process to meet the District Council's proportion of the costs associated with Option 2 (paragraph 4.14).**

BACKGROUND DOCUMENTS

Notes of the meetings of the Working Group held on 30th April, 13th August, 28th October and 16th December 2009.

Report and Minutes of the Overview and Scrutiny Panel (Social Well-Being) held on 6th October 2009.

Report prepared by the Service Development Manager entitled Provision of Leisure Facilities for Young People Across the District – dated 3rd March 2009.

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

HOUSING AND COUNCIL TAX BENEFIT FRAUD STRATEGY & PROSECUTION POLICY (Report by Head of Customer Services)

1. Introduction

- 1.1 This report considers a review of the existing Benefit Fraud Strategy and Policy for the prosecution and sanction of those persons found to have been committing benefit fraud.
- 1.2 The councils Fraud Team undertakes investigations of allegedly fraudulent applications for housing benefit and council tax benefit. This work complies with various legislative requirements as well as providing protection of the public purse.
- 1.3 The Team are part of the Benefit Service and report through the Benefit Manager to the Head of Customer Services.

2. Benefit Fraud Strategy

- 2.1 The council has in place a robust Anti-Fraud and Corruption Strategy to cover the councils services as a whole but reports from the Audit Commission and the Department for Work and Pensions require that the council has in place a separate Strategy to identify how it will deal with benefit fraud.
- 2.2 The council has had an effective Benefit Fraud Strategy since 2003 but this has been identified as being in need of review due to changing legislation and the needs of the council.
- 2.3 The previous and revised Strategies both incorporate the council's core objectives and values whilst ensuring that the council can show that it takes a strong stance to deter, prevent and investigate fraud.

3. Prosecution Policy

- 3.1 All cases of Benefit Fraud identified following investigation are referred to the Head of Customer Services (HoS) by the Fraud Manager (FM). The FM will make recommendation on disposal of every case where offences have been identified based on the public interest, evidential test and the councils own Policies. The HoS will approve or amend these recommendations in line with the existing Policies.

- 3.2 The Fraud Team undertake in excess of 350 investigations into alleged benefit fraud each year. The success of these investigations resulted in 120 sanctions and prosecutions 2007/2008 and in 119 in 2008/2009.

4. CONCLUSIONS

- 4.1 The existing system of issuing sanctions by the FM has proved to be effective and efficient.
- 4.2 Due to the increasing volume of cases being detected and considered for sanction or prosecution, the manner in which these cases are agreed between the HOS and FM should be amended. A panel composed of the HOS, FM, HDC Legal advisor and Benefit Manager meet to discuss all cases so that the HoS, having taken into account legal and welfare advice and the likelihood of securing a conviction, makes an informed decision.
- 4.2 The Fraud Manager now presents all cases in court for first, plea and sentencing hearings where the cases are relatively straight forward. This has been found to be very successful and reference to the council's own solicitor where required has been maintained.
- 4.4 The Fraud Team provide a service to the Benefit Section. However, its expertise and specialist knowledge has led to its use by the Local Taxation and Housing Departments. There are no formal arrangements in place to allow such investigations and no funding or internal recharges made for this type of work by the Fraud Team.

5. RECOMMENDATIONS

- 5.1 It is

RECOMMENDED

that the Corporate Governance Panel

- (a) note the contents of this report;
- (b) agree and authorise the reviewed Benefit Fraud Strategy attached at Annexe A;
- (c) agree and authorise the reviewed Benefit Fraud Prosecution Policy attached at Annexe B;
- (d) amend the delegated functions to allow the Fraud Team to undertake investigations in fraud affecting Local Taxation and Housing Services and other services and report to the

relevant department on the outcomes, findings and recommendations of these investigations.

BACKGROUND INFORMATION

The Social Security Administration Act 1992, as amended. (s.109, s.110, s.111, s.112, s.116)

The Fraud Act 2006

Police and Criminal Evidence Act 1984

Criminal Procedures and Investigations Act 1996

Local Government Act 1972, as amended (s.440)

HDC- Anti-Fraud and Corruption Strategy

Contact Officer: **Nick Jennings- Fraud Manager ☎ 01480 388480**
Julia Barber – Head of Customer Services

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Huntingdonshire District Council

Housing & Council Tax Benefits Fraud Strategy

Introduction

Huntingdonshire District Council (the Council) is committed to the professional delivery of housing and council tax benefit services to its customers and the contribution that this service can make to the corporate objectives of achieving a low level of homelessness, maintaining sound finances and paying housing and council tax benefits. The Council also has a duty to protect the public funds it administers from fraud, error or other irregularity.

Priorities for the prevention and detection of fraud

The benefits service will

- Conduct thorough checks of new applications made and review claims to prevent fraud entering or remaining in the system.
- identify possible fraudulent claims as soon as possible
- investigate allegations of fraud relating to claims for benefit to establish the correct entitlement
- administer appropriate sanctions in accordance with legislation and the Prosecution Policy to deter and punish fraudsters
- consider whether to prosecute or sanction offenders where offences are identified
- publicise successful prosecution cases to act as a deterrent to potential fraudsters
- participate in data matching exercises with the Audit Commission and the Department for Work and Pensions to identify possible fraud/ error/ irregularities.

The benefits service will use the Prosecution Policy as an operational guide for investigating officers.

Our commitment

We will

- avoid any discrimination due to age, gender, race, disability or religion when dealing with any enquiries
- seek to ensure that information about benefit fraud is published as widely as possible and in such formats as will encourage awareness in all customers
- ensure appeals and complaints are administered fairly and effectively
- provide a fraud hotline for members of the public to report benefit fraud
- work with other agencies for example the police, DWP and HMRC
- investigate all allegations in accordance with the relevant legislation
- ensure all staff involved in investigation are fully trained

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HUNTINGDONSHIRE DISTRICT COUNCIL

Benefits Prosecution Policy

1. Introduction

- 1.1 Huntingdonshire District Council (the council) is committed to the professional delivery of housing and council tax benefit services to its customers and the contribution that this service can make to the corporate objectives of achieving a low level of homelessness, maintaining sound finances and paying housing and council tax benefits. Benefit is for those who are most vulnerable in society and the council therefore has two main aims:
- To deliver the correct amount to the correct person as soon as possible.
 - To ensure that benefits are taken up by those who are entitled to them.
- 1.2 The Council also has a duty to protect the public funds it administers from abuse and is aware of the risks within the benefits system for fraud, error or other irregularity. In carrying out this duty, the authority may use information provided to it for the purpose of the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
- 1.3 The Council will, wherever possible incorporate effective internal controls to minimise the risk of fraud occurring. However, despite this fraud can be perpetrated and appropriate procedures need to be in place.
- 1.4 The Council understands that some people will attempt to obtain benefit to which they are not entitled and sometimes this is done deliberately. Where an investigation has revealed this is the case, the Council will consider the individual circumstances of the case and where appropriate will consider criminal prosecution; alternatively an Administrative Financial Penalty or a Formal Caution may be applied.
- 1.5 The Social Security Administration Act 1992, as amended, allows authorities to consider offering offenders a financial penalty or a formal caution as an alternative to prosecution. Such sanctions can only be offered if the case could be brought to court. However, should the offender refuse to accept such sanction then the Council must consider instigating proceedings against the individual concerned.
- 1.6 The Council's policy outlines the procedures to be followed with regard to the prosecution of benefit claimants, landlords, employees and elected members who have committed benefit fraud. It will serve as a policy statement that is supported by members of the Council who have endorsed the Fraud and Corruption Strategy, and as an operational guide for Investigating Officers.
- 1.7 The council will always have regard to the circumstances of the individual it is dealing with when considering any case of alleged benefit fraud. Every case

will be treated on its own merits and no distinction will be made due to gender, sexual orientation, religion or race. The council will, however, have regard to any extenuating and relevant circumstances of the individual including age, disability, learning or language difficulties which may have contributed to alleged offending.

- 1.8 The term Sanction refers to any penalty that can be imposed by the council and allowed by legislation where offending contrary to the Social Security Administration Act 1992, Theft Act 1938, or the Fraud Act 2006, appears in the council's opinion to have occurred.

2. The Policy

- 2.1 The council's Investigation Officers must adhere at all times to the requirements of the Police and Criminal Evidence Act 1984, the Social Security Administration Act 1992 (as amended), the Code of Practice for Crown Prosecutors and the Criminal Procedures and Investigations Act 1996, and any other relevant legislation.
- 2.2 All cases that fall into the criteria outlined in paragraphs 2.5 and 2.6, regardless of the level of the overpaid benefit, will be passed to the Fraud Manager who will decide, unless there are exceptional circumstances, whether a sanction is appropriate and recommend the type.

Where proceedings are to be considered in every a recommendation will be made to the Head of Customer Services on such disposal for that officers authority. The Head of Service will convene a panel including an officer from the councils legal Department the Benefit Manager and Fraud Manager so that welfare, legal and policy advice is available as each case is dealt with.

- As a general rule a financial threshold for sanction or prosecution should be considered. The DWP operate financial thresholds for sanction activity and these will be considered by the council when decisions are made.
- Any prosecution is referred to the most appropriate organisation, i.e. where the primary fraud appears to have been perpetrated. This could be the Department for Work & Pensions, the Police, the councils Legal Department, The councils Fraud Team or any other body deemed appropriate.
- Imposition of an administrative penalty (this can only be offered where there are sufficient grounds to prosecute but the penalty option is preferred).
- Imposition of a formal caution (this can only be offered where there are sufficient grounds to prosecute and the offence has been admitted).
- Closure of the case without sanction, if it would not be in the public interest to pursue the particular case. However, the reasons should be fully documented and authorised by the Head of Customer Services.

2.3 Where any case is to be considered for prosecution or sanction the Code for Crown Prosecutors requires that every case is considered fairly and objectively and that principles around the standard of evidence and the public interest are considered and that only where these tests are passed should a case be considered for prosecution

2.5 The Evidential Test. To be considered in all cases regardless of the method of sanction chosen.

The Code for Crown Prosecutors lays out how this test must be applied. Prosecutors must be satisfied that there is sufficient evidence to provide a realistic prospect of conviction against each suspect on each charge. They must consider what the defence case may be, and how it is likely to affect the prospects of conviction. A case which does not pass the evidential stage must not proceed, no matter how serious or sensitive it may be.

2.6 The Test of Public Interest. To be considered in all cases regardless of the method of sanction chosen.

The Code for Crown Prosecutors lays out the public interest factors which can increase the need to prosecute or may suggest an alternative course of action. The factors will vary from case to case. Not all the factors will apply to each case and there is no obligation to restrict consideration to the factors listed. In making a decision to prosecute all available information must be carefully considered.

3. Alternatives to Prosecution

3.1 Only cases that qualify for court on both the strength of evidence and the public interest factors can be considered for an alternative to prosecution. In essence, this means that the collated evidence must be sufficient to enable criminal proceedings to be initiated. If the evidence is insufficient then no alternative should be offered. In addition to strong independent evidence, there must be an admission of guilt at interview or subsequent written admissions for a formal caution to be considered. Investigations, which fail to meet the above criteria, must be closed without any sanction.

3.2 The defendant must give his informed consent to the alternative procedure to prosecution being offered. If the offer is declined the Council must always be in a position to commence criminal proceedings should it wish to do so. This means that an investigation must have been undertaken as if it was the intention to prosecute if the case is proved. It would be an abuse of process to offer an alternative to prosecution in any case where a prosecution would be unlikely to succeed in court.

3.3 As a general rule the following cases should not normally be considered for an alternative to prosecution:

a) The defendant is a council member, employee or an employee of another welfare organisation.

b) The defendant has declined to accept or has withdrawn from their

agreement to accept an administrative penalty.

- c) The defendant has declined a formal caution.
- d) The defendant has already received an administrative penalty or formal caution for a previous offence.
- e) The defendant is subject to a prosecution by another agency for a similar offence.
- f) The defendant has previous convictions for similar offences.
- g) Where there is evidence that the defendant has used alias/es to claim benefit.

4. Formal Caution

- 4.1 A formal caution is an oral or written warning given, to a person who has committed an offence, as an alternative to prosecution. In any case selected for caution there must be evidence to prove the offence, an admission at an interview under caution and the person being cautioned must give informed consent. A formal caution is a deterrent, and does not affect the recipient except if by re-offending when it may be cited in court on conviction for future offences. Where a caution has been declined the case must then be considered for criminal proceedings.
- 4.2 The Fraud Manager, or other delegated Fraud Team Member, after agreement from the Head of Customer services will offer a formal caution in appropriate cases. These will include:
 - a) A first offence that was disclosed by the defendant at the first opportunity.
 - b) A first offence where the overpayment does not exceed £2,000 unless there are exceptional circumstances. In such circumstances the agreement of the Head of Service must be sought before such a sanction is offered.
 - c) Where a genuine mistake or oversight contributed to the offence.

5. Administrative Penalty

- 5.1 Section 115a of the Social Security Administration Act 1992, as amended by section 15 of the Social Security Administration (Fraud) Act 1997 introduced financial administrative penalties as an alternative to prosecution. A financial penalty amounting to 30% of the amount of the overpayment can be offered in a fraud case if the following conditions are met:
 - a) There is a recoverable overpayment of benefit as defined by the Social Security Administration Act 1992
 - b) The cause of the overpayment is attributed to an act or omission on the

part of the defendant, and

- c) There are grounds for instituting criminal proceedings for an offence relating to the overpayment upon which a penalty is based.
- d) The person offered such a penalty has the ability to repay it within a reasonable timescale and the imposition of such a penalty will not overburden them if they have existing priority debts.
- e) Penalties should normally only be offered where the overpayment does not exceed £2,000 unless there are exceptional circumstances. In such circumstances the agreement of the Head of Service must be sought before such a penalty is offered.

5.2 If the offender declines the offer of an administrative penalty or the offender withdraws his agreement to pay the penalty the case must be considered for prosecution. Where the person signs the agreement but then defaults on repayment of the Penalty this will also be treated as a withdrawal of the agreement by that person.

5.3 The Fraud Manager, or other delegated Fraud Team Member, after agreement from the Head of Customer services will offer an Administrative Penalty in appropriate cases. These will include:

- a) An offence where the overpayment is significant enough to consider that the claimant be prosecuted, whilst also considering the length of time over which the overpayment arose.
- b) Whether or not there has been an admission at an interview under caution.
- c) What action the Department of Social Security is taking on any part of the benefit it administers.

6. Recording Sanctions and Prosecutions

6.1 For an effective regime of sanctions to be successful it is a requirement that accurate records of all convictions, administrative penalties and formal cautions are maintained. This will enable the correct decisions to be made taking full account of the defendant's background. Therefore, it is important that an acceptance record of each is maintained.

6.2 All sanctions must be recorded by the Council and copies of all documents used to consider and issue the sanction retained. Relevant paperwork must also be sent to the Department for Work and Pensions and in the case of prosecution activity to the Police National Computer Bureau to update the central databases on sanction activity.

7. Publicity

7.1 It is the Council's intention to positively promote this policy as well as the outcome of any prosecutions, which will deter others from fraudulent activity.

8. Reporting and Review

- 8.1 Summary information on cases and action taken will be reported to the Head of Customer Services and the Executive Councillor for Finance on a quarterly basis.
- 8.2 An Annual report will be produced for the Head of Service, Chief Officers Management Team and Corporate Governance Panel
- 8.3 This policy will be reviewed annually or when changes in legislation require it.

CABINET

22ND APRIL 2010

**CHEQUERS COURT
PLANNING BRIEF
SUPPLEMENTARY PLANNING DOCUMENT
(Report by Head of Planning Services)**

1. INTRODUCTION

- 1.1 The purpose of this report is to consider the attached Planning Brief which is intended to encourage, guide and shape the redevelopment of Chequers Court, to discuss the comments made by interested parties, and to agree the changes recommended following the consideration of those comments. This revised document will be adopted as a Supplementary Planning Document (SPD).
- 1.2 This brief expands upon and updates the existing approved Interim Planning Guidance for Chequers Court (which dates from 2005), and it is now coming forward as a direct result of the Huntingdonshire Core Strategy being found sound and adopted in 2009. The adopted Core Strategy strongly advocates the development and improvement of retail facilities at Chequers Court.

2. BACKGROUND

- 2.1 The Planning Brief amplifies the earlier advice outlined in the Civic Trust Regeneration Unit's document entitled 'Huntingdon Town Centre Vision', produced in 2000, which clarified the District Council's aspirations for the regeneration of this important part of the town centre. This brief provides: more specific guidance on matters relating to site analysis; promotes high quality design, and; provides suggestions for redeveloping the area.
- 2.2 The adoption of this brief as SPD will be an important step towards encouraging the most appropriate form of re-development for this significant town centre site and it will ensure that any forthcoming development schemes will be of an appropriate high architectural and urban design quality.
- 2.3 This Brief has been subject to lengthy and considerable consultation. It was presented to the Development Management Panel on 16th November, discussions took place with the Huntingdon Town Partnership on 17th November 2009, and subsequently it was published for wider general engagement on 24th November. Local businesses and residents were informed of the publication and specifically asked for their views. A presentation was made to the Town Council's Planning Committee on the evening of 26th November, and an exhibition outlining the scope of the proposed brief was displayed in Huntingdon library from 26th November until 23rd December 2009.

3. THE CONSULTATION RESPONSE

- 3.1 Responses were received from interested members of the public as well as several planning agents acting for the primary landowners. A summary of their comments is outlined within Annex 1, alongside the Council's considered response to the issues raised. Many respondents have expressed positive interest in the benefits of developing the town centre but a number of other issues have also been raised.
- 3.2 The most raised issues relate to the potential impact of any 'multi storey' car park on the town and the impact of development on the historic character of the area. Some have commented on re-opening the gate at St Germain Street. Others have commented on a perceived lack of public engagement regarding these proposals.
- 3.3 It is also felt by some that there is not enough information on certain elements to provide sufficient certainty to the development process (such as scale, massing, architectural articulation, phasing, servicing and car parking numbers). Greater clarity is also needed with regard to the highway proposals and how they could affect residents in the vicinity.
- 3.4 These and other concerns expressed by respondents have been fully considered and they will be addressed either in the form of amendments to the document itself or, where amendments are not considered appropriate, in the form of a reasoned response.

4. RECOMMENDATION

- 4.1 That Cabinet notes the comments from the consultation and endorses the proposed responses to the issues raised.
- 4.2 Delegates to the Head of Planning Services, after consultation with the Executive Member for Planning Strategy, the making of the necessary revisions and minor amendments to the Brief and that the revised, finalised, document be adopted as a Supplementary Planning Document (SPD).

BACKGROUND INFORMATION

Civic Trust Regeneration Unit 'Huntingdon Town Centre: A Vision and Strategy for Growth and Quality' 2000
Interim Planning Guidance for Chequers Court 2005
Huntingdonshire District Council Core Strategy 2009

Contact Officer: Mike Huntington
Team Leader – Urban Design, Trees and Landscape
 **01480 388404**

Annex 1

Chequers Court Planning Brief:

Summary of Written Comments April 2010

The table below details the comments received in general letters and from comments or attachments from the public questionnaires.

Action Code:

- 1 Action Taken
- 2 Not within remit of SPD
- 3 No action required

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Comment by:	Nature of Comment	Action	Response
Huntingdon & Godmanchester Civic Society	Consider re-opening St Germain Walk	3	As more detailed proposals emerge the Council will endeavour to enhance the opportunities for pedestrian movement throughout the area.
	Proposals should retain the petrol station	3	The potential development options being considered will allow for either the appropriate retention or removal of the Petrol Filling Station.
	Proposals need to keep car parking numbers up to encourage town use	1	Clarification will be added with regards to potential car parking numbers being retained / provided on the site.

Comment by:	Nature of Comment	Action	Response
CPRE	Keen to see larger units	3	The SPD outlines the need for 'larger' retail units and the wording is flexible to encourage such provisions.
	Diversity of architecture to have sympathy with market town image	1	More detail will be added with regard to architectural character and the need to encourage good design and deliver high quality environments.
	See some 'greening' of the area – trees/greenwall/sedum roofs	1	High quality hard and soft landscaping will need to be provided / incorporated.
	Agree with need to improve Newton's Court	3	Noted
	Note contraflow – not sure if it will work	3	Noted
	Development should be permeable N and S, not just E and W	3	Noted.
	Would like to see some smaller shops within the new development	3	Noted. The brief has been flexible about the size of potential future retail units.
	Concern over impact of multi storey car park	3	Such a proposal can lead to efficient use of space for car parking, and any proposed multi-decked car park will be carefully designed to minimise its impact.
More specific about energy efficiency	1	Noted. More detail will be added to the brief.	

Comment by:	Nature of Comment	Action	Response
	<p>Protect existing landscaping features</p> <p>Concern over Market Town Strategy proposals for roads and their impact on the landscape.</p>	<p>1</p> <p>3</p>	<p>Noted. Additional comments will be made.</p> <p>The Council will be seeking to appropriately amend the related wider traffic management proposals in light of, and in anticipation of, the emerging A14/Huntingdon proposals.</p>
<p>Huntingdon Town Centre Partnership</p>	<p>Concern that lack of residential or entertainment elements will mean that the new Chequers Court scheme could be no more than a shopping mall, and that pedestrians passing through in the evening will be threatened.</p> <p>Would like to ensure that a 'safe' town environment is created through 'secure by design'.</p> <p>As there is a general lack of car parking in Huntingdon, is there any way of increasing the number of planned spaces available.</p> <p>Footfall routes through to the car park should be designed so that they attract all shoppers including young families, elderly and less mobile groups.</p> <p>Planning of any phased works should take into</p>	<p>1</p> <p>1</p> <p>3</p> <p>1</p> <p>1</p>	<p>It is hoped that some mixed residential uses could potentially be incorporated into the scheme, and this brief does not preclude that happening.</p> <p>Noted – The need to deliver a high quality safe environment will be emphasised.</p> <p>The number of car parking spaces to be provided will be safeguarded/potentially enhanced by these proposals.</p> <p>As more detailed proposals emerge the Council will endeavour to enhance the opportunities for pedestrian movement through the area.</p> <p>It will be important to ensure that works</p>

Comment by:	Nature of Comment	Action	Response
	account the impact on the town, impact on businesses and retaining as much car parking as possible.		are appropriately phased in order to safeguard the vitality of the town centre.
Huntingdon Town Council	<p>Members welcomed the re-design of the car parking area and recognised the need for a multi-storey car park.</p> <p>It was not clear, however, whether there would be a net increase in car parking, and it was difficult to determine whether the proposed location for the car park was the best one.</p> <p>Additional retail space of larger scale scenario would bring an added number of service vehicles.</p> <p>Additional retail space availability would require effort to encourage diversity.</p> <p>Expand concern over loss of petrol filling station.</p> <p>Imperative to open St Germain Walk gate.</p>	<p>3</p> <p>1</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>Noted</p> <p>Clarification will be added with regards to potential car parking numbers being retained / provided on the site.</p> <p>The Council will be encouraging the potential developers / occupiers to think innovatively about how the scheme could be serviced.</p> <p>Noted</p> <p>The potential development options being considered will allow for either the appropriate retention or removal of the PFS.</p> <p>As more detailed proposals emerge the Council will endeavour to enhance the opportunities for pedestrian movement through the area.</p>

Comment by:	Nature of Comment	Action	Response
	<p>Improvements to pedestrian access would be made by adding a pedestrian crossing on the corner of High Street and Hartford Road.</p> <p>How can public transport links be improved</p> <p>Support the smaller scale development option.</p>	<p>3</p> <p>1</p> <p>3</p>	<p>Noted. This may be looked at by the County Council in respect of their role as the Highway Authority.</p> <p>Noted – it will be important to ensure that consideration is given to the need to enhance public transport accessibility.</p> <p>Noted</p>
Indigo Planning, Agents for Sainsbury	<p>Acknowledge that the brief identifies two alternative scenarios for development.</p> <p>Both scenarios involve building on Sainsbury's existing car park and this needs to be acknowledged.</p> <p>The draft brief must acknowledge the need for Sainsbury's to relocate for the redevelopment of Chequers Court to come forward, and to confirm the Council's support for this relocation.</p>	<p>3</p> <p>1</p> <p>3</p>	<p>Noted</p> <p>The document/diagrams will be amended to clarify this.</p> <p>Disagree. It is considered that Sainsbury's does not have to relocate to allow appropriate proposals for the phased redevelopment of Chequers Court to potentially come forward.</p>
CBRE – Agents for Churchmanor Estates	<p>Concern at the period allowed for public consultation.</p> <p>Urge the Council to consult the community in a "fair and reasonable manner", and that the document "will be the subject of wide spread</p>	<p>3</p>	<p>The planning brief was exhibited at the library for over 3 weeks in addition to targeted consultations with landowners potentially affected and nearby residents. We consider that the library is a good accessible resource to use, with a broad</p>

Comment by:	Nature of Comment	Action	Response
	public consultation". CBRE are firmly of the view that the consultation has not been in accordance with Government guidance or the adopted LDF.		cross section of the public using it. The exhibition was widely advertised, with leaflets at the post office and at Sainsbury's, and the local press publicised the consultation. The period for consultation/consideration of this issue was extended to acknowledge this concern.
	Concerns that the brief does not establish clear principles in relation to phasing, size of units or type of occupiers.	1	The document will be amended to give some more guidance in these matters.
	Current document fails to clarify what the future of the Sainsbury's unit is.	3	It is considered that Sainsbury's does not have to relocate to allow appropriate proposals for the phased redevelopment of Chequers Court to come forward.
	The brief does not demonstrate how the area will adapt should an anchor store such as Sainsbury's leave.	3	It is considered that Sainsbury's does not have to relocate to allow appropriate proposals for the phased redevelopment of Chequers Court to come forward.
	CME rejects the description of Chequers Court as 'tired and obsolete'.	1	This referred to the office building previously used by the Inland Revenue, and will be clarified to refer to this building specifically.
	CME welcomes the proposals to provide significant additional car parking in excess of the	1	Clarification will be added with regards to potential car parking numbers being

Comment by:	Nature of Comment	Action	Response
	<p>existing provision, but questions whether HDC have undertaken a detailed car parking assessment to inform.</p> <p>CME questions the viability of the link between Chequers Court and Newton's Court, due to a likely need for a service yard in this location.</p> <p>CME are concerned at the reference to other town centre sites that could enhance the town centre's appeal.</p> <p>CME already agree with the site's development principles, but consider that the opportunity exists for development in excess of 9000 sq.m. within Chequers Court, particularly should the supermarket relocate.</p>	<p></p> <p>3</p> <p>1</p> <p>3</p>	<p>retained / provided on the site.</p> <p>Disagree. This is considered to be a very important element in terms of successfully integrating this development with the existing High Street.</p> <p>Clarify this comment by deleting the word "centre" in 5.3 second paragraph. The wording of policy CS8 makes it clear that "Complementary and appropriate development that does not jeopardise the delivery of further redevelopment of Chequers Court" could be located on other sites.</p> <p>Policy CS8 makes reference to at least 9000 sq m of comparison goods concentrated in the town centre. Churchmanor have previously stated that between 5000-10000sq.m of retail space could potentially be accommodated in a Chequers Court redevelopment scheme, the higher figure depending on the relocation of the existing supermarket, but that any such scheme would also require a major convenience store of about 3000sq.m to attract comparison</p>

Comment by:	Nature of Comment	Action	Response
	CME believe that the brief does not provide sufficient certainty as to the planning or deliverability of Huntingdon town centre. There is insufficient commentary as to how the town centre would be delivered and the timescales involved.	3	retailers and to support its viability. Whilst the Council owns a 'small part' of the site, the vast majority is in private ownership and therefore the Council acting as the LPA, can only put in place policies and guidance in order to encourage its appropriate redevelopment. This site has been 'considered' for redevelopment for many years and to date only limited improvements have taken place and therefore exact timescales are unable to be defined at the moment.
Residents (27 in total)	<p>Need to deter skateboarders and BMX. Also essential to have level paths.</p> <p>Disagree with multi-storey car park. Agree that parking should be reorganised.</p> <p>Need to restyle and upgrade area without destroying the character of the market town, needs to retain its identify.</p>	<p>3</p> <p>1</p> <p>1</p>	<p>As more detailed proposals emerge the Council will endeavour to enhance the opportunities for pedestrian movement through the area. However appropriate design measures also need to be incorporated in order to deter inappropriate use.</p> <p>Clarification will be added with regards to potential car parking numbers being retained / provided on the site.</p> <p>Need more info regarding built character of any new buildings.</p>

Comment by:	Nature of Comment	Action	Response
	No more junctions onto ring road. Need to demolish Chequers Court buildings, but rebuild with more trees and green spaces.	3	Noted
	Typos on p.28 and para. 4.5	1	Noted, all typos will be changed
	Levels need sorting out.	1	As more detailed proposals emerge the Council will endeavour to enhance the opportunities for pedestrian movement through the area.
	Need for a large scale retailer in town centre to cope with population growth.	3	Noted.
	Open gate to St Germain Street.	3	As more detailed proposals emerge the Council will endeavour to enhance the opportunities for pedestrian movement through the area.
	Criticism of 'exclusive' language in document some of the graphics need keys, some typos on maps.	1	The Council will try to simplify the English in the document
	Lack of consultation	3	The planning brief was exhibited at the library for over 3 weeks, and we consider that this is a good accessible resource to use, with a broad cross section of the public using it. The exhibition was widely advertised, with leaflets at the post office

Comment by:	Nature of Comment	Action	Response
			and at Sainsbury's, and the local press publicised the consultation. The period for consultation/consideration of this issue was extended to acknowledge this concern.
	Keep petrol station	3	The potential development options being considered will allow for either the appropriate retention or removal of the PFS.
	Keep 10 foot access track to properties at rear of Hartford Road, but keep separated from new access road. Agree with idea to redirect Hartford Road traffic.	1	Clarify the graphics to show in more detail this element of the brief.
	Car parking should follow the design of the Tesco car park, with one-way perimeter roads.	3	This is a detailed matter.
	Multi-storey car park will be a poor design.	3	This can be more efficient use of space for car parking, and any proposed multi-decked car park will be carefully designed to minimise its impact.
	Disagree with multi-storey car park. Why not have a park 'n' ride?	2	Such proposals are outside the remit of this brief.
	Prefer to see more car parking spaces.	1	Clarification will be added with regards to potential car parking numbers being retained/provided on the site.

Comment by:	Nature of Comment	Action	Response
	Redevelop Chequers Court but do not decrease the already too few car parking spaces.	1	Clarification will be added with regards to potential car parking numbers being retained/provided on the site.
	Pleased to see improved public spaces as there are not many places to sit down at the moment.	3	More detail will be added with regard to architectural character and the need to encourage good design and deliver high quality environments.
	Concern over impact on Blaines Court residents.	1	Any proposals will need to safeguard existing residential amenity.
	More detail over impact on Newton's Court residents.	1	Any proposals will need to safeguard existing residential amenity.
	Preference for smaller scale scenario, retaining the petrol station and improving the car parking.	3	Noted.
	Scenario 2 seems more pragmatic as it leaves opportunity for further growth.	3	Noted
	Concern that the 'traditional/historic' centre of the town around Market Hill is being abandoned.	3	The Core Strategy has clarified that the regeneration of Chequers Court should be a priority.
	A multi-storey car park is needed around Sainsbury but will cause problems of congestion – it will be good to sort out the level changes. It will be good to have an open air café and for	3	Noted

Comment by:	Nature of Comment	Action	Response
	Chequers Court to be more sociable.	3	Noted
	Improvements are long overdue. Most welcome initiative.	3	Noted
	'About time', would welcome a café area.	3	Noted
	There has been much talk. Need to get on and do the job, with realistic car parking and sorting out the levels.	3	Noted
	In the main – good. But worries about potential drainage issues from Hartford Road properties.	3	Noted
	Seems OK but have we considered disabled people.	3	As more detailed proposals emerge the Council will endeavour to enhance the opportunities for pedestrian movement through the area.
	Open St Germain Walk gate. The desire to make the area a 'key shopping destination' is laudable, but shops are not just card shops, travel agents, jewellers, estate agents, and coffee shops – we have a glut of these.	3	Noted.
	Option B is preferred choice. Petrol station should be retained. Opposed to contra flow on ring road, and believe access is needed for all on St Mary's Street. The design and scale of the new developments should not overawe existing	3	Noted. More detail re landscaping and green spaces can be added and more comments about scale and massing of potential new buildings can be added.

Comment by:	Nature of Comment	Action	Response
	neighbours and feature trees and beech hedge should be retained.		

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**DEVELOPMENT BRIEF CHEQUERS COURT, HUNTINGDON
(Report of the Overview and Scrutiny Panel (Environmental Well-Being))**

1. INTRODUCTION

- 1.1 At its meeting on 8th December 2009, the Overview and Scrutiny Panel (Environmental Well-Being) considered a report by the Head of Planning Services on the redevelopment opportunities in and around the Chequers Court shopping area in the centre of Huntingdon.

2. DELIBERATIONS

- 2.1 The Panel acknowledged that redevelopment of Chequers Court would be necessary for the town centre to be re-invigorated, with a rationalisation of car parking being a key component for this area.
- 2.2 Members raised concerns over the proposal to remove the petrol filling station, although it was reported that this would be a commercial decision beyond the control of the Council.

3. CONCLUSION

- 3.1 The Cabinet is invited to consider the comments of the Overview and Scrutiny Panel (Environmental Well-Being) as part of its deliberations on the development brief for Chequers Court, Huntingdon.

Contact officer: Mrs J Walker, Trainee Democratic Services Officer
☎ 01480 387049

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CABINET

22nd April 2010

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

1. INTRODUCTION

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

2. BACKGROUND INFORMATION

- 2.1 The Council’s Corporate Plan includes 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 as priorities for the immediate future.

3. PERFORMANCE MANAGEMENT

- 3.1 Progress against all the 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.
- 3.2 In addition, a working group appointed by the Overview & Scrutiny Panels continues to meet quarterly to monitor progress in the achievement of the Plan and to consider development issues.
- 3.3 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 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 view while building confidence that the Council priorities are being achieved.
- 3.4 The comments of the Overview and Scrutiny Panel’s deliberations are summarised and either appended to this report or circulated separately depending on the timing of meetings.

4. PERFORMANCE MONITORING

4.1 The following performance data is appended for consideration:

Annex A - 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, an indicator showing the direction of travel compared with the previous quarter and a comments field. The data is colour coded as follows:

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

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

Annex C - Council Improvement Plan – a rolling plan of actions identified following internal or external reviews such as the Use of Resources or Managing Performance assessments and the Annual Governance Review.

5. DATA QUALITY

5.1 The appropriate Heads of Service have confirmed the accuracy of the data in the attached report and that its compilation is in accordance with the appropriate Divisions’ data measure templates. Acknowledging the importance of performance management data, a system of spot checks has been introduced to give further assurance on its accuracy.

6. RECOMMENDATION

6.1 Members are recommended to;

Consider the results of performance for priority objectives.

BACKGROUND INFORMATION

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

Growing Success: Corporate Plan

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

Community/Council Aim: Healthy Living

Objective: To promote active lifestyles

Division: Leisure

Divisional Objective: To increase participation in healthy physical activities

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	DoT*:	Comment:	QRT
Maintain and improve standard of facilities & match facility provision with usage demand (SCS measure)	Number of admissions/participants in activities provided or promoted by the Council (cumulative quarterly target)	1,26m	1,22m (R)		↓	Increase on 2008-09 at HLC only	QRT
Promotion and marketing of available activities	Number of active card holders	19,850	19,077 (R)		↓	Data capture of all users from Jan 2010 will ensure this target is reached	QRT

Division: Lifestyles

Divisional Objective: To promote healthy lifestyle choices

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	DoT*:	Comment:	QRT
Provide a range of accessible leisure opportunities such as: a Holiday Activity Programme for <17 yrs (SCS measure)	Total throughput of school, outreach and holiday activity Programmes (cumulative quarterly target)	3,000	4,520 (G)		↔		QRT
Provide and facilitate arts activities directly and in partnership	Throughput of people (target 8500 per ann) experiencing arts interventions as a result of Arts Service and Partner activities during 2009/10 (cumulative quarterly target)	6,375	16,204 (G)		↔		QRT
Provide targeted schemes to enable vulnerable people to participate in physical leisure activities (inc Exercise Referral, Community Sports and Recreation Project, Community Sports Network and Active Life scheme) (SCS measure 2.1.5)	Throughput on identified schemes (cumulative quarterly target)	8,475	17,361 (G)		↔		QRT
Provide under-represented groups with the opportunity to participate in sport and active recreation (SCS measure)	Total throughput of activity programme for disabled participants and under-represented groups (cumulative quarterly target)	750	1,637 (G)		↔		QRT
Support vulnerable people to be more active, Cardiac Rehabilitation programme and Health Walks	Total throughput of the Cardiac Rehabilitation programme and Health Walks in Huntingdonshire (cumulative quarterly target)	5,670	7,644 (G)		↓		QRT

Community/Council Aim: Housing that meets individuals needs

Objective: To achieve a low level of homelessness

Division: Housing

Divisional Objective: To achieve a low level of homelessness

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	DoT*:	Comment:	QRT
By helping to prevent people from becoming homeless by housing homeless people, where	(NI 156) No. of households living in temporary accommodation	45	65 (R)		↓	The recession has slowed the pace of reduction in this indicator.	QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

appropriate	The number of households prevented from becoming homeless in the year (cumulative quarterly measure)	195	270 (G)	↔	Annual target already reached	QRT
Community/Council Aim: Developing communities sustainably						
Objective: To enable the provision of affordable housing						
Division: Housing						
Divisional Objective: To enable the provision of affordable housing						
Key Activity(s) only to deliver service objective: Key Measure:						
By maximising the land available for new affordable housing. By working in partnership with Housing Associations to bid for external funding. By making a financial contribution to pay for affordable homes to be built	(NI 155) Number of new affordable homes built by March 2010 (cumulative quarterly target) (local target)	160	180 (G)	↑	On track to complete at least 250 before the end of the financial year	QRT
Division: Planning						
Divisional Objective: Maximise provision of affordable housing on relevant development sites						
Key Activity(s) only to deliver service objective: Key Measure:						
Develop Core Strategy and Development Control Policies DPD (to set policy framework)/Adopt Planning Obligations SPD (to set specific targets and thresholds)/Negotiate S106 Agreements (to deliver required amounts of affordable housing)	% of affordable housing (commitments) on qualifying sites (cumulative) % of housing completions on qualifying sites that are affordable in market towns and key settlements % of housing completions on qualifying sites that are affordable in smaller settlements	35 40 29	73.20 (G) 49.80 (G) 65 (G)	↔ N/A N/A	as at March 2009 As at year end March 2009.	QRT QRT QRT

<p>Objective To promote active lifestyles</p>	<p>Achievements:</p>	<p>Comments from appropriate Head of Service Leisure Centres: Key area, Impressions, has continued to grow by 8,995 (5.2%) to 203,000 with growth at all sites (Huntingdon 17%). 37,000 additional visits (14%) have been recorded at Huntingdon LC (despite the pool closure) in the first full year of the new facilities opening. Funzone at Huntingdon has had over 15,000 participants at the three quarter year stage and aerobics classes everywhere continue to thrive. 64% of all available courts are used (identical to last year). “One Leisure” was launched from January 2010. A full staff meeting, attended by over 300, took place in December and a public awareness campaign has continued thereafter. Leisure Centres: Admissions remain 4% below target. Closure of two pools over summer and inclement weather in December remain contributory factors but there is optimism that the busier New Year period will address the shortfall. In the current economic climate this admissions decrease is unsurprising. Despite increased visits to Huntingdon LC, other centres have dropped by between 1% (St Neots) and 9% (Ramsey) (note - pool closed in summer). Swimming remains 8% down (although over half of this will be as a result of the closures). Pool occupancy has decreased fractionally to 22.1 people per hour. Environmental and Community Health Services: Community Sports Network funding bid through 1st round selection, second-stage outcome due February 2010. £150M worth of bids for £10M funding. HDC bid currently ranked amongst the highest & survived stringent bid-thinning in 1st round; some issues with match-funding have been addressed as far as possible.</p>
<p>To achieve a low level of homelessness</p>	<p>Risks: Achievements: Issues or actions for next quarter: Risks:</p>	<p>Housing Services: 31 households were accepted as homeless compared to 36 in the same period last year. Housing Services: There was an increase in the number of households in temporary accommodation, from 54 households at the start of the quarter to 65 at the end. We need to achieve a maximum of 45 households by the end of March 2010 to achieve our temporary accommodation reduction target with central government. A consultation draft of the Homelessness Strategy will incorporate the findings of the homelessness Joint Strategic Needs Assessment (JSNA). Housing Services: There is a risk of reduced provision within the private rented sector if house prices and sales increase, with more owners looking to sell rather than rent properties out. This would reduce the council’s ability to prevent homelessness by helping households into private sector tenancies.</p>

<p>Objective To enable the provision of affordable housing</p>	<p>Achievements:</p>	<p>Comments from appropriate Head of Service Housing Services: Completed 16 affordable homes bringing the cumulative total for the year to 180. Secured £1.162m HCA grant for affordable housing.</p>
<p>Issues or actions for next quarter:</p>	<p>Housing Services:</p>	
<p>Risks:</p>	<p>Housing Services: Availability of Homes and Communities Agency funding via the bidding process.</p> <p>Planning Services: As stated previously the most obvious current risk is the potential impacts of a longer than expected downturn in the housing/development market. The nature of that risk is that a prolonged downturn will continue to detrimentally impact upon the local property market thereby undermining the delivery of new homes, new employment opportunities and community facilities. Potential impacts could be upon levels of planning fee income, housing delivery and the scale, content and the potential viability and delivery of S106 contributions.</p>	

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

Objective: To help mitigate and adapt to climate change

Division: Environmental Management

Divisional Objective: To help mitigate and adapt to climate change

Key Activity(s) only to deliver service objective: Key Measure:

Target: Actual: Forecast: DoT*: Comment:

(NI 185) Green Force initiative	Number of Green Force meetings held in 2009/10 (target: 4 by year end)	3	4 (G)	↑	Staff internal environmental awareness initiative meets regularly and is taking forward a number of specific projects, including the 'get your kit off' campaign encouraging staff to turn off computers and monitors when away from their desk and at night.	QRT
49 (NI 185) Identify opportunities to reduce CO2 emissions from the Council's own operations	% of HDC Carbon Management Plan 1st year projects on track	70	90 (G)	↔	A strategic review of carbon reduction opportunities at leisure centres to be completed to identify the most appropriate carbon saving measures - This has slowed down the implementation of year 1 Projects which are predominantly based at leisure centre sites but agreed measures will be completed as stated within the carbon management plan Salix Funding application submitted in the Third Quarter	QRT
	Tonnes of CO2 saved from year one carbon management projects (cumulative)	375	357 (A)	↓	Projects delivering savings to date include: Multi- Functional devices (67 Tonnes) PIR Sensors Sawtry (4 Tonnes) CHP at Huntingdon (166	QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

(NI 186) Hunts Post Green page	Deliver monthly environmental information page in Hunts Post (cumulative)	9	9 (G)	↔	Hunts Post Green Page continues to be an invaluable means of promoting environmental initiatives within the district. Themes during this quarter included: October - Urban and Rural Character November - Clean and Safe December - Greening Christmas	Tonnes) Green Force Scheme (49 Tonnes) Travel Plan (71 Tonnes)	QRT
(NI 188) Undertake risk-based assessment of current vulnerabilities to weather and climate changes and identify adaptation responses	Local risk based assessment complete by March 2010 to achieve level 1 of NI188 on target (1=Yes, 0 = No)	1	1 (G)	↔	On course to for achieving Level 1 of Indicator in line with LAA target by March 2010.		QRT
(NI186) Promote energy efficiency and use of renewable energy to householders	Number of tonnes of CO2 saved through installation of energy efficiency measures and renewables in domestic properties (cumulative quarterly measure)	525	522 (A)	↓			QRT
(NI186) Retro fit project - procurement of Housing stock	Green House (retro fit) project - completion of building work by Jan 2010 (on target 1 = Yes, 0 = No)	1	1 (G)	↔	Specification of measures/pre-monitoring undertaken. Procurement/tendering process for contractors expected to be complete in January 2010, Investigation of funding for 'role out' of retrofit programme in the wider District ongoing. Sponsorship programme and plans for filming developing.		QRT
(NI186) Update existing and extend Travel Plans to all of the Council's employment sites and implement to achieve a modal shift away from single occupant car use	% of council employees travelling alone to work by car	50		N/A	Annual measure, data to follow		YRL
Complete an annual review & update of Growing Awareness a plan for our environment	Review completed 2009/10 (1 = yes, 0 = no)	1	1 (G)	↔	Environment Strategy review up to the end of 2009/10 for publication in June 2010		QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

Identify areas of joint working with stakeholders to help deliver aims of Growing Awareness.	HSP Environment Forum to meet at least twice annually (1=Yes, 0 = No)	1	1 (G)	↔	Huntingdonshire Strategic Partnership Environment forum meets quarterly and is in the process of agreeing a joint action plan for 2010/11	QRT
Oversee the implementation of the Environment Strategy projects	% of Environment Strategy Year 2 projects on target	75	80 (G)	↓	<p>Year two funded Environment Strategy Projects 8 out of 10 on track -</p> <p>HDC Carbon Management Plan (on track)</p> <p>Sustainable Homes Retro-fit Project (on track)</p> <p>Huntingdonshire Nursery - Composting toilet (on track)</p> <p>Renewables at HDC owned Sites (on track)</p> <p>Schools Recycling Scheme (on track)</p> <p>Public Travel Information boards (being re-evaluated)</p> <p>Low Carbon Communities (on track)</p> <p>Pensioners Home Insulation Scheme (on track)</p> <p>Business Environmental Pledge scheme (re-evaluating through poor uptake)</p> <p>Green Force Environmental Awareness scheme (on track)</p> <p>Mayfield Road Showcase New Build (on track)</p>	QRT
Division: IMD						
Divisional Objective: Reduce the resources used by IMD						
Key Activity(s) only to deliver service objective: Key Measure:						
Implement new technology to reduce power consumption	Percentage reduction in power consumed (target TBA)			N/A	Annual measure, data to follow	YRL
Reducing number of commuting miles by sole car usage (eg working from home, car sharing, walking, cycling, use of public transport)	Number of car commuting miles saved	37,500	41,820 (G)	↑	Target is 50,000 for the year.	QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

Division: Planning				
Divisional Objective: To encourage sustainable forms of development				
Key Activity(s) only to deliver service objective: Key Measure: Include sustainable policies within LDF (to set a sustainable policy framework)	Target: 1	Actual: 1 (G)	Forecast:	DoT*: ↔ Comment: Adopted at September Committee.
Community/Council Aim: Developing communities sustainably				
Objective: To promote development opportunities in and around the market towns				
Division: People, Performance & Partnerships				
Divisional Objective: To promote development opportunities in and around the market towns				
Key Activity(s) only to deliver service objective: Key Measure: Deliver LES Physical Infrastructure Development activities in the Sustainable Economic Development service plan	Target: 90	Actual: 100 (G)	Forecast:	DoT*: ↔ Comment:
Division: Planning				
Divisional Objective: To promote development opportunities in and around the market towns				
Key Activity(s) only to deliver service objective: Key Measure: Develop strategic policy to promote well being of our market towns	Target: 1	Actual: 1 (G)	Forecast:	DoT*: ↔ Comment: Adopted at September Committee.

* Direction of Travel - shows change in performance since last quarter, where applicable

<p>Objective To help to mitigate and adapt to climate change</p>	<p>Achievements:</p>	<p>Comments from appropriate Head of Service Environmental Management: Various energy efficient lighting schemes ongoing for internal and external clients (e.g. Sawtry and Huntingdon Leisure Centre car parks and various cycleways). Leisure roofing/insulation schemes awarded and starting Feb 2010 (Sawtry, The Ivo, Ramsey and Huntingdon). Brief developed with Leisure and Renewables East to look at energy and water management/efficiency management across Leisure portfolio. Will identify carbon reduction hits and costs for project implementation for the Carbon Management Plan. Delivery of document/plan around beginning of new financial year. New energy efficiency project in partnership with Renewables East, targeting 200 homes in St Neots. St Neots market sq bus shelter upgrade includes renewable technology. Development of climate change adaptation work with Environment Agency and County (NI 188). A Local Climate Impact Profile has been developed and will help define cost of climate change threats to HDC services. A series of meetings with internal service areas have been undertaken to establish risks to services e.g. leisure. HDC is at the forefront of districts working in this area.</p>
<p>Issues or actions for next quarter:</p>	<p>Issues or actions for next quarter:</p>	<p>Environmental Management: Retrofit project role out programme proposals and summer launch being developed. Undertake strategic overview/audit of energy and water management usage in Leisure Centres and develop options for low carbon infrastructure.</p>
<p>Risks:</p>	<p>Risks:</p>	<p>Environmental Management: Failure to 'green' facilities strategy/influence other services on low carbon agenda means higher long term costs (e.g. energy bills) Closer integration of key findings of the Carbon appraisal of the Cambridge sub region LTDP and HDC LIF continue to be critical to the delivery of long term carbon reduction measures to meet targets for: energy saving, combating climate change and meeting government targets NI 186 and 188. Findings from St Neots energy study not incorporated within DPD and therefore do not contribute to the wider evidence base for the district. BRE fail to deliver sponsorship for retrofit project. Affects project costs. County Flood Risk Management Partnership fails to find funding/resources for new work areas arising as a result of the Pitt review and Floods/Water Bill.</p>
<p>To promote development opportunities in and around the market towns</p>	<p>Achievements: Issues or actions for next quarter: Risks:</p>	<p>People, Performance & Partnerships: Monitoring of Town Centre shoppers/visitors through footfall surveys showed a 2.8% increase in footfall.</p>

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Community/Council Aim: To improve our systems and practices							
Objective: Effective partnership							
Division: People, Performance & Partnerships							
Divisional Objective: Develop, adopt and support the delivery of a sustainable community strategy for Huntingdonshire							
Key Activity(s) only to deliver service objective: Key Measure:							
Ensure an appropriate performance management system for the Sustainable Community Strategy and provide policy support for this process	% of thematic groups reviewing their performance and delivery	100	67 (R)	80	↓	G&I action plan needs to be smarter and be integrated with partner activities/LIF, C&YP currently reviewing action plan in line with the 'BIG' plan with a view to prioritising objectives	QRT
	Regular reports on the performance of thematic groups are submitted to the HSP Executive and Board (1=yes, 0=no)	1	1 (G)		↔	1 = Yes regular reports are submitted to the HSP Executive and Board	QRT
Divisional Objective: Effective partnership framework							
Key Activity(s) only to deliver service objective: Key Measure:							
Develop, implement and monitor strategic/operational partnership review programme	Partnership review programme on target (1=yes, 0=no)	1	1 (G)		↔	On target	QRT
Community/Council Aim: To learn and develop							
Objective: To be an Employer People Want to Work For							
Division: People, Performance & Partnerships							
Divisional Objective: To attract and retain staff							
Key Activity(s) only to deliver service objective: Key Measure:							
Promoting from within wherever possible Recruitment package	Internal promotions as percentage of all vacancies filled	33	41.70 (G)		↔	5 promotions out of 12 posts	QRT
	% of new employees still in post after 12 months	90	88.20 (A)		↓	Between October 2008 and December 2008 there were 17 contracted new starters. Between October 2009 and December 2009 88.2% of them were still employed.	QRT
	% of new employees still in post after 24 months	80	80 (G)		↓	Between October 2007 and December 2007 there were 30 contracted new starters. Between October 2009 and December 2009 80% of them were still employed.	QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

Retaining and releasing employees appropriately	Staff turnover – % of employees on permanent contracts leaving the Council	10	4.46 (G)	↔	Turnover excluding fixed terms = 4.46%, turnover including fixed terms = 6.1%.	QRT
Successful wellbeing initiatives which are improving attendance rates	% attendance of HDC employees a rolling 12 month average. Target based on CIPD for public sector employees.	96	98.40 (G)	↓	98.4% attendance achieved (based on 1270 employees)	QRT
Community/Council Aim: To maintain sound finances						
Objective: Maximise business and income opportunities including external funding and grants						
Division: Leisure						
Divisional Objective: Maximise leisure centre income						
Key Activity(s) only to deliver service objective: Key Measure:						
Maintain expenditure within budget	Actual expenditure compared to budget (cumulative quarterly target)	£4.67m	£4.40m (G)	↔	Savings in all budget headings	QRT
Maximise leisure centre income	Actual income received compared to budget (cumulative quarterly target)	£3.72m	£3.54m (R)	↑	Two pools closed in summer. Income shortfall balanced by expenditure savings	QRT
Division: People, Performance & Partnerships						
Divisional Objective: To be aware of appropriate funding opportunities and communicate to the appropriate service						
Key Activity(s) only to deliver service objective: Key Measure:						
Co ordinate and maintain a system of internal control via External Funding strategy, liaise with appropriate officers, provide funding advice and assistance in compilation of bids as required	% of bids which attract funding (year to date)	70	55 (A)	↑	Submitted 18, Successful 10, Unsuccessful 7. Awarded but declined 1.	QRT
	% of External Funding actions on track	90	80 (A)	↓	8 out of 10 actions on target.	QRT

<p>Objective To enable effective partnerships</p>	<p>Achievements:</p> <p>Issues or actions for next quarter:</p> <p>Risks:</p>	<p>Comments from appropriate Head of Service People, Performance & Partnerships: HSP Economic Summit was held in September to discuss partnership solutions to address the effects of the recession locally, there was good representation from all partner organisations.</p> <p>People, Performance & Partnerships: Growth and Infrastructure action plan needs to be SMARTer and be integrated with partner activities/Local Investment Framework. Children & Young People's Partnership is currently reviewing its action plan in line with the BIG Plan with a view to prioritising objectives.</p>
<p>To be an employer people want to work for</p>	<p>Achievements:</p> <p>Issues or actions for next quarter:</p> <p>Risks:</p>	<p>People, Performance & Partnerships: The Members Employment Advisory Group presented their interim findings to Employment Panel on current recruitment and remuneration practice. The HR Strategy and a new policy on 'Loans for season tickets' were adopted by Employment Panel.</p> <p>People, Performance & Partnerships: The annual salary review report was produced in-house this year to aid the pay negotiation process. Members and ELAG have agreed to take into account the Member Advisory Group work before reaching a settlement.</p>
<p>To maximise business and income opportunities including extended funding and grants</p>	<p>Achievements:</p> <p>Issues or actions for next quarter:</p> <p>Risks:</p>	<p>People, Performance & Partnerships: Successful external funding bid for "Future Jobs fund", including up to £9k for a post at Huntingdonshire Community nursery. Funding also secured from EERA, approx £7k for staff training.</p> <p>Leisure Centres: Centres have, where possible, rationalized costs and made concerted savings efforts across the board. As a result, expenditure is over 10% saved on budget resulting in a net spend ahead of original budget target. Given the circumstances, and recognising the effect external pressures have on centre performance, this is a reasonable Q3 position.</p> <p>All expenditure budget headings have recorded savings against target and this has helped balance the income shortfall. Staff costs overall have risen by less than 2% during the year. Profit margins on bars and all varieties of catering are above target and overall recovery rate is now 83% compared to 79% at this stage last year.</p> <p>Leisure Centres: Income is down by 5% on target and clearly reflects the economic climate throughout the country although shortfall was over 9% at end of Q2. All areas of the centres have been hit with hospitality and indoor activities being particularly affected.</p>

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Improvement Plan

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

In progress

Completed

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Jan 2010
Natural Resources	The Council should ensure that information and analysis about its environmental footprint is made publicly available.	Use of Resources 2007/08			Head of Environmental Services	The report will be delayed until June 2010 this will allow data to be collected up to March 2010 and comparisons between 2008/09 and 2009/10 to be made.
Governance	Procurement	Governance Assurance framework (AGS Sept 2009)	improve the level of compliance of the Code of Procurement	level of compliance improved – no breaches of the code	Head of Financial Services	Review of suppliers/groups- categories currently being undertaken. (see Use of Resources below)
	Huntingdonshire Strategic Partnership Evaluation	Governance Assurance framework (AGS Sept 2009)	Consideration will be given to how the Audit Commission guidance to help in the assessment of the Governance arrangements can be implemented in conjunction with the Councils own Partnership framework	Improved partnership working	Member: Andrew Hansard and Head of People, Performance and Partnerships	A six monthly update will be reported to the March 2010 meeting of the Corporate Governance Panel
	Audit Letter recommendations	Governance Assurance framework (AGS Sept 2009)	maintain focus on service performance in order to improve the rate of improvement and tackle areas of comparative under performance; and Develop a stronger focus on outcomes measures.	Improved performance and better outcome measures	Member: Andrew Hansard and Head of People, Performance and Partnerships	A six monthly update will be reported to the March 2010 meeting of the Corporate Governance Panel
	Scrutiny Annual Report	Governance Assurance	to ensure an Overview and Scrutiny annual		Member: Andrew	The Scrutiny Annual report will be produced

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Jan 2010
		framework (AGS Sept 2009)	report reflecting their work during 2009/10 is prepared to for publication		Hansard and Head of Democratic & Central Services	at the end of the Municipal year and reported to Council
Financial planning	Demonstrating the Outcomes from Stakeholder Engagement in Financial Planning	Use of Resources 2008/09	We have undertaken and continue to undertake consultation on the priorities for Huntingdonshire. The council will continue to do this and develop its engagement		Head of People, Performance and Partnerships and Head of Financial Services	"Voice your choice" – participatory budgeting pilots undertaken summer 2009
	Using Service Reviews to Challenge Service Delivery	Use of Resources 2008/09	The Council has embarked on a two-fold transformation programme "Balancing the budget, securing our future" this is the council's long term plan to achieving savings and efficiencies whilst still maintaining or improving essential and priority services	understanding of costs and performance and achieve efficiencies in its activities	Directors of Central Services and Commerce and Technology	Savings and efficiencies have been identified for 2010/2011 in the Financial strategy, Medium Term Plan 2011 to 2015 and 2010/2011 Budget, reported to Members in February 2010
Financial reporting	Improving the Annual Accounts Review Process	Use of Resources 2008/09	We will strengthen the processes for reviewing our financial statements prior to their approval.	financial reporting is timely, reliable and meets the needs of internal users, stakeholders and local people	Head of Financial Services	Improvements to be included in the 2009/2010 closedown programme
Financial reporting	Demonstrating External Accountability	Use of Resources 2008/09	We will publish all the information that would be included in an Annual report periodically in District Wide, the Council's magazine distributed to all households in the	Residents and stakeholders more aware via Council annual report	Head of People, Performance and Partnerships and Head of Financial Services	The content of an annual report is being considered . An electronic version of an annual report will be prepared in the summer of 2010 which covers the financial year

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Jan 2010
Commissioning and procurement	Improving Strengthening procurement processes and contract management	Use of Resources 2008/09	Directors of Central Services and Commerce undertaken to report back the Corporate Governance Panel on compliance with the Code and the Council has initiated improvements to the procurement process.	Compliance with the code of procurement	Directors of Central Services and Commerce and Technology	A report to Corporate Governance Panel in Dec 09 outlined an action plan to promote compliance with the procurement code. This proposal was endorsed by the panel
Use of data	Look to integrate our financial and non-financial performance reporting	Use of Resources 2008/09	An exercise by Heads of Service to breakdown their budgets by Corporate objective has been undertaken. This has been reported to Members of the Corporate Plan working group at the same time as they consider the quarterly performance reports. Further consideration will be given as to how we can integrate performance reports.	Integrated financial and performance reports	Head of Financial Services and Head of People, Performance and Partnerships	Budget split by corporate objective reported to corporate plan working group (Sept and Nov 09) along with performance data relating to corporate objectives. Further integrated budget/performance reporting being considered.

Subject	Area of Focus	Reference	Proposed Action	Outcome	Lead Members and Officer	Progress as at Jan 2010
Data quality	Spot-checking Performance Indicators	Use of Resources 2008/09	Managers will be reminded of the need to spot check their data and confirm this has been done. Other spot checks will be undertaken as part of the general service or reviews by internal Audit as and when appropriate. The quarterly performance reports to COMT and O & S and Cabinet now include a statement from the Head of Service confirming that the data has been collected in accordance with the appropriate Divisions' data measure templates	Accurate, consistent data	Head of People, Performance and Partnerships	H of S requested to nominate an officer to undertake spot checks. The results to be included in the February quarterly performance reports. From Sept 09 all quarterly reports to COMT, Overview and Scrutiny and Cabinet include a statement on the quality of the data from the appropriate Head of Service
Promote and demonstrate the principles and values of good governance	Demonstrating Outcomes from Partnership arrangements and their effectiveness	Use of Resources 2008/09	District Wide will contain articles on Partnership achievements	Residents and stakeholders aware of Partnership achievements	Head of People, Performance and Partnerships	Articles were published in the winter 2008 edition of District Wide relating to LPSA partnership funding. Further articles relating to partnership achievements are planned for the January 2010 edition
Workforce planning	Long-term workforce planning linked to corporate and business planning	Use of Resources 2008/09	This is being addressed via the review of and delivery of the HR strategy.	Strategic approach to workforce planning	Head of People, Performance and Partnerships	HR strategy to Employment Panel 9 th Dec. Implementation plan put into action from Jan 2010

**PERFORMANCE MANAGEMENT
(Report by the Overview and Scrutiny Panels)**

1. INTRODUCTION

- 1.1 The Overview and Scrutiny Panels for Social Well-Being, Environmental Well-Being and Economic Well-Being met on 2nd, 9th and 11th March 2010 respectively to consider a report by the Head of People, Performance and Partnerships on the Council's performance against its priority objectives. This report sets out the Panels' views on the performance levels achieved.

2. COMMENTS

- 2.1 The Overview and Scrutiny Panels have endorsed the comments of the Corporate Plan Working Group. These comments are reflected in the following paragraphs.

Social Well-Being

- 2.2 Members of the Social Well-Being Panel have discussed the number of admissions/participants in activities provided or promoted by the Council, which remains 4% below target. It has been noted that the closure of two swimming pools over the summer period and the inclement weather in December have been contributory factors to the shortfall, and it has been suggested that the current economic climate would also have had an effect. Members have noted that One Leisure Huntingdon has experienced an increase in visitor numbers.
- 2.3 The Social Well-Being Panel has questioned how the data capture of all users from January 2010 will ensure the target number of active card holders is reached. In response, the Members have been advised that, following the launch of 'One Leisure' in January 2010, a 'One Card' is being promoted which is free of charge and offers the cardholder benefits such as savings on activities, discounts and promotions.
- 2.4 Members have noted the increase in the number of households living in temporary accommodation, which stood at 65 at the end of the quarter. A maximum of 45 households will need to be achieved by the end of March 2010 to achieve the temporary accommodation reduction target. The Panel has asked whether those households living in temporary accommodation are automatically placed on the housing waiting list and it has been confirmed that they are, though other options also are explored.

Environmental Well-Being

- 2.5 The Overview and Scrutiny Panel (Environmental Well-Being) has questioned how the number of tonnes of CO² saved through the installation of energy efficiency measures and renewables in domestic properties is calculated. Members also have queried why there is no forecast data included in the schedule. The answers to these questions will be reported to a future meeting of the Panel.

- 2.6 Having had their attention drawn to the Council's position in relation to the Making Cambridgeshire Count initiative, the Panel has expressed the view that the Council should take a more active part in the programme. In this light, the Panel has invited the Leader of the Council and the Director of Central Services to provide an update on the Council's involvement in Making Cambridgeshire Count.

Economic Well-Being

- 2.7 The Economic Well-Being Panel has previously mentioned its intention to examine the financial performance of the Council's leisure centres as performance reports in the year to-date have indicated that they will not achieve their financial targets. As a result Members have received an additional report, which indicates that although income in 2009/10 is lower than the target, greater savings in the same period mean that the net position represents an overall improvement. In addition, there will be a reduction in overheads owing to a change in the adjustment for pension contributions. Following an increase in contribution rates, the anticipated adjustment for the Centres has changed to -£160K, a reduction of 353K.
- 2.8 In discussing the performance of individual centres, Members have noted capital investment at One Leisure Huntingdon has generated a 26% increase in income and a 13% rise in admissions. Over 3,000 additional customers have become members and fitness activities in January were the highest ever recorded at one of the Council's centres. As a result of measures to improve efficiency, staffing levels at Huntingdon have not increased and expenditure is £100k lower than the budget.
- 2.9 In acknowledging that the Council's investments in its leisure centres have improved their financial performance, Members have been acquainted with proposals further to improve their financial performance. The Panel will continue to monitor progress in this respect.

3. THE CORPORATE PLAN WORKING GROUP

- 3.1 Prior to the meetings of the Overview and Scrutiny Panels the Corporate Plan Working Group met to review the non-priority targets contained in Growing Success. The review has been undertaken in conjunction with Heads of Service and has concentrated on targets, objectives and measures to determine whether they remain appropriate for the period to the end of 2010-11. Members of the Working Group have been requested to forward to Officers any comments on the suggested changes.
- 3.2 At the same meeting, the Director of Central Services also provided the Working Group with an update on the Council's involvement in Making Cambridgeshire Count and the progress of shared services. Having noted the current position with regard to Making Cambridgeshire Count, Members have gone on to reiterate their view that shared services could offer significant benefits to the Council and, as such, ought to be explored further. Although the Director of Central Services has provided assurances that the Management Team is continuing to explore the possibility of shared services, the Working Group has suggested that the Cabinet should be recommended to investigate whether there are any opportunities for jointly employing expert

staff to avoid the greater costs of using specialist consultants. This has subsequently been endorsed by each of the Scrutiny Panels.

4. CONCLUSION

4.1 All three Overview and Scrutiny Panels have expressed satisfaction with the performance levels that the Council has achieved. The Cabinet is invited

- (a) to consider the Panels' comments as part of its deliberations on the report by the Head of People, Performance and Partnerships and;
- (b) to investigate whether there are any opportunities for jointly employing expert staff with a view to achieving savings for the Council.

BACKGROUND INFORMATION

Corporate Plan Working Group Notes of the meeting held on 24th February 2010.

Minutes and Reports of the meetings of the Overview and Scrutiny Panel (Social Well-Being) on 2nd March 2010, Overview and Scrutiny Panel (Environmental Well-Being) on 9th March 2010 and the Overview and Scrutiny Panel (Economic Well-Being) on 11th March 2010.

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CABINET

22ND APRIL 2010

**REVIEW OF TARGETS IN GROWING SUCCESS
(Report by the Head of People, Performance & Partnerships)**

1. INTRODUCTION

- 1.1 The purpose of this report is for Cabinet to consider the revised 2010/2011 targets for the corporate objectives in our Corporate Plan, Growing Success.

2. BACKGROUND

- 2.1 The current version of our Corporate Plan, Growing Success, was last reviewed and adopted by Council in September 2008. As part of this review, two and three year targets were set for the 8 priority objectives while targets for the remaining 29 objectives were agreed for 2009/10 only.

3. REVIEW PROCESS

- 3.1 Recently Heads of Service and, in some cases, Activity managers have reviewed existing and agreed new targets for 2010/2011. At the same time there were discussions as to the suitability of objectives, measures and the action plans supporting the objective. The sustainability of the measures and targets in the context of the Council's financial position, largely, has not been considered.
- 3.2. The draft at Annex A highlights proposed amendments/additions (red text). This working draft was presented to members of the Overview & Scrutiny Panels' Corporate Plan Working Group who did not suggest any further changes.
- 3.3 End of year results (progress against target for each objective) for 2009/2010 and targets for 2010/2011 will be reported in the summer issue of District Wide. The timing of this will coincide with the publication of the end of year financial data. It is anticipated this will be in the September edition of District Wide.

4. RECOMMENDATIONS

- 4.1 Cabinet are asked to endorse the revised targets, objectives and measures.

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Community Objectives

In this section the Council has set out objectives for each of the Community and Council aims, together with some of the main changes expected and the main activities and projects that will take place to help them to be achieved.

COMMUNITY AIM: A clean, 'green' and attractive place		Target 09/10	2010/11
objectives	Measures	target	
1. To keep the district clean	% of streets that have unacceptable levels of litter	7%	7% 2010/2011
We will do this by: <ul style="list-style-type: none"> ensuring that public spaces are kept free of litter, fly tipping and graffiti ensuring that that rubbish is regularly collected from public and private bins 			
2. To use <i>our natural</i> resources more efficiently	% of relevant Environmental Strategy targets on track	75%	2010/2011 75%
We will do this by: <ul style="list-style-type: none"> increasing recycling reducing waste ensuring the best use of land promoting efficient use of water encouraging sustainable purchasing 			
3. To help mitigate and adapt to climate change	1. Reduction per capita CO₂ emissions in the LA area: 2009/10	-7.33% -11%	
	2010/11 Replace above with “% of relevant Environmental Strategy targets on track”		2010/11 75%
	2. Adapting to Climate Change: 2009/10	Level 1	
	2010/011	Level 2	

<p>We will do this by:</p> <ul style="list-style-type: none"> • increasing energy efficiency • encouraging renewable energy • reducing travel and emissions to air • adapting to climate change 	<p>The measure NI 186 measures the % reduction in CO2 emissions – the Dept of Energy & Climate change collect data for this at county level, our contribution is not used in this assessment. We propose to replace this measure with a measure on the progress against the activities identified in HDC’s Environment Strategy (which contribute to CO2 emissions) that are on target. 75% 2010/2011</p>		
<p>4. To <i>protect and improve our environment provide environment that is protected—and improved</i></p>	<p>% of residents satisfied with the local environment</p>	<p>80%</p>	<p>79% 2010/11 (DW survey Jan 2010 =77%)</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • reducing contaminated and polluted land • protecting and enhance biodiversity in strategic green spaces and in other open space • protecting and enhancing the character of urban and rural areas • minimizing the development of greenfield land • ensuring good quality parks and open spaces 			

Housing that meets individuals needs		09/10	2010/11
objectives	Measures	target	
<p>1. To promote well maintained housing stock and bring empty homes back into use</p>	<p>The number of private sector vacant dwellings that are returned into occupation <i>measure to be re worded</i> “The number of homes improved via repairs assistance & decent homes standards”</p>	<p>Greater than 95</p>	<p>150+</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • improving housing conditions by enabling people to repair or improve their homes 	<p>Well maintained housing stock remains a valid corporate objective which can be monitored by ‘the number of homes improved each year through Repairs Assistance’ and the ‘number of homes improved to the Decent Homes standard</p>		

<ul style="list-style-type: none"> increasing home energy efficiency encouraging private landlords to improve conditions where necessary advising, enforcing and providing financial assistance where appropriate 	<p><i>each year'</i> The former is a Housing Services PI and the latter is an Environmental Health PI</p> <p>Tackling empty homes is not a corporate objective and given the low numbers of empty homes in the district it is inappropriate to feature a minority work stream in the corporate plan or in the corporate scorecard. To put this into context, just 7 properties have been returned to use in the first three quarters of 2009/10. It is therefore recommended that 'empty homes' is no longer measured through the corporate process but is monitored at service plan level only along with other less important service targets</p>		
<p>2. To support opportunities for the vulnerable to live independently</p>	<p>Number of vulnerable people who are supported to maintain independent living via disabled facilities grants</p>	<p>200</p>	<p>200</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> adapting homes of disabled or older people to enable them to remain independent in their own homes enabling the development of new supported housing services for vulnerable people 			
<p>3. To achieve a low level of homelessness</p>	<p>Number of households living in temporary accommodation:</p>	<p>target 2009/10 45 target 2010/11 40 target 2011/12 (35</p>	<p>45 40</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> helping prevent people from becoming homeless housing of homeless people where appropriate 			
<p>4. To process Housing and Council Tax benefit claims accurately and efficiently</p>	<p>Time taken to process Housing Benefit/Council Tax Benefit new claims and change events</p>	<p>17 days</p>	<p>17 days</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> paying Housing and Council Tax benefits to individuals who need help with these costs improve take up of benefits 	<p>As the caseload has increased due to the economic downturn thus making it harder to achieve same level of performance, the target has been left unchanged</p>		

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COMMUNITY AIM: Safe, vibrant and inclusive communities			2010/11
objectives	Measures	target	
<p>1. To work in partnership work with others to reduce crime and anti-social behaviour and ensure that people feel safe</p>	<p>• Perceptions of anti-social behaviour <i>Baseline target will be reassessed against the results of the pending 'Place Survey' Jan/Feb 09 (Place survey 11% thought ASB was a problem)</i></p>	%TBC	8%
<p>We will do this by:</p> <ul style="list-style-type: none"> • providing effective licensing and registration • using relevant powers (including ASBOs and ABCs) • 'designing out' crime in new development • promoting schemes which will provide positive and diversionary activity for young people • promoting facilities which bring people together, including inter-generational activities • providing effective CCTV system in vulnerable areas • dealing with streetscene issues such as abandoned vehicles and graffiti 	<p><i>This is an LAA indicator the target for 2011 is the baseline (11% - 3%)</i></p>		
<p>2. To enable residents to take an active part in their communities and work to ensure that communities are inclusive</p>	<p>% of people who feel they can influence decisions <i>Base line to be established via the Place survey results available Jan/Feb 09 (Place survey = 28%)</i></p>	%TBC	31%
<p>We will do this by:</p> <ul style="list-style-type: none"> • enabling access to facilities and opportunities for cultural, leisure, sport, community, voluntary and other activities • encouraging residents to take part in representative and democratic activities • engaging with children and young people and promote opportunities for their involvement in positive activities 	<p><i>This is an LAA indicator the target for 2011 is the baseline 28% +3%</i></p>		

<ul style="list-style-type: none"> • assisting communities to resolve community issues locally • adopting neighbourhood management approaches in the neediest communities • ensuring information and advice is available and accessible • supporting the community and voluntary sectors, by providing grants and community initiatives • promoting consultation and engagement with communities 			
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COMMUNITY AIM: Healthy Living			
objectives	Measures	target	2010/11
<p>1. To in partnership work with others to protect the health of individuals</p>	<p>% of (HDC) issues identified in the Health Protection Priority plan rated as very/highly important that are being actively addressed by the Council</p>	<p>100%</p>	<p>100%</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • improving air quality • reducing the risk of injury or ill health at work • reducing the risk of food poisoning • intervening to abate statutory nuisances • having sound plans for civil emergencies • Assessment & remediation of contaminated land 	<p>Calculated from the Health Protection Priority Plan (baseline 2008-9) where the Council has responsibility for addressing within our District</p>		
<p>2. To promote active lifestyles</p>	<p>Number of admissions/participants in activities provided or promoted by the Council</p>	<p>1.75m per ann</p>	
<p>We will do this by:</p> <ul style="list-style-type: none"> • providing facilities/events and encourage participation in active leisure pursuits for everyone. 	<p>A cumulative total of the Leisure Centres and Leisure Development. 20010/11</p>		<p>1.79m per ann</p>

<ul style="list-style-type: none"> • encouraging community involvement, volunteering and service • providing a network of Leisure Centres and associated activities • promoting and support the Healthy Walks programme • providing Holiday activity programme for children and young people • providing a cardiac rehabilitation programme • providing activity programmes for older people, disabled participants and under-represented groups • promoting cultural events and activities, in line with the Culture Strategy • providing play and activities for young people, in line with the Play Strategy 	<p>2011/12</p>	<p>1.83m per ann</p>	<p>1.83m per ann</p>
<p>3. To in partnership work with others to reduce health inequalities</p>	<p>% of relevant Council actions to reduce health inequalities, on target</p>	<p>90%</p>	<p>90%</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • working with our partners to improve life expectancy in communities with the greatest health needs • promoting cardiac rehabilitation schemes and physical activity • promoting physical activity for people with disabilities • discouraging smoking. • encouraging people to have healthy diets. 	<p>The appropriate activities are being measured and reported in Env Health qrt report</p>		

<p>COMMUNITY AIM: Developing communities sustainably</p>			
<p>objectives</p>	<p>Measures</p>	<p>Target 09/10</p>	<p>2010/11</p>

<p>1. To ensure an appropriate supply and mix of new housing to meet future needs</p>	<p>Net additional homes provided</p>	<p>550</p>	<p>560</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> allocating sufficient land determining planning applications to enable an appropriate number of new homes to be built each year in accordance with the Local Development Framework and the Regional Spatial Strategy influencing developers to provide a mix of houses to meet the needs for a range of incomes, household types and sizes 	<p>LAA indicator, target to be refreshed</p>		
<p>2. To enable the provision of affordable housing</p>	<p>Number of affordable homes delivered Target 2009/10 Target 2010/11 Target 2011/12</p>	<p>230 140 140</p>	<p>LAA refresh for 2010/11 = 282</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> maximising the land available for new affordable housing working in partnership with housing associations to bid for external funding making financial contributions to enable new affordable homes to be built/purchased 	<p>Note, target for 2010 to 2012 reduced to reflect current slowdown of the economy</p> <p>LAA indicator, target has been refreshed</p>		
<p>3. To encourage the provision of a wide range of jobs appropriate for existing and future residents</p>	<p>Number of jobs created (13,000 by 2015)” Replace the above measure with “Total industrial and commercial floor space (per 1000 sq meters) % increase on 2008 baseline of 1896sm</p>	<p>1800 per ann</p>	<p>2%</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> allocating sufficient land for employment implementing policies and support the creation of jobs and business in the priority sectors and locations 	<p>This data is from the Valuation Office Agency (VOA) and measures the amount rateable floor space per annum. The figures are published by the DCLG</p>		

<p>4. To promote development opportunities in and around the market towns</p>	<p>1. Successful adoption of Core Strategy Replace with new measure “The allocation of land in accordance with the direction of growth set out in the core strategy”</p>	2009/10	by 2012
	<p>2. Successful bid for Housing Growth Fund and delivery of agreed spending plan Replace above with “Successful delivery of agreed spending plan of Housing Growth Fund”.</p>	2010/11	2012/13
<p>We will do this by:</p> <ul style="list-style-type: none"> • producing design briefs/urban design frameworks/master plans/planning proposals DPD • determining planning applications • bidding for funding to enable development • promoting the provision of enterprise centres on key sites to facilitate development • considering investing in infrastructure, land and facilities to enable development • promoting the provision of enterprise centres on key sites to facilitate development 			
<p>5. To make town centres and key settlements accessible by supporting opportunities for residents to cycle, walk and use public transport</p>	<p>Modal share for daily bus, cycle and pedestrian trips</p>	<p>Greater than 18.5%</p>	<p>Greater than 18.5%</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • enhancing walking/cycling routes • enhancing public transport, community and specialised transport • implementing car parking policies • developing/implementing market town transportation strategies • ensuring safe pedestrian routes • providing concessionary fares 			

<p>6. To enable the provision of the social and strategic infrastructure to meet current and future needs</p>	<p>% of actions identified in the Local Investment Framework on target replace above with measure “Secure funding for and delivery of Local Investment Framework” Not sure this is measurable at this stage, is this measure appropriate, suggestions welcome</p>	<p>90%</p>	<p>2012/13</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> enabling the delivery of the Investment Framework encouraging the provision of accessible leisure and community facilities and opportunities for all providing and support the development of play and recreation facilities in identified communities 			

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<p>COMMUNITY AIM: A strong, diverse economy</p>			
<p>objectives</p>	<p>Measures</p>	<p>Target 2009/10</p>	<p>2010/11</p>
<p>1. To work with others to encourage a high level of business support</p>	<p>% of people who are satisfied with business support services</p>	<p>60%</p>	
<p>We will do this by:</p> <ul style="list-style-type: none"> facilitating comprehensive business support services for new and existing businesses supporting and developing businesses networks, particularly in priority employment sectors or groups, such as manufacturing and creative enterprises 	<p>Replace with: “% of Local Economy Strategy business support actions on track” (this is a partnership measure but we lead on the SCS/ EP&S forum so are responsible for ensuring delivery)</p>		<p>90%</p>
<p>2. To support the skills levels that aid economic prosperity</p>	<p>% of working age population qualified to Level 3 or above</p>	<p>30%</p>	
<p>We will do this by:</p> <ul style="list-style-type: none"> working with businesses and learning providers to identify current and future skill and training needs 	<p>Replace with: “Number of HDC related skill development programmes on track”</p>		<p>90%</p>

<ul style="list-style-type: none"> • bidding for additional funding to meet identified gaps • promoting projects which support skill development and learning in communities 			
<p>3. To support town centres and key settlements to become economically viable and vibrant</p>	<p>Average footfall of the four market towns compared to the regional/national average</p>	<p>Better than national average</p>	<p>Better than national average</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • supporting Town Centre partnerships • Implementing specific projects linked to the town centre visions and other plans • providing environmental improvements • promoting the district, local facilities and attractions to residents and visitors • enable the improvement in the quality and availability of attractions and facilities 	<p>Annual change in average footfall recorded in the four market towns Target still ok.</p>		

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COUNCIL AIM: To improve our systems and practices			
objectives	Measures	Target 2010/11	2010/11
<p>1. To make it as easy as possible for customers to access our services and get appropriate information</p>	<p>% of contacts that are avoidable (for selected services) (Use NI 14 title & definition)</p>	<p>30%</p>	<p>– 25%</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • developing ways of accessing Council services including, self service via web site, mobile/home delivery of services • increasing the range of services available in the call centre and customer service centres 			
<p>2. To provide high quality customer service</p>	<p>% of residents satisfied with the services received</p>	<p>>75%</p>	<p>77% (DW survey)</p>

			Jan 2010 = 75%)
We will do this by: <ul style="list-style-type: none"> offering good standards of service in accordance with our promises understanding our residents needs providing services which meet residents needs 	This has been measured using a postal survey distributed via District Wide		
3. To be good at communicating with and listening to people and organisations and be clear about what we can do and aspire to achieve	% of residents very/satisfied with the information provided about Council services and plans	70%	74% (DW survey Jan 2010 = 72%)
We will do this by: <ul style="list-style-type: none"> ensuring regular and effective communication with local residents and businesses about council services asking our residents and organisations working in Huntingdonshire their opinions and considering what they say seeking and sharing views on new proposals publishing our plans and service standards and information about our performance undertaking research and provide information to ensure individual and community needs are identified cross reference to Communication and Marketing and Consultation and Engagement and customer services strategies engaging with Children and Young People 	This has been measured using a postal survey distributed via District Wide		
4. To enable Councillors to carry out their leadership role effectively	% of Councillors who believe they are supported in carrying out their leadership role effectively	80%	95%
We will do this by enabling Councillors to:	A survey of members was undertaken in March 2010,		

<ul style="list-style-type: none"> determining Council priorities and allocate resources Scrutinising and examine relevant issues acting in the best interests of the Council and local residents 	<p>26 responses were received, all of which believed they were supported in carrying out their leadership role effectively.</p>		
<p>5. Effective partnership</p>	<p>% of strategic partnerships fully complying with the Councils framework</p>	<p>100% within 3 years</p>	<p>100% by 2011/12</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> leading on the Huntingdon Strategic Partnership to bring together a range of bodies that contribute to meeting the needs and aspirations of our communities continuing to take opportunities to work with others where it will meet community needs and maximise resources representing Huntingdonshire’s interests on key partnerships such as Local Area Agreement Board reviewing and assess existing and proposed partnerships 	<p>Review of Strategic Partnerships underway and will be reported to COMT in the near future</p>		
<p>6. To maintain high levels of probity, governance and ethics</p>	<p>Achievement of improvements identified in annual Governance Statements</p>	<p>100%</p>	<p>100%</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> maintaining a clear and comprehensive constitution ensuring compliance with appropriate processes and procedures managing performance effectively managing risk and opportunity effectively and cross reference to the assurance statement Implementing the council’s Improvement Plan undertaking an annual review of the Code of Governance 	<p>Comment - we should give some thought to weighting the actions that come out of the Statements as some may be more important than others.</p>		

<ul style="list-style-type: none"> managing the Assurance Framework producing an annual Governance statement investigation of any complaints regarding the breaching of the code 			
<p>7. To use Council <i>natural</i> resources efficiently</p>	<p>% of efficiency conditions/targets completed Replace above with “% natural resource actions (energy, water, waste & purchasing etc) on target”</p>	<p>90%</p>	<p>75%</p>
<p>We will do this by: (change the emphasis of this objective to activities around greening the business, reduction in energy/water/paper, printing etc)</p> <ul style="list-style-type: none"> Add an action around greening the business providing and maintaining a range of buildings that meet our needs, which deliver value for money and exemplify our design, environmental and land use objectives providing high levels of ICT availability with access from multiple locations including from desk, home, or on the move ensuring effective service recovery plans are in place introducing specific travel plans at each of the council’s main sites encouraging sustainable procurement where this provides value for money introducing new working practices <p>the following move to No 6 above</p> <ul style="list-style-type: none"> undertaking an annual review of the Code of Governance managing the Assurance Framework producing an annual Governance statement investigation of any complaints regarding the breaching of the code 	<p>This measure to be picked up by In the Environment team quarterly performance report.</p> <p>Other efficient use of resources will be reported under the Finance Aim</p>		

COUNCIL AIM: <i>To learn and develop</i>			2010/11
objectives	Measures	target	
1. <i>To be an employer people want to work for</i>	% of posts filled after one round of recruitment Replace above with measure of staff turnover – “% of employees on permanent contracts leaving the council”	97%	5%
We will do this by: <ul style="list-style-type: none"> • selecting and recruiting the right people, at the right time • retaining and releasing employees appropriately • training and developing employees • promoting from within wherever possible • encouraging innovation and creativity • encouraging employees to behave the way we expect • ensuring appropriate levels of health and safety in the workplace • ensuring appropriate working conditions and occupational health • maintaining appropriate systems of remuneration and employment terms and conditions 			
2. <i>To ensure that employees and members have appropriate skills, knowledge, behaviours and develop a culture of innovation</i>	1. % of employees with a development plan	95%	95%
	2. % of councillors with a development plan replace above with “% take up of Councillors attending training courses including those courses identified through the annual skill analysis”	80%	75%
We will do this by: <ul style="list-style-type: none"> • identifying development needs through individual performance and development plans. 			

<ul style="list-style-type: none"> • being clear about skills and competencies needed to achieve the Council’s objectives • preparing and delivering development plans for councillors • encouraging employees and members to share ideas, experience and knowledge internally and with partners • effective communications 			
<p>3. To strengthen our commitment and capacity to achieve equality, diversity and inclusion</p>	<p>Achievement against appropriate levels of the Equality Standard for Local Government.</p>	<p>Level 3 by 2010</p>	
<p>We will do this by:</p> <ul style="list-style-type: none"> • maintaining statutory equality schemes which consider gender, race and disability equality issues and the needs of disadvantaged groups at all levels of services and in our policies and practices • ensuring that our employment practices provide equality of opportunity and do not discriminate against any individual • undertaking equality impact assessments for all services, policies and practices • maintaining policies, procedures and practices which meet best practice in achieving equality, diversity and inclusion 	<p>This target was achieved in 2009 Suggested new measure “Successful peer review of the new achieving level”</p>		<p>by end of 2011</p>

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<p>COUNCIL AIM: To maintain sound finances</p>			
<p>objectives</p>	<p>Measures</p>	<p>target</p>	<p>2010/11</p>
<p>1. To manage our reserves and borrowing effectively</p>	<p>% of plans and budgets produced on time</p>	<p>100%</p>	<p>100%</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • maintaining clear funding, reserves and borrowing plans 	<p>It has been suggested splitting this measure into two to look at financial planning and budget/resource management separately. This may not be appropriate for a light touch review of GS.</p>		

<ul style="list-style-type: none"> • producing accurate financial plans and accounts which are regularly reviewed • preparing a 10 year finance plan • preparing a fully delegated budget each year 			
<p>3. To continually review services to ensure that the Council resources are used to support achievement of our objectives and in a way that provides value for money</p> <p><i>Alternatively – “To review services to ensure that we deliver the most effective and efficient services within available resources”</i></p>	<p>Use of Resources value for money score–U of R VFM assessment no longer measured, suggest using Efficiency savings (measured via NI 179) and budget savings (identified in the Transformation programme)</p>	<p>Level 3</p>	<p>Total NI179 + Budget savings</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • complying with (where appropriate) the Key Line of Enquiry in the Use of Resources assessment and the delivery of the Use of Resources action plan • The delivery of the council’s transformation programme “balancing the budget, securing our future”. • Service reviews to identify VFM/efficiency savings • Annual reviews to identify following years spending adjustments 	<p>NI 179 Definition Ongoing: Value for money gains must persist for at least two full financial years after the year they first accrue (the value of any gains reported through this indicator that are not sustained for this period of time must be deleted at the earliest opportunity). Cash-releasing: Value for money gains that release resources which can be redeployed according to local priorities. Value for money gains: Improved relationship between inputs and outputs for the delivery of a service, but without any deterioration of the overall effectiveness of that service (a service can be any activity undertaken by the council).</p>		
<p>3. Maximise business and income opportunities including external funding and grants</p>	<p>% of bids that are successful</p>	<p>70%</p>	<p>57%</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> • monitoring available sources of funding and making appropriate grant applications • maintaining data and evidence of need in the district and presenting effective cases to sub regional and national partners • maximising resources through planning obligations 	<p>Review target after year end – we don’t want to discourage services from making bids where there is a good business case and it will help us achieve corporate objectives but we don’t want to spend lots of time bidding for funding where it isn’t really needed or where chance of being successful is very low.</p>	<p>55% up to Dec 2009. Suggest target of 57% 2010/11</p>	

<ul style="list-style-type: none"> supporting communities and organisations in seeking funding where this will help achieve Council or Sustainable Community Strategy objectives 			
<p>4. To maintain below average council tax</p>	<p>Council tax levels compared to the average for District Councils</p>	<p>Council Tax by band remains the lowest Decile of districts in England</p>	<p>Council Tax by band remains the lowest quartile of districts in England</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> balancing spending on priorities against available resources implementing the Council's Financial Strategy 	<p>This measure is ok but we may not achieve an ongoing target to remain in the lowest decile due to local government reducing the total number of lower tier authorities in England so it may have to change.</p>		
<p>5. To administer local taxation</p>	<p>1. % of council tax collected per annum</p>	<p>98.6%</p>	<p>TBC</p>
	<p>2. % of nation non-domestic rates collected per annum</p>	<p>99.2%</p>	<p>TBC</p>
<p>We will do this by:</p> <ul style="list-style-type: none"> accurately assessing and collecting council tax and national non domestic rates each year on behalf the Council, Cambridgeshire County Council, Town and Parish Councils, Police and Fire and Rescue Service and the Government 	<p>The 2009/10 targets won't be achieved due to the economic downturn so commentary explaining this will be needed when reporting the outturn results. 2010/11 targets will be lower as a result of this but the target setting will have to wait until final end-of-year results are available (will be in time for publication of the report on GS performance in June).</p>		

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CABINET

22nd April 2010

PRIVATE SECTOR HOUSING ENFORCEMENT THE CRIMINAL LAW ACT 1977 & THE PROTECTION FROM HARASSMENT ACT 1997

(Report by the Head of Environmental & Community Health Services)

1 INTRODUCTION

- 1.1 The purpose of this report is to seek delegated authority for authorised officers to use provisions set out in the Criminal Law Act 1977 and the Protection from Harassment Act 1997 when dealing with allegations of harassment and illegal eviction in the private housing sector. The use of all enforcement powers is seen as a last resort but complaints of harassment and illegal eviction are frequently made in landlord/tenant disputes and occasionally enforcement action is warranted.
- 1.2 The definitions of the criminal offences of illegal eviction and harassment are contained in the Protection from Eviction Act 1977, as amended by the Housing Act 1988 but the Criminal Law Act 1977 and the Protection from Harassment Act 1997 provide additional powers that could prove useful in Private Sector Housing enforcement and are now recommended by the housing charity "Shelter".
- 1.3 This report sets out the potential benefits of these additional powers which can be used alongside the Protection from Eviction Act 1977 powers already delegated to officers involved in private sector housing enforcement duties.

2 BACKGROUND

- 2.1 The Protection from Eviction Act was introduced in 1977 in an attempt to give a measure of protection to residential occupiers, notably private sector tenants. The Act allows local authorities to prosecute offenders when investigations into complaints of harassment and illegal eviction are found to be justified. This legislation does not prevent harassment or illegal eviction from taking place and there is no sanction on the landlord for an illegal act unless the local authority can actually prove the offence has taken place. Often there is no written evidence that an illegal act has taken place and the local authority cannot proceed with a prosecution. In such circumstances, the landlord gains possession of the property and the tenant is rendered homeless in spite of the apparent protection afforded by the Act.
- 2.2 Illegal eviction is often the final act of a campaign by a landlord to harass the tenant in order to gain vacant possession of the property. Depriving the tenant of essential services such as heating or water, threatening the tenant or making living in the property unbearable are techniques used by unscrupulous private landlords to drive tenants out without going through the proper legal procedures for possession.

3 SUPPORTING INFORMATION

- 3.1 The Protection from Eviction Act 1977 and the Criminal Law Act 1977 create specific powers related to the protection of private sector tenants. Further powers are set out in the Protection from Harassment Act 1997 and these can be seen as a package of enforcement powers for local authority officers.
- 3.2 The Protection from Eviction Act 1977 powers have already been adopted by the Council and are delegated to authorised Environmental Health Officers. The housing charity “Shelter” recommends that local authorities also adopt the additional enforcement powers set out in the Criminal Law Act 1977 and the Protection from Harassment Act 1997.
- 3.3 In cases of illegal eviction the tenant is frequently terrified and does not wait around to see if the landlord will allow re-entry but immediately presents to the Council for emergency accommodation. Such cases are of course referred to Environmental Health for investigation but tenants are often unable to substantiate allegations of illegal eviction through lack of written contract or corroboration and so no evidence can be gathered to prosecute a landlord for illegal eviction. The Criminal Law Act 1977 creates offences of using or threatening the use of violence for gaining possession and allows for the restoration of a displaced occupier of residential premises. The use of these powers will secure the restoration of a tenant to their rented property in appropriate cases, at the landlord’s expense, pending the institution of proper legal procedures for eviction.
- 3.4 The Protection from Harassment Act 1997 creates four criminal offences of harassment, putting another person in fear of violence, breach of a restraining order and breach of an injunction. These provisions can be used when a disreputable landlord attempts to make the occupation of a property unbearable. To avoid court costs and to gain quick access to a property a landlord may for instance deprive the tenant of heat or electricity or enter the property illegally without giving notice in order to force them out of the property. With delegated authority, the authorised officers could gather evidence of such actions and may initiate a prosecution against the landlord.

4. IMPLICATIONS

- 4.1 There are no financial or manning implications resulting from this report. The powers will be used by Environmental Health Officers in conjunction with existing enforcement powers.

5. CONCLUSION

- 5.1 The delegated enforcement powers currently available to authorised officers could usefully be extended by way of adoption of the specific powers available under the Criminal Law Act 1977 and the Protection from Harassment Act 1997.
- 5.2 The powers available under the Criminal Law Act 1977 may, in particular, enable authorised officers to regain possession of a property on the tenant’s behalf and to allow them to stay there until such time as proper legal procedures for possession have been followed. This can be

done at the landlord's expense and demonstrates that there are consequences for such illegal actions.

- 5.3 The powers available under the Protection from Harassment Act 1997 would provide protection for tenants against unreasonable behaviour by unscrupulous landlords and their agents.

6 RECOMMENDATIONS

It is RECOMMENDED that delegated authority be given to:

- (a) The Director of Environmental & Community Services to appoint Environmental Health Officers and Environmental Health Protection Officers to enforce the provisions of the Criminal Law Act 1977 and the Protection from Harassment Act 1997;
- (b) Appointed Environmental Health Officers and Environmental Health Protection Officers to exercise the powers set out in the Criminal Law Act 1977 and the Protection from Harassment Act 1997; and
- (c) The Head of Environmental & Community Health Services, following consultation with the executive Councillor, to institute legal proceedings for offences under the provisions of the Criminal Law Act 1977 and the Protection from Harassment Act 1997.

BACKGROUND INFORMATION

Protection from Harassment and Illegal Eviction - Shelter
Criminal Law Act 1977
Protection from Harassment Act 1997

Contact Officer: John Allan, Neighbourhoods Intervention Manager
 **01480 388281**

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**PRIVATE SECTOR HOUSING ENFORCEMENT
THE CRIMINAL LAW ACT 1977 &
THE PROTECTION FROM HARASSMENT ACT 1997
(Report by the Overview and Scrutiny Panel (Social Well-Being))**

1. INTRODUCTION

- 1.1 At its meeting on 2nd March 2010, the Overview and Scrutiny Panel (Social Well-Being) considered a report by the Head of Environmental and Community Health Services on private sector housing enforcement. This report contains a summary of the Panel's discussions.

2. COMMENTS

- 2.1 The Panel has received background information on the report which seeks delegated authority to appoint Officers to enforce the provisions of the Criminal Law Act 1977 and the Protection from Harassment Act 1997 when dealing with allegations of harassment and illegal eviction in the private housing sector. In particular, it has been reported that, on average, around 8-10 cases of potential harassment or illegal eviction occur each year but, at present, the Council does not have the necessary powers to undertake investigations and to prosecute offenders when complaints of harassment and illegal eviction are found to be justified.
- 2.2 Given that these powers have been available for some time, the Panel has questioned why delegated authority is only now being sought. In response it has been reported that recent demographic changes in the private sector housing market have lead Officers to believe that these powers are necessary and could effectively be utilised to protect vulnerable tenants.
- 2.3 Having been advised that the new powers will enable Officers to regain possession of property on tenants' behalf, enabling them to reside there until the correct legal procedures for possessions have been followed, the Panel has expressed support for the delegations requested of the Cabinet as set out in the report by the Head of Environmental and Community Health Services. In reaching this view Members have taken into account the fact that this will not have any financial implications for the Council.

3. CONCLUSION

- 3.1 The Cabinet is invited to consider the comments of the Overview and Scrutiny Panel (Social Well-Being) as part of its deliberations on the report by the Head of Environmental and Community Health Services.

BACKGROUND INFORMATION

Minutes and Report of the meeting of the Overview and Scrutiny Panel (Social Well-Being) on 2nd March 2010.

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

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**OVERVIEW & SCRUTINY
(ENVIRONMENTAL WELL BEING)**

13TH APRIL 2010

CABINET

22ND APRIL 2010

**GREAT FEN MASTERPLAN
(Report by Director of Environmental & Community Services)**

1. INTRODUCTION

1.1 In September 2009, Overview & Scrutiny Panel (Environmental Well-Being) and then Cabinet considered a draft illustrative Masterplan for the Great Fen Project, which had been approved by the Project's Steering Group as a basis for consultation. A copy of the previous accompanying report is appended for information - Appendix 2.

1.2 The Partners have carried out extensive consultation. The key outcomes of that consultation are set out in Appendix 1.

1.3 In commenting on the draft plan, Overview & Scrutiny Panel (Environmental Well-Being) "welcomed the production of the report on the next stage of the Great Fen Project and expressed its on-going support for the Councils involvement". The Panel also made the following points:

- i) The absence of any reference in the document to business planning and long-term financial forecasting;
- ii) The financial viability of a visitor centre;
- iii) The condition of the B660 and the need for its improvement;
- iv) A concern that there would be no long-term financial liability arising on the Council from the cessation of grants.
- v) The Panel were encouraged that some local landowners/tenants had become actively involved in land management.

These matters are also commented on in Sections 2 and 3 below.

1.4 The Project Partners have now considered the representations arising through the consultation and have approved the final version of the document which is available on the intranet and in the Members Room.

2. SUPPORTING/BACKGROUND INFORMATION

2.1 The approval of the Masterplan is a key milestone in the development of the Project, although it should be recognised that it is a spatial plan, based on robust evidence and not a business plan. It is intended to be flexible, responding in particular to land ownership and control and the future availability of resources. The Partners have now embarked on developing a new Action Plan, referred to in the

Masterplan, detailing the implementation and prioritising activity over the next five years. Each element of the Project will only be committed as and when the appropriate resources become available. In some cases, such as the visitor centre, it will be necessary to develop a full and robust business case. In others, such as management of the land already taken into restoration, this can be carried out within existing identified resources.

- 2.2 In response to Overview & Scrutiny Panel's concern over financial exposure, the Council's involvement and responsibilities are governed by a new Collaboration Agreement considered by Panel on 14 July 2009 and approved by the Cabinet on 23 July 2009. This limits the exposure essentially to an annual contribution of £20,000 towards project management and development costs. The Council does not own land within the Project and therefore is not exposed to the consequential responsibility or management and maintenance.

3. IMPLICATIONS

- 3.1 During the consultation, there was general support for much of the content of the Masterplan. Therefore, a lot of the text has remained as in the draft. This includes the background material and information on the type of habitats to be created. There have been detailed changes, for example the map of visitor facilities has been updated with information supplied by consultees. Access maps amended to show access and links beyond the Project boundary and the network of proposed bridleways extended into the south of the Project area. A composite map of key proposals has been included.
- 3.2 The section of the plan on the proposed visitor centre has been revised with illustrations of the type of facility that it is envisaged will be provided. The text has also been amended to reflect the continuing importance of farming activity within the Project area and to reflect the importance of the heritage of the Fens. The revised plan also makes it clear that the manner/phasing in which areas will be brought forward for restoration is heavily influenced by the land ownership and tenancy arrangements which exist.
- 3.3 It is acknowledged that the B660 has its limitations. However, it is the only classified road giving access into the Project area. Further work has been commissioned on the proposed visitor centre and it is not envisaged that additional traffic will cause a problem, at least for the foreseeable future. This further work on the proposed visitor centre, parking and layout will be available later in the year. Whilst inevitably most people will access the main visitor facilities by car, increasingly other modes of transport will be encouraged and provided for and other opportunities, for example links from remote parking sites, may become more viable as visitor numbers eventually build up.
- 3.4 A number of the comments arising from the consultation relate to more detailed level of planning which will be taken forward as individual proposals within the area come forward.

4. CONCLUSION

- 4.1 The approval of the Masterplan is an important step in the evolution of the Great Fen Project. It will assist in the Project outcomes being

aligned with the Council's policies and strategies, particularly the realisation of economic development opportunities, access for a growing population to strategic open space, flood protection and response to climate change.

5. RECOMMENDATION(S)

- 5.1 **To note the Great Fen Masterplan approved by the Project Steering Committee as amended following consultation.**

BACKGROUND INFORMATION

 Great Fen Masterplan

**Contact Officer: Malcolm Sharp, Director of Environmental and
Community Services
 01480 388301**

Key Findings from Great Fen Masterplan Consultation

- There was a good level of support from the general public for the provision of land for wildlife and for Fenland restoration.
- A number of people raised concerns about land being taken out of agricultural production, with particular reference to the needs of an increasing population.
- There was a common concern that people could have a negative impact on wildlife.
- The visitor centre was a very popular aspect of the masterplan. There were many suggestions for potential activities and facilities to attract a range of users, including walking trails, boat rides, sailing, fishing, natural adventure areas and bike tracks.
- There was general support for the notion of visitor gateways and village based facilities, and suggestions were made for some potential locations.
- There was some concern that the impact of traffic on local roads needs to be assessed prior to building a visitor centre or providing other facilities.
- A number of people were concerned that there was not enough parking in the masterplan.
- There was some concern that some parking/ potential parking areas would not be secure (e.g. Holme Fen, St Andrew's Church).
- A number of people suggested Park and Ride facilities including those, such as boat trips, which might provide a better experience than a bus.
- Many people brought up the issue of public transport as being a key factor in enabling many people to visit and get around the local area, including local people, older people, people with disabilities, and tourists (e.g. from Cambridge, Peterborough). Links to rail services were highlighted as being important.
- Many people highlighted the provision of leisure and recreation facilities as a good aspect of the masterplan.
- Some updates to the map were highlighted (e.g. missing Bed and Breakfasts, pub no longer at Ramsey Mereside).
- Many people thought that better accessibility to the area was a good part of the masterplan.
- Off-road bike and walking links from communities were viewed as of key importance for many people. Almost 29% of questionnaire respondents wanted to travel to the area by bike, and 22% wanted to walk there. Suggestions were made for some additional links not included on the masterplan. It was suggested that there should be clearer and stronger links to the Peterborough Green Wheel.
- Some people suggested separate provision for dog walkers, and others suggested dog activity areas.
- A number of people felt that the bridleway access could be increased, particularly with a north to south link and circular route provision.
- A range of activities were proposed which were not incorporated specifically in the questionnaire. These included adding information on heritage and archaeology shooting (clay pigeon and wildfowl), adventure play area, archery, enjoying the peace and quiet, wilderness camping, swimming and access via all terrain wheelchair.

- A number of people raised questions as to how the Great Fen Project would be phased, and also how it would be funded in the future.
- The need for better local promotion was highlighted. Suggestions included more links with the local media, as well as information to local venues and schools.
- A number of people highlighted the improvements for the local economy and tourism as good aspects of the project. Some people wanted to see a more unique attraction to draw in tourists. Others emphasised the needs for developing links with local tourism and businesses at this stage.
- Stakeholders suggested a range of amendments and additions to the text in the masterplan report, including emphasising the importance of farming, and adding information on heritage and archaeology

Overview & Scrutiny
(Environmental Well Being)

8th September 2009

Cabinet

17th September 2009

GREAT FEN MASTERPLAN
(Report of Director of Environmental & Community Services)

1. INTRODUCTION

1.1 This report introduces the draft illustrative Masterplan for the Great Fen Project which has been approved by the Project's Steering Group on the basis for consultation. It is now intended that the Great Fen Project Partners will consult widely on this document before finalising it early in 2010.

1.2 The illustrative Masterplan is a spatial plan – it sets out where new physical features could be created and illustrates where existing features are retained. It shows, amongst other things, open water, wetlands, woodlands, footpaths and cycleways, buildings and car parks. It is intended to convey something of the new character which could be created. Subject to final approval it will form the basis of a new action plan which the partners will develop next year to guide the on-going development of the project.

1.3 The Great Fen Project is one of the most significant habitat restoration projects ever undertaken in Britain by the acquisition and restoration of land adjacent to two existing National Nature Reserves, Holme Fen and Woodwalton Fen. Connecting these two reserves will create a haven for wildlife. The Project, however, is by no means exclusively about wildlife as it will create a massive green space for people, opening up new opportunities for recreation, education and business. Agriculture will also remain an important aspect; although over the life of the project the intensive arable activity will decrease, replaced in part by grazing and other economic activity. The Project partners are:

- Environment Agency
- Huntingdonshire District Council
- Middle Level Commissioner
- Natural England
- The Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough

1.4 The Great Fen Vision as recast in the Masterplan is:

A vast swath of restored, accessible fenland landscape providing a rich variety of habitats for people and wildlife, offering an unforgettable encounter with nature now and in the future.

- 1.5 The aims of the project have been revised during the Masterplan process as follows:

Natural Environment:

- ✚ To create a new resilient fenland landscape which delivers major wild life benefits and achieves high standards of sustainability in all respects.

Social:

- ✚ To create an accessible, inspiring and tranquil environment for recreation, education, health and wellbeing.

Economic:

- ✚ To contribute to diversification and development of the local economy, consistent with environmental and social objectives.

Climate Change Adaptation and mitigation:

- ✚ To plan, design and manage the Great Fen to benefit climate change adaptation and mitigation.

These aims are expanded in more detail in the accompanying text.

2. BACKGROUND

- 2.1 A report was presented to Overview & Scrutiny (Service Support) in November 2008, this dealt with progress with the project; the governance arrangements; the linkage of the project to the Council's own aims and objectives; the statutory status of the project in relation to the Regional Spatial Strategy and the, then, emerging Council's Core Strategy; funding achieved and future direction. In considering the last point, reference was made to a meeting of County, District and Parish Councillors and the response of the Project partners. That response covered:

- ✚ New and more robust governance arrangements (Cabinet received a report on this at their last meeting);
- ✚ A communication and information strategy;
- ✚ Land assembly and land management
- ✚ Further research and Masterplanning.

In respect of this latter matter the report referred to Partners developing a Masterplan which sets out what the project area will be like in the future and informs discussions on issues such as visitor facilities and access. It had been hoped to complete the Masterplan earlier in 2009, however, the robust nature of the studies and stakeholder involvement required led to a revised programme as mentioned above.

- 2.2 The masterplanning process has also involved the bringing together of a wealth of information in a baseline study, fieldwork analysis and consultation with a wide variety of interest groups and stakeholders

- 2.3 As part of the stakeholder involvement contributing to the development of the draft Masterplan a seminar for County and District Members was held in June 2009 led by Professor Robert Tregay of Landscape Design Associates who had been engaged to produce the Masterplan.
- 2.4 The Masterplan document, the text for which is appended, is set out as follows:
1. Introduction
 2. The Masterplanning process
 3. Strategic Drivers
 4. Physical Geography and Ecology
 5. People communities and heritage
 6. Engaging local stakeholders
 7. Aims
 8. The illustrative Masterplan
 - Habitats
 - Landscape character and structure
 - Land management
 - Visitor gateways
 - Access and circulation
 9. The heart of the Great Fen: The visitor centre and surrounding Landscape
 10. Next steps

Members will also have received the various map layers making up the Masterplan. The published version laying out the text and including photographs, will be available to Members and sent under separate cover in due course. (Note: the reference on page 23 of the text refers to the Masterplan itself not being available – however, this is simply a composite of the map layers).

3. RECOMMENDATION:

Overview & Scrutiny (Environmental Well Being):

- To comment on the draft Illustrative Masterplan as a basis for public consultation.

Cabinet:

- To endorse the publication of the Masterplan for public consultation in the light of any comments from Overview & Scrutiny (Environmental Well Being).

BACKGROUND INFORMATION:

Great Fen Baseline Study – LDA 2009

Contact Officer: Malcolm Sharp, Director of Environmental & Community Services
☎ 01480 388301

FINANCIAL MONITORING – REVENUE BUDGET (Report by the Head of Financial Services)

1. Position as at December 2009

- 1.1 Cabinet received a report on 21 January 2010 which gave a forecast of the revenue outturn of £22.2M which was £1.2M less than the approved budget. As a result, it was agreed that this saving should be placed in a Special Reserve to meet any initial costs of achieving the spending reductions required, over the next few years, by the MTP and Forecast approved in February.

2. Latest Position

- 2.1 The position has subsequently improved and it is now forecast that the outturn will be £21.7M before the contribution is made to the Special Reserve. This will allow the contribution to the Special Reserve to be increased to £1.6M.

- 2.2 There will inevitably be variations between this forecast and the actual outturn because departments are currently identifying goods and services that have been received but not yet paid for and there are items that need to be reviewed in detail as part of the formal closure of the accounts. The final outturn should be available around the end of May.

- 2.3 The variations are summarised in Annex A and the latest significant changes are:

- **One Leisure**

The income from schools is £105k less than estimated but this has been offset in part by general savings across the leisure centres of -£48k.

- **Income**

A reduction of income across several services has been identified including a further reduction in car park income (£25k), development control fees (£30k) and building control fees (£100).

- **Housing benefits**

A change in caseload and a reduced number of bed and breakfast placements.

- **Housing**

There have been savings on the budgets for choice based lettings, temporary accommodation and the priority needs

scheme totalling -£109k, however expenditure on the rental deposit scheme has increased by £67k above budget

- **Development management appeal costs**
There is no specific provision included in the budget for planning appeals. This year the number and the cost, especially for the RAF Upwood site, will result in significant extra cost.
- **Transport Strategy**
Contributions have been agreed from Horizons and the County Council
- **Other variations**
There has been a significant increase in the minor net underspendings (under £20k) on budgets. This reflects the added certainty as the year end is approached and is a clear demonstration of a management culture that only spends what it is necessary to spend.

2.4 A table in the annex identifies the project spending that will be delayed until 2010/11.

3. Amounts collected and debts written off

3.1 The position as at 31 March 2010 is shown in Annex B.

4 Recommendation

It is recommended that:

- Cabinet note the further improvement in the Council's position.
- Confirm that the actual 2009/10 underspending should be transferred to a Special Reserve when the accounts are closed.

ACCESS TO INFORMATION ACT 1985

Source Documents:

1. Cabinet and Council Reports
2. Budgetary control files.

Contact Officers: Eleanor Smith, Accountancy Manager (01480 388157)
Steve Couper, Head of Financial Services (01480 388103)

ANNEX A

REVENUE BUDGETARY CONTROL		Original Budget	Cabinet January 2010	Latest forecast
		£000	£000	£000
	Approved budget	23,378	23,378	23,378
Delayed Spending	Delayed projects from 2008/09	250	274	274
Capital	Recharge of revenue to capital including salaries		-132	-132
	Change in accounting rule for recharging to capital		232	232
	Desktop replacements - transfer to capital		-272	-272
Interest	Lower cost of borrowing		-569	-569
	Investment interest - lower interest rates		104	104
Leisure	Rephasing of LC target		153	136
	St Ivo LC conversion of rifle range		39	39
	St Ivo outdoor energy generation		12	12
	St Ivo football improvements		16	16
	St Neots LC redevelopment		30	30
	One Leisure general costs			-48
	One Leisure schools income			105
Income	Land charges income		55	45
	Development control fees		0	30
	Car park income		85	110
	Glass recycling income		25	25
	Industrial rents		110	110
	Web advertising income		30	30
	Building control fees			100
ICT	ICT Savings		-112	-74
	VOIP data switches		-18	-18
	Business systems		25	25
	Corporate EDM		26	26
	Server virtualisation and network storage		33	33
Other	Central Services staff saving		-80	-80
	NNDR hardship grants		25	25
	CAB grant		20	20
	Insurance costs		-81	-81
	Concessionary fares		365	365
	Housing advice and homelessness		70	70
	Recycling gate fees		-12	-12
	Car parking strategy		-65	-82
	CCTV reorganisation		-33	-33
	Refuse vehicle maintenance		-60	-105
	Delayed A14 Inquiry		-149	-149
	Housing benefits		-62	-121
	Working Smarter		42	42
	Regional spatial strategy		40	40

	Customer First		30	30
	Audit fees		25	25
	Headquarters hoarding		20	20
	Community facilities grants		20	20
	Taxi survey		-20	-20
	eMarketplace		13	17
	Recycling credits		35	63
	District Wide		17	0
	Offices electricity		30	35
	Offices NNDR		37	22
	Centenary House rental		64	64
	Choice based lettings			-52
	Temporary accommodation			-31
	Housing priority needs scheme			-26
	Housing - rental deposit scheme			67
	Empty property rates			-30
	Development management consultants			40
	Development management appeal costs			115
	Transport Strategy contributions			-150
	Other variations		102	-404
Technical	Pay award		-170	-170
	VAT reclaim with interest		-680	-680
	Proposed use of Planning Delivery Grant		-70	-70
	Turnover allowance not achieved		150	150
	VAT partial exemption		-130	-130
	Increase in bad debt provision		37	37
Grants	Housing and planning grant not allocated		-579	-579
Delayed Spending	Projects delayed to 2010/11 (see table)	-250	-274	-273
	Total before contribution to Special Reserve	23,378	22,201	21,736
Special reserve	Contribution		1,177	1,642
Total		23,378	23,378	23,378
FINANCED BY:				
	Government support	-12,572	-12,572	-12,572
	Collection fund adjustment	-27	-27	-27
	Council tax	-7,021	-7,021	-7,021
	Reserves			
	Use of delayed projects reserve	-250	-274	-274
	Contribution to delayed projects reserve	250	274	273
	General reserves	-3,758	-3,758	-3,759
	Total Reserves	3,758	-3,758	-3,758
Total		-23,378	-23,378	-23,378

CONTINGENCIES INCLUDED IN THE BUDGET				
	Budget	Estimated	Variation	
	£000	outturn	£000	
	£000	£000	£000	
Turnover	-400	-270	130	
Spending adjustments	-242	-242	0	
Transfer of revenue to capital including employees	-100	-140	-40	
Other	65	65	0	
	-677	-567	110	

The estimated outturn is that not all of the contingency will be met from staff savings; £242k has been identified from grants

Delayed spending	£000
A14 Enquiry	-97
Housing benefits and council tax administration	-76
Local plan enquiry	-40
Other slippage	-60
	-273

AMOUNTS COLLECTED AND DEBTS WRITTEN OFF

Collected

The total amount of payments received, less customer refunds and transfers to other debts:

	April to Dec 2009	January to March 2010	Total
	£000	£000	£000
Type of Debt			
Council Tax	66,863	9,753	76,616
NNDR	47,309	5,573	52,882
Sundry Debtors	4,575	2,232	6,807
Excess Charges	126	45	171

Amounts written off

Whilst the amounts have been written-off in this financial year, much of the original debt would have been raised in previous financial years.

	Up to £5k			Over £5k			TOTAL
	April to Dec 2009	Jan to March 2009	Total	April to Dec 2009	Jan to March 2009	Total	Total
	£000	£000	£000	£000	£000	£000	£000
Type of Debt							
Council Tax	134	82	216				216
NNDR	57	60	117	162	27	189	306
Sundry Debtors	34	15	49		22	22	70
Excess Charges	14	3	16				16

A larger than normal number of company liquidations has been experienced and this has led to an increase in the value of NNDR debts being written off.

Authority to write off debts

The Head of Customer Services is authorised to write-off debts of up to £5,000, or more after consultation with the Executive Councillor for Finance, if she is satisfied that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. The Head of Financial Services deputises in her absence.

CABINET

22 APRIL 2010

**CAPITAL PROGRAMME MONITORING
2009/10 BUDGET
(Report by the Head of Financial Services)**

1. PURPOSE

1.1 This report highlights the variations from the 2009/10 Capital Programme approved in February 2009 including any member or officer decisions already taken in accordance with the Code of Financial Management.

2 MONITORING INFORMATION

2.1 The Budget approved in February 2009 and subsequent adjustments are shown below:

Capital Programme	2009/10 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Approved Budget (February 2009)	23,187	5,391	17,796
Deferral of contributions and expenditure from 2008/09	2,154	3,244	-1,090
	25,341	8,635	16,706
Cost Variations Annex A	-1,246	-28	-1,218
Capital / Revenue Variations Annex A	8	0	8
Timing Changes to 2010/11 Annex B	-9,408	-4,827	-4,581
Current Forecast	14,695	3,780	10,915

2.2 It should be noted that the figures used in this report are still forecasts of the year end position as end of march measures of work and the procedures that are required for the closedown of the accounts can identify further adjustments.

2.3 All of the cost increases included in Annex A were included in the MTP variations included in the budget report approved by February Council. The MTP assumed a £247k reduction in the level of Disabled Facilities Grants but there has been a further reduction of £255k due to lower than anticipated OT referrals over the winter months.

The revenue impact of the above variations is to reduce the net revenue expenditure by £27k in 2009/10 with more significant reductions in succeeding years, as shown below:

Revenue Impact	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013
	£000	£000	£000	£000
Cost Variations 2009/10	-5	-46	-59	-85
Capital /Revenue Variations	-8	0	0	1
Timing Changes 2008/09 to 2009/10	4			
Timing Changes 2009/10 to 2010/11	-18	-175		
TOTAL FORECAST VARIATION	-27	--221	-59	-84

Based on indicative assumptions for asset lives and interest rates.

3 RECOMMENDATIONS

3.1 It is **RECOMMENDED** that Cabinet note the variations contained in this report.

BACKGROUND PAPERS

Capital programme and monitoring working papers.
Previous Cabinet reports on capital expenditure.

Contact Officer – Steve Couper ☎ 01480 388103

ANNEX A

	2009/10 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
COST VARIATIONS			
Headquarters Improvements	734	345	389
Housing Repairs Assistance Private Sector Grants	-65	0	-65
Disabled Facilities Grants	-519	0	-519
St Neots Green Corridor (HGF)	463	463	0
Community Facilities Grants	50	12	38
Huntingdon West Development (HGF)	-1,200	-1,200	0
Stray Dog – Kennels	-15	0	-15
New Public Conveniences	-112	0	-112
Small Scale Environmental Improvements	7	0	7
Decent Homes Works	0	92	-92
Social Housing Grant	-426	138	-564
Play Equipment & Safety Surface Renewal	55	55	0
Huntingdon Skateboard Park	67	67	0
Huntingdon Leisure Centre Car Park Extension	-15	0	-15
St Neots Leisure Centre Development	400	0	400
Huntingdon Riverside Improvements	-500	0	-500
Document Centre Replacement Equipment	-43	0	-43
Business Systems	-77	0	-77
GIS/LLPG	-25	0	-25
Wireless Working (Benefits)	-33	0	-33
Building Control Public Access	-18	0	-18
VOIP Data Switches	18	0	18
Railway Station Improvements	-9	0	-9
VAT Partial Exemption	-18	0	-18
E- Marketplace (New scheme – Invest to Save)	26	0	26
Replacement Scanning Equipment (Customer Services)	9	0	9
	-1,246	-28	-1,218
CAPITAL/REVENUE VARIATIONS			
Air Quality Monitoring Equipment Rev/Cap	6	0	6
Transportation Grant Rev/Cap	15	0	15
Parks R & R Rev/Cap	60	0	60
Wheeled Bins R & R Rev/Cap	13	0	13
Listed Buildings Rev/Cap	7	0	7
Staff recharges Rev/Cap	40	0	40
IMD Projects Cap/Rev	-89	0	-89
Centenary House Cap/Rev	-64	0	-64
ICT Desktop Replacements Rev/Cap	272	0	272
Capital Salaries overheads Cap/Rev	-232	0	-232
Community Facilities Grants Cap/Rev	-20	0	-20
	8	0	8

KEY to Annexes A and B

New item this time
Adjusted value this time
No change from previous report

ANNEX B

	2009/10 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
TIMING VARIATIONS TO 2010/11			
Village Residential Areas	-15	0	-15
Environment Strategy Funding	-28	0	-28
Crime & Disorder Lighting Improvements	-30	0	-30
CCTV Camera Replacements	-78	0	-78
St Neots Green Corridor (HGF)	-80	-80	0
St Ivo Leisure Centre – Football Improvements	-1,400	-1,400	0
St Neots Leisure Centre Development	-450	0	-450
Play Equipment & Safety Surface Renewal	-80	0	-80
Huntingdon Riverside - Improvements	-40	0	-40
Document Centre Equipment	-5	0	-5
Resourcelink – Recruitment Module	10	0	10
Business Systems	30	0	30
ICT for New Accommodation	-34	0	-34
ICT Desktop Replacements	-80	0	-80
Vehicles and Plant	-232	0	-232
Town Centre Developments	-21	0	-21
Ramsey Rural Renewal	-63	0	-63
Industrial Estates Repairs	-26	0	-26
Huntingdon West Development (HGF)	-1,200	-1,200	0
Sustainable Homes - Retrofit	-220	0	-220
General Leisure Centres Future Maintenance	-489	0	-489
Leisure Centre – CCTV Improvements	-15	0	-15
New Industrial Units	-888	0	-888
Printing Equipment	-314	0	-314
Headquarters Improvements	38	-150	188
Multi-Functional Devices	-57	0	-57
Server Virtualisation and Network Storage	-199	0	-199
Heart Of Oxmoor	8	-1,829	1,837
Huntingdon Bus Station	-883	0	-883
St Neots Cambridge Road Car Park	-89	0	-89
St Ives Town Centre Environmental Improvements – Ph 2	-375	0	-375
New Public Conveniences	-100	0	-100
Mobile Home Park	0	-168	168
Social Housing Grant	-46	0	-46
Ramsey Community Information Centre - Refurbishment	-11	0	-11
St Ivo L C – Rifle Range to Redevelopment	-539	0	-539
St Ivo L C – Fitness Equipment to Redevelopment	-206	0	-206
St Ivo L C - Outdoor Energy Generation	-127	0	-127
Ramsey L C – Fitness Equipment	-190	0	-190
Corporate EDM	-61	0	-61
Customer First/Working Smarter	-102	0	-102
VOIP Telephony for Leisure Centres	-45	0	-45
Huntingdon Marina Improvements	-62	0	-62
Local Transport Plan	-66	0	-66
Safe Cycle Routes	-288	0	-288
St Neots Transport Strategy	-80	0	-80
St Ives Transport Strategy	-140	0	-140
Ramsey Transport Strategy	-40	0	-40
	-9,408	-4,827	--4,581

CABINET

22nd April 2010

Partnership Agreement for ICT Development within Cambridgeshire (Report by Director of Commerce & Technology)

1 PURPOSE

The purpose of this paper is to seek Cabinet approval for the delegation of authority, to the Director of Commerce & Technology, to enter into an ICT partnership agreement with other public sector organisations within Cambridgeshire.

2 BACKGROUND

- 2.1 An **Information Management & Technology Programme Board (IMTPB)** has been established (chaired by the Director of Commerce & Technology for the 1st year) with representatives from Cambridgeshire County, Cambridgeshire Fire and Rescue Service, Fenland District Council, Huntingdonshire District Council and South Cambridgeshire District Council.
- 2.2 Other authorities, namely, Cambridgeshire City, East Cambridgeshire Council and Peterborough City Council may join the IMTPB at a later stage.
- 2.3 The purpose of the IMTPB is to oversee a number of pan-Cambridgeshire ICT projects which reflect the growing number of shared-service ICT activities.
- 2.4 At present there are 2 projects within the programme:
 - 2.4.1 Procurement of the **Cambridgeshire Public Sector Network (CPSN)**. This replaces (from April 2012) the existing Cambridgeshire Community Network (CCN) and, also, extends the scope of the shared infrastructure into other areas. For example, telephony tariffs, wide area networking within individual authorities and CCTV. Partners have the option to select which (if any) of their services are included in the final statement of requirements during the procurement stage in 2010/11. The overall value of the procurement is in the region of £40m; therefore there are opportunities to make worthwhile savings for participating partners.
 - 2.4.2 **Tell Us Once**. The primary project objective is to ensure that information provided, by customers, to one public body is shared (legally & appropriately) between all interested public bodies. In some instances there can be over 20 public bodies which require notification and this project will lead to saved effort for both the customer and the public bodies. For example, notification of death information would be automatically transferred from the Register of

Births & Deaths to local authorities, DVLC etc.. The intention is for further notifications, eg change of circumstance (address etc.) to be included in future phases of the project.

2.4.3 Further projects may be added to the programme by agreement of the IMTPB.

3 PROPOSAL

3.1 In order to ensure that each partner's interests are maintained, as well as supporting the operation of the Programme Board (IMTPB), a Partnership Agreement has been drawn up – the "Information Management and Technology Partnership".

3.2 The agreement has been reviewed by Law, Property & Governance division and found to be satisfactory.

3.3 Particular attention is drawn to the following aspects of the agreement:

3.3.1 Each member of the IMTPB to ensure they have delegated authority to act on behalf of the represented body (the purpose of this paper)

3.3.2 Partners may decide not to participate in individual projects, in which case their voting rights, associated with those projects alone, would be suspended.

3.3.3 Partnership members shall only have to pay contributions to projects (or any other costs) that they have explicitly agreed to contribute to in advance, and then only to the total amount agreed.

3.3.4 Decisions will be made on a majority vote of those Partnership Members participating in the vote.

3.3.5 The partnership does not prevent any party pursuing, either separately or together, IT telecommunications or technology projects outside of the Partnership Agreement.

4 RECOMMENDATIONS

It is recommended that Cabinet:

- i) Agree in principle to the Council entering into the Information Management and Technology Partnership;
- ii) Delegates authority to the Director of Commerce and Technology to sign the partnership agreement once the wording has been finalised.

BACKGROUND INFORMATION

1. Draft "Partnership Agreement relating to Information Management and Technology Partnership"

Contact Terry Parker, Director of Commerce & Technology
Officers: ☎ 01480 388100

Chris Hall, Head of Information Management
☎ 01480 388116

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CABINET

22ND April 2010

LAND AT CEMETERY ROAD, ST NEOTS (Report by the Head of Law Property and Governance)

1. PURPOSE

To seek approval to the formal transfer of land to St Neots Town Council for the cemetery.

2. BACKGROUND

2.1 In 1933 four acres of land at Cemetery Road were acquired by the Urban District Council of St Neots for the purpose of a burial ground (plan attached as Appendix A). On local government reorganisation in 1974 the land became vested in Huntingdon (shire) District Council. Subsequently St Neots Town Council (STNTC) became responsible for the cemetery and though the deeds were handed over to STNTC, the land was never formally transferred.

2.2 Part of the land has been developed as a cemetery while the remainder was kept as an informal amenity area. The existing cemetery is nearly full and STNTC now wish to provide the necessary infrastructure and also arrange for the consecration of the additional land.

3. TRANSFER OF LAND

3.1 It is proposed to transfer the freehold of the land required for the cemetery to STNTC on the following terms:

- The consideration to be £1.00
- The land to be used for cemetery purposes only

4. IMPLICATIONS

4.1 There are no financial implications as the land is restricted to cemetery purposes and will continue to be maintained by STNTC. Planning consent is not required for the use of the additional land and a covenant restricting the future use of the land will be imposed.

4.2 There are no risk implications.

5. CONCLUSION

5.1 The transfer of the land will regularise the position and ensure the land is restricted to cemetery use only.

6. RECOMMENDATIONS

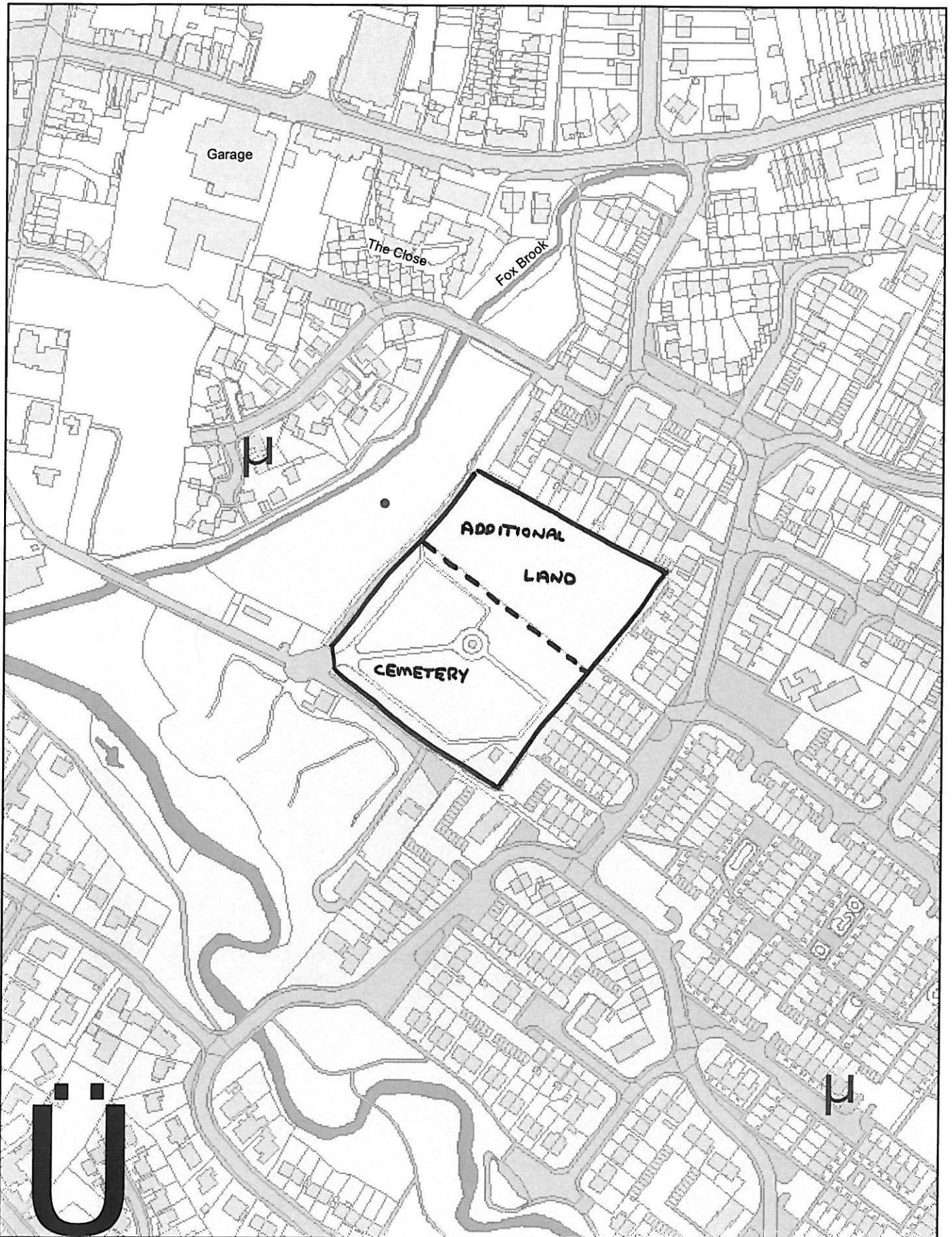
- 6.1 Cabinet is recommended to approve the transfer of the land on the terms set out in paragraph 3.1 above.

BACKGROUND INFORMATION

Estates file S/628/16

**Contact Officer: Keith Phillips, Estates and Property Manager
01480 388260**

Cemetery, St Neots



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