

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, 5 JANUARY 2010** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 1st December 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 7 - 12)

A copy of the current Forward Plan, which was published on 16th December 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. OVERVIEW OF NEW WEBSITE - FEATURES AND BENEFITS

To receive a presentation on the new website by the Head of Information Management Division.

**C Hall
388116**

20 Minutes.

5. 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.

6. IMPROVEMENTS TO KERBSIDE RECYCLING SERVICES (Pages 13 - 18)

To consider a report by the Head of Operations on proposed improvements to kerbside recycling services.

**R Ward
388635**

20 Minutes.

7. RE-ADMITTANCE OF THE PUBLIC

To resolve:-

to re-admit the public.

1 Minute.

8. CARE QUALITY COMMISSION (Pages 19 - 30)

To consider, with the aid of a report from the Head of Democratic and Central Services, an update from Councillor R J West detailing the outcome of a recent meeting with the Care Quality Commission held on 20th November 2009.

**Miss H Ali
388006**

15 Minutes.

9. DISABILITY ACCESS STUDY - UPDATE (Pages 31 - 40)

To receive an update on progress with a number of matters previously identified for action with regard to the Panel's study into disability access.

**A Roberts
388015**

15 Minutes.

10. CAMBRIDGESHIRE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE

To receive an update from Councillor R J West on the outcome of recent meetings of the Cambridgeshire Health and Adult Social Care Scrutiny Committee.

5 Minutes.

11. WORK PLAN STUDIES (Pages 41 - 56)

To consider, with the aid of a report by the Head of Democratic and Central Services, the current programme of Overview and Scrutiny studies.

**Miss H Ali
388006**

10 Minutes.

12. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS (Pages 57 - 66)

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

**Miss H Ali
388006**

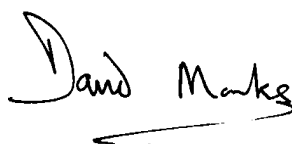
15 Minutes.

13. SCRUTINY (Pages 67 - 72)

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 5 day of January 2010



Chief Executive

Notes

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

Please contact 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 Wren Room, Countryside Centre, Hinchingsbrooke Country Park, Brampton Road, Huntingdon, PE29 6DB on Tuesday, 1 December 2009.

PRESENT: Councillor S J Criswell – Chairman.

Councillors Mrs K E Cooper, S J Criswell,
J W Davies, J E Garner, P G Mitchell,
J M Sadler and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P H Dakers, Mrs P A Jordan and A Monk.

60. MINUTES

Subject to the deletion of the word "September" and the insertion of "December" in the eighth line of Minute No. 09/56 (a), the Minutes of the meeting of the Panel held on 3rd November 2009 were approved as a correct record and signed by the Chairman.

61. MEMBERS' INTERESTS

No declarations were received.

62. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN

The Panel considered and noted the current Forward Plan of Key Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Leader of the Council for the period 1st December 2009 to 31st March 2010. Members requested an opportunity to discuss an item on Improvements to Kerb Side Collection prior to its consideration by the Cabinet.

63. AGEING WELL IN HUNTINGDONSHIRE - OLDER PEOPLES' HOUSING STRATEGY

(Councillor K J Churchill, Executive Councillor Housing and Public Health, was in attendance for this Item).

With the aid of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) the Panel reviewed the draft Older Peoples' Housing Strategy entitled 'Ageing Well in Huntingdonshire: Housing and Healthy Ageing for Older People 2009 – 2014' which had been produced in partnership with NHS Cambridgeshire.

The Executive Councillor for Housing and Public Health informed Members of the background to the Strategy, a previous version of which was adopted by the Council in 2005. Having noted predictions regarding the age of the District's residents, Members were advised

that the Strategy aimed to promote healthy ageing and to improve the quality of life for older people in Huntingdonshire. As 72% of individuals in the District aged 65+ years were owner-occupiers of their own homes, the Strategy sought to enable older people to live independently and to remain in their own homes wherever possible.

The Panel's attention has been drawn to the Strategy's objectives, which focused on the four key areas of providing support to older people, undertaking home adaptations, employing more energy efficient measures within homes and providing "extra care" services to the elderly. Members received clarification that the latter referred to sheltered accommodation for older people and included a range of communal facilities and 24 hour nursing care provided by the Primary Care Trust. However, only limited levels of accommodation were available across the District, when compared to the level of demand available. Whilst it was costly, the Panel noted that it was more affordable than other alternatives.

In response to a question by a Member on Occupational Therapists, the Executive Councillor for Housing and Public Health informed the Panel that he was currently discussing with the Primary Care Trust and Cambridgeshire Community Services the level of service available. It was agreed that the Notes of meetings, together with the Terms of Reference for the Working Group established to look at this issue, should be circulated electronically to the Panel for information purposes.

The Panel discussed the figures presented and commented on the affordability of home adaptations. Other matters discussed included the locality of sheltered accommodation and the possibility of increasing the age of individuals covered by the Strategy to 75+ years. Finally, comment was made on the low level of accommodation available to elderly couples. Having been advised that extensive consultation had been carried out on the content of the Strategy and that the Action Plan could be achieved through existing resources, the Panel

RESOLVED

that the Older Peoples' Housing Strategy entitled 'Ageing Well in Huntingdonshire: Housing and Healthy Ageing for Older People 2009 – 2014' be endorsed for submission the Cabinet.

64. PERFORMANCE MONITORING

The Panel considered a report by the Head of People, Performance and Partnerships (a copy of which is appended in the Minute Book) containing details of the Council's performance against its priority objectives in the quarter to 30th September 2009. Having endorsed the comments of the Corporate Plan Working Group, particularly with regard to the objectives where targets had not been achieved, Members noted that investigations into the budgets associated with each of the priority objectives were ongoing and that further meetings of the Working Group would be held in January and February 2010.

The Panel discussed trends relating to the "Number of households

living in temporary accommodation” and, in so doing, was advised by the Head of Housing Services that whilst progress towards the target was being made, recent economic trends had placed on the Council considerable demand for housing advice and services. The Head of Housing Services expressed the view that the Council might achieve the annual target if grant became available for new housing in the same way as it did last year. In discussing the development of social housing over the year to date, it was reported that developers had found it difficult to sell affordable homes through the Government’s Shared Ownership scheme. The latter had, in the past, been used to cross-subsidise the cost of social housing and the lower than hoped for sales had meant that fewer social houses had been delivered than might otherwise have been the case.

Members questioned the level of budget available to the Leisure Centres for promotional and marketing purposes and, in response, they were advised that the Leisure Centres employed a Promotions and Marketing Officer who was responsible for all their marketing.

Attention was drawn to an amendment to the actual performance levels achieved in respect of the throughput of people experiencing arts interventions from 14,827 to 13,383 people. The revised figure still represented a significant achievement when compared to the cumulative quarterly target of 4,250 people.

65. NHS CONSULTATION: THE FUTURE OF PRIMARY CARE OUT-OF-HOURS SERVICES FOR RESIDENTS IN CAMBRIDGESHIRE

With the aid of a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) the Panel was acquainted with details of a consultation exercise being undertaken by NHS Cambridgeshire on the future of primary care out-of-hours services for residents in Cambridgeshire. In noting that comments were required by 21st December 2009, the Panel agreed that Members should submit their own individual response to the consultation.

66. FUTURE GOVERNANCE OF HINCHINGBROOKE HOSPITAL

With the assistance of a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book), the Panel was acquainted with the contents of the first edition of “Next Steps News”, a newsletter which had been designed to encourage the public to become involved in shaping the future of Hinchingsbrooke Hospital.

As the District Council’s representative on the Hospital’s future governance Stakeholder Panel, Councillor S J Criswell confirmed that details of the car parking management contract would be included within the franchise and that the Chairman of the Stakeholder Panel and the District Council’s Chief Executive, Mr D Monks, had been asked if the Stakeholder Panel could consider the franchise bids in a private session. Members then reiterated their concern that the Strategic Health Authority might select the franchisee that undertook to pay off the largest proportion of the Hospital’s debt rather than the one that would provide the best health care.

Having had their attention drawn to the opportunity being offered to the public to comment on the proposals, Members questioned whether the public would be able to influence the process given the type of questions being posed within the newsletter. In that light, Members agreed that they would submit their own comments to the Stakeholder Panel.

67. CAMBRIDGESHIRE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE

Councillor R J West delivered an update on matters currently being considered by the Cambridgeshire Health and Adult Social Care Scrutiny Committee. In so doing, it was reported that the Committee had appointed a Working Group to consider issues surrounding the future governance of Hinchingsbrooke Hospital, to which Councillor West had been appointed. The Working Group would next be meeting on 8th December 2009.

68. WORKPLAN STUDIES

The Panel considered and noted a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) reviewing the Panel's programme of studies and informing Members of studies being undertaken by the other Overview and Scrutiny Panels.

69. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS

The Panel received and noted a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) which contained details of actions taken in response to recent discussions and decisions. Members were advised that an update on the Disability Access study would be submitted to the Panel's January meeting, together with a report on the outcome of a meeting between Councillor R J West and a representative of the Care Quality Commission. In addition, it was noted that a meeting of the Play Facilities Working Group would be held on 16th December 2009.

Having regard to the Monitoring of Section 106 Agreements, the Panel noted that the Development Management Panel had formally requested the Social Well-Being Panel to undertake regular reviews of allocated schemes and those developments where funding had been received for future maintenance of facilities. Members requested that a representative of the Operations Division should be in attendance at future meetings when the quarterly monitoring reports were considered.

In respect of the Panel's study into car parking at Hinchingsbrooke Hospital, Members were advised that the Hospital were currently undertaking their own review of parking arrangements. In that light, the Scrutiny and Review Manager was requested to invite a representative of the Hospital to a future meeting to discuss this matter.

The Panel was advised that Fenland and South Cambridgeshire District Councils had made known their reluctance to use the focus

groups to investigate in detail matters raised by The Place Survey. Members placed on record their wish to see that steps were being taken to address those areas identified as most needing improvement in Huntingdonshire.

Members were informed that the Council would shortly be launching a new website and that it would include a facility to consult local residents on matters affecting the District.

The Panel was advised that the petition concerning Hill Rise Park, St Ives had been referred to the Huntingdonshire Community Safety Partnership on 26th November 2009, and that a response from the Community Safety Team and the Police to the issues raised would be submitted to the Panel's February meeting. It was also reported that the Chairman of the Huntingdonshire Community Safety Partnership would be writing to all those concerned to invite them to the St Ives Neighbourhood Forum, which was scheduled to take place on 6th January 2010, when issues could be suggested for action by the police.

Having been apprised of details of a consultation being undertaken by NHS Cambridgeshire proposing new patient rights for inclusion within the NHS Constitution, it was agreed that details should be circulated electronically to Members and that the matter should be raised at the Panel's meeting in January 2010.

70. SCRUTINY

The 99th Edition of the Digest of Decisions was received and noted.

Chairman

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FORWARD PLAN OF KEY DECISIONS

Prepared by **Councillor I C Bates**
 Date of Publication: **16 December 2009**
 For Period: **1st January to 30 April 2010**

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 OJY Tel: 01480 861941 E-mail: JG@novae.com

Councillor C R Hyams	- Executive Councillor for Operational and Countryside Services	22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ Tel: 01480 388968 E-mail: Colin.Hyams@huntsdc.gov.uk
Councillor A Hansard	- Executive Councillor for Resources and Policy	78 Potton Road Eynesbury St Neots PE19 2NN Tel: 01480 388942 E-mail: Andrew.Hansard@huntsdc.gov.uk
Councillor Mrs D C Reynolds	- Executive Councillor for Leisure	17 Virginia Way St Ives PE27 6SQ Tel: 01480 388935 E-mail: Deborah.Reynolds@huntsdc.gov.uk
Councillor T V Rogers	- Executive Councillor for Finance	Honeysuckle Cottage 34 Meadow Lane Earith Huntingdon PE28 3QE Tel: 01487 840477 E-mail: Terence.Rogers@huntsdc.gov.uk

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

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

Roy Reeves
Head of Administration

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

Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
<p>Outlining the decisions the Council will need to make relating to its landholdings in the Sapley East Masterplan area and seeking delegated powers, following consultation with relevant Executive Councillors, to conclude these***</p>	Cabinet	21 Jan 2010	Sapley East - Masterplan (Cabinet 23rd April 2009) Community Enterprise Centre - Sapley East (Cabinet 18th December 2008)	Keith Phillips, Estates and Property Manager Tel No. 01480 388103 or e-mail Keith.Phillips@huntsdc.gov.uk	Public consultation on the Masterplan	A Hansard	Economic Well-Being
Green ICT Strategy and Action Plan***	Cabinet	21 Jan 2010	TBA	Andrew Howes, IMD Operations Manager Tel No. 01480 388190 or e-mail Andrew.Howes@huntsdc.gov.uk	Environmental Management Team	J A Gray	Environmental Well-Being
Development Brief Old Fire Station, St. Neots	Cabinet	21 Jan 2010	Previous urban design framework	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Adopt as interim Guidance	D B Dew	Environmental Well-Being
Development Brief Chequers Court, Huntingdon	Cabinet	21 Jan 2010	Previous urban design framework	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Adopt as Interim Guidance	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
Asset Management Plan	Cabinet	21 Jan 2010	Previous Cabinet Reports	Keith Phillips, Estates and Property Manager Tel No. 01480 388260 or e-mail - Keith.Phillips@huntsdc.gov.uk		A Hansard	Economic Well-being
Improvements to Kerb Side Collection	Cabinet	21 Jan 2010	None.	Robert Ward, Head of Operations Tel No 01480 388635 or e-mail Robert.Ward@huntsdc.gov.uk		C R Hyams	Social Well-Being
Covert Surveillance Policy Review	Cabinet	21 Jan 2010	Existing Policy Legislation	Wayland Smalley, Solicitor Tel No 01480 388022 or e-mail Wayland.Smalley@huntsdc.gov.uk	Internal Steering Group	A Hansard	Economic Well-being
Strategic Housing Land Availability Assessment (SHLAA)	Cabinet	21 Jan 2010	Previous SHLAA	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve findings for consultations as preferred options	D B Dew	Environmental Well-Being
Former Fire Station and Waste Recycling Site, Huntingdon Street, St. Neots	Cabinet	21 Jan 2010	Development Brief and Marketing Information (in preparation)	Keith Phillips, Estates and Property Manager Tel No. 01480 388260 or e-mail Keith.Phillips@huntsdc.gov.uk	Ward Councillors.	A Hansard	Economic Well-Being
Preferred Site Options Gypsy and Travellers Development Plan Document	Cabinet	21 Jan 2010	Issues and Options Paper	Richard Probyn, Planning Service Manager (Policy) Tel No. 01480 388430 or e-mail 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
Revised Local Development Scheme***	Cabinet	11 Feb 2010	Approved LDS	Richard Probyn, Planning Service Manager (Policy) Tel No. 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve revised Local Development Scheme	D B Dew	Environmental Well-Being
Masterplan for Great Fen***	Cabinet	11 Feb 2010	Development Management DPD	Richard Probyn, Planning Service Manager (Policy) Tel No. 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Adopt as Planning Policy	D B Dew	Environmental Well-Being
Development Management Submission Document	Cabinet	11 Feb 2010	Preferred Option Document	Richard Probyn, Planning Service Manager (Policy) Tel No. 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve for public consultation	D B Dew	Environmental Well-being
Review of Discretionary Rate Reliefs	Cabinet	11 Feb 2010	None.	Julia Barber, Head of Revenue Services Tel No 01480 388105 or e-mail Julia.Barber@huntsdc.gov.uk		T V Rogers	Economic Well-Being
Budget and MTP	Cabinet	11 Feb 2010	Draft MTP - Previous Year's Budget Report - Various Annexes	Steve Couper, Head of Financial Services Tel No 01480 388103 or e-mail Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (Economic Well-Being) 4/02/10	T V Rogers	Economic Well-Being
St. Ivo Leisure Centre - Proposal for Development	Cabinet	11 Feb 2010	None	Simon Bell, General Manager, Leisure Centres Tel No. 01480 388049 or e-mail Simon.Bell@huntsdc.gov.uk		Mrs D C Reynolds	Social 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
Treasury Management Strategy and Prudential Indicators	Cabinet	11 Feb 2010	Previous Year's Strategy	Steve Couper, Head of Financial Services Tel No 01480 388103 or e-mail Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (Economic Well-Being) 4/02/10	T V Rogers	Economic Well-Being
Rural Strategy Cambridgeshire ACRE***	Cabinet	18 Mar 2010	None.	Dan Smith, Community Initiatives Manager Tel No. 01480 388377 or e-mail Dan.Smith@huntsdc.gov.uk		K J Churchill	Social Well-Being
Homelessness Strategy***	Cabinet	22 Apr 2010	None.	Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 or e-mail Jon.Collen@huntsdc.gov.uk	Consultation process in preparation.	K J Churchill	Social Well-Being
Site Options Planning Proposals Development Plan Document***	Cabinet	22 Apr 2010	Updated SHLAA Employment Land Review Updated Retail Survey	Richard Probyn, Planning Service Manager (Policy) Tel No. 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve findings for consultations as preferred options	D B Dew	Environmental Well-Being
Site Options Gypsy and Travellers Development Plan Document***	Cabinet	22 Apr 2010	Issues and Options Paper	Richard Probyn, Planning Service Manager (Policy) Tel No. 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve for public consultation	D B Dew	Environmental Well-Being
Draft Planning Contributions Supplementary Planning Document	Cabinet	22 Apr 2010	Huntingdonshire Development Plans	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	D B Dew	Environmental Well-being

Agenda Item 6

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

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OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)

5TH JANUARY 2010

CARE QUALITY COMMISSION (Report by the Head of Democratic & Central Services)

1. INTRODUCTION

- 1.1 Members may recall that at the Overview and Scrutiny Panel (Social Well-Being) meeting in October 2009, Councillor R J West was appointed as the Panel's representative to meet with the Regional Manager of the local branch of the Care Quality Commission to discuss Members' concerns about the Commission's Enforcement Policy and how the Policy fits within the wider health service framework. In that light, a meeting was held on the 20th November 2009 and the purpose of this report therefore is to acquaint the Panel with the discussions that took place at that meeting.

2. CARE QUALITY COMMISSION: OUTCOME OF DISCUSSIONS

- 2.1 Ms Barbara Skinner, Regional Manager for the Care Quality Commission, opened the discussions by informing Councillor West that the Commission had been established as an independent regulator of health, mental health and adult social care in England, bringing together the work of the three Commissions for Social Care Inspection, Healthcare and Mental Health. In terms of the local context, Ms Skinner reported that the Eastern Region includes the Cambridgeshire and Peterborough local authority areas and that the local branch of the Commission comprises a team of five Area Managers, who are responsible for analysing the performance of provider services within their respective areas.
- 2.2 Under the new regulatory framework, all provider and commissioning authorities, such as Cambridgeshire County Council, and direct service providers, such as hospitals, independent care homes and healthcare clinics, will have to register with the Commission. Registration is intended to provide reassurance to the public that wherever they receive care or treatment, they can expect essential standards of quality care. The registration requirement currently only applies to Healthcare Trusts but, from September 2010, all independent care homes and healthcare clinics will transfer from their existing registration body to the Commission.
- 2.3 Ms Skinner reported that performance of care services is assessed according to the outcomes achieved by providers. Assessments take into account the experiences of patients, their families and carers who use the facilities. In response to questions, clarification has been received that the Commission is not responsible for assessing the financial management of services as this function is undertaken by the Audit Commission. The Care Quality Commission's interests lie solely in the quality of services provided to both public and private healthcare patients.
- 2.4 Ms Skinner informed Councillor West that the regulatory work undertaken by the Commission is primarily analytical and this analysis is used to assess providers against standards which are agreed at the time of registration. The

analysis is used to monitor trends in the data provided, make comparisons with both similar organisations and national indicators. Information used to assess providers is audited and protocols have been adopted to promote information sharing between relevant agencies and authorities. Councillor West has been further advised that the Commission's methods of assessment are tested for robustness. As the Panel has expressed an interest in the inspection and assessment process, a Guide published by the Commission is attached as an Appendix for information. It should be noted that the District Council is subject to inspection via the County Council. In addition, the findings of studies by the District Council on health matters have been welcomed by the Commission.

- 2.5 Regarding the Panel's concern at the use of financial penalties and the potential effect they have of diverting funding away from healthcare services, particularly those in the public sector, discussion has been held on the extent of the Commission's powers to close under-performing healthcare facilities. Ms Skinner has stated that a number of options are investigated before that stage is reached. In such cases, the Board of Governors or the Trust Board are held to account but, in the public interest, the Commission prefers not to close facilities. Ms Skinner has also reported that such action is only taken in accordance with strict guidance and that each individual provider is treated on a case-by-case basis. Prior to reaching the closure stage, efforts are made to work with under-performing facilities with a view to improving their care quality standards. In the first instance, service providers who breach their registration standards receive a formal Notice from the Commission. If improvements are not made within a stated timescale, the Commission has the authority to prosecute or impose financial penalties on the service provider.
- 2.6 The Commission's inspection arrangements have also been discussed, and it has been reported that 99% of inspections are conducted on an *ad-hoc* basis. The number of inspections undertaken on a facility depends on the individual performance of that particular service provider.
- 2.7 The Commission meets with Cambridgeshire County Council's Adult Social Care Department on a quarterly basis to monitor the performance of services falling within the remit of the County Council. Efforts are currently being made to encourage the Primary Care Trust also to take part in these quarterly meetings. Additionally, an annual performance summary report on the services provided by the County Council is published by the Commission. Having been advised that this report would be published on 2nd December 2009, Councillor West undertook to request sight of the report at a future meeting of the Health and Adult Social Care Scrutiny Committee. Finally, Ms Skinner reported that the Commission would also be feeding into the Comprehensive Area Assessment process.
- 2.8 At the conclusion of discussions, Ms Skinner welcomed the opportunity to work with the Overview and Scrutiny Panel and reported that she would be extending an invitation to Members to attend a briefing on involving Overview and Scrutiny Committees and Local Involvement Networks (LINK's) in the Commission's work.

3. CONCLUSION AND RECOMMENDATION

- 3.1 It has been acknowledged that the Care Quality Commission will play an active role in regulating the quality of health services across the nation. In

local terms, it is evident that the Commission is working closely with relevant partners and agencies to promote the quality of healthcare services in Cambridgeshire and that District Council is able to contribute to this outcome. The Panel is, therefore:

RECOMMENDED

to receive and note the contents of this report.

BACKGROUND INFORMATION

Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Service Delivery) held on 6th January and 2nd December 2009.

Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Social Well-Being) held on 1st September and 6th October 2009.

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

THE SERVICE INSPECTION GROUP

WHO WE ARE AND WHAT WE DO

An Introduction For Councils

April 2009

Introduction

The purpose of this guide is to provide information for councils about the role and function of service inspection.

What is service inspection?

It is an independent evaluation of a council's performance in delivering social care outcomes to its communities and its capacity to improve that delivery in the future.

Essential components include:

- on-site evidence gathering called 'fieldwork'
- a clear focus on the experiences of people who need social care services and their carers
- a focus on improvement.

There is no national 'rolling programme' of inspections and there are no established frequencies for inspections.

Individual inspections are triggered by assessed local need. They are risk based and tailored to the local circumstances of councils.

Social care services are evaluated using a published assessment framework that is consistent with our overall assessment framework for performance assessment.

The performance assessment framework is agreed by Ministers and is developed from government policy and established good practice. It is subject to extensive and rigorous consultation with stakeholders including people who use services, carers, social care professionals and senior managers and is reviewed annually.

What happens during an inspection?

A team made up of two service inspectors and an expert by experience carries out service inspections¹. The team gathers evidence before and during fieldwork. It then evaluates a councils' performance and provide verbal feedback and a written report.

Reports inform the public about the quality of services in their local area and help senior managers in making improvements.

The inspection report is presented to elected members of the council in a public meeting. The Area Manager (AM) linked with the council monitors progress on the action plan with the inspection team.

Inspection evidence and progress on implementation of the action plan form part of the evidence base for the council's Annual Performance Assessment.

¹ Experts by Experience are people who have experienced the service area that is the focus of an inspection as a user but not in the council where the inspection is taking place.

Pre-fieldwork activity includes:

- reading documents supplied by the council- which are relevant to the themes of the inspection and have been agreed between the inspection team and the council.
- usually a postal survey of a sample of people the council has contact with and arranges services for.
- the views of a range of partner agencies by letter.

Fieldwork activity is tailored to the needs of the council. It could include:

- case file reading
- case 'tracking'
- and individual or group interviews (focus groups)

These may be carried out with:

- people who use services and carers
- social care fieldworkers
- senior managers
- independent sector provider organisations
- independent advocacy agencies
- organisations, people using services, carers or others who have contacted them in the earlier phase of the inspection

How do we reach our findings?

We reach findings and rated judgements following collection, review and triangulation of the evidence from the inspection, in a process known as 'collation'. The assessment framework and rated 'descriptors' are used in making any decisions.

Councils are given brief 'headline' feedback both in person and in writing soon after the completion of fieldwork, followed by a full report.

Reports contain:

- key findings and judgements mapped to the appropriate themes
- judgements for the councils' delivery and capacity
- recommendations concerning improving outcomes for the councils' communities

Reports are constructively critical and aimed at helping senior social care managers in making improvements. They are presented to a public meeting of the council alongside the council's improvement plan that sets out how it intends to meet the report's recommendations. After this, the report is made accessible on CQC's website www.cqc.org.uk.

Inspection evidence and progress on implementation of the action plan form part of the evidence base for the council's Annual Performance Assessment

Who are the service inspection team?

A national team of inspectors carries out service inspection. The inspectors have experience of working in social care at a senior level. They are joined for

some of the fieldwork by experts by experience who have direct experience of the social care area being inspected.

The team is part of the Inspection Regulation and Review (IRR) Directorate of the Commission and is managed by two service inspection managers who report to the Regional Director for Service Inspection.

What is the purpose of Service Inspections?

For local people who need social care services and their carers they:

- provide information and assurance about the quality of local services
- act as a catalyst (where necessary) for immediate and longer-term improvements in the local delivery of social care outcomes
- promote the public accountability of local councils to their communities.

For councils they:

- provide an independent view and judgement of significant aspects of performance
- capture the experiences of people who need services in their area,
- provide a 'diagnostic' and 'prescriptive' service where there are identified concerns

For CQC they:

- fill important performance information gaps, and
- provide a 'reality check' to statistical and other performance information
- contribute to the annual performance assessment of council's social care functions.

On a national level they:

- focus on the social care policy objectives of Government, and
- contribute evidence to CQC's national reporting on the state of social care in England.

What shapes service inspections and the way they are carried out?

Service inspections are shaped by Government policy on adult social care and 'Better Regulation' and are continually reviewed to ensure their alignment with these policies. The current focus is in line with the 'Putting People First' policy aspirations and the methodology has been designed to ensure that inspections;

- focus on people who need support (particularly those in vulnerable situations) and social care outcomes for them
- are proportionate and constitute a reduced administrative impact for councils
- are tailored to the local circumstances of councils
- treat councils equitably
- allow councils to contribute fully to the inspection and to have a robust right of reply
- operate impartially, objectively and transparently
- form part of a consistent approach to performance assessment.

People who use services are involved in the design of methodologies, establishing assessment frameworks and as members of local inspection teams.

Local inspections focus strongly on the views and experiences of people who need social care services and their carers and these are given due weight in reports, findings, rated judgements and recommendations.

How does service inspection relate to annual performance assessment (APA)?

Both use the same overall assessment framework.

Both use the same set of rated descriptors and guidance to gather and interpret evidence and in scoring performance.

Both result in rated or scored judgements. The overall assessment framework and scoring guidance are published annually in the Performance Assessment Handbook and associated guidance on our professionals website.

During the annual performance assessment cycle the need for a service inspection may be identified and discussed with the Director of Adult Social Services (DASS) and senior managers. The need for an inspection may arise at any time.

AMs are involved in commissioning and focusing inspections. They brief the inspection team and are closely involved in reporting and in monitoring and evaluating follow-up action.

Both the inspection team and the AM are involved in presenting the inspection report to the council and in agreeing the action plan. The AM has oversight of a council's progress in implementing the action plan and may call on the inspection team for assistance in formally reviewing and evaluating progress.

The inspection findings, the action plan and progress on implementing it are evidence for a council's APA.

How are councils are chosen for an inspection?

Service inspections are commissioned when we want to deepen our understanding about aspects of a council's performance. This includes when:

- there is evidence of weakness or failure and a deeper understanding is needed to assist assessment and support for improvement
- there is evidence of good improvement and performance but a more in-depth understanding is needed for assurance about capacity to improve
- situations make adults particularly vulnerable and assurance is needed that safeguarding arrangements are satisfactory
- performance or improvement levels are not satisfactory or need checking
- not enough is known about the actual experiences and views of people who need social care services
- assurance is needed that outcomes are being delivered appropriately
- they are needed to help drive system change locally or nationally

- Ministers have directed.

How are inspection programmes are co-ordinated?

We discuss our proposed inspection programme with the Audit Commission which has the responsibility to co-ordinate the programmes of all local service inspectorates.

When we plan to inspect a council and there is also another inspectorate planning to inspect we will look at how best to do this with as little disruption as possible.

This might include creating more time between the inspections or joining up the inspections. It will depend on the circumstances of the council and the reason for inspection.

How is confidentiality maintained?

We make sure that we protect the identity of sources. We have a strict policy which all members of the team follow so that people can feel confident to give information and evidence during the inspection.

We report and manage information so the source cannot be identified.

Very rarely, we may need to disclose information shared with us because disclosure is 'in the public interest'. An example would be where evidence of potential professional misconduct is identified. We would be open with people who give us such information that that is what we have to do.

What can you can expect from the inspection teams?

You can expect inspection teams to:

- work openly
- respectfully
- with integrity
- understand your circumstances
- operate objectively, and with tact and diplomacy.

An inspection is aimed at improving services and outcomes for people.

Where tensions arise you can expect them to be handled constructively.

What should inspection teams expect from you?

They will expect you to take a full and positive role in the inspection process.

This means:

- providing evidence before and during fieldwork
- arranging the fieldwork programme and 'hosting' the inspection team
- nominate a 'liaison officer' who will arrange this. We will give specific guidance about this role
- brief your officers and managers about the inspection, including what they might expect from the team.

How can you make sure that inspection teams have all the evidence that they need?

The inspection process is designed to ensure that the team have sufficient evidence to reach robust findings and judgements. Opportunities are built into the process for you to ensure that teams have the evidence that you consider is important. The final opportunity for this is at headline feedback after which further evidence is not normally accepted.

How can you make sure that you tell the team your view of your performance?

There are a number of structured opportunities for you to tell us your view of your performance. These are:

- providing your own evaluation of your performance before the fieldwork begins.
- during interviews with key senior managers.
- commenting on written and verbal 'headline' feedback given to senior managers shortly after fieldwork ends. At this point inspection findings can be reviewed.
- commenting about the factual accuracy of your report. The report, its findings and scored judgements are reviewed in the light of these comments.
- you can make a written representation using our representation procedure if you are still not satisfied with the way that we have used out evidence to reach our judgements.

How do we quality assure the service inspection?

All inspections are carried out using the same methodology – a set of tools, guidance, and approaches that are of proven effectiveness and suitability.

The views of major stakeholders are a key influence on inspection design and review. Stakeholders include councils and people who need social care services and carers.

A Service Inspection Manager oversees all inspections. They moderate and 'sign off' the inspection report on behalf of the Chief Inspector.

Reviews of the inspection evidence, findings and report and/or its judgements are prompted by comments from the council at headline feedback, on receipt of the report and during any written representation.

You will also be asked to complete a quality assurance questionnaire that covers your experience of the inspection and the inspection team. All returned questionnaires are considered in the review of the inspection, locally with the inspection lead and nationally by the inspection design team.

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OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)

5TH JANUARY 2010

DISABILITY ACCESS STUDY – UPDATE (Report by the Head of Head of Democratic and Central Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to provide the Panel with an update on the study into disability access.

2. DISABILITY ACCESS STUDY

- 2.1 A study on disability access previously has been completed. The study template is attached for information at Appendix A. At a previous meeting of the Social Well-Being Panel, a number of matters were identified for further investigation. In Appendix B an update is provided for each of these matters.

3. CONCLUSION

The Panel is

RECOMMENDED

to note the contents of the report and to identify any further actions.

BACKGROUND PAPERS

Report and Minutes of the meetings of the Overview and Scrutiny Panel (Service Delivery) held on 6th January and 7th July 2009 and of the Cabinet held on 29th January 2009.

Report and Minutes of the meeting of the Overview and Scrutiny Panel (Social Well-Being) held on 7th July and 1st September 2009.

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

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Disability Access Study
Appointing Panel	Overview and Scrutiny Panel (Service Delivery)
Members Assigned (including date Working Group appointed)	Panel Study
Possible Co-Options to the Group	N/A
Interests Declared	None received.
Rapporteur	Councillor S J Criswell - Chairman
Officer Support	Mr Roy Reeves – Head of Administration, HDC Mr A Roberts – Democratic Services Officer Miss H Ali – Democratic Service Officer
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate access for those with disabilities to premises, facilities and other sites in the District, excluding those provided by the District Council.
Rationale (key issues and/or reason for conducting a study)	An issue raised previously by the Council and in the light of a draft Disability Equality Scheme, the Panel chose to research the matter further.
Terms of Reference	Existing HDC policies.
Links to Council Policies/Strategies	Yes ~ ties into 4 of the Community Aims identified in the Corporate Plan “safe, vibrant and inclusive communities”, “healthy living”, “access to services and transport” and “to improve our systems and practices”.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	<ul style="list-style-type: none"> • Consultation questionnaire sent to all Town and Parish Councils relating to disability issues. • Map sent to all TC and PCs regarding specifically issues of illegal parking and dropped kerbs. • Representatives from Directions Plus and Hunts Forum of Voluntary Organisations invited to a meeting of the Panel. • Letter sent to CCC and Police regarding issues of illegal parking and dropped kerbs. • Letter sent to disability organisations to invite consultation on the development of Council policies.
External/Specialist Support	N/A
Existing Documentation	<ul style="list-style-type: none"> • Response from questionnaire and maps sent to TC and PCs. • Information from CCC – blue badge parking and enforcement.
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	<ul style="list-style-type: none"> • Gerri Bird, Forum Manager for Disability Cambridgeshire attended meeting of the Panel (01/04/08) • Blue Badge Application process and enforcement procedures.

Reference Sites	HDC's Website www.huntsdc.gov.uk CCC's Website www.cambridgeshire.gov.uk Hunts Forum of Voluntary Organisations http://www.huntsforum.org.uk/ Age Concern http://www.ageconcern.org.uk/
Investigations	With HDC and CCC Officers. Consultation with Town and Parish Councils and Voluntary Organisations.
Witnesses	N/A
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	Progress reports regularly submitted to Panel meetings.
Costs (resource requirements, additional expenditure, time)	Officer time ~ both to provide support and to conduct research. No other external costs identified to date.
Possible Barriers to the Study (potential weaknesses)	None identified.
Projected Timescale (Start and end times)	Start ~ 7 th November 2006 (study item first raised) Finish ~ 29 th January 2009.

	OUTCOME	ACTION	UPDATE
A	<p>Make representations to Cambridgeshire County Council to ensure that enforcement of blue badge parking is recognised in any new arrangements for decriminalised parking.</p>	<p>Letter sent to the Director of Highways and Access.</p>	<p>Response received from the County Council's Head of Network Management (South & City):</p> <p>"The County Council currently operates civil parking enforcement in Cambridge only, although consideration is being given to extending the operation to other districts.</p> <p>In Cambridge, the enforcement regime does include action to address the misuse of disabled parking spaces by unauthorised users. This is a particularly important element of the enforcement regime given the demand for blue badge parking and the limited opportunities to create additional provision.</p> <p>Civil enforcement Officers also check on the authenticity of blue badges to ensure that the dispensation that allows blue badge holders to park for up to 3 hours on 'no waiting' restrictions is not abused by drivers using fake blue badges or by able bodied drivers misusing blue badges.</p> <p>Should the decision be taken to extend civil parking arrangements to other districts it would be expected that similar enforcement activities would be adopted in these areas."</p>
B	<p>Initiates discussions on the potential for comprehensive joint advocacy / advice services and the other opportunities for joint working between organisations</p>	<p>A joint commissioning agreement covering general advice and benefits eligibility has been agreed by HDC and Cambs. County Council with</p>	<p>Bi-annual monitoring report on the agreement to be submitted to the Panel.</p>

	supporting people with disabilities.	Disability Information Services Huntingdonshire (DISH). The service includes home-visits where required. The service specifically targets residents with disabilities whether those disabilities are physical, sensory or learning. Joint targets have been agreed with all partners and the first 6-month monitoring report will be available for the Scrutiny Panel in November 2009.	
C	Consult the Papworth Trust on whether the high dependency toilets at the Saxongate Centre, Huntingdon might be made available for public use.	Letter sent to the Chief Executive of the Papworth Trust seeking a response to the previous letter.	Councillor R J West to approach Chief Executive of Papworth Trust for response.
D	Action has been taken to address defective or absent kerbs and unhelpful parking identified by Town and Parish Councils.	Letter sent to the Director of Highways and Access requesting information on the installation and maintenance of dropped kerbs.	Response received from the County Council's Head of Network Management (South & City): "With regard to the matter of the defective dropped kerbs identified through Parish and Town Council surveys, the County Council does not have a specific budget identified for dropped kerbs but wherever possible we incorporate improvement work for dropped kerbs within general maintenance work. The Area Maintenance Manager for the Huntingdonshire area is aware of the sites identified in your letter dates 4 th September and he will attempt to make improvements as and when work is planned in the locality."

	<p>Letter sent to the Cambridgeshire Constabulary's Traffic Management Officer requesting an update on enforcement of parking.</p>	<p>Response received from the Traffic Management Officer:</p> <p>"It was the case that I liaised with Miss Habbiba Ali on the submissions, which ultimately led to my forwarding the information to the relevant Neighbourhood Policing Teams (NPT).</p> <p>The NPTs deal with topics of concern through many different streams of communication. The submissions in relation to the submitted parking issues added to concerns already expressed or were issues raised for the first time.</p> <p>Our NPTs typically have agreed priorities with regular Neighbourhood Policing Panels. This allows the Teams to focus on issues that affect the community. The submissions given did not, in isolation, feature as such a priority but served to inform the NPTs.</p> <p>Some of the submissions were very specific in the problems encountered, some less so. Parking issues will have been dealt with since the submissions but which are as a direct result of the submissions has not been quantified.</p> <p>The test for the study and ourselves is to determine whether the situation has had a perceived change where enforcement activity would have had impact."</p>
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E	<p>The Growth and Infrastructure Thematic Group of the Huntingdonshire Strategic Partnership has been asked to consider the needs of those with disabilities in the design of the local hardscape.</p>	<p>The Thematic Group's Action Plan contains the following objectives:</p> <ul style="list-style-type: none"> • Improved public transport – Implement Accessibility Action Plan for 4 priority wards. • Improve access experience to bus services for people with disabilities as a pilot project • Enhanced physical integration of bus / train / taxi / cycle / pedestrian services (including provision for people with mobility issues) 	<p>Progress against the Action Plan to be submitted to the Panel as part of the process to scrutinise the Strategic Partnership.</p>
F	<p>Verify that all buses will be low level by 2010.</p>	<p>Update also requested from the Thematic Group.</p>	
G	<p>Investigate whether the Council can provide information on local taxi services that cater for those with disabilities.</p>	<p>Licensing Officer consulted.</p>	<p>Agreed to do.</p>
H	<p>Consult Carers UK on its campaign for carers to be provided with free bus travel.</p>	<p>Information requested from Carers UK.</p>	<p>Sense, a charitable organisation for deaf people, has organised a national campaign to obtain free bus travel for carers. Support has been expressed for the campaign.</p>
J	<p>The Growth and Infrastructure and the Health and Wellbeing Thematic Groups</p>	<p>See E above.</p>	<p>Progress against the Action Plan to be submitted to the Panel as part of the process to scrutinise the Strategic Partnership.</p>

<p>of the Huntingdonshire Strategic Partnership have been asked to promote the needs of those with disabilities in the District.</p>	<p>The Health and Wellbeing Thematic Group's Action Plan contains the following objectives:</p> <ul style="list-style-type: none"> • Provide accessible opportunities – things to do, particularly...those with disabilities. • School holiday programme tailored for disabled participants; disability multi-sport festivals. <p>Update also requested from the Thematic Groups.</p>	<p>Partnership.</p>
<p>K</p>	<p>The Scrutiny Panel's intention to inform Town and Parish Councils of the outcome of the study.</p>	<p>To be undertaken following receipt of answers from the County Council and the Police in A and D above.</p>

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**OVERVIEW AND SCRUTINY PANELS
(SOCIAL WELL-BEING)
(ENVIRONMENTAL WELL-BEING)
(ECONOMIC WELL-BEING)**

**5TH JANUARY 2010
12TH JANUARY 2010
14TH JANUARY 2010**

**WORK PLAN STUDIES
(Report by the Head of Democratic and Central Services)**

1. INTRODUCTION

- 1.1 The purpose of this report is to allow Members of the Panel to review their programme of studies and to be informed of studies being undertaken by the other Overview and Scrutiny Panels.

2. STUDIES

- 2.1 The Council has a duty to improve the social, environmental and economic well-being of the District. This gives the Overview and Scrutiny Panels a wide remit to examine any issues that affect the District by conducting in-depth studies.

- 2.2 Studies are allocated according to the Council's service areas which have been identified as follows:-

Social Well-Being

Housing
Community
Leisure Centres
Operations (part)
Democratic and Central Services (part)
People, Performance and Partnerships (part)

Environmental Well-Being

Environmental and Technical Services
Planning Services
Environmental Health
Operations (part)

Economic Well-Being

Information Management
Finance
Customer Service and Call Centres
Revenues
Democratic and Central Services (part)
Law, Property and Governance
People, Performance and Partnerships (part)
HQ/Accommodation

2.3 On going studies have been allocated between the Panels accordingly:-

STUDY	PANEL	STATUS
The processes involved in applying for community grant aid and the effectiveness of grant schemes.	Economic Well-Being	Annual report on those organisations supported by grants to be submitted to a future Panel meeting.
Provision of play facilities for young people across the District.	Social Well-Being	Investigations ongoing with the Head of Operations.
Car parking at Hinchingsbrooke Hospital.	Social Well-Being	Investigations ongoing. Invitation to be extended to representatives of Hinchingsbrooke NHS Trust to attend a future Panel meeting.
Tourism.	Economic Well-Being	Panel will consider looking at the wider implications of tourism.
The process for the determination of planning applications.	Environmental Well-Being	Investigations ongoing.

2.4 The following have also been identified by Members as possible future studies:-

Review of the incentives contained in the Council's Travel Plan.	Environmental Well-Being
The Council's future borrowing arrangements.	Economic Well-Being
Planning enforcement.	Environmental Well-Being
Waste disposal arrangements.	Environmental Well-Being
Management of capital projects by Environmental Management Section.	Economic Well-Being
The effect and cost implications of the loss of the Huntingdon Enterprise Agency.	Economic Well-Being
The employees performance development review process.	Economic Well-Being

The Creative Exchange, St Neots.	Economic Well-Being
Annual report on organisations supported through service level agreements.	Economic Well-Being
Financial reports on the District Council's Leisure Centres.	Economic Well-Being
Lessons learned from the Headquarters and other accommodation project.	Economic Well-Being
Industrial Units at Caxton Road, St Ives.	Economic Well-Being
Night time economy study (Hospital's perspective).	Economic Well-Being

3. RECOMMENDATION

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

BACKGROUND DOCUMENTS

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

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

**Mrs J Walker, Trainee Democratic Services Officer
01480 387049**

**Mrs A Jerrom, Member Development Officer
01480 388009**

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**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Grant Aid Working Group
Appointing Panel	Overview and Scrutiny Panel (Economic Well-Being) Formerly Overview and Scrutiny Panel (Service Delivery)
Members Assigned (including date Working Group appointed)	Date Appointed: 3 rd July 2007 Councillors Mrs M Banerjee, P G Mitchell and J S Watt. In addition, former District Councillor D A Giles was appointed on to the Working Group and assisted with the investigations up until April 2008.
Possible Co-Options to the Group	None identified.
Interests Declared	None declared.
Rapporteur	Councillor P G Mitchell.
Officer Support	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC Mr S Plant, Head of Housing Services, HDC Mr F Mastrandrea, Policy and Enabling Officer, HDC Mr K Tayler, Private Sector Housing Officer, HDC Mr S Ingram, Head of Planning Services, HDC Mr R Probyn, Planning Policy Manager, HDC Mr I Leatherbarrow, Former Head of Policy and Strategic Services Dr S Lammin – Head of Environmental and Community Health Services Mr D Smith – Community Team Manager Mrs K Shaw – External Funding Officer
Purpose of Study / Objective (specify exactly what the study should achieve)	To undertake a review of the processes involved in applying for community grant aid and the effectiveness of grant schemes.
Rationale (key issues and/or reason for conducting a study)	The suggestion for the study emerged from the Panel's previous investigations into the Small Scale Environmental Improvements Scheme, where the recommendations arising from the study had been endorsed by the Cabinet and implemented by the Council.
Terms of Reference	As above, and additionally, the following:- <ul style="list-style-type: none"> • To identify the purpose of each scheme having regard to the Council's priority contained in Growing Success; • To investigate the criteria for assessing applicants' eligibility under each scheme; • To investigate the methods adopted to publicise the availability of grant funding; • To investigate the application process for each scheme; • To be informed of Officer/Member involvement during

**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

	<p>the approval process; and</p> <ul style="list-style-type: none"> To investigate external sources of funding, specifically, the level of funding attracted by the Council and the application procedure.
Links to Council Policies/Strategies	<p>Link to Council Aim: To Maintain Sound Finances. Link to Community Am: Developing Communities Sustainably.</p>

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Discussions with all of the Officers within the Council previously identified.
External/Specialist Support	N/A
Existing Documentation	<p>Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Service Delivery) – 3rd July 2007. 2006/07 – HDC Grant Aid News Release. 2008/09 HDC Capital Grant Aid News Release. Voluntary Sector Commissioning Report – Report by the Head of Environmental and Community Health Services. HDC CAB Commissioning Agreement Document. HDC Grants Award Information – Report by the Head of Financial Services. HDC Grant Application Handbook and Application Form ~ Capital and Revenue. Listed Building / Shopmobility / Shopfront / Transportation / Home Repairs / Voluntary Grants. HDC Grant Awards Scheme. Six Month Review of Capital and Revenue Grant Aid Awards 2008/09 – Report by the Head of Environmental and Community Health Services.</p>
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Discussions with all Officers identified above.
Reference Sites	HDC Website:- www.huntsdc.gov.uk
Investigations	As outlined above.
Witnesses	<p>As above and in addition the following Councillors:-</p> <p>Councillor Mrs D C Reynolds, Executive Councillor for Housing and Public Health. Councillor T V Rogers, Executive Councillor for Finance and Environment.</p>
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	<p>24th October 2007. 1st February 2008. 20th March 2008. 26th March 2008.</p>

**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

	9 th April 2008. 7 th May 2008. 24 th July 2008. 24 th October 2008.
Costs (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research.
Possible Barriers to the Study (potential weaknesses)	None currently identified.
Projected Timescale (Start and end times)	Start: January 2009 End: July 2009.

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**OVERVIEW AND SCRUTINY
(SOCIAL WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Provision of Play Facilities Across the District Working Group
Appointing Panel	Overview and Scrutiny Panel (Social Well-Being) Formerly Overview and Scrutiny Panel (Service Delivery)
Members Assigned (including date Working Group appointed)	Date Appointed: 3 rd March 2009. Councillors J D Ablewhite and P G Mitchell. Councillors Mrs P A Jordan and R J West were later appointed onto the Working Group in June 2009. Councillor J D Ablewhite assisted with the study up until June 2009.
Possible Co-Options to the Group	None identified.
Interests Declared	Councillor P G Mitchell declared a personal interest into the study due to his involvement with the Stilton Skate Park Project.
Rapporteur	Councillor P G Mitchell
Officer Support	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC Mr R Ward – Head of Operations, HDC Mr J Craig, Service Development Manager, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate the provision of play facilities across the District, with a view to making recommendations on achieving an even distribution of facilities across the District and on meeting the ongoing revenue costs associated with such facilities.
Rationale (key issues and/or reason for conducting a study)	Raised as potential study area by Councillor P G Mitchell due to the current problems experienced at Stilton. Further information obtained from the Head of Operations and Panel concluded that due to the inconsistencies with the distribution of facilities across the District, a study should be undertaken.
Terms of Reference	As above.
Links to Council Policies/Strategies	Link to Community Aim: Developing Communities Sustainably. In particular, the objective to enable the provision of the social and strategic infrastructure to meet current and future needs. Link to Community Aim: Safe, Vibrant and Inclusive Communities. In particular the objective to reduce anti-social behaviour and ensure that people feel safe.

**OVERVIEW AND SCRUTINY
(SOCIAL WELL-BEING)
STUDY TEMPLATE**

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Information from the Head of Operations.
External/Specialist Support	N/A
Existing Documentation	Provision of Leisure Facilities for Young People – Report by the Head of Operations. Minutes of the meeting of the Overview and Scrutiny Panel (Service Delivery) – 3 rd March 2009.
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Further discussions with the Head of Operations and Executive Councillor for Operational & Countryside Services.
Reference Sites	N/A
Investigations	As outlined above.
Witnesses	Mr R Ward, Head of Operations Mr J Craig, Service Development Manager Councillor C R Hyams, Executive Councillor for Operational and Countryside Services.
Site Visits (if necessary) (where and when)	None currently identified.
Meetings of the Working Group	First meeting held 30 th April 2009. Second meeting held on 13 th August 2009. Third meeting held 28 th October 2009. Fourth meeting held 16 th December 2009.
Costs (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research.
Possible Barriers to the Study (potential weaknesses)	None currently identified.
Projected Timescale (Start and end times)	Start: March 2009 End: Unknown.

**OVERVIEW AND SCRUTINY
(SOCIAL WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Parking At Hinchingsbrooke Hospital
Appointing Panel	Overview and Scrutiny Panel (Social Well-Being)
Members Assigned (including date Working Group appointed)	Date Appointed: 7 th July 2009. Agreed to pursue this as a full Panel investigation, comprising 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.
Possible Co-Options to the Group	None identified at present.
Interests Declared	Cllr Mrs P A Jordan – by virtue of her employment with the NHS.
Rapporteur	Councillor S J Criswell (as Chairman)
Officer Support	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To generate and raise awareness of the impact that the introduction of car parking charges has had upon the public and the consequent restrictions that it has placed upon them.
Rationale (key issues and/or reason for conducting a study)	The suggestion for the study was prompted by representations made by a number of members of the public to the District Council on the level of charges being levied for parking at the hospital, restrictions on parking in terms of the length of stay permissible and the impact of the introduction of charges on the surrounding residential area.
Terms of Reference	To investigate the causes of complaints and make recommendations on measures that will ameliorate them.
Links to Council Policies/Strategies	To Improve Our Systems and Practices - In particular, the objectives to be good at communicating and listening to people and organisations and to be clear about what we can do and aspire to achieve and to enable Councillors to carry out their leadership role effectively. A Clean, “Green” and Attractive Environment – to help mitigate climate change. Healthy Living – to promote active lifestyles. Developing Communities Sustainably – supporting opportunities to cycle, walk and use public transport.

<p>Methodology / Approach (what types of enquiries will be used to gather evidence)</p>	<p>Investigations into:-</p> <ul style="list-style-type: none"> • the management of the car park • the effectiveness of the hospital's Travel Plan • the availability of public transport • the impact of parking and associated charges on the surrounding area • inviting a representative of the NHS Trust to attend a future Panel meeting • consultation with local residents and users of the car park • comparisons to other hospitals, i.e Addenbrooke's • desktop research • formal request for information to the Hospital • public views sought.
<p>External/Specialist Support</p>	<p>Ms E Stubbs and Mrs R Clapham – Cambridgeshire LINK.</p>
<p>Existing Documentation</p>	<p>Planning Permission for Hospital site.</p> <p>Hinchingbrooke Hospital Travel Plan.</p> <p>Presentation delivered by the Scrutiny and Review Manager on 1st September 2009.</p>
<p>Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)</p>	<p>Representative from the NHS Trust.</p> <p>Consultation Questionnaire with local residents living within the vicinity of the site.</p> <p>Discussion with Ward Councillors.</p>
<p>Reference Sites</p>	<p>Hinchingbrooke Health Care NHS Trust http://www.hinchingbrooke.nhs.uk/</p> <p>East of England Strategic Health Authority http://www.eoe.nhs.uk/</p> <p>Cambridge University Hospitals NHS Trust (Addenbrooke's) http://www.cuh.org.uk/addenbrookes/addenbrookes_index.html</p> <p>NHS Cambridgeshire http://www.cambridgeshirepct.nhs.uk/</p> <p>British Parking Association http://www.britishparking.co.uk/</p>
<p>Investigations</p>	<p>As outlined above; namely local parking facilities, parking practices at other Hospitals and national policies.</p>

Witnesses	None currently identified.
Site Visits (if necessary) (where and when)	None currently identified.
Meetings of the Working Group	Panel discussions: 7 th July 2009 and 1 st September 2009 and 3 rd November 2009.
Costs (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research.
Possible Barriers to the Study (potential weaknesses)	None currently identified.
Projected Timescale (Start and end times)	Start: July 2009. End: Unknown.

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AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Development Management Process Working Group.
Appointing Panel	Overview and Scrutiny (Environmental Well-Being) Panel.
Members Assigned (including date Working Group appointed)	Councillors M G Baker, P Godley, M F Newman and J S Watt. Appointed by the Panel on 14 th July 2009.
Possible Co-Options to the Group	TBC
Interests Declared	None received.
Rapporteur	Councillor M G Baker
Officer Support	Roy Reeves, Head of Democratic and Central Services Jessica Walker, Trainee Democratic Services Officer
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate the process for the determination of planning applications and make recommendations where appropriate.
Rationale (key issues and/or reason for conducting a study)	Anecdotal evidence from Members of public concern over the pre-decision planning process.
Terms of Reference	The review will concentrate on the process leading to the determination of planning applications, not the decision making process itself or the merits of decisions. The intention will be to look at the practices and procedures from first enquiry by potential applicants to the preparation of an officer's final report and recommendations, involving pre-application advice, public consultation, plans and amendments, duration of the process and other related matters.
Links to Council Policies/Strategies	Link to Corporate Plan – To improve our systems and practices.

Methodology / Approach (what types of enquiries will be used to gather evidence)	Examination of available data; Interviews; Surveys.
External/Specialist Support	TBC
Existing Documentation	To be determined.
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Evidence to be obtained by the Democratic Services team, together with information from the Planning Division. Possible survey of sample of applicants. Consultation with Town and Parish Councils. Customer feedback & ombudsman investigations (if any). Comparison of processes with other authorities. Website Comparisons. Performance against Government Indicators. Availability of best practice advice and guidance. Cost effectiveness of process.

Reference Sites	Comparable local authorities.
Investigations	To be undertaken by officers supporting the Working Group.
Witnesses	Planning officers. Chairman of Development Management Panel.
Site Visits (if necessary) (where and when)	Likely to be unnecessary.
Meetings of the Working Group	Meetings held on Thursday August 6 th 2009, Thursday September 10 th 2009, Thursday 8 th October, Thursday 29 th October and Friday 20 th November and Thursday 10 th December. A Future meeting is scheduled for Thursday 7 th January 2010.
Costs (resource requirements, additional expenditure, time)	Officer time – both to provide support and to conduct research.
Possible Barriers to the Study (potential weaknesses)	None known at this stage.
Projected Timescale (Start and end times)	Start – July 2009 Completion of study expected February 2010.

Panel Date	Decision	Action	Response	Date for Future Action
<p>13/05/09</p> <p>7/07/09</p> <p>3/11/09</p>	<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> <p>The Panel was provided with an opportunity to plan its follow up work and identified a number of aspects to the study that they wished to pursue.</p> <p>Report providing an update on the work undertaken to date in respect of joint advocacy and advice services across the District considered by the Panel in November.</p>	<p>Submitted to Cabinet on 29th January 2009.</p>	<p>Recommendations endorsed by Cabinet. Members requested a progress report to be submitted to the Panel in six months time.</p> <p>Follow up work was considered by the Panel in September.</p> <p>A further follow up report will be submitted to the Panel. This item appears elsewhere on the Agenda.</p>	<p>5/01/10</p>
<p>13/05/09</p>	<p><u>Future Governance of Hinchingsbrooke Hospital: Consultation Arrangements</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). Dr Stephen Dunn, Hinchingsbrooke Next Steps Project Co-ordinator and Ms Jessica Bawden, NHS Cambridgeshire attended the Panel's January meeting to provide background to the consultation on the future governance arrangements for Hinchingsbrooke Hospital. Advised the</p>	<p>Panel to partake in the consultation when it emerges. Matter to be raised at a future Panel meeting.</p>		<p>TBC</p>

Panel Date	Decision	Action	Response	Date for Future Action
01/09/09	<p>Panel that the consultation was likely to commence at some point in the middle of the current calendar year.</p> <p>Panel advised that Councillor S J Criswell had been appointed as the District Council representative on the Stakeholder Panel.</p>		<p>Public meeting of the Stakeholder Panel held on 26th November 2009 at 2pm, Huntingdon Library. Future public meetings scheduled as follows:-</p> <ul style="list-style-type: none"> • 25th February 2010 • 26th May 2010 • 5th July 2010 • 27th October 2010 • 6th January 2011 	
<p>13/05/09</p> <p>1/09/09 &</p>	<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 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>Letter submitted to the Commission requesting a response to the issues</p>	<p>Invitation extended to the Commission who advised that a Regional Consultation Event would be held on 1st July. Details of the event have been forwarded to all Panel Members.</p>	<p>Response received from Regional Manager of the local branch of the Commission.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
6/10/09	previously raised by the Panel on the content of the Enforcement Policy.		Councillor R J West nominated as the Panel representative and has met with the Commission. This item appears elsewhere on the Agenda.	5/01/10
13/05/09	<p><u>Corporate Plan – Growing Success</u></p> <p>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 in September, December, March and June of each year.</p> <p>Financial information currently being considered by Working Group. Meetings to be held on 28th January and 18th February 2010.</p>	Next performance report expected in March 2010.	2/03/10
13/05/09	<p><u>Provision of Play 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.</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	

Panel Date	Decision	Action	Response	Date for Future Action
2/06/09	<p>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 play facilities, with a view to making recommendations on achieving an even distribution of facilities across the District and on meeting the ongoing revenue costs associated with such facilities.</p> <p>Owing to their interests in the study, Councillors Mrs P A Jordan and R J West were appointed on to the Working Group. Additionally, the Panel requested for an update on progress since the first meeting of the Working Group to be submitted to the Panel for information.</p>	<p>Request submitted to the Head of Operations.</p>	<p>of facilities located within the smaller Parishes.</p> <p>Meeting of the Working Group held on 13th August 2009.</p>	
6/10/09	<p>Preliminary report outlining the findings of the Working Group to date considered by the Panel. Requested that the Working Group should meet with the Executive Councillor for Operational & Countryside Services to discuss the findings further.</p>	<p>Working Group met on 28th October 2009 with the Executive Councillor for Operational and Countryside Services.</p>	<p>Discussions ongoing. Meeting held on 16th December 2009.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
<p>3/11/09</p> <p>1/12/09</p>	<p><u>Monitoring of Section 106 Agreements</u></p> <p>Panel agreed to include the Monitoring of Section 106 agreements in its work plan, subject to gaining the agreement of the Development Management Panel. It was agreed that only allocated schemes and those developments where funding has been received for future maintenance of the facilities would be considered by the Panel.</p> <p>The Panel has requested that when the quarterly monitoring reports are due for consideration, a representative from the Operations Division should attend the Panel's meeting.</p>	<p>Councillor P G Mitchell raised the matter at the Development Management's November meeting.</p>	<p>The Development Management Panel expressed their support for the Social Well-Being Panel to consider these schemes.</p>	<p>2/02/10 or 2/03/10</p>
<p>13/05/09</p>	<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>	<p>Request submitted to the Head of Operations.</p>	<p>Matter has been acknowledged by the Head of Operations. Update to be received in due course.</p>	<p>TBC</p>

Panel Date	Decision	Action	Response	Date for Future Action
<p>2/06/09</p> <p>1/09/09</p> <p>3/11/09</p>	<p><u>Car Parking at Hinchingsbrooke Hospital</u></p> <p>Identified as a potential study area. Requested that a scoping report should be submitted to a future Panel meeting.</p> <p>Presentation delivered by the Scrutiny and Review Manager on the current parking provision on the Hinchingsbrooke site, the scope available to increase the level of provision, other potential charging options, parking enforcement, the availability of public transport and the impact of parking on the surrounding area.</p> <p>The Panel sought clarification on a number of issues relating to the Hospital's Green Travel Plan.</p> <p>Representatives from Cambridgeshire Link were also in attendance at the Panel's November meeting and agreed to assist the Panel with its study. Agreed that Hinchingsbrooke NHS Trust would be invited to a future meeting.</p>	<p>Scoping report considered by Panel in July 2009. Further information requested on the current parking situation.</p> <p>Letter submitted to Hinchingsbrooke Hospital.</p> <p>Invitation to be extended to Hinchingsbrooke NHS Trust.</p>	<p>Response from the Hospital received and noted.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
1/12/09	The Chairman advised Members that the Hospital were conducting their own review of the parking arrangements and requested the Scrutiny and Review Manager to investigate this further.		Mr C Plunkett, Facilities Business Manager, will be in attendance at the Panel's February 2010 meeting.	2/02/10
<p>6/10/09</p> <p>1/12/09</p>	<p><u>The PLACE Survey</u></p> <p>In considering the results of the PLACE Survey, the Panel has requested a report on the data from further work with focus groups in three months time on the areas identified as needing the most improvement in Huntingdonshire; namely activities for teenagers, road and pavement repairs, public transport, traffic congestion and shopping facilities.</p> <p>Advised that there were difficulties across the County in getting the focus groups together. Nevertheless, the Panel placed on record their wish to ensure that steps were being taken to address the matters which had been raised in the Survey.</p>	Request submitted to the Head of People, Performance and Partnerships.		<p>2/02/10 or 2/03/10</p>

Panel Date	Decision	Action	Response	Date for Future Action
<p data-bbox="215 347 315 373">6/10/09</p> <p data-bbox="215 587 315 612">1/12/09</p>	<p data-bbox="371 245 916 309"><u>Review of On-Line Petitions – Modern.Gov: Consultation Facility</u></p> <p data-bbox="371 347 916 517">In considering the review of on-line petitions, the Panel has requested for investigations to be made into extending the Modern.Gov facility for wider consultation purposes.</p> <p data-bbox="371 587 916 820">It was reported that the Council would be launching its new website in December, which included the introduction of a consultation facility within it. A presentation on the new website would be delivered to the Panel in January 2010.</p>	<p data-bbox="943 347 1263 517">This suggestion is currently being investigated by the Scrutiny & Review Manager.</p> <p data-bbox="943 587 1263 724">Presentation to be delivered by the Head of Information Management Division.</p>	<p data-bbox="1281 587 1868 612">This item appears elsewhere on the Agenda.</p>	<p data-bbox="1924 587 2029 612">5/01/10</p>
<p data-bbox="215 995 315 1021">1/12/09</p>	<p data-bbox="371 895 916 959"><u>NHS Consultation: New Patients Rights to the NHS Constitution</u></p> <p data-bbox="371 995 916 1133">Agreed that details of the consultation should be circulated electronically to Panel Members and raised at the Panel's January 2010 meeting.</p>	<p data-bbox="943 995 1263 1091">Details circulated electronically to Members.</p>	<p data-bbox="1281 995 1868 1059">Members to raise comments, if any, at the meeting.</p>	<p data-bbox="1924 995 2029 1021">5/01/10</p>

Panel Date	Decision	Action	Response	Date for Future Action
<p>3/11/09</p>	<p><u>Petition – Hill Rise Park, St Ives</u></p> <p>Preliminary details of the petition considered by Panel. The petition organiser has indicated that he will be in attendance at the Panel's January 2010 meeting. Agreed that investigations be made into the action taken by Officers and the Police on the issue raised, together with information on the arrangements in place at a similar site in St Neots.</p>	<p>Advised that the petition would also be considered at a meeting of the Huntingdonshire Community Safety Partnership on 26th November 2009.</p>		<p>2/02/10</p>
<p>1/12/09</p>	<p>Reported that the Huntingdonshire Community Safety Partnership would be submitting a response to the petition from a Community Safety and a Police perspective. Petitioners would also be advised of the forthcoming meeting of the St Ives Neighbourhood Forum on 6th January 2010, where the matter could also be raised. A report was anticipated for consideration by the Panel in February 2010.</p>	<p>Petition organiser invited to formally present the petition to the Panel's February meeting.</p>		

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>St Ivo Leisure Centre – Proposals for Development</p>	Request submitted to the General Manager, Leisure.	Due to appear before the Panel in February 2010.	2/02/10
1/12/09	Improvements to Kerb Side Collections	Request submitted to the Head of Operations.	This item appears elsewhere on the Agenda.	5/01/10

Decision Digest

Edition 100

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 7th - 22nd December 2009.

GREENHOUSE PROJECT

The Overview and Scrutiny (Environmental Well-Being) Panel has welcomed an update on the District-Council led retrofitting demonstration project for private housing in the District. Members have suggested that the financial savings that can be achieved by householders should be published alongside the associated carbon savings, as this may influence residents when they make their decisions on energy conservation measures.

The Panel has asked to visit the retrofitted properties prior to the formal launch in June 2010.

DEVELOPMENT BRIEF: OLD FIRE STATION, ST. NEOTS

The Overview and Scrutiny (Environmental Well-Being) Panel has indicated their support for the redevelopment of land in and around the old fire station and depot, Huntingdon Street, St. Neots, a redundant site that requires design guidance to help with its marketing. There is interest locally in improving the leisure infrastructure within St. Neots and the Panel has agreed that this could be a potential site for leisure development. Members have been assured that any development at this site will be appropriate to its town centre location.

DEVELOPMENT BRIEF: CHEQUERS COURT, HUNTINGDON

The Overview and Scrutiny (Environmental Well-Being) Panel has considered the redevelopment opportunities in and around Chequers Court Shopping Area, in the centre of Huntingdon. Redevelopment of Chequers Court is necessary for the town centre to be reinvigorated and Members have been acquainted with two potential scenarios for the site. However, future development plans will depend on land availability given the number of private owners involved.

The Panel has expressed its support for the development brief but has raised concerns over the possible loss of the petrol filling station currently operated by Sainsburys which it was considered will lead to a lack of competition in the town.

ST. NEOTS HEALTH CHECK

The Overview and Scrutiny Panel (Environmental Well-Being) has expressed support for the purpose and process involved in the St. Neots Health Check. Work undertaken to-date has identified what can be done to improve St. Neots and to help meet the likely demands arising from the predicted growth of the town.

OVERVIEW AND SCRUTINY REMITS AND STUDIES

Having been reminded of their remit, the Overview and Scrutiny (Environmental Well-Being) Panel has decided to discuss, at its next meeting, how Councils can reduce the carbon footprint of others.

OVERVIEW OF NEW WEB SITE

The Overview and Scrutiny (Economic Well-Being) Panel has received a presentation highlighting the improvements and enhancements that have been made to the Council's website following the completion of phase I of the project to transfer the existing system onto a new technical infrastructure.

Members heard that the website was popular with users who could now complete 80 plus electronic forms and have access to 2000 plus downloadable documents.

Members acknowledged the improvements that had been made to the system and the economies of providing online services. A soft launch of the system will take place in January prior to the main launch in February. Initiation of Phase II of the upgrade to include more new features and personalisation would continue through 2011.

PERFORMANCE MONITORING

The Overview and Scrutiny Panels have considered the performance of the authority against its priority objectives in the quarter to 30th September 2009.

The Social Well-Being Panel has discussed trends relating to the number of households living in temporary accommodation and the performance levels reported in respect of the

throughput of people experiencing arts interventions. The level of budget available to the Leisure Centres for promotional and marketing purposes was also discussed.

The Economic Well-Being Panel noted the drop in Leisure Centre income reflecting the economic climate and changes brought about by Cambridgeshire County Council in schools' sports funding provision and acknowledged that the situation was unlikely to improve in the short term. The Panel also agreed to pass on comments received regarding the perceived inadequacies of the new Leisure Centre Forum to Cabinet.

The Environmental Well-Being Panel was pleased to note that all but one of the indicators where statistics are available are positive.

SCRUTINY OF HUNTINGDONSHIRE STRATEGIC PARTNERSHIP

The Overview and Scrutiny (Environmental Well-Being) Panel has adopted the protocol that has been drawn up in order that the Council might fulfil its statutory duty to scrutinise the Strategic Partnership.

The protocol had been previously endorsed by the Strategic Partnership Executive prior to its submission to the Strategic Partnership Board in January.

OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) PROGRESS

A report on the night time economy, from a hospital's perspective, is anticipated for the next meeting of the Overview and Scrutiny (Economic Well-Being) Panel. This is being prepared by a specialist member of the Health and Wellbeing Thematic Group.

A presentation on the Council's Covert Surveillance Policy by the Council's Solicitor is scheduled for the January meeting of the Panel.

AGEING WELL IN HUNTINGDONSHIRE - OLDER PEOPLES' HOUSING STRATEGY

The Overview and Scrutiny Panel (Social Well-Being) has reviewed the draft Older Peoples' Housing Strategy entitled 'Ageing Well in Huntingdonshire: Housing and Healthy Ageing for Older People 2009 – 2014' which was produced in partnership with NHS Cambridgeshire.

Attention was drawn to the Strategy's objectives, which focused on the four key areas of providing support to older people, undertaking home adaptations, employing more energy efficient measures within homes and providing "extra care" services to the elderly.

The Panel has discussed a number of matters, which includes the figures presented within the Strategy, the level of service provided by Occupational Therapists within the District, the affordability of home adaptations, the locality of sheltered accommodation and the possibility of increasing the age of individuals covered by the Strategy to 75+ years. Final comment was made on the low level of accommodation available to elderly couples.

NHS CONSULTATION: THE FUTURE OF PRIMARY CARE OUT-OF-HOURS SERVICES FOR RESIDENTS IN CAMBRIDGESHIRE

Details of a consultation exercise being undertaken by NHS Cambridgeshire on the future of primary care out-of-hours services for residents in Cambridgeshire have been received by the Overview and Scrutiny Panel (Social Well-Being). Members agreed to submit their own individual response to the consultation.

FUTURE GOVERNANCE OF HINCHINGBROOKE HOSPITAL

The contents of the first edition of "Next Steps News", a newsletter designed to encourage the public to become involved in shaping the future of Hinchingsbrooke Hospital, was noted by the Overview and Scrutiny Panel (Social Well-Being). Attention was drawn to the opportunity for the public to comment on the proposals. Members questioned whether the public would be able to influence the process given the type of questions being posed within the newsletter. In that light, Members agreed that they would submit their own comments to the Stakeholder Panel.

CAMBRIDGESHIRE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE

An update on matters currently being considered by the Cambridgeshire Health and Adult Social Care Scrutiny Committee was delivered by Councillor R J West to the Overview and Scrutiny Panel (Social Well-Being). The Committee has appointed a Working Group to consider issues surrounding the future governance of Hinchingsbrooke Hospital, to which Councillor West has been appointed.

OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS

The Overview and Scrutiny Panel (Social Well-Being) has reviewed its work plan and received updates on the following:-

- Disability Access study;
- Care Quality Commission;
- The Place Survey focus groups;
- Launch of the new HDC website;
- Monitoring of Section 106 Agreements;

- Car parking at Hinchingbrooke Hospital; and
- Petition concerning Hill Rise Park, St Ives.

Details of a consultation being undertaken by NHS Cambridgeshire proposing new patient rights for inclusion within the NHS Constitution have been received by the Panel. The matter will be raised at the Panel's meeting in January 2010.

HUNTINGDON WEST AREA ACTION PLAN - PROPOSED SUBMISSION

The Development Management Panel has noted the content of an Area Action Plan which establishes a framework for guiding growth and regeneration in the area west of Huntingdon Town Centre. Representations on the Area Action Plan at this stage of the process are limited to whether the plan is sound or otherwise. It is anticipated that the document will be examined in public in September.

DEVELOPMENT APPLICATIONS

At the December meeting, the Development Management Panel considered ten applications of which 6 were approved, 3 refused and one deferred. Of note was the consent granted for the construction of a second all weather football pitch with floodlighting at St. Ivo Outdoor Centre and building extensions to accommodate additional changing room facilities and a groundsman's store, an overflow car parking area, footpath and cycleway.

STANDARDS ISSUES

In addition to its regular business the Standards Committee has -

- ◆ noted the transfer of the work of the Adjudication Panel

(Standards for England) to the new General Regulatory Chamber (GRC) with effect from January 2010. This transfer will bring together individual tribunals that hear appeals on regulatory issues;

- ◆ noted proposals to improve the content of the standards and conduct pages on the Council's website and suggested other items which could be developed and might be useful to users of the site; and
- ◆ viewed the latest training DVD produced by Standards for England to help Members involved in the assessment of complaints.

CALCULATION OF COUNCIL TAX BASE 2010/11

In accordance with the legal requirement placed on the Council, the Corporate Governance Panel has set the tax base for the whole of the District for the year 2010/11 as 58,580 with figures apportioned for each Parish of the District.

ANNUAL REVIEW OF THE RISK MANAGEMENT

The Corporate Governance Panel has endorsed the content of a revised Risk Management Strategy and made minor suggestions to the definitions within the environment and environmental risk categories.

REVIEW OF THE ANTI-FRAUD AND CORRUPTION STRATEGY

The outcome of a review of the Anti-Fraud and Corruption Strategy has been reported to the Corporate Governance Panel. It was agreed that the Chairman and the External Auditors should also be informed of all cases of

significant fraud and corruption and reflected within the revised Strategy.

EXTERNAL AUDITOR'S REPORTS: USE OF RESOURCES 2009 AND THE ANNUAL AUDIT LETTER FOR 2008/09

Details of the external auditor's reports on the Council's Use of Resources for 2009 and Annual Audit Letter for 2008/09 and their respective action plans have been presented to the Corporate Governance Panel. Both reports conclude that the Council's overall management arrangements and performance is of a satisfactory standard. Attention was also drawn to the launch of the "One Place" website.

CODE OF PROCUREMENT

The Corporate Governance Panel has endorsed the content of an action plan designed to ensure future compliance with the Council's Code of Procurement.

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