

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING)** will be held in **THE CORPORATE TRAINING SUITE, EASTFIELD HOUSE, 6 LATHAM ROAD, HUNTINGDON, PE29 6YE** on **THURSDAY, 14 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 - 4)**

To approve as a correct record the Minutes of the meeting of the Panel held on 10th December 2009.

**M Jerrom  
388009**

**2. MEMBERS' INTERESTS**

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

**3. LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN (Pages 5 - 10)**

A copy of the current Forward Plan, which was published on 16 December 2009, is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**H Taylor  
388008**

**4. ASSET MANAGEMENT PLAN (Pages 11 - 20)**

To consider and comment on a report by the Head of Law, Property and Governance containing a review of progress against the Council's Asset Management Plan prior to its submission to the Cabinet.

**K Phillips  
388260**

**5. SAPLEY EAST - PROPERTY TRANSACTIONS (Pages 21 - 26)**

To consider and comment on a report by the Head of Law, Property and Governance on the Council's landholdings in the Sapley East Masterplan area.

**S Couper  
388103  
K Phillips  
388260**

**6. OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL BEING) PROGRESS REPORT (Pages 27 - 30)**

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

**M Jerrom  
388009**

7. **WORKPLAN STUDIES** (Pages 31 - 48)

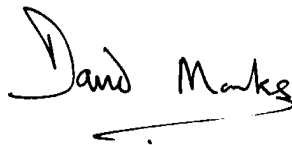
To consider, with the aid of a report by the Head of Democratic and Central Services, the current programme of overview and scrutiny studies.

**M Jerrom**  
**388009**

8. **SCRUTINY** (Pages 49 - 54)

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

Dated this 6 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 Amanda Jerrom, Democratic Services, Tel:01480 388009 Email:amanda.jerrom@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

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

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

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

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

***Emergency Procedure***

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

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) held in the Corporate Training Suite, Eastfield House on Thursday, 10 December 2009.

PRESENT: Councillor J D Ablewhite – Chairman.

Councillors J D Ablewhite, J T Bell,  
E R Butler, A N Gilbert, L W McGuire,  
M F Shellens, Ms M J Thomas and  
R G Tuplin.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors Mrs J A Dew and G S E Thorpe.

### **53. MINUTES**

The Minutes of the meeting of the Panel held on 12th November 2009 were approved as a correct record and signed by the Chairman.

### **54. MEMBERS' INTERESTS**

No declarations were received.

### **55. OVERVIEW OF NEW WEBSITE - FEATURES AND BENEFITS**

The Panel received a presentation by Mr C Hall, the Council's the Head of Information Management, and Mr J Bedingfield, IT Development Team Leader, on the Council's new website. Members were advised that the change had been prompted by the need to introduce a new technical infrastructure for the website. In the circumstances, the opportunity had been taken to update and improve its appearance and the way it operated. The changes had taken into account survey information, analysis of past use of the Council's website and the views of Executive Members and Heads of Service. It was stressed that the information presented would remain the same.

Members were informed that 63% of the District's residents had access to the internet and that the Council's website currently received in excess of 2000 visitors per day. Users of the website had access to over 2000 on-line documents and could submit electronically to the Council over 80 forms. In addition, it was possible to book services and make payments via the website. The latter resulted in significant cost savings for the Council. Finally, it was reported that an area would be added where the Council could carry out consultations together with a further area in association with Cambridgeshire.net containing information on local events.

Members were advised that specialist advice had been received on the website's design. In response to a request by a Member, Mr Hall

undertook to provide the Panel with details of the cost of the advice. In discussing the enhancements that had been made, Members questioned how accessible the site was. It was explained that it had received an AA rating from the Society of Information Technology Management for the accessibility of its content. However, the view was expressed that efforts should be made to encourage those who currently did not use the website to make use of the facilities that were available.

With reference to financial aspects of the website, it was reported that online transactions were estimated to cost the Council 27p each compared with £4.20 for face-to-face services. The feasibility of raising finances through third party advertising was being investigated and it was suggested by a Member that this might be extended to include details of reliable local tradesmen.

Having noted that a soft launch would take place in January followed by more formal publicity in February, Members were advised that enhancements would continue to be made throughout 2011 with Phase 2 of the upgrade including further new features and the ability to personalise the website. At the conclusion of the discussion the Panel expressed support for the introduction of the new website design.

## **56. 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. The Notes of the meeting of the Corporate Plan Working Group held on 19th November 2009 were also received.

With regard to matters raised by the Corporate Plan Working Group, the Panel noted that leisure centre income was 9% below the target and an improvement in Quarter 3 was not expected. Given this situation, the Panel requested that a more detailed report on the leisure centres' finances, including the marginal cost per hour for opening, was submitted to a future meeting. During further discussion on the leisure centres, comment was made on the difficulties being experienced in addressing matters raised by Sawtry School Governors following the loss of the leisure centre management committees. Members were informed that the new leisure forums were advisory committees and that specific issues should be discussed with Leisure Centre Managers and, where appropriate, directed to the Executive Councillor for Leisure.

With regard to the "amber" rating of the objective for the Strategic Partnership Thematic Groups to review their performance and delivery, Members noted that they would have an opportunity to scrutinise the performance of the Thematic Groups later in the year.

### **RESOLVED**

- (a) that the report be endorsed for submission to the Cabinet; and

- (b) that the Cabinet be notified of the Panel's views on the contents of the report.

**57. SCRUTINY OF HUNTINGDONSHIRE STRATEGIC PARTNERSHIP**

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 the content of a draft protocol, which had been devised to guide how the Council fulfilled its statutory duty to scrutinise the Strategic Partnership. Members were reminded that the Council had allocated responsibility for scrutinising different aspects of the Strategic Partnership to the full Council and the three Overview and Scrutiny Panels, with the Economic Well-Being Panel having responsibility for scrutinising the Economic Prosperity and Skills Thematic Group.

It was reported that the protocol was intended to provide partners with clarification and assurances about the process that would be adopted. It had been considered and endorsed by the Strategic Partnership's Executive earlier that day and would be submitted to the Strategic Partnership Board in January.

The Panel was advised that an event for Members to discuss the mechanism through which scrutiny of the Strategic Partnership would take place had been arranged for 2nd February 2010 and that the Chairmen of the Thematic Groups were likely to be present. After that the scrutiny process would begin when the Thematic Groups' action plans were submitted to the Scrutiny Panels. Having requested that the scrutiny protocol on inter-authority co-operation was circulated to Members, it was

RESOLVED

that the Huntingdonshire Scrutiny / Strategic Partnership Protocol appended to the report now submitted be endorsed.

**58. OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELLBEING) PROGRESS REPORT**

In considering a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) on the Panel's current programme of studies, it was noted that a report on the effects of the night-time economy on health services was currently being prepared for submission to the Strategic Partnership's Health and Well Being Thematic Group and that when it became available it would be presented to the Panel. Members also accepted a suggestion that the Council's solicitor should be invited to speak at a future meeting on covert surveillance.

**59. WORKPLAN STUDIES**

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) containing details of the studies being undertaken by the Council's Overview and Scrutiny Panels.

**60. SCRUTINY**

In receiving and noting the latest edition of the Decision Digest, comment was made on the positive report received by the Council under the Comprehensive Area Assessment.

Chairman



## 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: <a href="mailto:Ian.Bates@huntsdc.gov.uk">Ian.Bates@huntsdc.gov.uk</a>
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: <a href="mailto:Mike.Simpson@huntsdc.gov.uk">Mike.Simpson@huntsdc.gov.uk</a>
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: <a href="mailto:Ken.Churchill@huntsdc.gov.uk">Ken.Churchill@huntsdc.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Planning Strategy and Transport	4 Weir Road Hemingford Grey Huntingdon PE28 9EH  Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntsdc.gov.uk">Douglas.Dew@huntsdc.gov.uk</a>
Councillor J A Gray	- Executive Councillor for Environment and Information Technology	Shufflewick Cottage Station Row Tilbrook PE28 OJY  Tel: 01480 861941 E-mail: <a href="mailto:JG@novae.com">JG@novae.com</a>

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

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

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

Roy Reeves  
Head of Administration

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

Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
<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

**OVERVIEW AND SCRUTINY PANEL  
(ECONOMIC WELL-BEING)**

**14TH JANUARY 2010**

**CABINET**

**21ST JANUARY 2010**

## **ASSET MANAGEMENT PLAN**

(Report by the Head of Law, Property and Governance)

### **1. INTRODUCTION**

The purpose of this report is to update Cabinet on the National Performance Indicators in respect of the Council's property portfolio for 2008/09. In addition related asset management issues are also drawn to the attention of Cabinet.

### **2. BACKGROUND**

2.1 Information on property performance indicators, now called Performance Management Indicators (PMIs), has been produced on a regular basis after they were first introduced in 2002. These are summarised in Appendix A together with a brief commentary including, where appropriate, comparison with other authorities using information from the IPF Asset Management Network (IPF). Section 3 highlights the main elements of these indicators.

2.2 Asset management is considered a key area of the use of resources assessment, although the external review of asset management was not required for 2008/09.

2.3 A summary of the Quirk report (May 2007) concerning the community ownership of assets was presented at the last annual report to Cabinet. There are several initiatives currently in discussion and a more detailed update will be provided next year. One scheme that was completed during the year was the new synthetic pitch in St Neots, provided as part of a section 106 agreement, and then leased to the local football club to manage.

### **3. OUTCOMES**

3.1 The main changes between 2008 and 2009 and principal highlights are set out below. More detailed comments on the indicators are contained in appendix A.

- There has been a substantial increase from 15% to 47% in the number of operational properties in category A – good (PMI 1A)
- There has been a reduction from 54% to 43% in the essential category of the required maintenance for operational property (PMI 1B ii)
- The percentage of urgent repairs at 3% compares favourably with the national average of 12% (PMI 1B ii)
- Planned repairs increased from 38% to 42% (a rise of 10%) although this is below the IPF average of 56% (PMI 1D iii).

- Energy and water costs are above the IPF averages (PMI 2).
- The suitability of operational property in the top categories (95%) compares favourably with IPF average of 81% (PMI 3).
- The number of accessibility surveys has risen to 31% of all operational properties but is still below the national average (PMI 4).
- Capital schemes are generally managed well in terms of time and costs compared to national averages (PMI 7).
- PMIs 5 and 6 are relative new indicators which will be used in future analyses.

#### **4. ASSET MANAGEMENT DEVELOPMENTS**

4.1 Achievements during 2008/09 have included:

- Opening of Block D, Pathfinder House
- Completion of the Creative Exchange and transfer of management to NWES
- Extension to the café including improved kitchen facilities at Hinchingsbrooke Country Park
- Internal remodelling of Huntingdon Leisure Centre – new gym, spa, soft play, reception, changing rooms and car park at a total cost of £1.5m.
- Major improvements at the St Neots Leisure Centre including a new reception area at a cost of £300k
- Transfer of new synthetic sports pitch by the developers of Loves Farm and subsequent lease to St Neots Town FC including community use.
- Planning consent obtained for starter units scheme in St Ives on the site of a former depot.

4.2 Registration of all land and property with the Land Registry is now virtually complete despite delays at the Land Registry. A new corporate database is being developed to contain all information relating to property ownership and asset management.

#### **5. CONCLUSION**

5.1 Continued improvements over the last year clearly demonstrates the Council's commitment to provide and maintain buildings in a fit and proper manner for the effective delivery of services.

5.2 The overall level of expenditure on repairs has generally been maintained and there is a gradual improvement in the percentage of planned maintenance rather than reactive repairs.

#### **6. RECOMMENDATION**

It is recommended that the report be received and the information in Appendix A be approved.



## **BACKGROUND INFORMATION**

Estates Asset Management files. Report to Cabinet 29<sup>th</sup> January 2009

**Contact Officer:** K Phillips, Estates and Property Manager ☎ (01480) 388260



**APPENDIX A**

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**PROPERTY PERFORMANCE INDICATORS 2009**

**PMI 1 CONDITION AND REQUIRED MAINTENANCE**

1A. % of gross internal floor space in condition categories A-D

	<b>Operational</b>		<b>Non- operational</b>		<b>Total*</b>
	<b>31.3.09</b>	<b>31.3.08</b>	<b>31.3.09</b>	<b>31.3.08</b>	<b>31.3.09</b>
A. Good	47	15	19	22	37
B. Satisfactory	52	81	81	77	62
C. Poor	1	4	0	0	1
D. Bad	0	0	0	1	0

\* this combines the floor areas for both operational and non-operational property

	<b>2009</b>	<b>2008</b>
Operational Gross Internal Area (sq metres)	27,878	27,770
Non-Operational Gross Internal Area (sq metres)	15,400	14,839

1B. Required maintenance by cost

(i) Total cost in priority levels 1-3:

£4,037,000 (31.3.09)

£3,988,000 (31.3.08)

The 2008/09 figure comprises:

- 1. Urgent                    £113,000
- 2. Essential                £1,698,000
- 3. Desirable                £2,226,000

(ii) As a % in priority Levels 1-3:

	<b>Operational</b>		<b>Non-Operational</b>	
	<b>31.3.09</b>	<b>31.3.08</b>	<b>31.3.09</b>	<b>31.3.08</b>
1. Urgent	3	2	2	5
2. Essential (2 years)	43	54	37	37
3. Desirable (3-5 years)	54	44	61	58
	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

	<b>2008/09</b>	<b>2007/08</b>
iii) Overall costs per square metre	£93	£94
1C. Annual % change to total maintenance:	-3%	+36%
	<b>2008/09</b>	<b>2007/08</b>
1D. (i) Total spend on maintenance:	£392,000	£415,000
(ii) Total spend on maintenance per sq metre:	£9.06	£9.73
(iii) Percentage of total maintenance: planned	42%	38%
responsive	58%	62%

#### Comments on PMI 1 - Condition and Required Maintenance

1. The purpose of this indicator is to measure the condition of assets, changes in condition and the spend on maintenance. It applies to all property where the Council has a repairing obligation.
2. In PMI 1A there has been a substantial improvement in operational properties over the previous year with an increase in category A (good) to 47% while category B is at 52%. These compare favourably with IPF averages of 16% (A) and 60% (B). The changes mainly reflect the relocation to Block D Pathfinder House.
3. Approximately 70 % of the required maintenance by cost ( PMI 1B (i) ) relates to the leisure centre with 12% to non operational properties. With regard to the overall costs per sq metre (PMI B (iii) ) the figure of £93 compares favourably with the IPF average of £104.
4. With regard to PMI 1B (ii) the percentage for urgent repairs (3%) is well below the IPF average of 12% while the figures for essential work are similar at around 43%.
5. Information in PMI 1D relates to the total expenditure on maintenance and the split between planned and responsive repairs. The planned percentage is below the IPF average of 56%. Under best practice the aim is to move towards a higher percentage spend on planned repairs.

## PMI 2 ENVIRONMENTAL PROPERTY ISSUES

		2009	2008
2A	Energy costs per square metre	£23.41	£18.38
	Energy consumption kwh per square metre	417	353
2B	Water costs per square metre	£3.17	£3.20
	Water consumption by volume m3 per square m	*	*
2C	CO2 emissions in tonnes per square metre	0.12	0.097

\* information has been collected on individual properties

### Comments on PMI 2 A, B and C – Environmental Property Issues

- 1 These figures apply to all operational buildings which includes 7 leisure buildings with 5 swimming pools. Not surprisingly, therefore, energy costs are above the IPF average of £9.60 and water costs are above the IPF average of £1.69 per square metre. CO<sub>2</sub> emissions have increased and are above the IPF average of 0.07.
- 2 Part of the reason for the increase in energy consumption over the previous year has been the difficulty in assessing usage for some buildings. Hopefully the measures in place will assist with producing accurate figures for future analysis.
- 3 The purpose of these indicators is to encourage the efficient use of assets and to measure year on year improvements in energy efficiency. With the refurbishment of buildings generally and the move to new offices it is expected that energy usage will fall. In addition a campaign for reducing carbon emissions will commence in 2010.

## PMI 3 SUITABILITY SURVEYS –OPERATIONAL PROPERTY

		2009	2008
3A	% of the portfolio by GIA :	100	100
3B	Number of properties :	37	39
3C	% graded satisfactory or above :	95%	95%

### Comments on PMI 3 A and B – Suitability Surveys

- 1 These surveys are required for all operational properties in order to determine whether buildings are fit for purpose. The assessments are based on systems adopted by other local authorities and include the following criteria – location, accessibility, environment, health and safety, fixtures and fittings and image. The outcome of the annual desktop review is summarised below:

Score out of 30	2009	2008
1-6 Unsuitable	0	0
7-12 Poor	2	2
13-18 Satisfactory	11	11
19-24 Good	24	24
25-30 Very Good	3	2
Total	40	39

- The assessments have been carried out for all Council operational properties and compare favourably with the IPF average of approximately 75% of buildings. The two buildings rated poor are the public conveniences in South Street, St Neots and the Octagon storage depot in St Ives. Reviews will be carried out annually in order to reflect improvements undertaken during the year.

#### **PMI 4 BUILDING ACCESSIBILITY SURVEYS –OPERATIONAL PROPERTY**

Access audit undertaken:	<b>2009</b>	<b>2008</b>
4A % of the portfolio by GIA :	31%	15%
4B Number of properties :	12	9
Accessibility plan in place		
4C % of portfolio :	31%	15%
4D Number of properties :	12	9

#### Comments on PMI 4 A, B, C and D – Building Accessibility Surveys

- These are required for all operational properties and the surveys have to be carried out by a competent person. An access audit is defined as “an examination of a building, its facilities or services reported on against predetermined criteria to assess its ease of use by disabled people”. After the audit an accessibility plan is drawn up to identify the actions necessary.
- While progress continues to be made, the percentage of properties with an access audit is below the IPF average of 87%. The Facilities Manager will be undertaking further assessments during the current year.

## PM1 5 SUFFICIENCY (CAPACITY AND UTILISATION) –OFFICES

	2008/09	2007/08
For financial year ending 31 <sup>st</sup> March.		
5A.1 (a) Operational office property as a percentage of the total portfolio	28%	29%
(b) Office space per head of population (per square metre)	0.045	0.048
5A.2 Office space as a % of total floor space in operational buildings	80%	80%
5A.3 (a) Number of offices shared with other public agencies	2	1
(b) Percentage of office buildings shared	20%	11%
5B.1 Average floor space per office staff	Not assessed	
5B.2 Average floor space per workstation	Not assessed	
5B.3 Annual property cost per workstation	Not assessed	

### Comments on PMI 5 A and B – Sufficiency (capacity and utilisation) Office Portfolio

- 1 The purpose of this indicator introduced in 2007 is to measure the capacity and utilisation of the office portfolio.
- 2 Information has been provided for PMI 5A but not yet for PMI 5B in view of the continuing changes in office accommodation. It is intended to refine these in due course so that more accurate information will be available once the new office project is completed.

PM1 6 SPEND ON PROPERTY	2008/09	2007/08
6A Gross property costs of operational estate as a percentage of the gross revenue budget	3.2%	3.5%
6B Gross property costs per square metre for operational property	£78	£83

### Comments on PMI 6 A and B – Spend and Property

- 1 This indicator aims to measure the overall property costs and changes in costs over time.

- 2 The percentage figure is well below the IPF average of 6.5%. As with PMI 5B, a more accurate assessment will be possible when the office moves have been completed.

<b>PM1 7 TIME AND COST PREDICTABILITY</b>		<b>2008/09</b>	<b>2007/08</b>
7A	Time predictability, design	75%	72%
7B	Time predictability, post contract	75%	86%
7C	Cost predictability, design	87%	100%
7D	Cost predictability, post contract	87%	100%

Comments on PMI 7 A, B, C and D – Time and Cost Predictability

1. There were 8 applicable schemes in 2008/09 (7 schemes in 2007/08)
2. This indicator relates to all projects over £50k. The Council's performance compares favourably with the IPF averages of 64% (7A), 31% (7B), 66% (7C) and 66% (7D). This confirms that building contracts are generally managed within acceptable time and cost limits. One scheme that did create problems in all the categories was in fact managed by external architects.



**OVERVIEW AND SCRUTINY PANEL  
(ECONOMIC WELL-BEING)**

**14TH JANUARY 2010**

**CABINET**

**21 JANUARY 2010**

## **SAPLEY EAST – PROPERTY TRANSACTIONS**

(Report by the Heads of Law, Property and Governance and Financial Services)

### **1. PURPOSE**

- 1.1 To seek approval to property transactions in accordance with the approved Masterplan for Sapley East.

### **2. BACKGROUND**

- 2.1 A report on the outcome of public consultations on various options for the development of land east of Sapley Square was considered by Cabinet in April 2009. The proposals were approved including the preferred option and the confirmation of the Masterplan document as informal planning guidance. A copy of the plan is attached at Annex A.
- 2.2 Key elements include:
  - The relocation of the faith buildings (Kingdom Hall and the Medway Christian Centre)
  - Developing a Community Enterprise Centre (CEC)
  - Developing a green swathe across the site
  - Developing/supporting market and social housing
  - Redevelopment of parts of the Luminus site
  - Obtaining the Public House site
- 2.3 The Council has agreed that any income from its land interests in the area will be reinvested in the Oxmoor.
- 2.4 Part of the Council's freehold land on which it is planned to locate the CEC contains an option agreement in favour of Luminus which will need to be renegotiated. Luminus have been fully involved in the consultation and subsequent CEC discussions.

### **3. PROPOSALS**

#### **3.1 CEC**

The Council's partner, Hunts Forum, has submitted a bid for grant funding towards the scheme. A decision is expected in March and if successful there will be a year to spend the money. The CEC would comprise the Learning Centre (relocated from St Barnabas), a furniture and chain-store returns recycling initiative promoted by Luminus and meeting rooms/offices for community organisations.

There will be a need for some matched funding which will include the land value and possibly some S106 contributions and part of the rental stream converted to a loan.

Assuming the grant application is successful, it is proposed to grant Hunts Forum a long lease of the land required at a peppercorn rent. Hunts Forum will be responsible for managing the CEC on similar lines to the Maple Centre. Rent and other income generated will offset the expected expenditure and any surplus set partly aside for long term maintenance.

### **3.2 Kingdom Hall**

The Jehovah's Witnesses are keen to relocate and the Town Council have agreed, in principle, to returning some of the land leased to them adjacent to the Medway Centre so that the new Kingdom Hall site has less requirement for developable land.

Negotiation will be required with the Jehovah's Witnesses over any financial adjustment between the value of their existing property and the proposed freehold site.

### **3.3 Medway Christian Centre**

As yet there has been no proposal acceptable to both parties.

### **3.4 Residential development**

The land adjoining the CEC has been earmarked for new housing and this will be sold/developed to maximise the capital receipt.

## **4. IMPLICATIONS**

- 4.1 Many of the elements will require planning approval and any sums negotiated are likely to be subject to successfully obtaining these approvals.
- 4.2 Over the course of the development of Sapley East, the objective is to ensure that there is no net cost to the council. Receipts from land sales and grant funding are aimed to recoup other expenditure. There are likely to be some phasing issues and the draft MTP already includes a small provision for upfront expenditure incurred on surveys, other preparatory work, legal costs etc. which will be recovered from land sales.

## **5. RISKS**

- 5.1 there are three main risks:
  - Grant funding for the CEC is not forthcoming or is insufficient for the scheme. In this case alternatives sources would be investigated or the scale of the building reduced. The Council could consider covering part of the cost from estimated land sales or from borrowing if an adequate rate of return were likely.
  - The faith buildings decide not to relocate. Much of the project can still proceed.
  - Land sales do not achieve sufficient capital receipts to fund all of the proposals. Options include waiting for prices to improve and identifying ways to achieve the key elements at less cost.

## **6. CONCLUSION**

- 6.1 Delivering the Masterplan would be a major achievement and will be dependent on successful financial negotiations on a range of aspects.
- 6.2 For these negotiations to be successful they will require delegated approval involving the relevant Executive Councillors.

## **7. RECOMMENDATION**

- 7.1 Cabinet is recommended to authorise the Director of Central Services to approve terms for the land and related transactions required to achieve the Sapley East Masterplan following consultation with the Executive Councillors for Resources and Policy and Finance.

## **BACKGROUND INFORMATION**

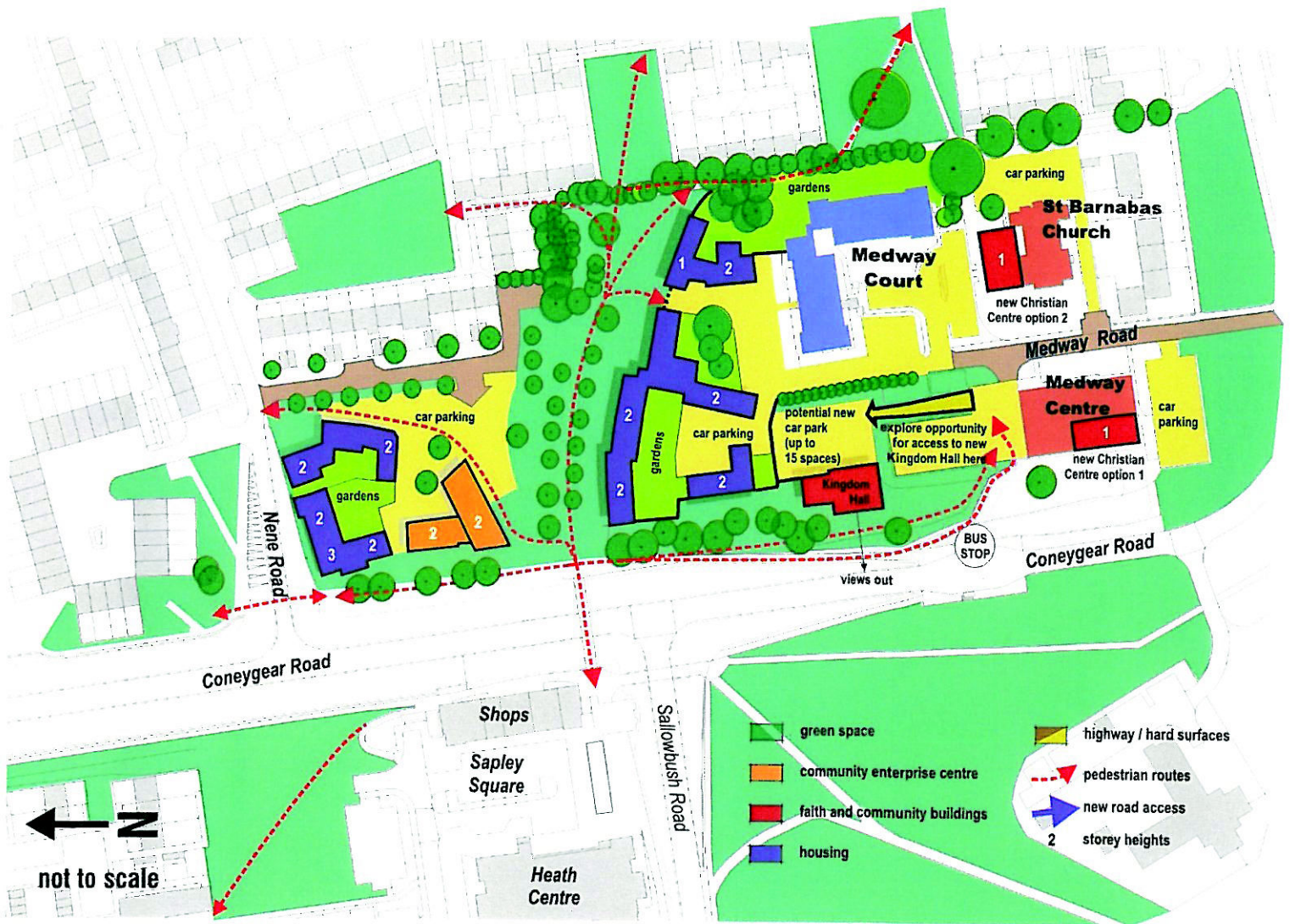
Oxmoor Action Plan  
Cabinet Report 23<sup>rd</sup> April 2009

### **Contact Officers:**

**Steve Couper, Head of Financial Services, 01480 388103**  
**Keith Phillips, Estates and Property Manager, 01480 388260**

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# ANNEX A



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Panel Date	Decision	Action	Response	Date For Future Action
13/05/09	<p><b><u>Grant Aid</u></b></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). A Working Group was established, comprising Councillors Mrs M Banerjee, P G Mitchell and J S Watt, to consider all capital and revenue grant aid schemes administered by the Council. The Working Group's final report has been endorsed for submission to the Cabinet.</p>	<p>Final report submitted to Cabinet on 29<sup>th</sup> January 2009.</p> <p>In order to monitor the situation an annual report on organisations supported by grant through service level agreements is requested by the Panel</p>	<p>The Cabinet considered and concurred with the final report.</p>	TBC
13/05/09	<p><b><u>Customer Services Monitoring Report</u></b></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). Quarterly performance reports to be circulated informally to the Panel (February and September each year) and formally on the Agenda (June and November each year).</p>	<p>Report to be included on Panel Agenda in June and November.</p>	<p>Report received meeting in November 2009.</p>	

Panel Date	Decision	Action	Response	Date For Future Action
13/05/09	<p><b><u>Licensing Act – Impact On Night-time Economy</u></b></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Support).</p> <p>Subject to an amendment to one of the recommendations, the Service Support Panel endorsed the final report for consideration by the Cabinet at their meeting on 29<sup>th</sup> January 2009.</p> <p>Agreed to re-visit the study towards the end of the year to review progress made towards achievement of the countywide action plan, the night watch project and the availability of statistics from Hinchingsbrooke Hospital on alcohol related accidents and emergency treatment.</p>	Request for report to be submitted to a future meeting.	Report endorsed by the Cabinet at their meeting on 29 <sup>th</sup> January 2009	4/02/10
13/05/09	<p><b><u>Corporate Plan Working Group</u></b></p> <p>Councillors J Ablewhite and GSE Thorpe Have been appointed onto the Corporate Plan Working Group.</p>	Quarterly performance reports to be submitted to all Overview and Scrutiny Panels in September, December, March and June of each year.		



Panel Date	Decision	Action	Response	Date For Future Action
19/09/09	<b><u>Local Government Act 2000 – Forward Plan</u></b>			
15/10/09	Asset Management Plan	Report requested.	This item appears elsewhere on the agenda	14/01/10
12/11/09	The Treasury Management Strategy and Prudential Indicators	Report requested.		4/02/10
12/11/09	Covert Surveillance Policy review	Report requested.		
12/11/09	Development brief for former Fire Station site in St Neots	Report requested.	This item appears elsewhere on the agenda	14/01/10
10/09/09	<p><b><u>Workplan Studies</u></b></p> <p>The following studies are to be prioritised and will form future studies(the first three were suggestions by the Corporate Plan Working Group following their examination of the Council's performance against its non-priority targets:</p> <ol style="list-style-type: none"> <li>1. Management of capital projects by the Environmental Management Section</li> <li>2. The effect and cost implications of the loss of the Huntingdonshire Enterprise Agency</li> <li>3. The employees Performance Development Review process</li> </ol>	Information requested from Heads of Service.	<p>CreativeXchange report.</p> <p>Huntingdonshire Enterprise Agency</p> <p>Vibrant Market Towns/Tourism</p>	<p>4/02/10</p> <p>4/02/10</p> <p>15/04/10</p>

Panel Date	Decision	Action	Response	Date For Future Action
	<ul style="list-style-type: none"> <li>4. Tourism</li> <li>5. The CreativeXchange St Neots</li> <li>6. Financial reports on the Leisure Centres</li> <li>7. Lessons learned from the headquarters and other accommodation project</li> <li>8. Industrial units at Caxton Road St Ives</li> </ul>			

**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
<b>Title of Study</b> (name of Working Group)	Grant Aid Working Group
<b>Appointing Panel</b>	Overview and Scrutiny Panel (Economic Well-Being) Formerly Overview and Scrutiny Panel (Service Delivery)
<b>Members Assigned</b> (including date Working Group appointed)	Date Appointed: 3 <sup>rd</sup> 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.
<b>Possible Co-Options to the Group</b>	None identified.
<b>Interests Declared</b>	None declared.
<b>Rapporteur</b>	Councillor P G Mitchell.
<b>Officer Support</b>	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
<b>Purpose of Study / Objective</b> (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.
<b>Rationale</b> (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.
<b>Terms of Reference</b>	As above, and additionally, the following:- <ul style="list-style-type: none"> <li>• To identify the purpose of each scheme having regard to the Council's priority contained in Growing Success;</li> <li>• To investigate the criteria for assessing applicants' eligibility under each scheme;</li> <li>• To investigate the methods adopted to publicise the availability of grant funding;</li> <li>• To investigate the application process for each scheme;</li> <li>• To be informed of Officer/Member involvement during</li> </ul>

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

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

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	Discussions with all of the Officers within the Council previously identified.
<b>External/Specialist Support</b>	N/A
<b>Existing Documentation</b>	<p>Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Service Delivery) – 3<sup>rd</sup> 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>
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	Discussions with all Officers identified above.
<b>Reference Sites</b>	HDC Website:- <a href="http://www.huntsdc.gov.uk">www.huntsdc.gov.uk</a>
<b>Investigations</b>	As outlined above.
<b>Witnesses</b>	<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>
<b>Site Visits (if necessary)</b> (where and when)	N/A
<b>Meetings of the Working Group</b>	<p>24<sup>th</sup> October 2007. 1<sup>st</sup> February 2008. 20<sup>th</sup> March 2008. 26<sup>th</sup> March 2008.</p>



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

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

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

AREA OF REVIEW	DETAILS/COMMENTS
<b>Title of Study</b> (name of Working Group)	Provision of Play Facilities Across the District Working Group
<b>Appointing Panel</b>	Overview and Scrutiny Panel (Social Well-Being) Formerly Overview and Scrutiny Panel (Service Delivery)
<b>Members Assigned</b> (including date Working Group appointed)	Date Appointed: 3 <sup>rd</sup> 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.
<b>Possible Co-Options to the Group</b>	None identified.
<b>Interests Declared</b>	Councillor P G Mitchell declared a personal interest into the study due to his involvement with the Stilton Skate Park Project.
<b>Rapporteur</b>	Councillor P G Mitchell
<b>Officer Support</b>	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
<b>Purpose of Study / Objective</b> (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.
<b>Rationale</b> (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.
<b>Terms of Reference</b>	As above.
<b>Links to Council Policies/Strategies</b>	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**

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

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

AREA OF REVIEW	DETAILS/COMMENTS
<b>Title of Study</b> (name of Working Group)	Parking At Hinchingsbrooke Hospital
<b>Appointing Panel</b>	Overview and Scrutiny Panel (Social Well-Being)
<b>Members Assigned</b> (including date Working Group appointed)	Date Appointed: 7 <sup>th</sup> 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.
<b>Possible Co-Options to the Group</b>	None identified at present.
<b>Interests Declared</b>	Cllr Mrs P A Jordan – by virtue of her employment with the NHS.
<b>Rapporteur</b>	Councillor S J Criswell (as Chairman)
<b>Officer Support</b>	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC
<b>Purpose of Study / Objective</b> (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.
<b>Rationale</b> (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.
<b>Terms of Reference</b>	To investigate the causes of complaints and make recommendations on measures that will ameliorate them.
<b>Links to Council Policies/Strategies</b>	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><b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)</p>	<p>Investigations into:-</p> <ul style="list-style-type: none"> <li>• the management of the car park</li> <li>• the effectiveness of the hospital's Travel Plan</li> <li>• the availability of public transport</li> <li>• the impact of parking and associated charges on the surrounding area</li> <li>• inviting a representative of the NHS Trust to attend a future Panel meeting</li> <li>• consultation with local residents and users of the car park</li> <li>• comparisons to other hospitals, i.e Addenbrooke's</li> <li>• desktop research</li> <li>• formal request for information to the Hospital</li> <li>• public views sought.</li> </ul>
<p><b>External/Specialist Support</b></p>	<p>Ms E Stubbs and Mrs R Clapham – Cambridgeshire LINK.</p>
<p><b>Existing Documentation</b></p>	<p>Planning Permission for Hospital site.</p> <p>Hinchingbrooke Hospital Travel Plan.</p> <p>Presentation delivered by the Scrutiny and Review Manager on 1<sup>st</sup> September 2009.</p>
<p><b>Evidence to be Obtained</b> (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><b>Reference Sites</b></p>	<p>Hinchingbrooke Health Care NHS Trust <a href="http://www.hinchingbrooke.nhs.uk/">http://www.hinchingbrooke.nhs.uk/</a></p> <p>East of England Strategic Health Authority <a href="http://www.eoe.nhs.uk/">http://www.eoe.nhs.uk/</a></p> <p>Cambridge University Hospitals NHS Trust (Addenbrooke's) <a href="http://www.cuh.org.uk/addenbrookes/addenbrookes_index.html">http://www.cuh.org.uk/addenbrookes/addenbrookes_index.html</a></p> <p>NHS Cambridgeshire <a href="http://www.cambridgeshirepct.nhs.uk/">http://www.cambridgeshirepct.nhs.uk/</a></p> <p>British Parking Association <a href="http://www.britishparking.co.uk/">http://www.britishparking.co.uk/</a></p>
<p><b>Investigations</b></p>	<p>As outlined above; namely local parking facilities, parking practices at other Hospitals and national policies.</p>

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

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**OVERVIEW AND SCRUTINY  
(ENVIRONMENTAL WELLBEING)  
WORKING GROUP STUDY**

AREA OF REVIEW	DETAILS/COMMENTS
<b>Title of Study</b> (name of Working Group)	Development Management Process Working Group.
<b>Appointing Panel</b>	Overview and Scrutiny (Environmental Well-Being) Panel.
<b>Members Assigned</b> (including date Working Group appointed)	Councillors M G Baker, P Godley, M F Newman and J S Watt. Appointed by the Panel on 14 <sup>th</sup> July 2009.
<b>Possible Co-Options to the Group</b>	TBC
<b>Interests Declared</b>	None received.
<b>Rapporteur</b>	Councillor M G Baker
<b>Officer Support</b>	Roy Reeves, Head of Democratic and Central Services Jessica Walker, Trainee Democratic Services Officer
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To investigate the process for the determination of planning applications and make recommendations where appropriate.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Anecdotal evidence from Members of public concern over the pre-decision planning process.
<b>Terms of Reference</b>	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.
<b>Links to Council Policies/Strategies</b>	Link to Corporate Plan – To improve our systems and practices.

<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	Examination of available data; Interviews; Surveys.
<b>External/Specialist Support</b>	TBC
<b>Existing Documentation</b>	To be determined.
<b>Evidence to be Obtained</b> (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.

**OVERVIEW AND SCRUTINY  
(ENVIRONMENTAL WELLBEING)  
WORKING GROUP STUDY**

	Website Comparisons. Performance against Government Indicators. Availability of best practice advice and guidance. Cost effectiveness of process.
<b>Reference Sites</b>	Comparable local authorities.
<b>Investigations</b>	To be undertaken by officers supporting the Working Group.
<b>Witnesses</b>	Planning officers. Chairman of Development Management Panel.
<b>Site Visits (if necessary)</b> (where and when)	Likely to be unnecessary.
<b>Meetings of the Working Group</b>	Meetings held on Thursday August 6 <sup>th</sup> 2009, Thursday September 10 <sup>th</sup> 2009, Thursday 8 <sup>th</sup> October, Thursday 29 <sup>th</sup> October and Friday 20 <sup>th</sup> November.  Future meetings are scheduled for Thursday 3 <sup>rd</sup> December and Thursday 17 <sup>th</sup> December.
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time – both to provide support and to conduct research.
<b>Possible Barriers to the Study</b> (potential weaknesses)	None known at this stage.
<b>Projected Timescale</b> (Start and end times)	Start – July 2009 Completion of study expected December 2009.



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## 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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