

A meeting of the **CABINET** will be held in **MEETING ROOM 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 22 JULY 2010** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **APOLOGIES**

  
**Contact  
(01480)**

**1. MINUTES** (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 17 June 2010.

**Mrs H J Taylor  
388008**

**2. MEMBERS' INTERESTS**

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

**3. REVENUE MONITORING: 2009/10 OUTTURN AND 2010/11 BUDGET** (Pages 5 - 20)

To receive a report by the Head of Financial Services.

**S Couper  
388103**

**4. CAPITAL MONITORING: 2009/10 OUTTURN AND 2010/11 BUDGET** (Pages 21 - 28)

To receive a report by the Head of Financial Services.

**S Couper  
388103**

**5. CIVIL PARKING ENFORCEMENT** (Pages 29 - 38)

To consider a report by the Head of Planning Services on the Council's Civil Parking Enforcement proposals.

**S Bell  
388387**

**6. PUBLIC CONVENIENCES RESPONSE TO PETITION** (Pages 39 - 42)

To receive a report by the Director of Environmental and Community Services in response to the petition submitted at the April meeting of the Council.

**M Sharp  
388301**

**7. 2009/10 ANNUAL PERFORMANCE REPORT** (Pages 43 - 48)

To consider a report by the Head of People, Performance & Partnerships regarding the publication of the annual corporate

**D Buckridge  
388065**

performance data for 2009/10.

**8. RISK REGISTER** (Pages 49 - 56)

To consider a report by the Audit and Risk Manager

**D Harwood**  
**388115**

**9. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains exempt information which relates to individuals and is likely to reveal the identity of the individuals concerned.

**10. ENVIRONMENTAL SERVICES DIRECTORATE - HEAD OF OPERATIONS** (Pages 57 - 64)

To consider proposals for the appointment for the Head of Operations. Details of short listed candidates are attached.

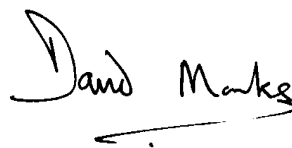
**Ms S Caddell**  
**388044**

**11. FORMER FIRE STATION SITE AND WASTE RECYCLING CENTRE, HUNTINGDON STREET, ST NEOTS** (Pages 65 - 76)

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

**K Phillips**  
**388260**

Dated this 21 day of July 2010



Chief Executive

**Notes**

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*

(a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*

(b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*

- (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
  - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

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

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

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

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

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

***Emergency Procedure***

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

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# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Meeting Room 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 17 June 2010.

PRESENT: Councillor I C Bates – Chairman.

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

### 13. MINUTES

The Minutes of the meeting of the Cabinet held on 19th May 2010 were approved as a correct record and signed by the Chairman.

### 14. MEMBERS' INTERESTS

No declarations were received.

### 15. TREASURY MANAGEMENT ANNUAL REPORT 2009/10

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance for the year ending 31st March 2010 by fund managers in the investment of the Council's Capital Receipts.

In accordance with the Chartered Institute of Public Finance and Accountancy's Treasury Management Code of Practice, Executive Councillors received the views of the Overview and Scrutiny (Economic Well-Being) Panel on the matter. Particular attention was drawn to a scheme through which town and parish councils can deposit funds with the District Council for investment. Having regard to the strict legal framework within which the scheme operates, the Panel were of the opinion that there might be some benefit in varying the scheme's current terms for investments that exceed £250k.

Having acknowledged that the Council had performed well with regard to the returns it had achieved on its investment in the year, the Cabinet

RESOLVED

that the contents of the report be noted prior to its submission to the Council.

### 16. RAMSEY MARKET TOWN TRANSPORT STRATEGY

With the aid of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet considered the content of the Ramsey Market Town Transport Strategy, which will

initially form part of the Cambridgeshire Local Transport Plan (LTP) 2006 - 2011 prior to its incorporation into the third LTP.

In so doing, Executive Councillors were acquainted with the steps to be taken to implement the programme of schemes identified for the next five years including improved transport provision and measures to manage traffic. Having received assurances that the strategy will be reviewed between now and 2015 to take into account the emerging Huntingdonshire Local Development Framework, the Cabinet

RESOLVED

that the Ramsey Market Town Transport Strategy, as appended to the report now submitted, be approved.

**17. TRANSFER OF S106 ASSET, COMMUNITY BUILDING AT LOVES FARM, ST NEOTS**

By means of a report by the Head of Environmental and Community Health Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with options for the future management of a new community building to be built at Loves Farm Development, St. Neots.

Consideration was given to two expressions of interest for the management of the building from St. Neots Town Council and an established Loves Farm Residents' Association. In discussing the terms of any transfer, Executive Councillors were advised that the Residents' Association had expressed a wish to be involved in both the design and supplementary funding of the building. Given their overall enthusiasm for the project, the long term advantages of retaining the freehold rights for the land and the benefits of community ownership, the Cabinet

RESOLVED

that Loves Farm Residents' Association be approved as the managing organisation for the Loves Farm Community Building subject to the establishment of an appropriate charitable trust and the receipt of an appropriate business plan.

**18. CAR PARKING ORDERS**

*(Councillors B Chapman and R S Farrer – Ward Members for St Neots Priory Park and Eaton Ford respectively, were in attendance and spoke on this item)*

Further to Minute No. 09/100 and with the assistance of a report prepared by Chief Officer's Management Team (a copy of which is appended in the Minute Book) the Cabinet considered the responses received to the consultation on the Off-Street Parking Places Orders 2010, summarised in the appendices to the report.

Members were reminded that the Orders would introduce a number of

changes to the existing orders including the use of parking provision at Riverside Car Park in Huntingdon, control of free parking in Ramsey, introduction of charging at Hinchingsbrooke Country Park, Huntingdon, Riverside Park and Cambridge Street, St. Neots.

In reviewing the issues involved, the Cabinet considered comments by Councillors Chapman and Farrer as to their concerns for St Neots town centre and local residents of the proposed charges for the Riverside Car Park. At the same time, attention was drawn to the receipt of two petitions objecting to these charges.

Members' attention was drawn also to the conclusions reached by the Overview and Scrutiny (Environmental Well-Being) Panel on the matter. The Panel had discussed proposals, to introduce charging at Hinchingsbrooke Country Park, particularly the introduction of a "Friend's of the Park" car park permit. In that respect, the Cabinet concurred with the Panel that the use of this car park would need to be managed in such a way to ensure that membership of friends was not used to enable motorists to continue to park without incurring a charge.

On the issue of holding a local inquiry, Executive Councillors agreed with the Panel that there had been ample opportunity for members of the public to comment and therefore there was no reason why a local inquiry should be required.

Having noted the concerns of the Executive Councillor for Environment and Information Technology over the implementation of the charges at Riverside Park, St Neots and the limited number and duration of the free car parking spaces proposed, the Cabinet

#### RESOLVED

that the Director of Central Services be authorised to proceed with the making of the Off Street Parking Places Orders 2010, without holding a local inquiry.

#### **19. CAMBRIDGESHIRE VOLUNTARY SECTOR: INFRASTRUCTURE REVIEW**

With the aid of a report by the Community Manager, the Cabinet was acquainted with proposals published by Cambridgeshire County Council and NHS Cambridgeshire to introduce a single funding agreement for the Council's of Voluntary Services (CVS) across Cambridgeshire (copies of the report and the funding agreement are appended in the Minute Book).

Members were advised that Cambridgeshire County Council currently provided financial support to all CVS and that a number of inconsistencies and inequalities existed in the scheme. Having expressed concern over the potential cost implication to the authority of delivering the new arrangement, the Cabinet

#### RESOLVED

that Cambridgeshire County Council and Cambridgeshire NHS be requested to provide further information on the

benefits and cost implications of delivering a single funding agreement for Councils of Voluntary Services in Cambridgeshire.

## **20. PERFORMANCE MANAGEMENT**

The Cabinet received and noted a report by the Head of People, Performance and Partnerships (a copy of which is appended in the Minute Book) which reviewed the Council's performance against the targets within the Corporate Plan. The report which included data and narrative on the achievement against targets for each of the Council's priority objectives had been considered also by the Overview and Scrutiny Panels whose comments were relayed to the Cabinet.

Executive Councillors were acquainted also with plans to revise and streamline the Council's performance management procedure in the light of changes to local priorities, circumstances and national inspection regimes.

## **21. REPRESENTATION ON ORGANISATIONS 2010/11**

Consideration was given to a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) regarding the Council's representation on a variety of organisations/partnerships, it was

### **RESOLVED**

- (a) that, with the exception of the following nominations be made to the organisation as set out in the report now submitted:-
  - ◆ Cambridgeshire Health, Well-Being and Supporting People Member Group – Councillor A Hansard (substitute – Councillor L M Simpson);
  - ◆ Huntingdonshire Flood Forum – Councillor J A Gray; and
  - ◆ Ramsey Neighbourhood Management Board – Councillor P L E Bucknell.
- (b) that, in the event that changes are required to the Council's representatives during the course of the year, the Chief Executive, after consultation with the Deputy Leader and Vice-Chairman of the Cabinet, be authorised to nominate alternative representatives as necessary.

Chairman



# Agenda Item 3

AGENDA ITEM NO:

CABINET

22 JULY 2010

## 2009/10 OUTTURN AND 2010/11 REVENUE BUDGET MONITORING (Report by the Head of Financial Services)

### 1 INTRODUCTION

- 1.1 The 2009/10 accounts have now been approved by the Corporate Governance Panel so that they can be audited. This report compares the outturn with the original budget and highlights the main variations.
- 1.2 It also considers the implications of the outturn and other identified variations on the current year's budget.
- 1.3 Finally it reports the amounts collected and debts written off in the first quarter of 2010/11.

### 2 GENERAL FUND OUTTURN 2009/10

- 2.1 The final outturn was £1,913k below the original budget and included the deferral to the current year of items amounting to £370k (£96k more than forecast). This underspend has been transferred to a Special Reserve, so the budgeted £3,758k will still need to be taken from the general fund reserve.

	Original Budget £000	Outturn £000
Approved budget	23,380	23,380
Delayed spending from 2008/09	250	274
Variations		-1,891
Projects delayed to 2010/11	-250	-370
<b>subtotal</b>	<b>23,380</b>	<b>21,393</b>
Contribution to Special Reserve		1,913
<b>Net spending</b>	<b>23,380</b>	<b>23,306</b>
Government support	-12,572	-12,572
Collection fund adjustment	-27	-49
Council tax	-7,023	-7,023
<b>Reserves</b>		
Use of delayed projects reserve	-250	-274
Contribution to delayed projects reserve	250	370
General reserves	-3,758	-3,758
<b>Total reserves</b>	<b>-3,758</b>	<b>-3,662</b>
<b>Total</b>	<b>-23,380</b>	<b>-23,306</b>

- 2.2 The outturn has been monitored throughout the year but there have, as usual, been a number of variations in the last few weeks.

The outturn is £248k less than reported to Cabinet in April 2009; the reasons for this variation are given below.

<b>REVENUE BUDGETARY CONTROL</b>	<b>Outturn £000</b>
<b>Further Variations</b>	
Development control consultants and legal fees re RAF Upwood	100
One Leisure electricity refund & audit fee saving	-40
One Leisure general underspends	-66
Management units - various	-147
Local taxation – reduced recovery of court costs	75
Local taxation – other variations	-26
Housing benefits – impact of changed caseload	-42
Recycling – vacancies, income from glass sales	-48
Members' expenses	-26
Recharges to non-revenue accounts	-63
Other variations	35
	<b>-248</b>

**2.3** Annex A shows the variations in controllable costs by service area for each Head of Service together with notes explaining the more significant items. Annex B provides a summary at service level.

**2.4** All variations will be fully considered by Directors and their Heads of Service in order to ensure that any ongoing impact in the current and future years is addressed in the review of the MTP.

### **3. REVENUE MONITORING 2010/11**

**3.1** Only limited budget monitoring takes place in April and May due to the priority to complete the final accounts, the need to wait for adjustments for debtors and creditors to be dealt with in the new financial year and the difficulty of making assumptions on limited evidence.

**3.2** This first monitoring therefore concentrates on the impact of items that occurred last year plus a few significant ones that are already emerging in the current year.

**3.3** Last year the Council benefited from three significant items:

- Technical adjustment on debt repayments (£308k)
- VAT refund (£696k)
- Housing and Planning Delivery Grant in excess of the general grants provision (579k)

These items are not likely to recur in 2010/11. There are further claims for VAT refunds but they are less likely to succeed and resolution could be some time away.

3.4 The Government have announced the demise of LABGI and the Planning and Housing Delivery Grant so it is unlikely that the budget provision of £255k will be achieved.

3.5 The following table provides an initial view of the forecast:

<b>REVENUE BUDGETARY CONTROL 2010/11</b>	<b>Original Budget £000</b>	<b>Variation £000</b>	<b>Forecast outturn £000</b>
Approved budget	24,848		24,848
Delayed spending from 2009/10	250	120	370
<b>Variations</b>			
Non-achievement of £255k contingency for unbudgeted government grants		255	
Reduced pay award – assume agreed at £106k		-151	
Recycling gate fees – saving of £192k <u>if</u> indexation continues at current level		-192	
Supplementary estimate – NNDR relief		20	
Delay in transfer of public conveniences		27	
Delay in introducing car park charges and modification to original St Neots Riverside proposal.		48	
Costs of planning appeals		100	
Concessionary Fares		-70	
Guided Bus delay		-40	
Impact of capital spending deferred from 2009/10		-43	
			-52
Delayed spending to 2011/12	-250		-250
<b>Forecast net spending</b>	<b>24,848</b>	<b>68</b>	<b>24,916</b>
<b>Financed from</b>			
Government support	-12,940		-12,940
Collection fund adjustment	35		35
Council tax	-7,273		-7,273
<b>General Reserves</b>			
Use of delayed projects reserve	-250	-120	-370
Contribution to delayed projects reserve	250		250
General reserves	-4,670	52	-4,618
<b>Total use of reserves</b>	<b>-4,670</b>	<b>-68</b>	<b>-4,738</b>
<b>Total</b>	<b>-24,848</b>	<b>-68</b>	<b>-24,916</b>

#### 4. Collection of debts

4.1 Annex C reports on sums collected and debts written off in the last quarter.

## **5. CONCLUSION**

**5.1** The Council has been able to transfer £1,913k to a Special Reserve to finance any up-front costs of achieving future savings. General Reserves fell by £3,758k to £15,561k

**5.2** Whilst only a few variations to the original budget have come to light so far and more will emerge, it is certain that the Council will incur a substantial deficit for the full year. At £4.6m, this would amount to 36% of our available general reserves (£12.6m).

## **6. RECOMMENDATION**

**6.1** The Cabinet is requested to:

- note the variations summarised in this report relating to 2009/10
- note the 2010/11 variations identified so far.
- note the position on debts collected and written-off

## **BACKGROUND INFORMATION**

- 1 2009/10 and 2010/11 Budget Files
- 2 2009/10 Closedown Files

### **Contact Officers:**

**Steve Couper**, Head of Financial Services, ☎ (01480) 388103

**Eleanor Smith**, Accountancy Manager, ☎ (01480) 388157

## ANNEX A

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>CHIEF EXECUTIVE</b>						
Corporate Services	Corporate Management	277	285	283	-2	
<b>CHIEF EXECUTIVE</b>		<b>277</b>	<b>285</b>	<b>283</b>	<b>-2</b>	
<b>DIRECTOR OF CENTRAL SERVICES</b>						
Internal Services		169	174	183	9	
<b>HEAD OF ADMINISTRATION</b>						
Environmental Services	Environmental Health	-176	-206	-238	-32	Licences income (-£31k)
Corporate Services	Democratic Representation	562	596	556	-40	Members allowances (-£23k), Twinning (-£12k) Grant for European and County elections (+£35k) Land charges reduced income and increased expenditure (+£36k)
Internal Services	Central Services	-96	-88	-12	76	
	Internal Services	592	558	570	12	
	Management Units	842	853	793	-60	Staff saving on maternity and overtime (-£72k)
		<b>1,724</b>	<b>1,713</b>	<b>1,669</b>	<b>-44</b>	
<b>HEAD OF LAW, PROPERTY AND GOVERNANCE</b>						
Planning						
Internal Services	Economic Development	-1,410	-1,360	-1,292	68	Commercial and industrial units -rent (+£30k) building maintenance (+£32k)
	Management Units	493	498	447	-51	Legal fees (-£11k) costs recovered (-£21k)
		<b>-917</b>	<b>-862</b>	<b>-845</b>	<b>17</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>HEAD OF PEOPLE, PERFORMANCE AND PARTNERSHIPS</b>						
<b>Planning</b>						
<b>Community Services</b>	Economic Development	147	149	159	10	
	Tourism	48	46	37	-9	
	Community Initiatives	33	7	-1	-8	
<b>Corporate Services</b>	Corporate Management	119	121	119	-2	
	Non-Distributed Costs	245	245	232	-13	Pensions Increase Act (-£13k)
<b>Internal Services</b>	Management Units	1,235	1,266	1,142	-124	Review of staffing (-£92k) Office expenditure (-£22k)
	Other	295	192	194	2	
		<b>2,122</b>	<b>2,026</b>	<b>1,882</b>	<b>-144</b>	
<b>DIRECTORATE OF CENTRAL SERVICES</b>		<b>3,098</b>	<b>3,051</b>	<b>2,889</b>	<b>-162</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>DIRECTOR OF COMMERCE AND TECHNOLOGY</b>						
Internal Services		130	127	134	7	
<b>HEAD OF FINANCIAL SERVICES</b>						
Corporate Services						
Other Expenditure	Corporate Management	174	181	178	-3	
	Contingency	-676	-466	-141	325	Turnover allowance allocated to services, (+£258k) transfer of salaries to capital (+£100k)
	Other Expenditure	140	140	-648	-788	Refund of VAT (-£696), bad debt provision for sundry debtors (+£88k)
	LABGI and Area Based Grant	0	-183	-183	0	
	Investment Interest	-545	-545	-1,044	-499	Lower provision for debt repayments net of interest (-£499k)
	Deferred expenditure from 2008/09	274	0	0	0	
	Deferred expenditure to 2010/11	-274	-274	0	274	Savings found on other services (+£274k)
Internal Services						
	Management Units	1,184	1,219	1,107	-112	Deferral of computer audit and bought-in audit services (-£30k)
	Insurances	462	462	378	-84	Staff saving due to maternity (-£34k)
	Other	68	59	76	17	Saving on insurance premiums (-£84k)
		<b>807</b>	<b>593</b>	<b>-277</b>	<b>-870</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>HEAD OF INFORMATION MANAGEMENT</b>						
<b>Internal Services</b>						
	Helpdesk	593	580	426	-154	Transfer of PCs to capital (-£142k)
	Network Services	674	682	542	-140	Transfer of PCs to capital (-£130k)
	Development Team	195	233	257	24	Web advertising income (+£29k)
	Information Manager	298	262	263	1	
	Business Analysis	366	382	391	9	
	Other	289	275	234	-41	Telephones (-£53k)
		<b>2,415</b>	<b>2,414</b>	<b>2,113</b>	<b>-301</b>	
<b>HEAD OF CUSTOMER SERVICES</b>						
<b>Planning</b>						
	Economic Development	28	53	53	0	
<b>Community Services</b>						
	Customer Services	136	116	124	8	
<b>Housing Services</b>						
	Housing Benefits	-564	-643	-867	-224	Higher proportion of rent allowance payments covered by subsidy (-£120k), administration subsidy (-£94k)
<b>Corporate Services</b>						
	Local Taxation & Benefits	-890	-815	-852	-37	Council Tax administration subsidy (-£31k)
<b>Internal Services</b>						
	Revenues and Benefits	2,190	2,159	2,172	13	
	Call Centre and Customer Services	1,192	1,214	1,137	-77	Employees (-£57k) equipment (-£13k)
		<b>2,092</b>	<b>2,084</b>	<b>1,767</b>	<b>-317</b>	



		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>GENERAL MANAGER, LEISURE</b>						
<b>Community Services</b>						
	One Leisure Huntingdon	281	166	212	46	Lower income from schools (+£40k), other income (+£30k), fuel refund (-£22k)
	One Leisure Ramsey	272	228	192	-36	Higher income (-£16k), lower running costs (-£21k)
	One Leisure Sawtry	273	242	245	3	
	One Leisure St Ives	342	135	146	11	Lower income from schools (+£52k), other income (+£106k), lower running costs (-£134k)
	One Leisure St Neots	411	329	379	50	Lower income from schools (+£17k), other income(+£8k), lower running costs (-£45k)
	Leisure Centres Overall	-539	-51	41	92	Savings not achievable in 2009/10 rephased in MTP (+£85k)
<b>Internal Services</b>						
	Management Units	218	208	205	-3	
		<b>1,258</b>	<b>1,257</b>	<b>1,420</b>	<b>163</b>	
<b>DIRECTORATE OF COMMERCE AND TECHNOLOGY</b>		<b>6,702</b>	<b>6,475</b>	<b>5,157</b>	<b>-1,318</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>DIRECTOR OF ENVIRONMENTAL and COMMUNITY SERVICES</b>						
<b>Internal Services</b>		<b>160</b>	<b>168</b>	<b>169</b>	<b>1</b>	
<b>HEAD OF ENVIRONMENTAL MANAGEMENT</b>						
<b>Environmental Services</b>						
	Drainage & Sewers	407	407	394	-13	Internal Drainage Board Levy (-£7k), watercourse repairs (-£6k)
	Public conveniences	156	156	156	0	
	Environmental Health	128	125	88	-37	Energy efficiency (-£23k), St Neots energy strategy (-£14k)
	Closed Churchyards	5	5	5	0	
<b>Planning</b>						
	Building Control	-517	-516	-433	83	Lower application fee income (+£100k)
<b>Community Services</b>						
	Community Initiatives	6	6	3	-3	
	Parks	0	10	0	-10	
<b>Highways &amp; Transportation</b>						
	Street Naming	38	38	34	-4	
	Car Parks Assets	43	43	55	12	
	Environmental Improvements	37	37	34	-3	
<b>Internal Services</b>						
	Management Units	1,523	1,531	1,432	-99	Design management unit vacancy, training, car allowances (-£40k)
	Offices and Depot	696	696	1,009	313	Repairs & maintenance (+£40k), electricity (+£110k), Centenary House rent (+£65k), other (+£98k)
	Pool Cars	18	18	17	-1	
		<b>2,540</b>	<b>2,556</b>	<b>2,794</b>	<b>238</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>HEAD OF ENVIRONMENTAL AND COMMUNITY HEALTH SERVICES</b>						
<b>Environmental Services</b>						
<b>Community Initiatives</b>	Environmental Health	250	258	179	-79	Legal fees and consultancy (-£20k), contribution to support smoke-free legislation (-£20k), housing survey delayed (-£12k)
	Grants	362	361	381	20	Expenditure funded from capital (+£20k)
	Arts Development	126	126	119	-7	
	Leisure Development	190	195	194	-1	
	Other	17	21	33	12	
<b>Community Safety</b>						
	Community Safety	32	31	102	71	2010/11 Grant paid out early (+£22k), grant income transferred to central fund (+£50k)
<b>Internal Services</b>	Management Units	1,554	1,547	1,470	-77	Vacancies & part-time working (-£40k)
		<b>2,531</b>	<b>2,539</b>	<b>2,478</b>	<b>-61</b>	
<b>HEAD OF HOUSING SERVICES</b>						
<b>Housing Services</b>						
	Housing Services	29	28	-39	-67	Choice-based lettings scheme (-£52k), Mobile Home Park income (-£18k)
	Private Housing Support	-18	-17	-20	-3	
	Homelessness	206	205	227	22	
<b>Internal Services</b>	Management Units	1,073	1,074	1,056	-18	
		<b>1,290</b>	<b>1,290</b>	<b>1,224</b>	<b>-66</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>HEAD OF OPERATIONS</b>						
<b>Environmental Services</b>						
	Refuse Collection	1,983	1,983	1,888	-95	Vehicle maintenance (-£90k)
	Recycling	425	425	359	-66	Wheeled bins transfer to capital (-£72k), vacancies (-£36k). Lower recycling credits (+£54k)
	Drainage & Sewers	10	10	6	-4	
	Street Cleaning & Litter	948	948	894	-54	Vehicle maintenance (-£31k), no chewing gum removal (-£17k)
<b>Planning</b>						
	Markets	-156	-156	-141	15	
<b>Community Safety</b>					0	
	C C T V	517	517	482	-35	Equipment and maintenance (-£35k)
<b>Community Services</b>						
	Countryside	501	509	470	-39	Virement to capital re Paxton Pits (-£25k)
	Parks	13	13	-75	-88	Extra income (-£20k), transfer to capital (-£60k)
<b>Highways &amp; Transportation</b>						
	Car Parks	-1,164	-1,164	-1,003	161	Excess charges income (+£97k), general supplies (+£32k), Huntingdon Riverside NNDR (+£16k)
<b>Corporate Services</b>						
	Emergency Planning	28	28	42	14	
<b>Internal Services</b>						
	Operations Management Units	1,544	1,547	1,449	-98	Staff turnover (-£51k), CCTV reorganisation (-£20k), diesel (-£10k),
	Grounds Maintenance	831	831	852	21	
	Other	28	28	25	-3	
		<b>5,508</b>	<b>5,519</b>	<b>5,248</b>	<b>-271</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>HEAD OF PLANNING SERVICES</b>						
<b>Planning</b>						
	Development Control	-931	-931	-647	<b>284</b>	Fee income (+£21k), consultants costs (+£48k) RAF Upwood etc appeal costs (+£221k)
	Planning Policy & Conservation	552	656	312	<b>-344</b>	A14 inquiry delayed (-£246k), deferred schemes (-£91k)
<b>Highways &amp; Transportation</b>						
	Planning Delivery Grant	70	70	-576	<b>-646</b>	Housing and Planning Grant in excess of provision (-£579k)
	Transportation Strategy	102	101	67	<b>-34</b>	Community transport grants (-£12k), transfer to capital (-£15k)
	Public Transport	543	571	906	<b>335</b>	Concessionary fares subsidy (+£335k)
	Car Parks	92	92	0	<b>-92</b>	Car park strategy (-£87k)
<b>Internal Services</b>						
	Management Units	2,356	2,377	2,179	<b>-198</b>	Lower consultants costs mainly due to recovery from Cambs Horizons/CCC (-£192k)
	Other	11	11	24	<b>13</b>	
		<b>2,795</b>	<b>2,947</b>	<b>2,265</b>	<b>-682</b>	
<b>NEW ACCOMMODATION PROJECT MANAGER</b>						
		<b>184</b>	<b>188</b>	<b>174</b>	<b>-14</b>	
<b>DIRECTORATE OF ENVIRONMENTAL AND COMMUNITY SERVICES</b>		<b>15,008</b>	<b>15,207</b>	<b>14,352</b>	<b>-855</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>TOTAL DIRECT AND INDIRECT SERVICES</b>		<b>25,085</b>	<b>25,018</b>	<b>22,681</b>	<b>-2,337</b>	
Less recharges to non-revenue accounts		-1,705	-1,613	-1,288	<b>325</b>	Overhead no longer chargeable to capital (+£232k)
Contribution to special reserve		0	0	1,913	<b>1,913</b>	Transfer of savings to future spending reserve
<b>COUNCIL TOTAL</b>		<b>23,380</b>	<b>23,405</b>	<b>23,306</b>	<b>-99</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>FUNDED FROM</b>						
Government Support		-12,572	-12,572	-12,572	0	
Council Tax		-7,023	-7,023	-7,023	0	
Collection Fund		-27	-27	-49	<b>-22</b>	
Project Timing Reserve b/f		-250	-274	-274	0	
Project Timing Reserve c/f		250	274	370	<b>96</b>	
Reserves		-3,758	-3,783	-3,758	<b>25</b>	
		<b>23,380</b>	<b>23,405</b>	<b>23,306</b>	<b>-99</b>	

## ANNEX B

Service variations 2009/10	Original Budget	Updated Budget	Outturn	Outturn variation from
	£000	£000	£000	updated £000
<b>Environmental Services</b>				
Refuse Collection	3,576	3,527	3,057	-470
Recycling	837	820	702	-118
Drainage & Sewers	570	549	497	-52
Public Conveniences	251	257	185	-72
Environmental Health	2,575	2,559	2,153	-406
Closed Churchyards	18	11	7	-4
Street Cleaning & Litter	1,407	1,361	1,235	-126
Nightsoil Collection	10	10	6	-4
	<b>9,244</b>	<b>9,094</b>	<b>7,842</b>	<b>-1,252</b>
<b>Planning</b>				
Development Control	1,391	1,410	1,395	-15
Building Control	259	259	198	-61
Planning Policy & Conservation	1,592	1,712	1,062	-650
Markets	-37	-42	-47	-5
Economic Development	-622	-583	-585	-2
Planning Government Grants	70	70	-576	-646
	<b>2,653</b>	<b>2,826</b>	<b>1,447</b>	<b>-1,379</b>
<b>Community Services</b>				
Countryside	672	684	600	-84
Tourism	150	150	136	-14
Community Initiatives	908	960	885	-75
Parks	1,871	1,865	1,553	-312
Leisure Policy	482	478	450	-28
Leisure Centres	3,530	3,525	3,036	-489
Community Facilities	194	134	72	-62
	<b>7,807</b>	<b>7,796</b>	<b>6,732</b>	<b>-1,064</b>
<b>Community Safety</b>	<b>1,058</b>	<b>997</b>	<b>974</b>	<b>-23</b>
<b>Housing Services</b>				
Housing Services	897	874	798	-76
Private Housing Support	2,526	2,495	1,454	-1,041
Homelessness	574	622	545	-77
Housing Benefits	842	763	832	69
	<b>4,839</b>	<b>4,754</b>	<b>3,629</b>	<b>-1,125</b>
<b>Highways &amp; Transportation</b>				
Transportation Strategy	1,152	1,149	573	-576
Public Transport	760	784	997	213
Car Parks	-447	-457	-516	-59
Environmental Improvements	442	438	431	-7
Street Naming	101	107	109	2
	<b>2,008</b>	<b>2,021</b>	<b>1,594</b>	<b>-427</b>
<b>Corporate Services</b>				
Local Taxation & Benefits	1,484	1,559	1,039	-520
Corporate Management	1,848	1,867	1,681	-186
Democratic Services	1,364	1,375	1,343	-32
Non Distributed Costs	256	256	232	-24
Democratic & Central Services	466	445	441	-4
	<b>5,418</b>	<b>5,502</b>	<b>4,736</b>	<b>-766</b>
<b>Other Expenditure</b>				
Contingency	-676	-458	-141	317
Other Expenditure	-8,436	-8,442	-4,193	4,249
Investment Interest	-535	-536	-1,044	-508
Business Grant and area based grant	0	-183	-183	0
Deferred expenditure from 2008/09	274	0	0	0
Deferred expenditure to 2010/11	-274	-274	0	274
Management units & internal services	0	308	0	-308
Contribution to Special Reserve	0	0	1,913	1,913
	<b>-9,647</b>	<b>-9,585</b>	<b>-3,648</b>	<b>5,937</b>
<b>TOTAL</b>	<b>23,380</b>	<b>23,405</b>	<b>23,306</b>	<b>-99</b>

## AMOUNTS COLLECTED AND DEBTS WRITTEN OFF

	1 April 2010 to 30 June 2010			
	Collected	Amounts written off		
		up to £5k	over £5k	TOTAL
Type of Debt	£000	£000	£000	£000
Council Tax	23,510	41.0	0.0	41.0
NNDR	18,595	21.3	37.1	58.4
Sundry Debtors	3,327	19.9	0.0	19.9
Excess Charges	48	7.6	0.0	7.6

**Collected**

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

**Amounts written off**

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

**Authority to write off debts**

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



CABINET

22 JULY 2010

**CAPITAL MONITORING  
2009/10 OUTTURN and 2010/11 BUDGET  
(Report by the Head of Financial Services)**

**1. PURPOSE**

1.1 This report highlights the outturn position for 2009/10 and the variations from the approved Capital Programme (February 2009). It then adjusts the 2010/11 Capital Programme for deferrals and any variations that are already forecast, requesting approval where necessary.

**2 OUTTURN 2009/10**

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

Capital Programme Outturn	2009/10 Capital Expenditure		
	Gross Budget £000	External Contributions £000	Net Budget £000
<b>Approved Budget (February 2009)</b>	<b>23,187</b>	<b>5,391</b>	<b>17,796</b>
Deferral of contributions and expenditure from 2008/09	1,654	2,744	-1,090
	<b>24,841</b>	<b>8,135</b>	<b>16,706</b>
<b>Cost Variations Annex A</b>	<b>-1,027</b>	<b>-102</b>	<b>-925</b>
<b>Revenue to Capital Variations Annex A</b>	<b>158</b>	<b>0</b>	<b>158</b>
<b>Timing Changes to 2010/11 Annex B</b>	<b>-9,327</b>	<b>-5,021</b>	<b>-4,306</b>
<b>Actual Total Spending</b>	<b>14,645</b>	<b>3,012</b>	<b>11,633</b>

2.2 The table below shows how the expenditure was financed. Capital Reserves are now depleted and capital spending is funded from borrowing and any in-year Capital Receipts.

Funding	£000
<b>Gross Spending</b>	<b>14,645</b>
External Grants and Contributions	-3,012
Net Spending	11,633
<b>FINANCING</b>	
Borrowing	10,737
Capital Receipts	896

**2.3** Annex A shows the cost variations and four schemes have been identified with increased costs as shown below:

<b>Cost Increases</b>	<b>2009/10 Capital Expenditure</b>		
	<b>Gross Budget</b>	<b>External Contributions</b>	<b>Net Budget</b>
Hinchingbrooke Park – Café Extension	4	0	4
Heart of Oxmoor	13	0	13
Creative Enterprise Centre, St Neots	33	0	33
	<b>50</b>	<b>0</b>	<b>50</b>
Headquarters	586	0	586

**2.4** The Café extension, at Hinchingbrooke Country Park, increase was due to some extra finishing works and the Heart of Oxmoor project, final work relating to the Coneygare cycle way, have pushed this large project, totalling over £6m, marginally over budget.

**2.5** It was reported last year that the costs of the Creative Enterprise Centre in St Neots were yet to be finalised due to issues with the Earth Tube and related land drainage problems. The likely result will be an increase in costs of £43k (£33k in 2009/10 and £10k in 2010/11).

**2.6** These three items will be funded by transferring £50k budget from savings on the other schemes listed in Annex A in accordance with the Code of Financial Management.

**2.7** The extra cost of the Headquarters project is not yet final and a separate report will be submitted on this later in the year. It includes £175k of works to Castle Hill House which are now being undertaken by the council. This may be recovered through an increased sale price for Castle Hill House and will make marketing easier. It also allows the public realm space between the new Pathfinder House and Castle Hill House to be completed in time for a formal opening of the new building later in the year.

**2.8** Other elements include a £200k provision for unresolved contractual claims and fees for professional advisers acting on behalf of the council to settle them, £100k to reconfigure the customer service centre to reflect the lessons learnt from the occupation of the temporary facility, £25k to realign the access road to control unauthorised car parking and a provision of £50k-£60k for works relating to enhanced security, first aid room and acoustic treatments in the first floor open plan office which was raised by the Safety Advisory Group.

### 3. MONITORING OF THE 2010/11 CAPITAL PROGRAMME

3.1 The Budget approved in February 2010 started with £9.81m and forecast schemes brought forward of £0.7m and a similar sum carried forward to 2010/11. Subsequent adjustments are shown below:-

Capital Programme	2010/11 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
<b>Approved Total Budget (February 2010)</b>	<b>17,629</b>	<b>7,819</b>	<b>9,810</b>
Add brought forward from 2009/10	2,878	909	1,969
	<b>20,507</b>	<b>8,728</b>	<b>11,779</b>
<b>Forecast Cost Variations</b>			
Ramsey Library Development – Capital Receipt received in 2009/10	0	-120	120
Creative Enterprise Centre, St Neots	10	0	10
	<b>10</b>	<b>-120</b>	<b>130</b>
<b>Current Forecast</b>	<b>20,517</b>	<b>8,608</b>	<b>11,909</b>

3.2 The revenue impact of the variations to the original budget (approved in February 2010) is to reduce the net revenue 2010/11, but with some increases in the following years, as shown below.

Revenue Impact	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015
	£000	£000	£000	£000	£000
Timing Changes 2009/10 to 2010/11	-51				
Cost Variations					
2009/10	7	8	8	8	8
2010/11	1	4	4	4	4
<b>TOTAL FORECAST VARIATION</b>	<b>-43</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

*N.B. Based on indicative assumptions for asset lives and interest rates.*

### 4 RECOMMENDATIONS

4.1 It is **recommended** that Cabinet note the contents of this report.

#### BACKGROUND PAPERS

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

Contact Officer – Steve Couper ☎ 01480 388103

## ANNEX A

<b>Cost Variations</b>	<b>2009/10 Capital Expenditure</b>		
	<b>Gross Budget</b>	<b>External Contributions</b>	<b>Net Budget</b>
	£000	£000	£000
<b>New Bids – approved February 2010</b>			
E- Marketplace (Invest to Save)	26	0	26
Replacement Scanning Equipment (Customer Services)	9	0	9
	<b>35</b>	<b>0</b>	<b>35</b>
<b>Variations – approved February 2010</b>			
Stray Dog Kennels	-15	0	-15
New Public Conveniences	-112	0	-112
Sustainable Homes Retrofit	35	75	-40
Housing Repairs Assistance Private Sector Grants	-60	0	-60
Disabled Facilities Grants	-247	0	-247
Social Housing Grant	-564	0	-564
Decent Homes Works	-92	0	-92
St Neots Green Corridor (HGF)	210	210	0
St Neots Leisure Centre Development	400	0	400
Huntingdon Riverside Improvements	-500	0	-500
Headquarters	780	345	435
VAT Partial Exemption	-25	0	-25
Multi-functional Devices	-31	0	-31
Document Centre Replacement Equipment	-43	0	-43
Business Systems	-77	0	-77
GIS/LLPG	-25	0	-25
Wireless Working (Benefits)	-33	0	-33
Building Control Public Access	-18	0	-18
IMD Projects	-100	0	-100
VOIP Data Switches	18	0	18
Mobile Communications Van	0	15	-15
Huntingdon Town Centre Development	-6	0	-6
New Industrial Units (St Ives Enterprise Centre)	132	25	107
Huntingdon West Development (HGF)	-1,200	-1,200	0
Accessibility Improvement/Signs	-18	0	-18
Railway Station Improvements	-9	0	-9
	<b>-1,600</b>	<b>-530</b>	<b>-1,070</b>
<b>Other Variations</b>			
Air Quality Monitoring Equipment	15	15	0
LPSA Grants	105	105	0
Small Scale Environmental Improvements	-8	-8	0
Recycling Bins	9	9	0
Housing Repairs Assistance Private Sector Grants	-33	0	-33
Disabled Facilities Grants	-201	83	-284
CCTV – Extension of Coverage	-14	0	-14
<i>Hinchibrooke Park – Café Extension</i>	4	0	4
St Neots Green Corridor (HGF)	240	240	0
Sawtry Leisure Centre Car Park	-4	0	-4
Community Facilities Grants	18	18	0

<b>Cost Variations (continued)</b>	<b>2009/10 Capital Expenditure</b>		
	<b>Gross Budget</b>	<b>External Contributions</b>	<b>Net Budget</b>
	£000	£000	£000
<b>Play Equipment &amp; Safety Surface Renewal</b>	<b>54</b>	<b>54</b>	<b>0</b>
Huntingdon Skateboard Park	67	67	0
<b>Headquarters</b>	<b>586</b>	<b>0</b>	<b>586</b>
<b>VAT Partial Exemption</b>	<b>-67</b>	<b>0</b>	<b>-67</b>
Mobile Communications Van (Capital Receipt)	0	-15	15
<b>New Industrial Units (St Ives Enterprise Centre)</b>	<b>-25</b>	<b>125</b>	<b>-150</b>
St Ives Enterprise C (Capital Receipt already received)	-285	-285	0
Creative Enterprise Centre, St Neots	33	0	33
Heart of Oxmoor	13	0	13
Cycleways	31	31	0
Capital Salaries overheads Cap/Rev (Externally funded schemes not recoverable)	0	-11	11
	<b>538</b>	<b>428</b>	<b>110</b>
<b>Total Cost Variations</b>	<b>-1,027</b>	<b>-102</b>	<b>-925</b>
<b>CAPITAL/REVENUE ADJUSTMENTS</b>			
<b>Approved February 2010</b>			
Small Scale Environmental Improvements Rev/Cap	7	0	7
Parks R & R Rev/Cap	60	0	60
Community Facilities Grants Cap/Rev	-20	0	-20
Centenary House Cap/Rev	-64	0	-64
IMD Projects Cap/Rev	-89	0	-89
ICT Desktop Replacements Rev/Cap	272	0	272
Staff recharges Rev/Cap	40	0	40
Capital Salaries overheads Cap/Rev	-232	0	-232
	<b>-26</b>	<b>0</b>	<b>-26</b>
<b>Other Variations</b>			
Air Quality Monitoring Equipment Rev/Cap	6	0	6
<b>Wheeled Bins R &amp; R Rev/Cap</b>	<b>72</b>	<b>0</b>	<b>72</b>
Small Scale Environmental Improvements Rev/Cap	4	0	4
St Neots Green Corridor (HGF) Rev/Cap	25	0	25
Headquarters – Furniture Rev/Cap	15	0	15
Transportation Grant Rev/Cap	15	0	15
<b>Staff recharges Rev/Cap</b>	<b>47</b>	<b>0</b>	<b>47</b>
	<b>184</b>	<b>0</b>	<b>184</b>
<b>Total Capital/Revenue Variations</b>	<b>158</b>	<b>0</b>	<b>158</b>

### KEY to Annexes A and B

<b>New item this time</b>
<b>Adjusted value this time</b>
No change from previous report

**ANNEX B**

Timing Changes	Based on Capital Programme approved in February:			
	2009			2010**
	Gross Budget	External Contributions	Net Budget	Net Budget
	£000	£000	£000	£000
<b>Air Quality Monitoring Equipment</b>	-9	0	-9	9
<b>St Ives Town Centre Environmental Improvements-Ph 2</b>	-376	0	-376	2
<b>Village Residential Areas</b>	-17	0	-17	17
<b>Environment Strategy Funding</b>	-27	0	-27	27
<b>Sustainable Homes Retrofit</b>	-211	0	-211	171
<b>New Public Conveniences</b>	-99	0	-99	-1
Mobile Home Park	0	-168	168	0
<b>Social Housing Grant</b>	-47	0	-47	47
Crime and Disorder Lighting Improvements	-30	0	-30	30
CCTV Camera Replacements	-78	0	-78	78
Ramsey Community Information Centre - Refurbishment	-11	0	-11	0
St Neots Green Corridor (HGF)	-80	-80	0	0
<b>St Ivo Leisure Centre – Football Improvements</b>	-1,414	-1,500	86	-86
St Ivo Leisure Centre – Rifle Range to Redevelopment	-539	0	-539	0
St Ivo Leisure Centre – Fitness Equipment to Redevelopment	-206	0	-206	0
St Ivo Leisure Centre – Outdoor Energy Generation	-127	0	-127	0
<b>St Neots Leisure Centre – Development</b>	-581	0	-581	581
Ramsey Leisure Centre – Fitness Equipment	-190	0	-190	0
<b>Leisure Centres Future Maintenance</b>	-310	-94	-216	888
Leisure Centres – CCTV Improvements	-15	0	-15	5
<b>Community Facilities Grants</b>	35	0	35	-35
<b>Play Equipment &amp; Safety Surface Renewal</b>	-125	0	-125	125
<b>Huntingdon Riverside – Improvements</b>	-41	0	-41	41
Replacement Printing Equipment	-314	0	-314	84
<b>Headquarters</b>	37	-150	187	-187
<b>Multi-functional Devices</b>	-24	0	-24	24
Replacement Equipment Document Centre	-5	0	-5	5
<b>Replacement Scanning Equipment Customer Services</b>	-3	0	-3	3
<b>Resourcelink – Recruitment Module</b>	2	0	2	-2
Corporate EDM	-61	0	-61	0
<b>Customer First/Working Smarter</b>	-97	0	-97	8
<b>Business Systems</b>	32	0	32	28
<b>Wireless Working (Benefits and Revenues)</b>	-24	0	-24	24
<b>ICT for New Accommodation</b>	-39	0	-39	39
<b>Government Connect</b>	20	0	20	-20
<b>Server Virtualisation and Network Storage</b>	-200	0	-200	145
<b>VOIP Telephony for Leisure Centres</b>	-67	0	-67	22
ICT Desktop Replacements	-80	0	-80	80
<b>E- Marketplace</b>	-5	0	-5	5
Vehicles and Plant	-232	0	-232	232
Town Centre Developments	-21	0	-21	21
Ramsey Rural Renewal	-63	0	-63	20
<b>New Industrial Units (St Ives Enterprise Centre)</b>	-849	0	-849	250
Industrial Estate Repairs	-26	0	-26	26
Huntingdon Marina Improvements	-62	0	-62	0
<b>Heart of Oxmoor</b>	0	-1,829	1,829	0
Huntingdon West Development (HGF)	-1,200	-1,200	0	0
<b>Local Transport Plan</b>	-56	0	-56	-10
<b>Bus Shelters</b>	-2	0	-2	2
<b>Huntingdon Bus Station</b>	-888	0	-888	-2
St Neots Cambridge Road Car Park	-89	0	-89	9

Timing Changes (continued)	Based on Capital Programme approved in February:			
	2009			2010**
	Gross Budget	External Contributions	Net Budget	Net Budget
	£000	£000	£000	£000
Accessibility Improvement/Signs (Footpaths/Car Parks)	15	0	15	-15
Safe Cycle Routes	-296	0	-296	8
St Neots Transport Strategy	-84	0	-84	4
Huntingdon Transport Strategy	28	0	28	-28
St Neots Pedestrian Bridges	7	0	7	-7
St Ives Transport Strategy	-126	0	-126	-14
Ramsey Transport Strategy	-37	0	-37	-4
Railway Station Improvements	-20	0	-20	20
<b>Total Deferrals based on 2009/10 budget</b>	<b>-9,327</b>	<b>-5,021</b>	<b>-4,306</b>	<b>2,669</b>
20010/11 provision fro schemes deferred from 2009/10				-700
<b>Total additional deferrals based on 2010/11 budget</b>				<b>1,969</b>

**\*\* The Capital Programme approved in February 2010 took account of a significant proportion of the deferrals that have emerged.**

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**OVERVIEW & SCRUTINY PANEL 13<sup>TH</sup> JULY 2010**  
**(ENVIRONMENTAL WELL-BEING)**  
**CABINET 22<sup>ND</sup> JULY 2010**

**CIVIL PARKING ENFORCEMENT**  
**(Report by Head of Planning Services & Head of Operations)**

**1. INTRODUCTION**

- 1.1 The Government is encouraging local authorities to take up civil parking enforcement (CPE) powers and to date, over 200 councils have so far taken on responsibility for local parking enforcement. Within Cambridgeshire, CPE currently operates only in Cambridge City where the service is now delivered by the County Council. Peterborough City Council operates a separate CPE service.
- 1.2 The countywide objectives of CPE are to manage parking to:
- reduce congestion
  - encourage correct, sensible and safe parking
  - improve compliance with parking restrictions
  - ensure designated parking spaces are used only by those they are intended for
  - enable buses to operate more effectively
  - improve air quality, health and the general environment
  - reduce delays for emergency services
  - keep Cambridgeshire moving
- 1.3 Along with speeding, parking enforcement has been a popular topic raised countywide at neighbourhood panels and other community forums, where specific concerns have been voiced over the current lack of enforcement by the Police. The potential for a countywide CPE operation has therefore been discussed between the County and District Councils through the Planning and Transport Joint Lead Members Forum, when various service delivery options have been considered.
- 1.4 Over recent years, the Department for Transport (DfT) has been strongly encouraging a joined up approach to encompass both on- and off-street enforcement. Therefore, a countywide consensus with all the District Councils would help in the development of a countywide scheme and informal discussions have therefore been undertaken to assess the appetite for a countywide CPE. While there is a general view that better enforcement would be beneficial, particularly relating to on-street parking, further targeted work has had to be undertaken, particularly with regard to the anticipated

financial impacts for each authority, before any formal decisions can be taken with regard to the concept of extending CPE.

- 1.5 Any extension of CPE to all or further specific parts of the County would need to be subject to an application to Government for the delegation of the necessary powers.

## **2. EXTENDING CPE**

- 2.1 As Members will know, this Council has a robust and successful system in place for the enforcement of our charged and non-charged car parks. This service is currently delivered via our Operations Division Street Ranger service. Additionally, the District Council also carries out some enforcement within small areas of charged on-street parking via an Agency agreement with the County Council. Any move to CPE would need to ensure that this successful regime is protected and maintained and the method of operation and management of CPE will be crucial to maintain public confidence in the system that has been in place within Huntingdonshire for many years.
- 2.2 It is likely that the public would see little noticeable change in the level of enforcement of off-street parking, although the appearance of enforcement officers and the format of excess charge tickets issued would change. However, the level of penalty for excess charge may be lower and the way in which Appeals are dealt with would change markedly with an arbitration process being introduced.
- 2.3 If CPE were to be introduced within Huntingdonshire, enforcement officers would be able to enforce any on-street charged parking but also importantly, any breaches to any other waiting restriction located anywhere within the District. In reality, the level of enforcement will entirely depend on the overall level of dedicated staff resources allocated to operate CPE and the financial model outlined elsewhere within this report includes an estimate as to how often a CPE enforcement officer would visit each area of the District.
- 2.4 Countywide financial modelling is indicating a deficit in the on-street operation in each district area, which would need to be underwritten, or addressed, in some way. As set out in the County's current parking policies, any such deficit would be met by the County Council from the surplus generated by on street parking charges overall. In 2008/09 on-street charges in Huntingdonshire produced an annual surplus of £53,000 which is still short of the deficit predicted for on-street CPE operations.
- 2.5 It is likely therefore that any move to CPE within Huntingdonshire would also result in a need to significantly increase the areas of charged on-street parking, particularly within our Market Towns, in order to seek to address this estimated deficit and this will be explored

if CPE is progressed. While there is risk to the County Council under this scenario, there is also the possibility that such introduction may make the use of off-street car parking more attractive?

- 2.6 The County Council also intend to review all existing traffic orders within the District as well as countywide to ensure that all comply with current legislation including the actual provision of restrictions on the ground.
- 2.7 In terms of off-street parking, the financial model outlined in Section 4 below, gives an estimate as to the likely financial impacts for the District Council. It is important to note however that any surplus income, after costs, will be accrued and retained by the District Council and under no circumstances would it be allowed to offset any on-street deficit. Likewise, should the off-street position go into deficit, any costs would be met by the District Council. However, it is also true to state that a more effective on-street enforcement regime would be likely to encourage greater use of our off-street car parks.

### **3. OPERATIONAL MATTERS**

- 3.1 CPE can be administered in a number of differing forms and in terms of the financial modelling and working scenarios, District Officers have been working with the County Council and their Consultant to test a number of differing scenarios as follows;
- No introduction of CPE, HDC lose on-street Agency
  - Introduction of CPE, CCC manage on-street, HDC manage off-street
  - Introduction of CPE, CCC manage on and off-street
- 3.2 Based on the discussions to date, it is reasonable to suggest that the County Council favour the potential for a joined up countywide parking enforcement scheme with CCC managing on and off-street arrangements. The following principles would be adopted, which are consistent with current County Council parking policy:
- County and District Councils set up a joint parking board as a forum for developing parking policy and for overseeing parking enforcement performance
  - County Council employs a parking enforcement contractor to undertake all parking enforcement with service level agreements with participating Districts
  - County Council processes all penalty charge notices in-house and manages all appeals

- Separate accounting systems for on- and off-street parking
  - County Council to be responsible for any on-street enforcement financial surplus or deficit
  - District Councils to be responsible for any off-street enforcement financial surplus or deficit in their area
  - Any surplus from on-street parking enforcement remaining, following the management of any deficit within a countywide on-street parking enforcement account, to be invested in the district within which the surplus was generated
- 3.3 Such an arrangement would result in the need for the transfer of some District Council staff to the County Council under TUPE with terms and conditions retained and the financial modelling in Section 4 covers this scenario.
- 3.4 A potential drawback for the District Council under the above scenario is that the CPE enforcement officers employed by the County Council would not be able to carry out the other Street Ranger 'functions' which are currently undertaken because of the applicable legislation and a clear distinction needs to be drawn between the two respective roles. The District Council would need to consider how it would address this service issue, particularly as it would have less staff available to deliver these other Street Ranger functions.
- 3.5 Alternatively, it is perfectly possible for the introduction of CPE to take place within the District but with CCC managing on-street arrangements and the District retaining off-street arrangements. While this would not provide the totally 'joined-up' approach as favoured by the DfT, it would still allow CPE to be introduced within Huntingdonshire and elsewhere across the County and allowing some retention of the wider Street Ranger roles. However, for legal reasons, care would be needed to ensure that staff employed by the District Council have a distinct line drawn between their CPE and Street Ranger functions, including the visual identification of the role being undertaken at a particular time.
- 3.6 If the District Council were to retain off-street responsibilities, these would then be undertaken under the CPE banner and enforcement and appeals would be administered through this process.
- 3.7 Under all scenarios, the District Council would retain responsibility for all off-street maintenance functions such as car park and ticket machine repairs as well as CCTV functions. Additionally, the District Council would also continue to set policy relating to overall charging levels adopted as well as collecting and receiving parking charges.

- 3.8 If the District Council did not favour the introduction of CPE, then it is possible that the County Council could seek to implement partial CPE across the County, excluding Huntingdonshire. This would not deliver the wider benefits of improved on-street enforcement and would not address the possibility that at some time in the future, Central Government may make CPE a legal requirement. Likewise the failure to introduce a countywide CPE scheme may undermine the ability of the County Council to secure the necessary powers from Government.

#### 4. FINANCIAL IMPLICATIONS

- 4.1 One of the biggest challenges in considering the concept of CPE has been to accurately estimate, as far as possible, the financial effects of its introduction within the District, whether fully administered by the County Council or with the District Council retaining control of its off-street functions.
- 4.2 Officers from both Councils have been working closely with the County CPE Consultant to forecast the financial implications of the three options outlined in 3.1 above. While it is recognised that the County Council favour the option for the introduction of CPE fully under the administration of that Authority, it has been agreed that this Council would want to fully consider the financial impact of all three options in order to make an informed decision on the way forward and be able to consider the effects on its other services.
- 4.3 Table 1 outlines the financial impact of the CPE options for the District Council to consider. Members will note that in terms of the introduction of CPE by whatever method of administration adopted, there is a difference of approx. £37K per annum in terms of the net income. It should also be noted that under each option there are one-off costs for the first year introduction of the scheme.

**TABLE 1**

2010/11 Parking Budget = - 432 (in £000's)		
Options	Extra Cost	
	On-going (£000's)	One-Off (£000's)
No CPE (County withdraws current Agency)	+ 41	+ 2
CPE		
HDC Enforce off-street	+ 18	+ 10
HDC Contract with CCC to enforce off-street	+ 41	+ 12

- 4.4 There continues to be minor refinement of the CPE model and discussions with Officers but this is not resulting in any significant change to the bottom line financial impact for the District Council as

shown in Table 1. Members should note that this work includes any termination costs for the current Chipside system that is used to administer the current management of the car park regime.

## **5. CONCLUSIONS**

- 5.1 There is little doubt that the introduction of CPE within this District would lead to the principle of much improved levels of overall parking enforcement, particularly relating to on-street matters. It is widely acknowledged that the Police are unable to provide a level of on-street enforcement that is perceived to be acceptable, whether that be within areas where the public are permitted to park on-street or for breaches of existing waiting restrictions. However, as already outlined, the projected deficit for on-street costs has to be addressed and while current Officer discussions indicate that the County Council will plan and budget for this element in taking CPE forward, if this cannot be rectified, other options for cost savings could be explored, including lower levels of enforcement in future years.
- 5.2 In terms of off-street parking, the situation for Huntingdonshire is less clear cut. The District Council has an excellent track record in both the provision of car parking, its operation and administration and despite recent debate regarding the end of free parking in St. Neots, the Council enjoys an enviable reputation for providing a robust and workable charging regime through our Street Ranger Service, together with CCTV coverage and Secured Car Park awards.
- 5.3 There is no strong case against the introduction of CPE within Huntingdonshire as part of a countywide scheme if for no other reason than it would give the ability to provide a much improved on-street enforcement regime. The key issue for this Council therefore is whether or not the off-street arrangements would be delivered as part of a countywide regime administered by the County Council or whether it would chose to continue to operate these as a District Council function.
- 5.4 Likewise, while in principle there are seemingly clear benefits in the introduction of CPE, it would be important that any acceptance of this principle be subject to clarification of key matters with the County Council to properly consider all the risks and opportunities so that the overall impact can be considered. This would include;
- Reassurances regarding County Council investment into the project, including any increased charging proposals
  - Clarification regarding the format of any agency agreement, if applicable
  - Commitment to levels of enforcement

- Continued clarification and refinement of overall costing and business case in order to determine the final way forward

- 5.5 As outlined above there are a number of operational matters to consider in reaching a decision on a way forward. While there is a perceived benefit to the public of operating a countywide scheme, as favoured by DfT, thereby conveying a joined-up approach within Cambridgeshire, this actually ignores county boundaries for cross-border towns that have more synergy with each other, than elsewhere within the County, where different schemes may operate.
- 5.6 Other detailed matters that need to be considered relate to the future of the Street Ranger service and the other functions that are currently undertaken. As this report outlines, CPE requires a defined service to be delivered both on and off-street whichever Council administers this element including the identification of the staff delivering that service. If the County Council were to deliver the off-street service, consideration would need to be given to how a Street Ranger service could be accommodated with any remaining staff not subject to TUPE or, if retained as a District Council function, how the CPE and Street Ranger regime could be delivered.
- 5.7 In terms of any introduction of CPE, further work needs to be undertaken elsewhere within Cambridgeshire to determine the final extent of participation and the possible inclusion of both Fenland and East Cambridgeshire, together with South Cambridgeshire and the existing CPE regime within Cambridge City.
- 5.8 In terms of timescale, it is likely to be between 12 to 18 months before all matters needed to make CPE a reality can be addressed and for the County Council to make the appropriate application to Government for the introduction of such powers.

## 6. RECOMMENDATION

It is

**RECOMMENDED that Cabinet support the continuation of negotiations with the County Council regarding the method of operation to be adopted and submit further reports for the consideration of Cabinet when appropriate.**

## BACKGROUND INFORMATION

County Council CPE Cabinet Reports  
 CPE Assessment Model V12  
 HDC CPE Financial Assessment

Contact Officers: **Stuart Bell – Transport Team Leader**  
**Sonia Hansen – Streetscene Manager**  
 **(01480) 388387 or 388630**

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**REPORT OF THE OVERVIEW AND SCRUTINY PANEL  
(ENVIRONMENTAL WELL-BEING)**

**1. INTRODUCTION**

1.1 At its meeting on 13th July 2010, the Overview and Scrutiny Panel (Environmental Well-Being) considered the following reports:-

- Civil Parking Enforcement;
- Public Conveniences.

**2. CIVIL PARKING ENFORCEMENT**

2.1 In considering a report on the potential introduction of civil parking enforcement in Huntingdonshire, the Panel acknowledged that there was little enforcement of on-street restrictions currently by the Police and there was little likelihood of any improvement in that situation unless CPE is introduced.

2.2 Although the Panel welcomed the possibility of improved enforcement, reservations were expressed about the possible implications on the Council's own off-street parking enforcement and the outcome that was derived from this source. The Panel concurred with the view expressed in the report submitted that the District Council's management of the off-street parking arrangements was of a high standard, with secure parking awards having been achieved in recent years.

2.3 While recognising the Department for Transport's preferred approach of a co-ordinated approach to on and off-street parking enforcement, the Panel felt that any change should not be to the detriment of the existing off-street arrangements. The Panel also noted the potential impact on the street ranger service which currently combines parking enforcement with a range of other front line services and the cost effectiveness of the latter if this was separated from parking enforcement.

2.4 The Panel recognised that there was continuing uncertainty about how best CPE could be delivered in Huntingdonshire but that its introduction is the only option on the table if on-street enforcement is to improve. The Panel therefore supports the recommendation for further negotiation with the County Council and other authorities but without commitment at this stage in the process.

**3. PUBLIC CONVENIENCES**

3.1 The Panel noted that three petitions objecting to the closure of public conveniences in Huntingdon, Godmanchester and Ramsey had been received and would be considered by the Cabinet. The Panel also was addressed by one of the ward councillors for Godmanchester about the impact of the closure of the facility in that town.

- 3.2 The Panel was reminded that the decision to offer the management of the public conveniences to the town councils had been made by the Council when the budget had been set for the current year and that no financial provision had therefore been made for their ongoing maintenance. The Panel did not question that decision and maintained the view that the provision of public conveniences should be a matter for local decision by town and parish councils.
- 3.3 The Panel acknowledged that there are a number of facilities available in the towns where conveniences could be used by the public, such as public buildings and retail outlets, and that they offer a potentially more cost effective level of provision than separately maintained units that are not supervised. Bearing in mind the strength of public opinion expressed by way of the petitions, the Panel suggests that a way forward might be for the District Council to use its influence and experience to assist town councils in negotiating access to those other facilities, while stressing that any financial contribution towards maintaining access should be met by the relevant town councils themselves.

#### **4. CONCLUSION**

- 4.1 The Cabinet is invited to consider the Overview and Scrutiny Panel's (Environment Well-being) comments as part of its deliberations on the reports by the Head of Planning Services and the Director of Environmental and Community Services.

**Contact Officer: Mrs A Jerrom, Member Development Officer.**  
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COMT

6 JULY 2010

CABINET

22 JULY 2010

## **PUBLIC CONVENIENCES RESPONSE TO PETITION (Report by Director of Environmental and Community Services)**

### **1. Introduction**

1.1 The council owned and maintained 9 public convenience sites within the district, plus those at the visitor centres at Hinchbrook Country Park and Paxton Pits. The 9 are:

St Ives	– Bus station and West Street
Huntingdon	– Bus Station and Riverside Park
Ramsey	- New Road
St Neots	- Tebbutts Road, Riverside and South Street
Godmanchester	- Cambridge Street

1.2 The council also contributes £1,500 towards the maintenance of the conveniences in Benedicts Court, Huntingdon, which remains open.

1.3 As part of the budget adjustment measures designed to deal with the Council's deficit a whole range of proposals were considered through the Council's formal processes including Overview and Scrutiny one of these proposals was to reduce the spend on owning and maintaining public conveniences. In due course the budget approved for this current year reflected the position reached following discussions with town councils.

### **2. Position to date**

2.1 As of the 1<sup>st</sup> May 2010, the position with the public conveniences is:

- St Ives Bus Station – continuing to be maintained by the district council, pending discussion about the future operation of the bus station and also further discussion with the St Ives Town Council.
- St Ives West St – closed and not being considered by St Ives Town Council
- Huntingdon Bus station – continuing to be maintained by the district council, pending discussion of a self financing scheme for the regeneration of this site. Huntingdon Town Council have declined to take over this facility.
- Huntingdon Riverside Park – now closed, with Huntingdon Town Council not interested in running it but 1 unit being offered to Purvis Marine for their use, including customers, as they have no facilities. Also being opened for functions in the park, at the cost to the user.
- Ramsey New Road – closed on 28<sup>th</sup> January when it was demolished as part of the Cinema redevelopment. Temporary toilet being run by Ramsey Town Council who intend to take on the new toilets in the library development, when complete.
- St Neots Tebbutts Rd - being maintained by the district council, but should be transferred to St Neots Town Council shortly when legal formalities completed.

- St Neots Riverside - being maintained by the district council, but should be transferred to St Neots Town Council when legal formalities completed.
- St Neots South Street – closed on 1<sup>st</sup> April and the site is being prepared for redevelopment
- Godmanchester Cambridge St – closed as of 1<sup>st</sup> April, as Godmanchester Town Council did not want to take on the responsibility. The freehold of the public conveniences was offered to the Town Council at nil cost as the building is effectively part of the same building as the Town Council owns, this was also declined at the time. However, discussions have reopened with a view to the transfer of the facility to the Town Council on a similar basis to that negotiated in respect of St Neots.

### **3.0 Receipt of Petitions**

3.1 At the Council meeting of 21<sup>st</sup> April 2010, a petition was presented on behalf of the Shopmobility group in Huntingdon. The petition read as follows:

'Huntingdon District Council has decided that they can no longer afford to run the public toilets in Ramsey, St Ives, St Neots, Huntingdon or Godmanchester. These will close as of 31<sup>st</sup> March except the ones in the bus stations in Huntingdon and St Ives which remain open for a further six months. Unless the town councils are willing to fund the running of these facilities, then they will be lost to the public.

'Shopmobility has decided that access to toilets is a basic requirement for many of the public and a closure of these would cause distress to many. We are going to submit this petition with an accompanying letter to Huntingdon District and Town Council to encourage them to reconsider their actions.

3.2 The Council Minutes read as follows:

The Chairman invited Mr R Emmette to present a petition on behalf of 221 signatories regarding their concern at the proposed closure of public conveniences in Ramsey, St. Ives, St. Neots, Huntingdon and Godmanchester.

On behalf of the petitioners, Mr Emmette suggested that it was unreasonable to expect residents and visitors to the District to use facilities in local restaurants and shops, that use of the Riverside Park and the number of visitors to the District would decrease and that he was hopeful that the town councils would be able to assume responsibility for the facilities.

Following questions from Members, it was RESOLVED that the petition be referred for consideration to the Cabinet.

3.3 A second petition was presented to the Council meeting on 23<sup>rd</sup> June 2010 from the Godmanchester Community Association with the support of the Godmanchester Town Council. The petition read as follows:

'We the undersigned deplore Huntingdonshire District Council's decision to cease payment for the running and maintenance of the public toilets in Godmanchester. We urge Huntingdonshire District Council to reverse its decision as a matter of urgency and reinstate this necessary facility to the benefit of both residents and visitors to Godmanchester.'

- 3.4 At the meeting of the Council held on 23 June 2010 Councillor David Brown presented a petition containing approximately 1,108 signatures submitted by Godmanchester Town Council that stated that "we the undersigned deplore Huntingdonshire District Council's decision to cease payment for the running and maintenance of the public toilets in Godmanchester and urge the District Council to reverse its decision as a matter of urgency and reinstate this necessary facility to the benefit of both residents of and visitors to Godmanchester".

It was similarly RESOLVED that the petition be referred to Cabinet.

- 3.5 A third petition of 380 signatures was submitted in respect of the toilets at Ramsey. The petition reads as follows:

"Public toilets in Ramsey are vital for our shoppers, markets, visitors, tourism and the economic well being of Ramsey. We wish to express our outrage that Huntingdonshire District Council have decided to withdraw the funding of public toilets in Ramsey and across Huntingdonshire. We request that as the funding decision has now been forced on to the Ramsey Town Council that they do provide the funding to allow the opening of the new toilet facilities and we also request that temporary public toilet facilities are provided during the construction project".

This petition was received too late to be considered at the Council meeting on 23 June 2010. However, it is understood that the originators are content for the petition to be referred to Cabinet in the same way as the other two petitions and this intent was highlighted by the Chairman at the Council meeting.

#### **4.0 Consideration of Petition**

- 4.1 The first petition was slightly incorrect as at the time there were four sites open and not two as described.
- 4.2 The Council's budget in the current year has been reduced to reflect the decision of the Council set out in paragraph 2.1 above. There is funding to run the two sites at the bus stations although discussions will still be held with St Ives Town Council to take on the one in their town. Huntingdon Bus station redevelopment is being reconsidered at present and the future of this site will be considered as part of that process. Discussions are continuing with St Neots and Godmanchester Town Councils regarding them taking on the sites in their towns.

## **5.0. RECOMMENDATIONS**

5.1 Cabinet are recommended to –

(a) note

(i) the current position with regard to the transfer and closure of public conveniences; and

(ii) the current budgetary position;

(b) consider the three petitions.

## **BACKGROUND INFORMATION**

Environmental Management files

Cabinet reports

**Contact  
Officer:**

**Malcolm Sharp, Director of  
Environmental and Community Services**

CABINET

22ND JULY 2010

## **2009/10 ANNUAL PERFORMANCE REPORT (Report by the Head of People, Performance & Partnerships)**

### **1. INTRODUCTION**

- 1.1 The purpose of this report is to ask the Cabinet to approve, for publication, the Council's annual performance data for 2009/10.

### **2. BACKGROUND**

- 2.1 The new Government's Coalition Agreement includes a proposal that they will require all councils to publish local service and performance data. The Council's corporate plan, Growing Success, includes a commitment to publish the progress we make towards meeting our aims annually.
- 2.2 When the current version of Growing Success was adopted in September 2008, it set out measures and targets to assess achievement against the Council's aims and objectives. A review was recently undertaken to ensure these remained suitable and several revisions to objectives, measures and targets were approved by Cabinet in April 2010. A further, more detailed review of our plan will be undertaken during the forthcoming year to ensure that it promotes appropriate levels of performance to match local needs and resources.

### **3. PUBLISHING PERFORMANCE DATA**

- 3.1 In previous years, the requirement for the Council to publish its performance against National Indicators has been relaxed, and this year it is proposed to publish performance data relating to the measures in Growing Success as shown in Annex A. This will be reported to local residents via our District Wide newsletter. In addition, it will be combined with other articles relating to financial performance and the Council's achievements last year to form a report on performance for 2009/10, which will be published on our website in September 2010.

### **4. RECOMMENDATIONS**

- 4.1 Members are asked to approve annual performance data for 2009/10 for publication via the District Wide newsletter and the Council's website.

### **BACKGROUND INFORMATION**

Growing Success, corporate plan: published September 2008, amended April 2010

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

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## 2009/10 Growing Success Performance Report

The Council measures its performance against targets in our plan, 'Growing Success'. The tables below show performance in 2009/10. For more information on our aims and objectives or the targets we have set for 2010/11, please see our website: <http://www.huntingdonshire.gov.uk/Councils%20and%20Democracy/Council/Policies%20and%20plans>

**COMMUNITY AIM: A clean, 'green' and attractive place**

<b>Objective: To keep the district clean</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<b>% of streets that have unacceptable levels of litter</b>	7%	3%	Yes

This is an annual result collated from regular surveys.

<b>Objective: To use our natural resources more efficiently</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<b>% of relevant natural resource efficiency targets on track</b>	66%	-	-

This measure relates to actions in our Environment Strategy and a progress report on these is due in September 2010.

<b>Objective: To help mitigate and adapt to climate change</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<b>1. Number of energy efficiency and renewable energy measures carried out as a result of HDC schemes and promotions</b>	200	290	Yes
<b>2. Adapting to Climate Change: Level achieved on local authority assessment</b>	Level 1	Level 1	Yes

<b>Objective: To protect and improve our environment</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<b>% of residents satisfied with the local environment</b>	80%	77%	No

**COMMUNITY AIM: Housing that meets individuals' needs**

<b>Objective: To keep the district clean</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<b>The number of dwellings improved by the actions of the Council</b>	Greater than 95	370	Yes

The original target did not include all improvements made by the Council.

<b>Objective: To support opportunities for the vulnerable to live independently</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<b>Number of vulnerable people who are supported to maintain independent living via Disabled Facilities Grants</b>	200	176	No

Occupational Therapy referrals for Disabled Facilities Grants have fluctuated over the course of the year and this has reduced the number completed.

<b>Objective: To achieve a low level of homelessness</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<b>Number of households living in temporary accommodation</b>	45	74	No

The recession has increased the demand for homelessness services.

<b>Objective: To process Housing Benefit and Council Tax Benefit claims accurately and efficiently</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<b>Time taken to process new or changed Housing/Council Tax Benefit claims</b>	17 days	15 days	Yes

We have met our target despite a larger caseload and increased numbers of new claimants due to the recession.

## 2009/10 Growing Success Performance Report

**COMMUNITY AIM: Safe, vibrant and inclusive communities**

<b>Objective: To work with others to reduce crime and anti-social behaviour and ensure that people feel safe</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Percentage of respondents with a high level of perceived anti-social behaviour</i>	-	11%	-

This is a new measure and Huntingdonshire's performance is significantly better than the national average.

<b>Objective: To enable residents to take an active part in their communities and work to ensure that communities are inclusive</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Percentage of people who feel they can influence decisions</i>	-	28%	-

This is a new measure.

**COMMUNITY AIM: Healthy living**

<b>Objective: To work with others to protect the health of individuals</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Percentage of issues identified in the Health Protection Priority Plan rated as very/highly important that are being actively dealt with by the Council</i>	100%	100%	Yes

<b>Objective: To promote active lifestyles</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Admissions/participants in activities provided or promoted by the Council</i>	1.75m	1.67m	No

Target missed due to a combination of factors including the impact of the recession on customers, reduced admissions during the severe weather and the temporary closure of two swimming pools during summer 2009.

<b>Objective: To work with others to reduce health inequalities</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Percentage of relevant Council actions to reduce health inequalities on target</i>	90%	90%	Yes

Based on actions under the 'Reduced Health Inequalities' outcome in Huntingdonshire Strategic Partnership's Health & Wellbeing action plan.

**COMMUNITY AIM: Developing communities sustainably**

<b>Objective: To ensure an appropriate supply and mix of new housing to meet future needs</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Net additional homes provided</i>	550	-	-

Figures for 2009/10 will be published in autumn 2010.

<b>Objective: To enable the provision of affordable housing</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Number of affordable homes delivered</i>	230	316	Yes

<b>Objective: To encourage the provision of a wide range of jobs appropriate for existing and future residents</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Total industrial and commercial floor space (per 1,000 sq meters): % increase on 2008 baseline of 1,896m<sup>2</sup></i>	-	-	-

The Government statistics showing local performance are not published yet and publication may be reduced to two-yearly.

## 2009/10 Growing Success Performance Report

<b>Objective: To promote development opportunities in and around the market towns</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>1. Successful adoption of Core Strategy</i>	<b>Adopt</b>	<b>Adopted</b>	<b>Yes</b>
<i>2. Successful delivery of agreed spending plan of Housing Growth Fund</i>	<b>Achieve the original plan by 2012/12</b>	-	-

<b>Objective: To make town centres and key settlements accessible by supporting opportunities for residents to cycle, walk and use public transport</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Modal share for daily bus, cycle and pedestrian trips</i>	<b>Greater than 18.5%</b>	-	-

The result from a Cambridgeshire County Council survey is not yet known.

<b>Objective: To enable the provision of the social and strategic infrastructure to meet current and future needs</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Secure funding for and delivery of Local Investment Framework</i>	<b>Secure funding and deliver the Local Investment Framework by 2012/13</b>	-	-

This is a new measure.

### COMMUNITY AIM: A strong local economy

<b>Objective: To work with others to encourage a high level of business support</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Percentage of Local Economy Strategy business support actions on track</i>	<b>100%</b>	<b>100%</b>	<b>Yes</b>

In addition to previously agreed actions, a number of extra business support activities were delivered last year in response to the recession, including business surgeries and extra workshops on business finance.

<b>Objective: To support the skills levels that aid economic prosperity</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Number of external participants in HDC provided/facilitated training (residents and businesses)</i>	-	-	-

This is a new measure. The results for 2009/10 and 2010/11 are still being calculated.

<b>Objective: To support town centres and key settlements to become economically viable and vibrant</b>	<b>Target 2009/10</b>	<b>Actual 2009/10</b>	<b>Target met?</b>
<i>Annual change in average footfall in the district's four market towns compared to national average change</i>	<b>Better than change in the national average</b>	<b>Better than change in the national average</b>	<b>Yes</b>

The results from footfall surveys undertaken in October/November 2009 showed an average increase in footfall across sites in all four towns of 2.2% compared with the previous year. This is better than the national change in the Springboard High Street Index, which showed a 6.3% average decrease in footfall in towns and cities nationally in the year to October 2009.

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## **RISK REGISTER (Report by the Audit & Risk Manager)**

### **1. INTRODUCTION**

- 1.1 In line with the Council's Risk Management Strategy, a risk register has been developed that holds details of the significant risks faced by the Council. Details of progress made in identifying and managing risks is reported regularly to the Corporate Governance Panel.
- 1.2 The Risk Management Strategy requires the Cabinet to consider each of the very high or 'red' residual risks to identify whether they should be further mitigated by cost-effective and affordable actions. This report provides information in respect of each of the four 'red' risks currently on the register.

### **2. RISK TREATMENT OPTION FORMS**

- 2.1 Each manager responsible for a 'red' risk has considered the options available to further mitigate their potential impact on the Council. The Risk Management Group and COMT have also reviewed their proposals.
- 2.2 For each 'red' risk an option form has been prepared. These forms, which are attached, list in priority order the cost-effective and affordable actions that have been identified or propose that no further mitigation is practical. It is proposed that all those actions shown as achievable within existing resources should be undertaken.
- 2.3 Risk 15 requires substantial additional resources to ensure that the Council is able to comply with the requirements imposed upon it by the Government Connect secure network.

### **3. RECOMMENDATION**

Cabinet is recommended to:

- approve the proposed actions 'within existing resources';
- decide what action it wishes to take in respect of the requirement for additional resources to manage risk 15; and
- confirm that the resulting level of mitigated risks will be acceptable.

### **BACKGROUND INFORMATION**

Risk Register

**Contact Officer:** David Harwood, Audit & Risk Manager ☎ **01480 388115**

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## Risk Assessment Model

The risk assessment model was approved by Corporate Governance Panel in December 2009.

The model requires potential risks to be evaluated against a set of pre-determined criteria for likelihood/frequency and impact. Individual risk levels can then be determined by plotting the risks onto a risk matrix.

### Likelihood / Frequency

	Alternatively this could be expressed as likely to happen within the next:	When considering Health & Safety related risks, the likelihood should be expressed as being likely to happen within the next:
<b>5 = Almost Certain</b>	Month	
<b>4 = Likely</b>	Year	Monthly
<b>3 = Occasional</b>	3 years	Year
<b>2 = Unlikely</b>	10 years	5 years
<b>1 = Improbable</b>	20 years	

### Impact

Risks will be evaluated against the following scale. If a risk meets conditions for more than one category, a judgement will need to be made as to which level is the most appropriate. For example, if a particular health and safety risk was significant, could result in minor short-term adverse publicity in the local media but had only a trivial financial impact, it might still be categorised as significant.

**1 = trivial** event or loss, which is likely to:

- cause minor disruption to service delivery on one or two consecutive days, not noticeable to customers
- increase the Council's net cost over the 5 year MTP period by £50,000 or less
- be managed with no reporting in the local media
- cause localised (one or two streets) environmental or social impact

**2 = minor** event or loss, which is likely to:

- cause minor, noticeable disruption to service delivery on one or two consecutive days
- increase the Council's net cost over the 5 year MTP period by more than £50,000 but less than £100,000
- result in minor short-term (up to a fortnight) adverse publicity in the local media
- be a Health & Safety concern that results in an injury but little lost time (e.g. less than 3 days off work)
- have a short term effect on the environment i.e. noise, fumes, odour, dust emissions etc., but with no lasting detrimental impact

**3 = significant** event or loss, which is likely to:

- cause disruption for between one and four weeks to the delivery of a specific service which can be managed under normal circumstances
- affect service delivery in the longer term
- increase the Council's net cost over the 5 year MTP period by more than £100,000 but less than £250,000

- result in significant adverse publicity in the national or local media
- be a Health & Safety concern that results in more than 3 days off work or is a major injury, dangerous occurrence or disease that is required to be reported to the H&S Executive in accordance with RIDDOR
- has a short term local effect on the environment, or a social impact, that requires remedial action.

**4 = major** event or loss, which is likely to:

- have an immediate impact on the majority of services provided or a specific service within one area, so that it requires Director involvement.
- increase the Council's net cost over the 5 year MTP period by more than £250,000 but less than £500,000
- raise concerns about the corporate governance of the authority and / or the achievement of the Corporate Plan
- cause sustained adverse publicity in the national media
- significantly affect the local reputation of the Council both in the long and short term
- results in the fatality of an employee or any other person
- have a long term detrimental environmental or social impact e.g. chronic and / or significant discharge of pollutant

**5 = critical** event or loss, which is likely to:

- have an immediate impact on the Council's established routines and its ability to provide any services, and cause a total shutdown of operations.
- increase the Council's net cost over the 5 year MTP period by more than £500,000
- have an adverse impact on the national reputation of the Council both in the long and short term
- have a detrimental impact on the environment and the community in the long term e.g. catastrophic and / or extensive discharge of persistent hazardous pollutant

Likelihood / Frequency	Highly Likely	5	Medium	High	Very High	Very High	Very High
	Likely	4	Medium	High	High	Very High	Very High
	Occasional	3	Low	Medium	High	High	Very High
	Unlikely	2	Low	Low	Medium	High	Very High
	Improbable	1	Low	Low	Medium	High	High
			1	2	3	4	5
			Trivial	Minor	Significant	Major	Critical
			<b>Impact</b>				



## Risk Treatment Option Form - 15

Risk Treatment – Action Plan						
Description of risk from register:	Risk ID No:	15	Current residual risk score: Likelihood x Impact	2	5	10
ICT Security is breached causing both the loss of data and a loss of confidence in the integrity of the data being held.						
Controls already in place as listed on the risk register:						
<ul style="list-style-type: none"> <li>Access controls – Software controls such as network log on controls and complex password. Physical controls such as signify fobs for remote access and lock/pass card controls on doors.</li> <li>Anti-virus and Firewalls preventing unauthorised access by viruses.</li> <li>Back up tapes - off site storage of tapes.</li> <li>Booking procedures for use of laptops away from the office.</li> </ul>			<ul style="list-style-type: none"> <li>Email filtering reduces reducing viruses, trojan software &amp; spam.</li> <li>Fire / security protection – network infrastructure such as network cabinets on the floors of PFH and the server rooms have fire protection.</li> <li>Locks on notebook computers.</li> <li>Monthly floor walk of PFH for laptops and mobile kit to check if secure.</li> </ul>			
Are these controls operating effectively? <b>Yes</b> / <del>No</del>						
<b>Risk Action Plan (All actions listed in priority order)</b>						
Proposed actions to reduce risk using existing resources				New residual risk score <sup>1</sup>		
				L	I	
a. To assess what security measures are in place for portable IT devices and to implement software to control the access of portable IT devices to the Council's IT network.				2	4	
b.						
Actions requiring additional resources						
1. Compliance with Government Connect is forcing the council to look at many controls such as an alternative Remote Access Solution, Security Hardening of servers, computers and network attached devices, undertaking an annual external Health Check, Intrusion Detection Solutions and hardening of wireless within the council. The cost of being compliant with Government Connect is currently set at in excess of £300k.						
2.						
<b>Decision</b>						
Agreed Option:		Implementation Date		Risk Owner		
				<b>Head of Information Management Division</b>		
Decision taken by:			on:			

<sup>1</sup>**New Residual Risk Score:** after the action has been introduced

<sup>2</sup>**Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form - 47

Risk Treatment – Action Plan						
Description of risk from register:	Risk ID No:	47	Current residual risk score: Likelihood x Impact	2	5	10
Council's funds not invested appropriately leading to losses or poor returns resulting in unexpected service cuts.						
Controls already in place as listed on the risk register:						
Treasury Management strategy updated annually and approved by Council which specifically addresses balance between risk and reward. It includes: <ul style="list-style-type: none"> <li>Limitations on investment periods.</li> <li>Limiting maximum loan to a counterparty or group of related counterparties or country.</li> <li>Restricts investments to counterparties that have high credit ratings and Building Societies</li> </ul> Discussion of emerging issues with Capital Receipts Advisory Group.			External consultant appointed. Prompt reaction to daily notification of changes to credit ratings. Prompt review of strategy in light of information received. Suitably qualified and experienced staff.  Half Yearly reports to COMT, Cabinet, O&S and Council.  External Audit reviews.			
Are these controls operating effectively? <b>Yes</b>						
<b>Risk Action Plan (All actions listed in priority order)</b>						
Proposed actions to reduce risk using existing resources				New residual risk score <sup>1</sup>		Extra resources required <sup>2</sup>
				L	I	
a. <b>None</b>						
b.						
Actions requiring additional resources						
The Council's Treasury Management Strategy, approved by Council in February, is based on continuing to make investments with organisations with high credit ratings and Building Societies. It also places other limitations on investments regarding amounts and periods. It would be very easy to remove the possibility of default by borrowers if all investments were made with the Debt Management Office which is Government backed but this would be at the price of significantly lower investment returns. In the circumstances it is still considered that the approved Strategy is sound and so no further actions are proposed.						
<b>Decision</b>						
Agreed Option:		Implementation Date		Risk Owner		
				<b>Head of Financial Services</b>		
Decision taken by:			on:			

<sup>1</sup>**New Residual Risk Score:** after the action has been introduced

<sup>2</sup>**Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form - 58

Risk Treatment – Action Plan						
Description of risk from register:	Risk ID No:	58	Current residual risk score: Likelihood x Impact	2	5	10
Information Security Policy is not followed leading to an inability to provide an appropriate service, litigation against the Council and a failure to respond to requests for information.						
Controls already in place as listed on the risk register:						
Information Security Policy covers all aspects of IT and information security. Policy agreed by COMT and HoS advised that their staff must follow the training. Guidance and training provided by IMD.	<ul style="list-style-type: none"> <li>Regular reminders / training given to staff regarding the need for confidentiality.</li> <li>Regular updates to Business systems and database Register.</li> <li>Online Information Security Training (issue – this is essential training however only a limited amount of staff have taken it)</li> </ul>					
Are these controls operating effectively? <del>Yes</del> / No						
<b>Risk Action Plan (All actions listed in priority order)</b>						
Proposed actions to reduce risk using existing resources			New residual risk score <sup>1</sup>		Extra resources required <sup>2</sup>	
			L	I		
a. Encryption software needs to be implemented in order to protect against the loss of data and control portable devices.			2	4		
b. All staff to undertake the online Information Security training.			2	4		
c.						
Actions requiring additional resources						
1.						
2.						
3.						
4.						
<b>Decision</b>						
Agreed Option:		Implementation Date		Risk Owner		
				<b>Head of Information Management Division</b>		
Decision taken by:			on:			

<sup>1</sup>**New Residual Risk Score:** after the action has been introduced

<sup>2</sup>**Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form - 130

Risk Treatment – Action Plan						
Description of risk from register:	Risk ID No:	130	Current residual risk score: Likelihood x Impact	3	5	15
Inability to identify sufficient new income or expenditure reductions to achieve spending adjustment targets included in the MTP over the coming three years.						
Controls already in place as listed on the risk register:						
Overview & Scrutiny consider the budget at regular intervals. Close Cabinet oversight of the Budget Plan.  Special reserve fund set-up to meet up-front costs of achieving savings.			Progress on achievements reported to Cabinet. Situation frequently discussed at COMT & Cabinet.			
Are these controls operating effectively? Yes <del>No</del>						
<b>Risk Action Plan (All actions listed in priority order)</b>						
Proposed actions to reduce risk using existing resources				New residual risk score <sup>1</sup>		Extra resources required <sup>2</sup>
				L	I	
a. <b>None</b>						
b.						
c.						
Actions requiring additional resources						
1.						
2.						
3.						
4.						
<b>Decision</b>						
Agreed Option:			Implementation Date		Risk Owner	
					<b>Director of Commerce &amp; Technology</b>	
Decision taken by:			on:			

<sup>1</sup>**New Residual Risk Score:** after the action has been introduced

<sup>2</sup>**Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

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