

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)** will be held in the **WREN ROOM, COUNTRYSIDE CENTRE, HINCHINGBROOKE COUNTRY PARK, BRAMPTON ROAD, HUNTINGDON, PE29 6DB** on **TUESDAY, 2 JUNE 2009** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting of the Panel held on 13th May 2009.

**Miss H Ali
388006**

2 Minutes.

2. MEMBERS' INTERESTS

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

2 Minutes.

3. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN (Pages 3 - 8)

A copy of the current Forward Plan, which was published on 14th May 2009, is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

10 Minutes.

4. EXCLUSION OF THE PUBLIC

To resolve:-

that the public be exempt from the meeting because the business to be transacted contains exempt information relating to the financial or business affairs of the authority.

1 Minute.

5. ST NEOTS LEISURE CENTRE DEVELOPMENT (Pages 9 - 26)

To consider a report by the Leisure Centres General Manager on the development proposals for St Neots Leisure Centre.

**S Bell
388049**

20 Minutes.

6. RE-ADMITTANCE OF THE PUBLIC

To resolve:-

to re-admit the public.

1 Minute.

7. CORPORATE EQUALITY POLICY: ACTION PLAN PROGRESS
(Pages 27 - 58)

To consider a report by the Head of People, Performance and Partnerships on progress made to date in respect of the action plan associated with the Corporate Equality Policy.

Mrs L Sboui
388032

20 Minutes.

8. PERFORMANCE MONITORING (Pages 59 - 66)

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

H Thackray
388035

20 Minutes.

9. NHS CAMBRIDGESHIRE STRATEGIC PLAN 2009 - 2014: CONSULTATION RESPONSE (Pages 67 - 72)

To endorse the consultation response for NHS Cambridgeshire's Strategic Plan 2009 – 2014.

Miss H Ali
388006

15 Minutes.

10. CRIME AND DISORDER SCRUTINY (Pages 73 - 74)

To receive a report by the Head of Democratic and Central Services on the introduction of legislative changes which affect Overview and Scrutiny.

A Roberts
388015

15 Minutes.

11. OVERVIEW AND SCRUTINY - REMITS AND STUDIES (Pages 75 - 90)

To consider a report by the Head of Democratic and Central Services on the Panel's remit and role and to consider the Panel's current programme of studies.

A Roberts
388015
Miss H Ali
388006

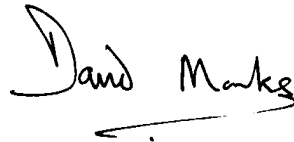
15 Minutes.

12. **SCRUTINY** (Pages 91 - 96)

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

5 Minutes.

Dated this 29 day of May 2009

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

Chief Executive

Notes

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

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

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

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

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

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

Emergency Procedure

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

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) held in the Great Hall, Priory Centre, St Neots on Wednesday, 13 May 2009.

PRESENT: Councillors P L E Bucknell, Mrs K E Cooper, S J Criswell, J W Davies, J E Garner, Mrs P A Jordan, P G Mitchell, A Monk, J M Sadler and R J West.

1. ELECTION OF CHAIRMAN

RESOLVED

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

Councillor S J Criswell in the Chair.

2. MINUTES

The Minutes of the meeting of the Overview and Scrutiny Panel (Service Delivery) held on 7th April 2009 were approved as a correct record and signed by the Chairman.

3. MEMBERS' INTERESTS

No declarations were received.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor R J West be appointed Vice-Chairman of the Panel for the ensuing Municipal Year.

5. CORPORATE PLAN WORKING GROUP

RESOLVED

that Councillors S J Criswell and R J West be appointed to serve on the Corporate Plan Working Group for the ensuing Municipal Year.

6. CAMBRIDGESHIRE HEALTH AND SOCIAL CARE SCRUTINY COMMITTEE

RESOLVED

that Councillor R J West be appointed to the Cambridgeshire Health and Social Care Scrutiny Committee and that a substitute be appointed as and when necessary.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by Councillor I C Bates
Date of Publication: 14 May 2009
For Period: 1 June 2009 to 30 September 2009

Membership of the Cabinet is as follows:-

Councillor I C Bates	- Leader of the Council	4 Church End Hilton Huntingdon PE28 9NJ Tel: 01480 830250 E-mail: Ian.Bates@huntsdc.gov.uk
Councillor L M Simpson	- Deputy Leader of the Council with Special Responsibility for HQ/Accommodation	45 Devoke Close Stukeley Meadows Huntingdon Cambs PE29 6XE Tel: 01480 388946 E-mail: Mike.Simpson@huntsdc.gov.uk
Councillor K J Churchill	- Executive Councillor for Housing and Public Health	51 Gordon Road Little Paxton St Neots PE19 6NJ Tel: 01480 352040 E-mail: Ken.Churchill@huntsdc.gov.uk
Councillor D B Dew	- Executive Councillor for Planning Strategy and Transport	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntsdc.gov.uk
Councillor J A Gray	- Executive Councillor for Environment and Information Technology	Shufflewick Cottage Station Row Tilbrook PE28 0JY Tel: 01480 861941 E-mail: JG@novae.com

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
New Industrial Units, Caxton Road, St. Ives	Cabinet	18 Jun 2009	None.	Keith Phillips, Estates and Property Manager Tel No 01480 388260 email - Keith.Phillips@huntsdc.gov.uk	Not applicable	A Hansard	Environmental Well-being
St. Neots Leisure Centre - Proposals for Development	Cabinet	18 Jun 2009	None	Simon Bell, General Manager, Leisure Centres Tel No. 01480 388049 or email Simon.Bell@huntsdc.gov.uk	Not applicable	Mrs D C Reynolds	Social Well-being
Corporate Equality Policy Action Plan Progress	Cabinet	18 Jun 2009	Corporate Equality Policy - Action Plan Progress	Mrs Louise Sboui, Policy Officer Tel No. 01480 388032 or email Louise.Sboui@huntsdc.gov.uk	Overview and Scrutiny (Service Delivery) Equality Steering Group	A Hansard	Environmental Well-being
Proposed Changes to Policy of Gypsies and Travellers in East of England Plan	Cabinet	18 Jun 2009	Report of Panel on Gypsy and Traveller Policy	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve HDC comments to Go-East	D B Dew	Environmental Well-being
Carbon Management Plan	Cabinet	18 Jun 2009	None.	Chris Jablonski, Environment Team Leader Tel No 01480 388368 or email Chris.Jablonski@huntsdc.gov.uk		J A Gray	Economic Well-being
Sustainable Communities Act	Cabinet	18 Jun 2009	Sustainable Communities Act 2007	Mrs Corrine Garbett, Acting Head of People, Performance & Partnerships Tel No 01480 388459 or email Corrine.Garbett@huntsdc.gov.uk		I C Bates	Economic Well-being
Covert Surveillance Policy Review	Cabinet	18 Jun 2009	Existing Policy Legislation	Wayland Smalley, Solicitor Tel No 01480 388022 or email Wayland.Smalley@huntsdc.gov.uk	Internal Steering Group	A Hansard	Environmental Well-being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Land Adjacent to - the Grand Cinema, Ramsey	Cabinet	16 Jul 2009	Report to Cabinet - 7th June 2007	Keith Phillips, Estates and Property Manager Tel No 01480 388260 or email Keith.Phillips@huntsdc.gov.uk		A Hansard	Environmental Well-being
Great Fen Collaboration Agreement	Cabinet	23 Jul 2009	None	Malcolm Sharp, Director of Operational Services Tel No 01480 388301 email - Malcolm.Sharp@huntsdc.gov.uk		D B Dew	Environmental Well-being
Leisure Centres - Performance Monitoring Report	Cabinet	23 Jul 2009	None.	Simon Bell, General Manager, Leisure Centres Tel No 01480 388049 or email Simon.Bell@huntsdc.gov.uk		Mrs D C Reynolds	Social Well-being
A14 Statutory Orders Consultations	Cabinet	23 Jul 2009	None.	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Endorse HDC's position on the orders	D B Dew	Environmental Well-being
County Wide and Integrated Development Programme and Tariff***	Cabinet	17 Sep 2009	Local Investment Framework	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for consultation	D B Dew	Environmental Well-being
Development Management Submission Document***	Cabinet	17 Sep 2009	Preferred Option Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for public consultation	D B Dew	Environmental Well-being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
St. Ivo Leisure Centre - Proposal for Development***	Cabinet	17 Sep 2009	None	Simon Bell, General Manager, Leisure Centres Tel No. 01480 388049 or email Simon.Bell@huntsdc.gov.uk		Mrs D C Reynolds	Social Well-being
Great Fen Masterplan	Cabinet	17 Sep 2009	None	Malcolm Sharp, Director of Operational Services Tel No 01480 388301 or email Malcolm.Sharp@huntsdc.gov.uk	Consultation process in preparation.	D B Dew	Environmental Well-being
Draft Planning Contributions Supplementary Planning Document	Cabinet	17 Sep 2009	Huntingdonshire Development Plans	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	D B Dew	Environmental Well-being
Site Options Gypsy and Travellers Development Plan Document***	Cabinet	22 Oct 2009	Issues and Options Paper	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for public consultation	D B Dew	Environmental Well-being

This page is intentionally left blank

Agenda Item 5

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

OVERVIEW & SCRUTINY (SOCIAL WELL-BEING)

2nd June 2009

CABINET

18th June 2009

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

1. INTRODUCTION

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

2. BACKGROUND

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

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

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

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

3. Equality Framework for Local Government

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

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

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

4. PROGRESS

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

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

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

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

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

- 4.5 The Corporate Equality Policy Action Plan for 2008/09 contained 26 actions, of which
- 15 have been fully completed
 - 11 are on-going

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

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

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

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

5. RESOURCE IMPLICATIONS

- 5.1 The Council has a revenue budget of £11.400 to meet the direct cost of the corporate equality policy – mainly training and assessment. In response to financial pressures this budget was reduced by 10% last year; otherwise costs involved are – the time taken to review and make changes to services/policies in response to assessment of residents needs. This also helps to achieve our statutory

responsibilities. The assessments undertaken have not results in any significant expenditure and the Council is making a proportionate but effective response to statutory and business requirements.

6. **RECOMMENDATIONS**

6.1 Cabinet is asked:

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

Background Papers

Corporate Equality Policy

Contact Officers: Corrine Garbett Head of People, Performance & Partnerships

☎ 01480 388459

Louise Sboui, Senior Policy Officer

☎ 01480 388032

louise.sboui@huntsdc.gov.uk

Corporate Equality Policy - Action Plan progress 2008/09

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

Appendix 1

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

Appendix 1

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

Appendix 1

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

Corporate Equality Policy - Action Plan 2009/10

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

Appendix 2

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

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

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

Appendix 3

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

Appendix 3

Customer services	<p>a revised customer feedback procedure.</p> <ul style="list-style-type: none"> Establish links between the complaints system and Open out <p>To identify whether any customers have been treated unfairly because of equality issues:</p> <ul style="list-style-type: none"> To report any incidents where customers feel they have been treated unfairly and share these with the steering group. If any corporate decisions need to be made they will be done via the steering group. Customer satisfaction surveys to include the statement regarding if you require this in another format. Ongoing monitoring, feedback and analyse customer comments and take appropriate action. <p>Improve research to enable Customer Services to meet equality issues:</p> <ul style="list-style-type: none"> Determine if there is sufficient support for the deaf, hard of hearing and visually impaired. Also those with mobility issues & language barriers. Using customer survey data, cross reference ethnicity, disability, age and gender (where applicable) with measure of level of satisfaction with customer service within the Customer services centres. <p>Improve accessibility to Customer services:</p> <ul style="list-style-type: none"> Introduce on-line payments. Train staff and raise awareness in dealing with all equality and diverse groups. All new starters to attend the ½ day Equality & Diversity course. All staff to complete the on-line Equality & Diversity training annually. 	May 2009 September 2009
		On going
		April 2009
		On going
		December 2009
		May 2009
		March 2009 December 2009
		On going December 2009 (once set up)

Appendix 3

	<ul style="list-style-type: none"> • Train staff on corporate guidance for translation of written materials. • Ensure appropriate literature and information is available for customers and staff: • Highlight signage and improve on existing signage for the new customer service centre. Especially targeting those who are blind or partially sighted. Use this to role out the changes to St Ives and St Neots. Ensure the new customer service centres are DDA compliant. • Improve Customer services web page that is fully compliant to enable access for people with a disability. • Display clear signage encouraging customers to ask for assistance if they have special requirements. <p>Further develop staff awareness and knowledge:</p> <ul style="list-style-type: none"> • Introduce equality and diversity issues through team meetings using games and activities. • Representative for Customer Services Managers to attend regular Equality and Diversity awareness training. Michelle to attend updates. • Train staff to identify, acknowledge and action their own concerns. 	<p>July 2009</p> <p>July 2010</p> <p>July 2009</p> <p>April 2009</p> <p>July 2009</p> <p>On going</p> <p>December 2009</p>
<p>External Funding</p>	<ul style="list-style-type: none"> • To ensure funding applications submitted by HDC staff and partnership take into account potential beneficiaries from the 6 Equality strands - Review all funding applications before submission • To ensure local funding advice organisations and HDC officers give advice to organisation across the 6 equality strands and take into account any additional needs - To encourage monitoring by organisations by External Funding 	<p>On going from April 2009</p> <p>Quarterly meetings from July 2009</p>

Appendix 3

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

Appendix 3

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

Appendix 3

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

Appendix 3

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

Appendix 3

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

Appendix 3

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

Appendix 3

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

Appendix 3

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

	<ul style="list-style-type: none"> • Using customer survey data, cross reference ethnicity, disability, age and gender with measure of level of satisfaction with customer service within HDC Leisure Centres. <p>Improve accessibility to HDC Leisure Centres:</p> <ul style="list-style-type: none"> • Introduce on-line payments. • Train staff to assist customers who are in a wheelchair. <p>Ensure appropriate literature and information is available for customers and staff:</p> <ul style="list-style-type: none"> • Train staff on corporate guidance for translation of written materials. • Using the corporate guidance on the translation of written material, and dependant upon request, consider literature, in particular, concerning terms and conditions of use, facilities and courses in different formats e.g. large print, Braille, foreign languages. • Improve clarity and promotion for customers and staff concerning help available for people with a disability e.g. posters, signage and staff training. • Introduce 'Customer Care' web page for Leisure Centres that is fully compliant to enable access for people with a disability. • Display clear signage encouraging customers to ask for assistance if they have special requirements. <p>Further develop staff awareness and knowledge:</p> <ul style="list-style-type: none"> • Include question in staff survey on equality and diversity to assess staff awareness. • Review staff awareness on equality and diversity issues through PDR and consider appropriate training. • Representative for Leisure Centre Managers to attend Equality and Diversity awareness training (corporately 	<p>May 2009</p> <p>April 2009 December 2009</p> <p>July 2009</p> <p>Subject to appropriate staff and financial resources, commence</p> <p>July 2009</p> <p>April 2009</p> <p>April 2009</p> <p>April 2009</p> <p>March 2009.</p> <p>May 2009.</p>
--	---	---

Appendix 3

	<p>arranged and funded by Policy) and feed back to rest of team.</p> <ul style="list-style-type: none"> • Train staff to understand the needs of different groups and where staff can get help to better understand those needs. • Train staff to enable them to give assistance to customers with a disability. • Train staff to identify, acknowledge and action their own concerns. 	<p>Subject to appropriate staff resources, commence April 2009. December 2009 December 2009 December 2009</p>
Local Housing Allowance Vulnerability & Safeguard Policy	<ul style="list-style-type: none"> • To review our LHA caseload against safeguard applications received - compare the data we hold on equality categories • Improve and monitor delivery of the benefit service - Set up communications channels with Customer Services Managers for regular feedback on the outcomes of the items in the Customer Services EIA action plan. • To ensure staff are aware and trained on equality and diversity issues - annually review staff awareness on equality and diversity issues and ensure all members of the team attend training. 	<p>March 2010 June 2009 March 2010</p>
Local taxation	<ul style="list-style-type: none"> • Check all current forms and procedures to ensure they comply with expected standards and that they do not discriminate. • A statement regarding the availability of large format documents, and the translation service could be added to all documents, not just bills and reminders. • Equality questions could be included on all application forms 	<p>On going Review over next 6 months</p>

Appendix 3

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

Appendix 3

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

Appendix 3

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

This page is intentionally left blank

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

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

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

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

Year 3

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

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

This page is intentionally left blank

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

1. INTRODUCTION

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

2. BACKGROUND INFORMATION

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

3. PERFORMANCE MANAGEMENT

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

SOCIAL WELL-BEING	ENVIRONMENTAL WELL-BEING	ECONOMIC WELL-BEING
To enable the provision of affordable housing	To help mitigate and adapt to climate change	Effective Partnership
To achieve a low level of homelessness	To promote development opportunities in and around the market towns	To be an employer people want to work for
To promote active lifestyles		Maximise business and income opportunities including external funding and grants

4. PERFORMANCE MONITORING

4.1 The following performance data is appended for consideration:

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

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

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

5. RECOMMENDATION

5.1 Members are recommended to;

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

BACKGROUND INFORMATION

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

Growing Success: Corporate Plan

Contact Officer:

Howard Thackray, Policy & Research Manager



01480 388035

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

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

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

This page is intentionally left blank

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

measure)	(cumulative quarterly target)					
Provide and facilitate arts activities directly and in partnership	Throughput of people (target 8500 per ann) experiencing arts interventions as a result of Arts Service and Partner activities during 2008/09 (cumulative quarterly target)	8,500	11,973			QRT
Provide targeted schemes to enable vulnerable people to participate in physical leisure activities (inc Exercise Referral, Community Sports and Recreation Project, Community Sports Network and Active Life scheme.) (SCS measure 2.1.5)	Throughput on identified schemes (cumulative quarterly target)	15,500	24,211			QRT
Provide under-represented groups with the opportunity to participate in sport and active recreation (SCS measure)	Total throughput of activity programme for disabled participants and under-represented groups (cumulative quarterly target)	1,400	2,091			QRT
Support vulnerable people to be more active, Cardiac Rehabilitation programme and Health walks	Total throughput of the Cardiac Rehabilitation programme and Health walks in Huntingdonshire (cumulative quarterly target)	7,200	9,393			QRT
Community/Council Aim : Housing that meets individuals needs						
Objective : To achieve a low level of homelessness						
Division : Housing						
Divisional Objective : To achieve a low level of homelessness						
Key Measure:						
Key Activity(s) only to deliver service objective: By helping to prevent people from becoming homeless by housing homeless people, where appropriate	(NI 156) No. of households living in temporary accommodation	60	61	50		QRT
	Numbers of households (135) prevented from becoming homeless each year to 2009 (cumulative quarterly target)	135	300	50		QRT
						QRT

OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)

2ND JUNE 2009

NHS CAMBRIDGESHIRE STRATEGIC PLAN 2009 – 2014 CONSULTATION RESPONSE (Report by the Head of Democratic and Central Services)

1. INTRODUCTION

- 1.1 At the Overview and Scrutiny Panel (Service Delivery) meeting in April, Members were acquainted with details of a consultation exercise being undertaken by NHS Cambridgeshire on its Strategic Plan for the period 2009 – 2014. In noting that the consultation period would end on 29th May 2009, and in advance of submitting a response to the consultation, the Panel decided to meet with a representative of NHS Cambridgeshire to discuss, in detail, the proposals contained within the Plan.
- 1.2 A Seminar was therefore arranged for all Members on 5th May 2009, when Chris Banks, Chief Executive and Rachel Glendinning, Interim Communications Specialist for NHS Cambridgeshire were present. Members received a presentation on the background to the organisation, outlining where NHS Cambridgeshire fits within the wider health service framework and its links to other health service bodies, together with details of the role of the Primary Care Trusts, the patient profile in Cambridgeshire, the current financial position of the organisation and details of the future priorities and key challenges to be pursued by NHS Cambridgeshire over the ensuing 5 year period.

2. NHS CAMBRIDGESHIRE STRATEGIC PLAN 2009 – 2014: CONSULTATION RESPONSE

- 2.1 The consultation document asked a number of questions. The Panel's response to the consultation questions are attached as **Appendix A**.
- 2.2 In addition to the views outlined within Appendix A, Members made a number of comments on the Strategic Plan and its implications for Cambridgeshire. The comments made have been proposed in accordance with the Priorities contained within the Strategic Plan.
 - (a) **Strategic Priority 1: Promoting Health and Preventing Disease**
- 2.3 Members would wish to place on record their concerns relating to the increasing number of homicide cases by mental health patients. The view has been expressed that some priority should be accorded to patients in this respect who have been admitted to mental health clinics and then released back into the community.
- 2.4 As a result of increased levels of demand placed upon Maternity Services, Members have expressed their view that there should be an increase in the level of midwifery staff across Cambridgeshire.

2.5 In terms of children and young people's health, it has been suggested that closer working with the County Council's education service should be undertaken.

2.6 Members have commented that there should be more promotion of cancer screening, with a view to educating the community and raising awareness of the disease, which could potentially result in a reduction of costs in the long term.

(b) Strategic Priority 2: Older People's Health and Care

2.7 Members have expressed concern over the waiting time required for Occupational Therapists to conduct assessments of need within Huntingdonshire. Some effort should be made to reduce these waiting times as the current level is deemed to be unacceptable.

2.8 Additionally, Members have commented upon the need to educate all NHS staff that treatment for disabled war pensioners is free to individuals that qualify.

2.9 Consideration should be given to the impact of patient health care upon friends and family. Adequate support services should be provided as, otherwise, it could potentially result in the deterioration of health in others, which subsequently results in further demand being placed upon the NHS.

2.10 Wherever possible, effective partnership working should be undertaken with key partners and agencies to promote healthy lifestyles.

(c) Strategic Priority 3: Ensuring that Cambridgeshire has Sustainable and Affordable Health Services

2.11 Whilst it has been acknowledged that the Hinchingsbrooke Next Steps Project is currently underway, Members have commented that they would not wish to see a reduction in the service levels currently offered at the Hospital. Members are however, mindful that they will have an opportunity to express their views on the future governance arrangements for Hinchingsbrooke Hospital once formal public consultation on this commences.

2.12 It has been reported that efforts will be made to reduce the number of operations carried out across Cambridgeshire, with a view to achieving efficiencies. Efforts will however, be made to offer patients suitable alternatives. Members have expressed the view that they would not wish to see a reduction in service levels arising from this proposal.

2.13 Some concern has been expressed over the number of structural changes which have taken place within the organisation over the previous few years. Members would not wish to see any further changes arising over the next few years.

2.14 It has been requested that due consideration should be given as to the location of the Health Centre planned for St Neots, whilst also taking into account the forthcoming development proposals for the town in the long term. A request also has been made that details of the confirmed location should be forwarded to the District Council once a decision has been made. Additionally, Members have questioned the means of funding the Health

Centre and have expressed the view that it should not have a detrimental effect upon the budget for Hinchingsbrooke Hospital nor on the Accident and Emergency Department which is available at the Hospital.

- 2.15 Having regard to the transformation of Adult Social Services which is currently being undertaken, Members have questioned whether there will be sufficient resources available to cover the outcome of the review.
- 2.16 Members have expressed the view that hygiene and cleanliness standards, together with effective infection control, must be regarded as a high priority across all NHS organisations.

(d) Strategic Priority 4: Patient Experience and Customer Care

- 2.18 It has been acknowledged that patients who have paid for private healthcare are being denied after-care services, such as physiotherapy, by the NHS. Members have commented that the NHS should extend their service to these patients as they have, in effect, reduced the demand placed upon the organisation by seeking healthcare in the private sector.
- 2.19 Members would wish to place on record their concerns at a lack of some care provided to patients while resident within Hospitals. The example of feeding patients who are unable to feed themselves was cited. Members have expressed the view that efforts should be made to enhance this service and have commented that staff should be more responsive to individual patient needs.
- 2.20 Members have expressed support for the PALS and LINK service, but have commented that performance monitoring mechanisms should be in place to assess whether service levels have improved as a result of comments received. Clear lines of accountability should therefore be evident.

(e) Other Comments

- 2.21 In addition to the comments outlined above, Members have further expressed views on the following matters:-

(i) Risk Management

Members have expressed disappointment at the lack of detail provided for risk management contained within the Strategic Plan. The view was expressed that efforts should be made to address potential increases in levels of cost and demand, together with potential reductions in funding. Provision also should be made for the financial and other resource implications of major incidents and/or pandemics.

Additionally, Members commented that there were no monitoring and enforcement mechanisms proposed, and that it would be difficult to measure the performance of the various services offered by NHS Cambridgeshire, which would be key for the successful delivery of the proposed Strategic Plan.

(ii) Primary Care Services

Some priority should be accorded to encouraging rural surgeries in order to reach out to members of the community who are unable to commute out of their residential area.

Opportunities for partnership working should be explored to enhance local community services.

The view was expressed that too much emphasis can be placed upon the Voluntary Sector (e.g. First Responders). Whilst the Voluntary Sector provides a highly valued service, consideration should be given as to the weight placed upon volunteers who carry out these duties.

3. RECOMMENDATION

- 3.1 The formal consultation period for the proposed Strategic Plan ended on 29th May 2009. Permission has been sought from NHS Cambridgeshire to extend the Panel's submission date to 5th June 2009. The Panel is, therefore

RECOMMENDED

to endorse the consultation response as outlined in Appendix A for submission to NHS Cambridgeshire, together with the comments outlined above, and to make any further comments on the Panel's response as necessary.

BACKGROUND INFORMATION

Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Service Delivery) held on 7th April 2009.

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

APPENDIX A

How might we spend NHS resources wisely...

This is our plan for your health, tell us what you think - have we got it right, are we spending resources wisely?

We would like to hear your views from 2 March until 29 May. Then from July 2009 onwards we'll let you know how we got on and how we're going to develop our services.

1. To what extent do you agree or disagree with NHS Cambridgeshire's plans for additional funding in the following key areas?	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree	Don't know
Promoting Health and Preventing Disease	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older People's Health and Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that Cambridgeshire has sustainable and affordable health services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient experience and customer care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Bearing in mind that the local NHS has a limited budget, are there any other areas you think there should be more investment, or which should be a higher priority than the ones we have identified?

More investment should be made into community services - home care, health visitors, etc. No other areas for more investment

3. Are there any areas that you think should be less of a priority for the NHS?

Administration and Management None

4. To what extent do you agree or disagree with the following statements:	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree	Don't know
NHS Cambridgeshire has enough to spend on health services?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NHS Cambridgeshire should look at different ways of spending their resources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We should provide more services closer to home in the community and use hospitals less where it makes sense to do so?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People should try and keep themselves healthy if they can?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We all have a responsibility to use NHS resources wisely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. To what extent do you support or oppose NHS Cambridgeshire's overall approach over the next five years?	Strongly support	Tend to support	Neither support nor oppose	Tend to oppose	Strongly oppose	Don't know
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Would you be happy to receive treatment in primary care services (GPs, pharmacists, dentists, minor injuries units and Out of Hours services) rather than in a hospital setting? (this would be clinically safe and appropriate). Hospitals would still provide emergency care, care for serious illnesses and major operations.

Yes No Don't know

7. Would you like more help and support to take care of your own health and wellbeing?

8. If so, how? *Education, particularly on specific matters*

Please return your completed survey (no stamp needed) to:

Our plans for your health, FREEPOST ANG10772, Fulbourn, Cambridge CB1 5YB

To find out more and have your say or to complete the form online visit: www.cambridgeshire.nhs.uk

If you would like to talk to someone or get involved in having your say please provide your details below and we'll get in touch as soon as we can. NHS Cambridgeshire will not pass any of your details to a third party.

Name: _____ Email or telephone: _____

Address: _____



This page is intentionally left blank

OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)

2ND JUNE 2009

CRIME AND DISORDER SCRUTINY (Report by the Head of Democratic and Central Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to inform the Panel of the introduction of legislative changes that place a requirement on the Council to scrutinise crime and disorder matters.

2. OVERVIEW AND SCRUTINY

- 2.1 The provisions contained within sections 19, 20 and 21 of the Police and Justice Act 2006 came into force on 30th April 2009. They require every local authority to put in place a crime and disorder committee. The committee will have the power to review or scrutinise the decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. Scrutiny of crime and disorder falls within the remit of the Overview and Scrutiny Panel for Social Well-Being and the Centre for Public Scrutiny has confirmed that an existing committee may take on this role.
- 2.2 Guidance has been produced, which makes reference to various models through which this new duty might be carried out. The guidance has only recently been produced and it differs substantially from the draft Regulations. In the circumstances it has not been possible to produce a scheme that adequately captures the detail of this new duty in the time available. This will require consultation with the Huntingdonshire Community Safety Partnership. As a result a fully worked up scheme will be submitted to a future meeting of the Overview and Scrutiny Panel containing recommendations on various matters concerning the way crime and disorder should operate.

3. RECOMMENDATION

- 3.1 The Panel is

RECOMMENDED

to note the contents of the report.

BACKGROUND INFORMATION

The Crime and Disorder (Overview and Scrutiny) Regulations 2009.

National Support Framework - Delivering Safer and Confident Communities -
Guidance for the Scrutiny of Crime and Disorder Matters – England –
Implementing Sections 19 and 20 of the Police and Justice Act 2006.

Contact Officer: A Roberts (01480) 388015

OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)

3RD JUNE 2009

OVERVIEW AND SCRUTINY REMITS AND STUDIES (Report by the Head of Administration)

1. INTRODUCTION

- 1.1 The purpose of this report is to acquaint Members with their remit following the introduction of changes to the structure of overview and scrutiny, review the programme of studies, provide an opportunity for Members to plan their work programme for the forthcoming year and set out additional responsibilities that the Panels now have in terms of scrutinising strategic partnership working.

2. WORK PROGRAMME

(a) Internal Scrutiny

- 2.1 The Council's services are divided into portfolios, which are the responsibility of Executive Members. In the past the portfolios have been simply divided between the Scrutiny Panels. Following the democratic structure review a new structure for overview and scrutiny has been introduced. This structure is based on the broad themes of Social, Environmental and Economic Well-Being. The allocation of Council services under these themes is represented in **Appendix A**.

(b) External Studies

- 2.2 The Council has a duty to promote the economic, social and environmental well-being of the District and, in order to demonstrate that the Council closely complies with the duty, this has been reflected in the new structure for overview and scrutiny. It gives the Panel a wide remit to examine any issues that affect the District by conducting in-depth studies. A number of such studies have been completed in the past, such as the investigation into flooding in the District.

(c) Study Programme

- 2.3 At the first meeting in the Municipal calendar, it is usual for the Overview and Scrutiny Panels to give detailed consideration to a programme of studies that they intend to undertake in the course of the year. Members are requested to consider whether any studies or investigations of single issues within their remit might usefully be undertaken. These might be topical or contentious matters, for example, it could be an issue that has arisen in the course of a Member's contact with constituents.
- 2.4 Performance data, which is regularly submitted to the Panel, and the Decision Digest, also can be used to identify study areas. The latest performance report appears elsewhere on the Agenda.
- 2.5 At each meeting the Panel's discuss a progress report their programme of studies. This report is reproduced at **Appendix B**.

(d) Study Methodology

- 2.6 Following a recent audit a report template to guide studies has been adopted. The template appears at **Appendix C**. It will be seen that there is considerable flexibility in the way studies may be conducted. It is also important to note that the Panels have a budget with which to pursue their study aims, for example, by obtaining expert opinion on a particular issue.
- 2.7 A number of working groups already exist to undertake some of these studies. It has been the practice for the membership of working groups to continue to the completion of studies and it is suggested that this principle should continue.

(e) Completed Studies

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

- Anti-Social Behaviour Orders
- Vandalism
- Cemetery Administration
- Arts Provision in Huntingdonshire and Major Events Promoted by the Council
- Registered Social Landlord Rent Levels
- Bus Stations/Bus Services
- Bus Shelters
- Bus Information/Publicity
- Flooding
- Post Office Network and Services
- Fly Posting
- Fly Tipping
- Trees and Hedgerows
- Emergency Planning
- Sun Beds in Leisure Centres
- The Council's Charging Policy
- Tourism
- Market Services
- Best Value Review on Access to Services
- Council's Budget and Expenditure
- Member Development
- Street Naming and Numbering
- Levels of Affordable Housing on Land Sold By The Council
- Procedural Arrangements for Development Control
- Local Procurement
- Town Centre Initiatives
- St Ives (Environmental Improvements Schemes)
- County Council Highway Standards
- Consumption of Alcohol in Public Places
- Safer Routes to Schools
- Rent Levels at Paines Mill Foyer, St Neots
- West Huntingdon Rural Transport Study
- Benefit Fraud
- Service Provision for the Elderly
- Health and Safety Management
- Member Involvement and Consultation Procedures in the Local Plan Process
- Substance Misuse in Huntingdonshire
- Play Equipment
- Abandoned Vehicles
- Services for Young People
- The Big Gig
- Biodiversity
- Council's Complaints Procedure
- The Budget and Medium Term Plan
- Rural Economy and Services
- District Council's Twinning Links
- Hear By Right
- Dentistry Services
- Promoting Better Health in Older People Through Physical Activity

- Cycling in Huntingdonshire
- District Council's Travel Plan
- Electronic Communication
- Youth Forum
- Social consequences of alcohol abuse
- Section 106 process
- Small Scale Environmental Improvements
- State of the District Engagement Events
- Grant Aid
- Leisure facilities for older people

3. SCRUTINISING STRATEGIC / PARTNERSHIP WORK

- 3.1 The Local Government and Public Involvement in Health Act 2007 Act introduced changes from April 2009 to secure effective scrutiny of strategic partnership working and of local area agreements. The thematic groups under the Huntingdonshire Strategic Partnership have been aligned to the terms of reference of scrutiny panels. The Social Well-Being Panel will be responsible for the Children and Young People, Health and Well-Being and Inclusive, Safe and Cohesive Communities thematic groups of the Strategic Partnership. The Huntingdonshire Strategic Partnership itself is to be held to account through the full Council.
- 3.2 The Panel's remit also contains reference to the Council's corporate priorities and goals as they appear in the Corporate Plan. Specifically, this means that the Panel will be responsible for scrutinising the Housing that Meets Individuals' Needs, Safe, Vibrant and Inclusive Communities and Healthy Living aims of the Council's corporate plan 'Growing Success'. As has been said, a report monitoring progress against each of these aims appears elsewhere on the Agenda. Finally, the Panel will have the task of scrutinising the Safer and Stronger Communities priority of the Countywide Sustainable Community Strategy (Cambridgeshire's Vision).
- 3.3 Details of how it is suggested that these strategic / partnership areas of work might be undertaken will be the subject of a report at a future meeting.

3. RECOMMENDATIONS

The Panel is

RECOMMENDED

- a. to note the contents of the report;
- b. to review the existing programme of studies for the forthcoming year; and
- c. to consider the addition of new subject areas to the programme of studies.

BACKGROUND PAPERS

Previous reports to the Overview and Scrutiny Panels.

Contact Officer: A Roberts – Scrutiny and Review Manager
(01480) 388015

This page is intentionally left blank

SOCIAL WELL-BEING - Portfolios for housing and public health, leisure and operational and countryside services;

Housing (Head of Service, Mr Steve Plant)
Housing strategies/policies
Relations with housing providers/associations
Maintenance of housing register/nominations
Homelessness
Housing grants, including disabled facilities grants
Home Improvement Agency
Private sector housing

Community (Head of Service, Dr Susan Lammin)
Private sector housing
Caravan sites
Community Safety
Community Initiatives/development/grants, etc
Arts
Leisure Development

Leisure Centres (Head of Service, Mr Simon Bell)
Huntingdon
Ramsey
Sawtry
St Ivo
St Neots

Operations (Head of Service, Mr Robert Ward)
Streetscene
Car parks, public conveniences
Grounds maintenance, grass cutting
Parks, Open Spaces, Countryside Services
Emergency Planning/CCTV

Democratic & Central Services (Head of Service, Mr Roy Reeves)
Democratic Services
Elections/Electoral Registration
Member Support

People, Performance & Partnerships (Head of Service, Mrs Corrine Garbett)
Safeguarding
Diversity and Equalities
Consultation, Engagement and Research

Children & young people, health & well-being and inclusive, safe & cohesive communities thematic groups of the Huntingdonshire Strategic Partnership.

Safer & stronger communities priority of Cambridgeshire Vision.

The housing that meets individuals' needs, safe, vibrant & inclusive communities and healthy living aims of the Council's corporate plan 'Growing Success'.

ENVIRONMENTAL WELL-BEING - Portfolios for resources & policy and planning strategy and transport;

Environmental & Technical Services (Head of Service: Dr Paul José)

Strategy Implementation
Home Energy Conservation
Sustainability
Environmental improvements
Project/Contractual management
Architectural/design work
Land drainage
Residual highway responsibilities/public utilities
Street naming and property numbering
Building Control/dangerous structures/disabled access
Facilities Management
Travel Plan

Planning Services (Steve Ingram)

Development control/planning applications
Planning enforcement
Development plans/policies
Planning briefs/studies
Conservation/listed buildings
Trees and footpaths
Transportation

Environmental Health (Head of Service, Dr Susan Lammin)

Air quality/noise/pollution
Animal welfare/pest control
Commercial: health & safety promotion/food safety
Infectious diseases
Smoke-free initiatives

Operations (Head of Service, Mr Robert Ward)

Waste/refuse collection
Recycling
Vehicle fleet management
Abandoned vehicles
Waste Stream policy
Cleaving

Environment, and growth & infrastructure thematic groups of the Huntingdonshire Strategic Partnership.

Managing growth and environmental sustainability priorities of Cambridgeshire Vision.

A clean, green & attractive place and developing sustainable communities aims of the Council's corporate plan 'Growing Success'.

ECONOMIC WELL-BEING - Portfolios for customer services & information technology and finance & environment;

Information Management (Head of Service, Mr Chris Hall)

Website
Freedom of Information
ICT network & systems
Intranet
ICT Help Desk
Local Land & Property Gazetteer (LPG)
Customer Relationship Management (CRM) system
Geographic Information Systems (GIS)
Customer First programme
Business analysis/improvement

Finance (Head of Service, Mr Steve Couper)

Financial forecasting
Budget preparation and monitoring
Final accounts
Financial advice
Payment of Creditors
Audit
Risk management
Procurement
Treasury Management (Borrowing and Investments)
Debt Recovery

Customer Service and Call Centres (Head of Service, Ms Julia Barber)

Call Centre, St Ives
Customer Service Centre, *currently located at Centenary House*
Information Centres at Ramsey, St Ives, St Neots and Yaxley

Revenues (Head of Service, Ms Julia Barber)

Local taxation
Revenue collection
Benefits assessments/payments/fraud
NNDR

Democratic & Central Services (Head of Service, Mr Roy Reeves)

Land Charges
Document Centre
Licensing

Law, Property & Governance (Head of Service, Mr Colin Meadowcroft)

Legal advice
Conveyancing
Prosecutions and litigation
Representation at Planning and other Inquiries
Estates/property management/acquisition/sales
Data Protection/Regulation of Investigatory Powers
Contracts

APPENDIX A

People, Performance & Partnerships (Head of Service, Mrs Corrine Garbett)

Recruitment/retention

Health & Safety

Training/development

Personnel management/advice/contractual arrangements

Payroll

Communications and Marketing

Economic Development

Town Centre Management

External Funding

Performance Management

Comprehensive Area Assessment: Corporate Coordination across the organisation

Community Strategy/Huntingdonshire Strategic Partnership

Corporate Policy ("Growing Success")

Comprehensive Area Assessment: Corporate Coordination across the organisation (Head of Service, Corrine Garbett)

Democratic Structure Review: Implementation (Head of Service, Roy Reeves)

HQ/Accommodation: Deputy Leader Councillor Mike Simpson (Head Of Service, Mr Richard Preston)

Economic prosperity and equality & inclusion thematic groups of the Huntingdonshire Strategic Partnership.

A strong local economy, improving systems & practices, learning & developing and maintaining sound finances aims of the Council's corporate plan 'Growing Success'.

Panel Date	Decision	Action	Response	Date for Future Action
13/05/09	<p><u>Disability Access</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). Final report endorsed for submission to the Cabinet.</p>	Submitted to Cabinet on 29th January 2009.	Recommendations endorsed by Cabinet. Members requested a progress report to be submitted to the Panel in six months time.	1/09/09
13/05/09	<p><u>Future Governance of Hinchingbrooke Hospital: Consultation Arrangements</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). Dr Stephen Dunn, Hinchingbrooke Next Steps Project Coordinator and Ms Jessica Bowden, NHS Cambridgeshire attended the Panel's January meeting to provide background to the consultation on the future governance arrangements for Hinchingbrooke Hospital. Advised the Panel that the consultation was likely to commence at some point in the middle of the current calendar year.</p>	Panel to partake in the consultation when it emerges. Matter to be raised at a future Panel meeting. Advised that a decision was currently being awaited from HM Treasury.		TBC
13/05/09	<p><u>Care Quality Commission</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). The Panel submitted a response to the Commission's</p>	Invitation to be extended to the Commission in the Spring.		TBC

Panel Date	Decision	Action	Response	Date for Future Action
	<p>Enforcement Policy and has requested that a representative should be invited to attend a future Panel meeting to deliver a presentation on the work of the Commission and how the document fits into the wider health service framework. Advised that the Commission will not begin operating until 1st April 2009.</p>			
<p>13/05/09</p>	<p><u>Corporate Plan – Growing Success</u> Councillors S J Criswell and R J West appointed to Corporate Plan Working Group. A previous decision has been made by the former Overview and Scrutiny Panel (Corporate and Strategic Framework) to extend the Corporate Plan Working Group's remit by requesting it to investigate the cost implications of each priority area identified within the Corporate Plan. A suggestion has been made to invite Heads of Service to a future meeting to discuss their contributions in achieving the Council's objectives.</p>	<p>Quarterly performance reports to be submitted to all Overview and Scrutiny Panels. Financial information to be considered at future Working Group meetings.</p>	<p>This item appears elsewhere on the Agenda.</p>	<p>2/06/09</p>

Panel Date	Decision	Action	Response	Date for Future Action
13/05/09	<p><u>Provision of Leisure Facilities for Young People</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery) who had identified this subject as a potential area for study. Particular interest expressed on how these facilities are managed and insured and if they were maintained by the District Council. Report submitted to Panel in March 2009 and a Working Group was established comprising Councillors J D Ablewhite and P G Mitchell to meet with the Executive Councillor for Operational and Countryside Services to investigate the provision of leisure facilities, with a view to making recommendations on achieving an even distribution of youth facilities across the District and on meeting the ongoing revenue costs associated with such facilities.</p>	First meeting of the Working Group held on 30 th April 2009.	Head of Operations and Service Development Manager undertook to investigate further, the likely insurance, resource (inspection) and maintenance costs of facilities located within the smaller Parishes. Further meeting of the Working Group to be convened upon receipt of this information.	TBC
13/05/09	<p><u>NHS Cambridgeshire Strategic Plan 2009 - 2014</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery) who decided to meet with a representative of NHS Cambridgeshire to discuss the content of</p>	A seminar for all Members was held on 5 th May 2009.	A draft consultation response has been compiled and has been requested for endorsement by the Panel. This item appears elsewhere on the Agenda.	2/06/09

Panel Date	Decision	Action	Response	Date for Future Action
	the Strategic Plan in advance of submitting a response to the consultation.			
13/05/09	<p><u>Town Centre Cleaning Update</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). A study had previously been undertaken by the Panel into Sunday Cleaning and a concluding report was submitted to the Cabinet, who approved the Panel's recommendations. At the Panel's meeting in April, Members requested for an update to be received on progress made to date in respect of the project.</p>	Request submitted to the Head of Operations.	Matter has been acknowledged by the Head of Operations. Update to be received in Autumn.	TBC
13/05/09	<p><u>Corporate Equality Policy: Action Plan Progress</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery) who had requested that it should be circulated electronically around to Panel Members.</p>	Request submitted to the Head of People, Performance and Partnerships.	Officers were keen to have this appear on the Agenda and this has subsequently been raised elsewhere on the Agenda.	2/06/09

Panel Date	Decision	Action	Response	Date for Future Action
13/05/09	<p><u>Forward Plan</u></p> <p>The following items were transferred over from the former Overview and Scrutiny Panel (Service Delivery) who requested that the items should be considered at future meetings of the Panel.</p> <p>Older Persons Housing Strategy Update</p> <p>St Neots Leisure Centre – Proposals for Development</p> <p>St Ivo Leisure Centre – Proposals for Development</p> <p>Leisure Centres Performance Monitoring Report</p>	<p>Request submitted to the Head of Housing Services.</p> <p>Request submitted to the General Manager, Leisure.</p> <p>Request submitted to the General Manager, Leisure.</p> <p>Request submitted to the General Manager, Leisure.</p>	<p>This item appears elsewhere on the Agenda.</p> <p>Due to appear before the Panel in July.</p>	<p>TBC</p> <p>2/06/09</p> <p>TBC</p> <p>7/07/09</p>

This page is intentionally left blank

APPENDIX C

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

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

APPENDIX C

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



Decision Digest

Edition 94

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 14th April to 14th May 2009.

REVIEW OF THE HOME-LINK SCHEME AND THE COUNCIL'S LETTINGS POLICY

The outcome of a review of Home-Link, the choice based lettings scheme, has been considered by the Overview and Scrutiny Panel (Service Delivery). The review examined strategic and operational aspects of the scheme and involved consultation with housing association partners, statutory and voluntary agencies and customers of the scheme. The reported level of users' satisfaction with the scheme was welcomed by the Panel. However the review has revealed that some customers have difficulty in understanding the mechanics of the scheme and that some users require assistance to bid for properties. Continued efforts will be made to inform potential users and raise awareness generally of the support that is available, particularly for those on the Housing Register.

The Panel was encouraged that the review concluded that the Council's Lettings Policy was adequate to meet local need and that only a minor amendment was required. The amendment related to the re-prioritisation of homeless persons by awarding them a Band B priority.

This change was subsequently supported by the Panel. The Panel's views have been considered at a meeting of the Cabinet, where the contents of the revised lettings policy for the Council along with a series of planned enhancements to the Home-link scheme were approved.

SPORTS FACILITY STRATEGY

The Cabinet has approved the contents of the Sports Facility Strategy for Huntingdonshire 2009-2014. The Strategy will help to achieve an adequate range of sports facilities to meet future need.

An attempt has been made to identify all sports facilities available across Huntingdonshire, inclusive of those owned by the private, voluntary and education sectors. Comparisons have been made with national recommended levels of provision and the outcome will be used to inform future provision of facilities in the District. The document has been considered by the Overview and Scrutiny Panel (Service Delivery); they recommended to Cabinet that the strategy be adopted on the understanding that the Council will not be solely responsible for being the provider of such facilities.

ENVIRONMENTAL IMPROVEMENTS TO ST IVES TOWN CENTRE

The outcome of a consultation exercise undertaken by the Council as part of the second phase of environmental improvements to the Market Hill and Bridge Street areas of St Ives has been considered by the Overview and Scrutiny Panel (Service Delivery). The Panel's role is to ensure that the Environmental Improvements Protocol has been adhered to in advance of any works being carried out.

The consultation reveals that there is no clear majority amongst respondents for any of the three options presented for consultation. The Advisory Group which was set up to oversee the environmental improvements scheme has scrutinised the results of the consultation and has suggested, as there appears to be no consensus for any of the options, that the scheme should be deferred from its planned start date of January 2010 to enable a review of the options to take place. The deferment would also be timely given the current economic climate and the impact that works would have on local retailers within the town. In addition, works might adversely affect planned celebrations of the Town's 800th Anniversary.

The Panel has expressed their satisfaction that the Environmental Improvements Protocol has been adhered to and has suggested to the Cabinet that deferral of the scheme is the preferred course of action to take. This would enable the formulation of a scheme which

more adequately suits the requirements of the Town. In addition, the Panel has suggested that financial contributions towards the cost of the scheme should be sought from the County and Town Councils.

Having considered the views of the Panel, the Cabinet has agreed to defer the project for three years to allow time for the production of a scheme which meets the majority of requirements of the interested parties and not to proceed without commitments by the County Council and St. Ives Town Council to make financial contributions to the project. The Cabinet has requested also that the results of the Bridge Street consultation be sent to the County Council to enable them to amend their parking orders relating to loading and disabled bays.

RECYCLING

The Overview and Scrutiny Panel (Service Delivery) has been updated with the outcome of recent negotiations on the contract for the processing and onward sale of recyclable materials. In light of recent trends within the market, the terms of the current contract in respect of gate fees has been varied. This contract would cease in November 2009. A tendering process is currently being undertaken for a new contract in conjunction with Fenland District Council and Cambridge City Council.

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 -

IMPLICATIONS FOR OVERVIEW AND SCRUTINY

The Overview and Scrutiny Panels and the Corporate Governance Panel have been acquainted with legislative changes affecting Overview and Scrutiny, which have arisen from the Local Government and Public Involvement in Health Act 2007. The changes introduce a Councillor Call for Action, which enables any Member of the Council to refer to an Overview and Scrutiny Panel any local government matter relevant to the functions of that Panel. The changes require alterations to the Council Procedure Rules and the Overview and Scrutiny Procedure Rules contained within the Constitution. Both Scrutiny Panels have endorsed the content of a guide outlining the process for making a Councillor Call for Action, and this has subsequently been recommended for adoption by the Corporate Governance Panel to Council.

Attention has been drawn to changes which affect the scope of Scrutiny Panel work and the way in which Overview and Scrutiny reports and recommendations must be responded to. In addition, there now exist provisions for joint Overview and Scrutiny arrangements between the County and District Councils. These changes have taken effect from 1st April 2009. Legislation relating to the scrutiny of crime and disorder matters is likely to come into force at the end of April 2009.

**NHS CAMBRIDGESHIRE:
STRATEGIC PLAN 2009 - 2014**

The Overview and Scrutiny Panel (Service Delivery) has received details of a consultation being undertaken by NHS Cambridgeshire on the content of their Strategic Plan for the period 2009 - 2014. In advance of submitting a response to the consultation, the Panel has decided to meet with a representative of NHS Cambridgeshire to discuss the proposals contained within the Plan in detail. The consultation period ends on 29th May 2009.

**LOCAL GOVERNMENT ACT 2000 -
FORWARD PLAN**

The Overview and Scrutiny Panel (Service Delivery) has requested sight of items entitled St Ivo and St Neots Leisure Centres - Proposals for Development, Carbon Management Plan, Sustainable Communities Act and Leisure Centres Performance Monitoring Report prior to their consideration by the Cabinet.

The Overview and Scrutiny Panel (Service Support) has requested sight of the comments on the proposed changes to the policy for gypsies and travellers in the East of England Plan.

**PROPOSALS FOR
RIVERSIDE PARK, HUNTINGDON**

The Overview and Scrutiny Panel (Service Support) has considered a report by the Heads of Planning, Operations and Environmental Management Services on the outcome of a consultation exercise on proposed improvements to the Riverside Park, Huntingdon. The Panel has been advised that the

improvements scheme has been split into two phases to reflect the views expressed during the consultation and the financial situation of the Council. The Panel has raised concerns over the allocation of £15,000 for the 'greening' of the traffic island at the Bridge Hotel, as this forms part of the highway, and as such is considered to be the responsibility of the County Council. The Panel has expressed a view that the amount allocated for planting is excessive, and does not support the proposed ongoing revenue expenditure of £20,000 per annum for improved maintenance of the wildlife area at the park. The Panel broadly welcome the scheme but feel that Phase II of the improvements should be regarded as aspirational only at this stage.

Having considered the views of the Panel and the outcome of the consultation exercise, the Cabinet has authorised the Head of Operations to undertake a programme of maintenance only at the park and to liaise with the Executive Councillors for Finance & Environment, Planning Strategy & Transportation and Operational & Countryside Services over the extent and cost of the work to be done.

MASTERPLAN FOR LAND EAST OF SAPLEY SQUARE, OXMOOR

The Overview and Scrutiny Panel (Service Support) has endorsed a report and proposed masterplan, which has been drafted following public consultation on the preferred

options for Sapley East and the development of a community enterprise centre. The Panel has commented on the success of the consultation exercise and has noted that local residents welcome the proposals in the masterplan. Subsequently the document has been approved as informal planning guidance by the Cabinet.

HUNTINGDON WEST AREA ACTION PLAN

The Overview and Scrutiny Panel (Service Support) has considered a report by the Head of Planning Services on the preferred approach for taking forward the Huntingdon West Area Action Plan. Although the Panel has welcomed the proposals, concerns have been raised over the highway implications of the proposals and the possibility that the removal of the viaduct at the Railway station would create an increase in traffic congestion. The Panel has suggested that a more aspirational approach could be taken to secure highway improvements as part of the action plan.

Subsequently, the Plan has been approved for public consultation by the Cabinet.

THE RSS REVIEW – THE CAMBRIDGESHIRE DEVELOPMENT STUDY

The Overview and Scrutiny Panel (Service Support) has been acquainted with the basis of a response to the East of England Regional Assembly (EERA) by the Joint Cambridgeshire Review Panel (CReSSP) on the review of the

regional spatial strategy. The Panel remain concerned over the proposals and their implications for Huntingdonshire.

The Panel supports the concept of development occurring where employment opportunities exist, and feel that the proposals do not pay sufficient regard to the substantial improvement to public transport in the county. The Panel has been reminded that the District Council will be commissioning its own independent consultants to inform the Council's response to the proposals and evidence at the subsequent examination in public on the regional plan proposals. The Panel has endorsed a recommendation by the Head of Planning Services that the District Council should adopt the following principles when responding to the EERA proposal -

- (i) that the emerging 'Cambridgeshire Growth Strategy' is underpinned by a positive commitment to a highly sustainable approach that will both direct policy development and influence the proposed spatial pattern of development;
- (ii) that the emerging 'Cambridgeshire Growth Strategy' principally reinforces and builds upon the established sequential approach to the direction of further growth within Cambridgeshire;
- (iii) that the emerging 'Cambridgeshire Growth Strategy' acknowledges that

there is limited capacity for additional growth above the established RSS levels and therefore any targets for growth up to 2031 must reflect the lower rather than the higher NHPAU scenarios;

- (iv) that the emerging 'Cambridgeshire Growth Strategy' acknowledges the need to utilise the capacity, of, and the opportunities created by, existing and committed transport and other infrastructure provision;
- (v) that the emerging 'Cambridgeshire Growth Strategy' acknowledges the essential needs to co-locate homes with jobs. As the economic models favour jobs growth in the south of the county and acknowledge the challenges associated with the potential job creation in the north of the County, then that is where the majority of new homes need to be located; and
- (vi) that the emerging 'Cambridgeshire Growth Strategy' recognises that whilst the market towns could sustainably accommodate further growth, and indeed such growth could aid their regeneration, these market towns do have environmental capacities that need to be respected.

These principles together with a suggestion for testing options for higher growth have been endorsed by the Cabinet. At the same time,

the Cabinet has requested the County Council's Cabinet to take appropriate account of the District Council's statements of support and concerns and to amend the basis of its suggested advice to EERA accordingly.

SMALL BUSINESS ENGAGEMENT ACCORD

The Cabinet has agreed to adopt the Federation of Small Businesses Accord, a voluntary code of practice for local authorities which seeks to maintain or encourage a productive dialogue with local businesses.

ENFORCEMENT ACTION

The Development Control Panel has noted action taken by the Council to obtain an injunction to prevent unauthorised occupation of a site for residential development off the A1123, Needingworth Road, Bluntisham. No further development has subsequently taken place on site.

DEVELOPMENT CONTROL - PERFORMANCE MONITORING

Having considered the level of activity of the Development Control Services during the period 1st October to 31st December, 2008, the Development Control Panel has welcomed a report that Government performance targets for the determination of major, minor and other applications within the prescribed timescales had all been exceeded over this period.