

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)** will be held in the **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 7 SEPTEMBER 2010** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 6th July 2010.

**Miss H Ali
388006**

2 Minutes.

2. MEMBERS' INTERESTS

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

2 Minutes.

3. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN (Pages 7 - 12)

A copy of the current Forward Plan, which was published on 12th August 2010 is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

10 Minutes.

4. UPDATE REPORT WITH REGARD TO ISSUES RAISED IN RELATION TO HILL RISE PARK, ST IVES (Pages 13 - 18)

To receive an update from the Head of Environmental and Community Health Services on the action taken in response to a petition previously submitted to the Panel in respect of Hill Rise Park, St Ives.

**Ms C Waters
388233**

15 Minutes.

5. ENHANCED CLEANSING SERVICES - PROPOSALS FOR MARKET TOWNS

To receive a report from the Operations Manager “**TO FOLLOW**” on progress made to date in respect of enhanced cleansing services and the proposals for the market towns.

**Mrs B Gordon
388720**

20 Minutes.

6. SINGLE EQUALITY SCHEME (Pages 19 - 40)

To receive a report from the Head of People, Performance and Partnerships on the Single Equality Scheme.

**Mrs L Sboui
388032**

Appendices B – H of the Scheme has been circulated electronically to Panel Members for information only.

20 Minutes.

7. STUDY: CONSULTATION PROCESS

To receive an update from the Head of People, Performance and Partnerships on the District Council’s consultation process.

**Mrs C Garbett
388459**

15 Minutes.

8. PERFORMANCE MANAGEMENT (Pages 41 - 48)

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

**H Thackray
388035**

15 Minutes.

9. PROVISION OF PLAY FACILITIES IN HUNTINGDONSHIRE (Pages 49 - 56)

To receive a report from the Service Development Manager updating the Panel on progress made to date since the Panel concluded its former study on the provision of play facilities in Huntingdonshire.

**J Craig
388638**

15 Minutes.

10. CAMBRIDGESHIRE ADULTS WELLBEING AND HEALTH SCRUTINY COMMITTEE

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

5 Minutes.

11. WORK PLAN STUDIES (Pages 57 - 62)

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

**Miss H Ali
388006**

15 Minutes.

12. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS (Pages 63 - 72)

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

**Miss H Ali
388006**

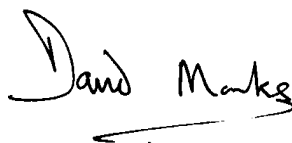
15 Minutes.

13. SCRUTINY (Pages 73 - 82)

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

5 Minutes.

Dated this 2 day of September 2010



Chief Executive

Notes

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

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

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

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

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

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

Emergency Procedure

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

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) held in the Civic Suite 0.1a, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 6 July 2010.

PRESENT: Councillor S J Criswell – Chairman.
Councillors S Cawley, Mrs K E Cooper, J J Dutton, P G Mitchell and R J West.
Mrs M Nicholas.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P L E Bucknell, Mrs P A Jordan and A Monk and Mr R Coxhead.

17. MINUTES

The Minutes of the meeting of the Panel held on 1st June 2010 were approved as a correct record and signed by the Chairman.

18. MEMBERS' INTERESTS

No declarations were received.

19. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN

The Panel considered and noted the current Forward Plan of Key Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Leader of the Council for the period 1st July to 31st October 2010. In noting the addition of an item entitled Open Space Strategy, the Panel requested sight of the report prior to its consideration by the Cabinet. Additionally, it was reported that the item entitled Single Equality Scheme would be submitted to the Panel's meeting in September 2010.

With regard to an item entitled Public Conveniences, the Panel suggested that it might be useful for the public to be made aware of alternative facilities available in each of the District's towns. It was agreed to forward to this comment to the Cabinet for consideration during their deliberations on this item. Having been reminded that the Varrier Jones Trust had not responded to a suggestion that its high dependency toilet facility at the Saxongate Community Learning Centre might be made available for public use, Councillor R J West undertook to pursue this matter further with the Trust.

20. MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS)

Pursuant to Minute No. 10/10, the Panel gave consideration to a report by the Head of People, Performance and Partnerships (a copy

of which is appended in the Minute Book) providing an update on the receipt and expenditure by the Council of money negotiated under Section 106 Agreements. Members' attention was drawn to the inclusion of reference to the development site for each of the schemes listed in Tables 1 and 2 of the report, which had been requested by the Panel at its previous meeting. It was also explained that some schemes did not have expiry dates specified within their agreements.

Having acquainted the Panel with problems associated with parking, which had resulted from one of the schemes in his Ward, Councillor J J Dutton undertook to raise this matter with the relevant Executive Councillor and the Council's Estates Manager.

In discussing a number of schemes relating to contributions for skateboard ramps/parks in various locations across the District, concern was expressed that the level of funding received would not be sufficient to cover the full cost of these facilities. In response, it was reported that this funding represented only a partial contribution to the total cost of the schemes and that these details would be included within project plans.

Members were reminded that their role was to scrutinise the progress of allocated schemes and existing maintenance agreements. Having discussed the additional information that would be required for this purpose, Councillor P G Mitchell undertook to discuss this matter with the Scrutiny and Review Manager.

RESOLVED

that the contents of the report be noted.

21. STRATEGIC / PARTNERSHIP SCRUTINY

(a) Scrutiny of Partnerships

With the aid of a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) the Panel considered their approach to scrutinising the partnerships in which the Council was involved. Members were reminded of that the Local Government and Public Involvement in Health Act 2007 placed a duty on the Council to scrutinise the Local Strategic Partnership and of the role that the Overview and Scrutiny Panel (Social Well-Being) had in this work. It was agreed that a briefing note should be circulated to Panel Members in advance of their next meeting to enable them to determine how to undertake this work. The briefing note would include the terms of reference for each thematic group, current issues being considered and the respective Chairmen's details.

Having been reminded that training on the Scrutiny of Partnerships and on an Introduction to Local Strategic Partnerships had been undertaken on 3rd June and 1st July 2010 respectively, the Panel were informed that a further session would be arranged for Overview and Scrutiny Members to meet with representatives from the

Huntingdonshire Strategic Partnership. The purpose of this session would be to enable both parties to establish ways of working together.

(b) Joint Scrutiny

By means of a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) the Panel were acquainted with recent developments relating to joint scrutiny by the Cambridgeshire Councils. Members were advised that the Cambridgeshire Scrutiny Officer Network were due to discuss this matter at their next scheduled meeting and the Scrutiny and Review Manager invited comments from Members on proposals for greater joint working.

In acknowledging the complexity of the framework in which the Cambridgeshire Joint Accountability Committee (JAC) and the Cambridgeshire Together Board operated, a request was made that background information on the two bodies was circulated to Members outside of the meeting.

While they endorsed the principle of introducing joint scrutiny across the County, Members were mindful that such a move could have cost implications for the District Council. They also commented that this approach would work best if it was undertaken through issue based task and finish groups and did not result in new organisational structures being created. In that context, the Panel questioned whether joint scrutiny would mean that the JAC would no longer be required. The Scrutiny and Review Manager undertook to report Members' comments at the Scrutiny Officer Network meeting.

22. CAMBRIDGESHIRE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE

Councillor R J West reported that the next meeting of the Cambridgeshire Health and Adult Social Care Scrutiny Committee was scheduled to be held the following week. In addition, it was reported that the Committee had changed its name to the Adults Wellbeing and Health Scrutiny Committee.

23. WORK PLAN STUDIES

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

Members discussed a suggestion that their Agenda should in future include an item on potential studies. Having been reminded that they already had an opportunity to raise items for future study/investigation at this point during the meeting, it was decided not to change the current arrangements for managing the Panel's programme of studies.

The Chairman suggested that, in light of the current consultation on potential locations for gypsies and travellers sites, a review should be undertaken of the Council's current consultation processes, to determine whether the Council's approach to consultation was consistent across the authority. Having discussed the proposal, the Panel requested that a scoping report was submitted to a future meeting, which indicated what the current process was, the methods that were used and how materials were prepared for this purpose. In addition, Members discussed gypsy and traveller welfare. It was suggested that the Panel might look at the gypsy and traveller sites already established within the District.

The Chairman drew attention to two possible studies which could be referred to the Panel for further investigation by the Overview and Scrutiny Panel (Economic Well-Being), namely waste collection round scheduling and promotion of the use of re-usable nappies. Whereupon, it was

RESOLVED

- (a) that a scoping report on the Council's consultation process be submitted to a future meeting of the Panel; and
- (b) that gypsy and traveller welfare be included within the Panel's work programme.

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

The Panel received and noted a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book), which contained details of actions taken in response to recent discussions and decisions. The Chairman reported that the Hinchingsbrooke Hospital Stakeholder Panel Sub-Group was currently undertaking site visits to facilities managed by the three bidders who wished to take on the Hospital's management contract. The next stage would be to interview the bidders on 8th September 2010.

Councillor R J West commented that the Panel might wish to revisit the Provision of Play Facilities study at a later date, in light of possible changes at a countywide level. Members also reiterated their interest in receiving an update on town centre cleaning at its meeting in September 2010.

With the aid of a report tabled at the meeting (a copy of which is appended in the Minute Book) the Chairman reported on the outcome of his discussions with Hinchingsbrooke Hospital's Head of Facilities and Facilities Business Manager on car parking at the Hospital. Members noted that the meeting had been constructive and that the revised pricing structure and car park concessions had been introduced with effect from 1st July 2010. The new arrangements would be reviewed by the Hospital after six months and the Panel would be invited to participate in the review.

25. SCRUTINY

The 105th Edition of the Digest of Decisions was received and noted.

Chairman

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FORWARD PLAN OF KEY DECISIONS

Prepared by
Date of Publication:
For Period:

Councillor I C Bates
12 August 2010
1 September 2010 to 31 December 2010

Membership of the Cabinet is as follows:-

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

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

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

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

Roy Reeves
Head of Administration

Notes:- (i) Additions/significant changes from the previous Forward are annotated ***

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

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
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Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Financial Strategy	Cabinet	16 Sep 2010	Previous year's budget report - Various Annexes	Steve Couper, Head of Financial Services Tel No. 01480 88103 or e-mail Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (Economic Well-Being)	T V Rogers	Economic Well-Being
Environment Strategy Review	Cabinet	16 Sep 2010	None.	Dr Paul Jose, Head of Environmental Management Tel No 01480 388332 or e-mail Paul.Jose@huntsdc.gov.uk		J A Gray	Environmental Well-Being
Leader or Mayor - The Choice for Huntingdonshire	Cabinet	16 Sep 2010	None.	Roy Reeves, Head of Democratic and Central Services Tel No. 01480 388003 or e-mail Roy.Reeves@huntsdc.gov.uk		K J Churchill	Economic Well-Being
Single Equality Scheme	Cabinet	16 Sep 2010	Covering report, Single Equality Scheme plus Appendices	Louise Sboui, Senior Policy Officer Tel No 01480 388032 or e-mail Louise.Sboui@huntsdc.gov.uk	DMT, Equality Steering Group, COMT, O&S Panel and other internal and external consultation (detailed in the scheme)	K J Churchill	Social Well-Being
Homelessness Strategy	Cabinet	21 Oct 2010	None.	Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 or e-mail Jon.Collen@huntsdc.gov.uk	Consultation process in preparation.	A Hansard	Social Well-Being
Home Improvement Agency Review - Future Delivery Model Consultation	Cabinet	21 Oct 2010	None	Steve Plant, Head of Housing Services Tel No. 01480 388240 or e-mail Steve.Plant@huntsdc.gov.uk		A Hansard	Social Well-Being

Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Site Options Planning Proposals Development Plan Document	Cabinet	21 Oct 2010	Updated SHLAA, Employment Land Review, Updated Retail Study	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Paul.Bland@huntsdc.gov.uk	Approve findings for consultations as preferred options	D B Dew	Environmental Well-Being
St Neots East Urban Design Framework	Cabinet	21 Oct 2010	Agreed Urban Design Framework	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Paul.Bland@huntsdc.gov.uk	Adopt as Council policy	D B Dew	Environmental Well-Being
Local Transport Plan (LTP3)	Cabinet	21 Oct 2010	Draft Local Transport Plan	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Paul.Bland@huntsdc.gov.uk	Endorse as Council policy	D B Dew	Environmental Well-Being
St. Ivo Leisure Centre - Proposal for Development	Cabinet	21 Oct 2010	None	Simon Bell, General Manager, Leisure Centres Tel No. 01480 388049 or e-mail Simon.Bell@huntsdc.gov.uk		Mrs D C Reynolds	Social Well-Being
Draft MTP	Cabinet	18 Nov 2010	Financial Strategy Previous Year's budget report - Various Annexes	Steve Couper, Head of Financial Services Tel No. 01480 388103 or e-mail Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (Economic Well-Being)	T V Rogers	Economic Well-Being
Sale of Land at Mill Road, Eaton Socon***	Cabinet	18 Nov 2010	Estates File - M/436/1	Keith Phillips, Estates and Property Manager Tel No. 01480 388260 or e-mail Keith.Phillips@huntsdc.gov.uk	Ward Councillors	Mrs D C Reynolds	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Asset Management Plan - Annual Report***	Cabinet	16 Dec 2010	Previous Cabinet Reports	Keith Phillips, Estates and Property Manager Tel No. 01480 388260 or e-mail Keith.Phillips@huntsdc.gov.uk		Mrs D C Reynolds	Economic Well-Being

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OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)

7TH SEPTEMBER 2010

UPDATE REPORT WITH REGARD TO ISSUES RAISED IN RELATION TO HILL RISE PARK, ST IVES

**Report by the Head of Environmental and Community Health Services
(as Chairwoman of the Huntingdonshire Community Safety Partnership)**

1. PURPOSE

- 1.1 The purpose of this report is to advise Members of the outcome of the initiatives that have been discussed and considered in relation to issues that have been previously raised about Hill Rise Park, St Ives.

2. INTRODUCTION

- 2.1 At the Overview and Scrutiny meeting held on 2nd February 2010, Members received a report on behalf of the Huntingdonshire Community Safety Partnership. This report advised what actions could be considered in response to a petition received from residents about anti-social vehicle-use in Hill Rise Park.
- 2.2 On receipt of the petition the signatories had been notified of the date/time of the next available Neighbourhood Forum for St Ives and were advised to have a representative report the issues to that forum. Hill Rise Park was consequently adopted as a priority area by the St Ives Neighbourhood Forum at their meeting in January 2010. When an area is identified as a priority, the Police have a responsibility to respond to calls for service to this area within 60 minutes (not including 999 calls).

3. NEIGHBOURHOOD FORUM PRIORITY AREA

- 3.1 The following action was taken by the Police as a result of Hill Rise Park being a Neighbourhood Priority (Jan–April 2010):
- Regular patrols carried out in the area, both overt and covert;
 - One report of noise associated with a vehicle in the park was received. This was dealt with by the attending officer.
- 3.2 The next meeting of the St Ives Neighbourhood Forum was held on 7th April 2010 where the Police provided an update on the action that had been taken during the period (January – April 2010), it was not felt that this area should be continued as a priority and therefore was not re-adopted as one at the April meeting.
- 3.3 Since this area was identified as a priority, in January 2010, until mid-August there have been only 7 incidents reported. The area has not been adopted as a Neighbourhood Priority since the meeting in January 2010.

4. EVIDENCE OF AN ISSUE IN HILL RISE, ST IVES

- 4.1 The following information was provided by the police in the report that was presented in February 2010. The information details the calls for service to them for the period 18/01/2005 – 18/01/2010 relating to Hill Rise Park, St Ives:

Incident Type	2005	2006	2007	2008	2009	5-year Total
Rowdy & Inconsiderate Behaviour.	5	8	3			16
Substance Misuse	1					1
Vehicle- related Nuisance/Inappropriate Use	15	7	7	8	12	49
Noise From Vehicles	3					3
Grand Total	24	15	10	8	12	69

- 4.2 More recent information with regard to calls for service to the Police in relation to issues in Hill Rise Park has been provided, this is as follows:

- Calls for service that relate to Hill Rise, St Ives have been examined between 1st April 2009 and 16th August 2010. There were a total of 14 calls for service during this 16 1/2 month period (this includes some that were reported to the February meeting).
- Nine different residents of Hill Rise and Pettis Road have made complaints.
- The calls as a whole related to persons parking up in the car park at the location.
 - Most calls occurred between 1600hrs and 2300hrs.
 - There are more calls on a Thursday than any other day.

- 4.3 Since 2007 figures have remained markedly lower than the peak in 2005 (24 incidents). Projected figures for this year suggest c10 incidents during the year, fewer than last year.

Incident Type	2005	2006	2007	2008	2009	2010 (Jan-mid-Aug)
Rowdy & Inconsiderate Behaviour.	5	8	3	0	0	3
Substance Misuse	1	0	0	0	0	1
Vehicle- related Nuisance/Inappropriate Use	15	7	7	8	12	2
Noise From Vehicles	3	0	0	0	0	0
Suspicious circumstances	0	0	0	0	0	1
TOTAL	24	15	10	8	12	7

- 4.4 The petition had suggested: the most common times when residents were disturbed were 11pm – 4am. Incidents were said to have occurred on every day of the week. The most recent information from the Police shows: there have only been a couple of incidents occurring in the early hours of the morning this year. The majority of reported incidents are occurring between 1600hrs and 2300hrs. This same information also suggests that Thursdays is the day when most reports are received.

5. BUILDING ON LESSONS LEARNT FROM ELSEWHERE

5.1 In the last report to the Overview and Scrutiny Panel, 2nd February 2010, Members were advised of actions that had successfully addressed anti-social vehicle use in Riverside Park, St Neots. In reviewing the issues raised by residents about Hill Rise Park, officers had considered where it may have been possible to duplicate successful initiatives. As a result of this the following action has been taken:

5.1.1 Hill Rise Park: Neighbourhood Priority Area

Hill Rise Park was identified as a priority by the Neighbourhood Forum in January 2010. During the next 3-months only one incident was reported; the Police responded and the appropriate action was taken. In addition both covert and overt patrols were undertaken to gather information with regard to the individuals, groups and vehicles that were causing nuisance. However, as few incidents were reported, it was difficult to gather useful information. It was initially thought that the problems, of the type raised by residents, may increase during the warmer months. Yet, review of the calls for service suggests this does not seem to be the case. From the information provided by the Police anti-social use of vehicles in this area does not appear to be an ongoing issue. It will be important, if this assessment is in error, that residents report new incidents so that an accurate picture can be established.

5.1.2 Zero-tolerance to anti-social use of vehicles in Hill Rise Park

A zero-tolerance approach had been successful in Riverside Park, St Neots. This involved displaying signs and regular warnings being issued to drivers/ vehicle owners that they were at threat of receiving a fine or having their vehicle seized if they were found to be using it anti-socially. This approach was applied in Hill Rise Park with officers verbally warning drivers/ vehicle owners. Regular patrols were also made by the mobile CCTV vehicle, at key times. However, due to the small numbers of incidents reported, it has not been necessary to display signage. No occasion arose that required issue of a Fixed Penalty Notice.

5.1.3 Evaluation of benefit of installing speed-restriction humps within the car park

It was initially suggested speed-humps could help stop the issues of the type that were reported in the petition. An audit of the car park has been carried out by the Operations Team and it is not thought that it would be possible to install speed-humps within the car park. An alternative suggestion has been offered: the installation of speed humps on entering the car park. Control at the entrance this may deter drivers who intend to enter the car park at relatively high-speed as they may fear damaging their vehicles by going over the humps. It may also be possible to install planters within the car park to discourage drivers driving at speed within the car park as this would limit space. It is not clear that fast-driving within the car park is still an issue. The types of issues reported in the petition were mainly associated with noise from engines being revved and loud music from stereos. Therefore altering the road-surface or restricting space would not solve this particular problem. The cost v. benefit of this is questionable.

5.1.4 Use of CCTV

Several site visits revealed little physical evidence of anti-social driving in the car park. Only one small tyre-mark on the car park surface was discovered. Also the Mobile CCTV Unit visited the site on numerous occasions in the evenings and has not recorded any evidence of people abusing this facility.

5.1.5 Evaluation of installation of a permanent CCTV Camera within the park area

Different types of CCTV have been looked at for this area. The idea was to install an appropriate camera on one of the lighting columns to cover the area. For the camera to be effective, it would need to be a full pan, tilt and zoom (PTZ) colour camera which would be able to be monitored in the CCTV Control Room. The types of camera looked at included:

- A full MIC1-400 PTZ colour camera + infra-red (as installed at St Neots Skateboard Park) with a fibre-link to the control room.
Capital cost >£25k + revenue cost of around £2k per year.
- A full MIC1-400 PTZ colour camera + infra-red wirelessly linked to the existing camera in Ramsey Road, St. Ives.
Capital cost c£19k + revenue cost of around £0.5k per year.
**A problem was also identified with sending the signal wirelessly to the host camera: line of sight obstructed by large trees in a private garden.*
- A PTZ colour CCTV camera operating over the GSM network.
Capital cost unknown: this would involve installing new equipment into the CCTV Control Room. Still images would have to be displayed on a computer. **Revenue cost** of monitoring would be extremely high – almost equivalent to a mobile phone being used 24 hours a day 7 days a week.
- A PTZ colour camera using 3G technology for transmission. This again would entail the installation of additional software in the CCTV Control Room and again the images would not be able to be displayed on the monitor-wall but would have to be on a computer. Whilst the transmission costs would not be as great as above the picture quality would be poor with a very slow frame rate making identification difficult.
- A PTZ colour camera using the Ipolis system transmitting the images over broadband. Again the images would not be able to be displayed on the monitor-wall. There would need to be an installation on-site: telephone point and cabinet. As there are no dwellings on this side of Hill Rise, the cost of installing a BT line could be expensive.
- A stand-alone CCTV system was trialed for a short while but this involved a fixed camera with an internal recording system. The images from this camera were very poor and would not be suitable for identification or use in the courts. Also, as there is no monitoring facility it would not be able to invoke an immediate response to any problem in the area.

6. CONCLUSIONS

- 6.1 There has been considerable investigative work to try and find appropriate solutions to address the issues raised by residents in late-2009. Hill Rise was adopted as a priority policing- area between January and April this year but there was only one incident reported during the period. Over the warmer-months, April – August, there have only been seven incidents reported in the area and only two of these related to anti-social vehicle use.
- 6.2 A zero-tolerance to anti-social vehicle use was established but there were so few incidents reported that investigations were limited. There were no instances that justified serving a fixed penalty notice.

- 6.3 Installation of speed-humps has been considered but the evidence of a continuing problem has made evaluation of likely success difficult. The cost of altering the entrance to the park, or providing planters, compared against the likely benefit is questionable.
- 6.4 Provision of CCTV presents technical difficulties: in transmitting and monitoring of useful images. This is likely to cost £20k-£25K in capital and >£2k a year to run, in addition to staffing costs. The inspection showed no physical evidence of an on-going problem and mobile CCTV monitoring failed to record any evidence of people misusing the area, so it is questionable whether there is sufficient evidence of need to justify a funding-bid.
- 6.5 The number of incidents at this location is currently very low and a cost effective solution may not be available. As the number of incidents reported is so low and is decreasing year on year basis, it may be appropriate to continue to monitor the situation rather than commit additional financial resources at this time.

7. RECOMMENDATIONS

Members are requested to:

- 7.1 Ask officers to report, to the next St Ives Neighbourhood Forum, the work that has taken place to try and address the issues. The purpose of the report is so residents are both made aware of what has happened to date and asked to report incidents to the Police.
- 7.2 Ask officers to monitor the situation over the next 6-months. Also to re-instate the zero tolerance approach to anti-social use of vehicles; if the number of calls-for-service increase above the predicted year total (and vehicles are the cause).

BACKGROUND INFORMATION

Minutes of St Ives Neighbourhood Forum, 7 April 2010
Minutes of St Ives Neighbourhood Forum, 6 January 2010.
Report by the Head of Democratic and Central Services to Huntingdonshire Community Safety Partnership, 26 November 2009: Petition – Hill Rise Park, St Ives.
Report by the Head of Democratic and Central Services to Overview and Scrutiny Panel (Social Well-being), 3 November 2009: Petition – Hill Rise Park, St Ives.
Petition received from Mr Rigby.
Notes of the St Neots Area Community Safety Task Group, 22 March 2005.
Notes of the St Neots Area Community Safety Task Group, 21 June 2005.
Notes of the St Neots Area Community Safety Task Group, 20 September 2005.
Notes of the St Neots Area Community Safety Task Group, 20 December 2005

Contact Officer: Claudia Waters, Community Safety Team Leader
☎ 01480 388233

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ENHANCED CLEANSING SERVICES PROPOSALS FOR MARKET TOWNS (Report by the Operations Manager)

1. INTRODUCTION

1.1 In July 2008, the Overview and Scrutiny Panel considered a report on proposals for an enhanced Sunday cleansing services in St Ives, Huntingdon, St Neots, Ramsey and Godmanchester. The proposal was to undertake a cleansing service in these areas from 06.00 to 10.00 using a combination of mechanical Sweepers, litter picking, and the emptying of litterbins situated on a number of identified streets. The areas proposed are detailed in Appendix 1. The annual cost of providing this enhanced service in 2008 was £52,400.

1.2 Following receipt of the report from Overview and Scrutiny Panel, Cabinet made the following recommendations at their September 2008 meeting:

(a) that the Overview and Scrutiny Panel be requested to investigate further the introduction of Sunday cleansing services in light of the Cabinet's views above and to prepare a proposal for consideration as part of the Council's Medium Term Plan in due course;

(b) that financial contributions towards the cost of implementing additional cleansing be sought from the various Town Councils; and

(c) that the use of Alcohol Disorder Zones be investigated

1.3 This report provides an update on the current situation.

2. CURRENT SITUATION

2.1 Since the original report was prepared in 2008, the financial situation in which the Council finds itself has worsened. Street cleansing services are currently one of the service areas which have been identified for a possible service reduction. If this is implemented then the resources available to undertake this work will be stretched. Currently the majority of street cleansing staff are on a Monday to Friday contract, and work undertaken at weekends is voluntary overtime. In summer especially we find it difficult on occasions to find sufficient staff to work at weekends at our current levels of cleansing and often have to rely on supervisory staff to assist. Increasing the amount of resource required on Sunday's will either result in a re-negotiation of contracts with staff to include weekend working, which will reduce their availability during the week for other work, or rely on resourcing enough staff voluntarily. If the street cleansing services are reduced overall as part of the budget negotiations then the pool of staff and equipment on which to carry out this additional work becomes more limited.

- 2.2 In light of the current budget proposals there may be the opportunity in the future to look at what services, or elements of the service could be carried out by the Town Councils and if the opportunity arises this will be discussed further with them.
- 2.3 It should be noted that a Sunday street cleansing service is carried out anyway by the Council in Huntingdon, St Ives and St Neots using a compact sweeper and one additional operative for 3 hours in each town and one man in Ramsey. This resource covers the main shopping areas in each town, sweeping, litter picking and emptying bins. Very few complaints have been received recently in relation to problems being experienced with litter at other times of the day.

4. CONCLUSION

- 4.1 Since the original proposal was put forward, the economic conditions have changed and any provision of an enhanced Sunday cleansing service needs to be considered in the context of the whole cleansing service and the knock-on effect it could potentially have if resources are reduced.
- 4.2 Sunday cleansing is being carried out in the towns and very few complaints are received about standards in these areas even with the increase in the night time economy. Standards as required under the Code of Practice on Litter and Refuse are being met using the current arrangements.

5. RECOMMENDATIONS

- 5.1 That further progress on the recommendations from Cabinet in September 2008 is postponed until a decision is taken on any likely reduction in street cleansing services
- 5.2 Any future review of the street cleansing service takes into account possibly opportunities for providing this service if contributions can be negotiated from the Town Councils

BACKGROUND INFORMATION

Contact Officer: Beth Gordon, Operations Manager
☎ 01480 388720

St Ives Compact mechanical sweeper, plus a response team of 3 undertaking litter picking and emptying of litter bins.

St Ives	
The Waits	The Broadway
Crown Street	Merryland
Bridge Street	The Quay
The Pavement	Market Hill
White Hart Lane	Sheep Market
Market Road	Station Road
Cattle Market Car Park	

Huntingdon Compact mechanical sweeper, plus a response team of 3 undertaking litter picking and emptying of litter bins.

Huntingdon	
High Street	Ferrars Road
George Street	Royal Oak Passage
Market Hill	Princes Street
Literary Walk	St Marys Street
Hartford Road	St Benedicts Court
Chequers Court	St Germain Walk
Trinity Place	Chequers Way
Brewery Yard	St Germain Street Car Park
Brewery Yard	

St Neots Compact mechanical sweeper, plus a response team of 3 undertaking litter picking and emptying of litter bins.

St Neots	
St Neots Road	High Street
Cambridge Street	Huntingdon Street
Tebbutts Road	New Street
Church Street	Brook Street
South Street	St Marys Street
Priory Lane	Tan Yard
Bec Road	The Priory
Priory Lane Car Park	Waitrose Tan Yard Car Park
Market Square West	Market Square South

Ramsey & Godmanchester Response team of 2 undertaking litter picking and emptying of litter bins

Godmanchester	
Causeway	Post Street
Old Court Hall	Cambridge Street

Ramsey

Great Whyte	Little Whyte
High Street	New Road
Mews Close Car Park	

Agenda Item 6

**OVERVIEW & SCRUTINY PANEL
(SOCIAL WELL-BEING)**

7TH SEPTEMBER 2010

EMPLOYMENT PANEL

15TH SEPTEMBER 2010

CABINET

17TH SEPTEMBER 2010

SINGLE EQUALITY SCHEME (Report by the Head of People, Performance and Partnerships)

1. INTRODUCTION

- 1.1 The purpose of this report is to provide an update on progress with the achievement of the Council's Corporate Equality Policy (CEP) Action Plan and to seek endorsement of a new Single Equality Scheme, containing a number of existing policies and schemes.

2. BACKGROUND

- 2.1 The CEP and action plan shows how the Council will meet its statutory responsibilities, in particular how we take account of:

- legislation relating to race, disability and gender equality; and
- achievement against the Equality Framework for Local Government.

Furthermore, it translates the Council's aim and objectives for equality and diversity into corporate and Directorate actions and targets and is compatible with the "achieving" level of the Equality Framework for Local Government.

- 2.2 The Council has concluded a three year timetable to meet the statutory requirement to assess (Equality Impact Assessments). It is intended to continue to have an EIA programme which will be less intrusive and to monitor progress through the Council's performance management framework.

3. Equality Framework for Local Government

- 3.1 The Equality Framework for Local Government was introduced in April 2009 to replace the Equality Standard for Local government. The new Framework has fewer indicators and an emphasis on self assessment and peer challenge. It relates better to the performance framework for local government and uses a broader definition of equality.
- 3.2 The Framework will consist of 3 levels; 'Developing', 'Achieving' and 'Excellent' (the Equality Standard had 5 levels); all councils at Level 3 of the Standard will automatically transfer over to the Achieving level within the new Framework.
- 3.3 The Council underwent a successful external assessment for validation of achievement against Level 3 of the Equality Standard in July 2009; and we automatically became Achieving Council within the new Framework. This was a considerable achievement by the Council. Some areas of development were identified during this

assessment; these have been included in the action plan. A Peer Assessment against the Achieving criteria will be required in 2012. Rather than creating any new work to prepare for this external assessment we intend to adapt what we already do to provide the evidence to show how we are meeting the Achieving criteria.

4. The purpose of a Single Equality Scheme

- 4.1 The Equality Act 2010 established a duty on public bodies to tackle discrimination, promote equality of opportunity and encourage good community relations. The new duty covers race, disability, gender, age, sexual orientation, gender reassignment and religion or belief, replacing the three existing, separate duties with a single framework. This will bring together the existing public sector equality duties of tackling discrimination and promoting equality for race, gender and disability so that the requirements do not vary between groups. This new Single Equality Scheme brings together all the equality strands within one document and streamlines our work in this area and also ensures that we meet our statutory requirements
- 4.2 Having a single equalities action plan will allow for and ensure robust monitoring. It provides a framework to help us to improve our services and also ensure we take a proportional response.

5. PROGRESS

- 5.1 The Corporate Equality Policy identified two outcomes and two measures that told us how successful we have been in terms of understanding the diverse needs of local people, that our services meet those needs and that they are provided in a fair and accessible way. Residents' perceptions of how well we are doing in this area have been measured through a variety of surveys and are set out below -

	2008/09	2009/10
To what extent do you agree or disagree that your local area is a place where people from different backgrounds get on well together	79.4%	82.1%
In the last year would you say that you have been treated with respect and consideration by your local public services	78.9%	72.7%

- 5.2 The Corporate Equality Policy Action Plan for 2009/10 contained 18 actions, of which
- 12 have been fully completed
 - 6 are on-going.
- 5.3 Seventeen individual services carried out EIA's during 2009/10, this equated to 35 different EIA's; 21EIA's were completed. Those not completed on time have been re-scheduled for completion during 2010/11. A list of outcomes/actions arising out of completed EIA's is in Appendix G; no significant actions were identified.

5.4 The Council has a statutory responsibility to report findings from progress made with the equality schemes, this is set out in Appendix F along with other related achievements.

5.5 Supporting appendices are available and they include:

- About Huntingdonshire
- Responsibility, monitoring and review of the Single Equality Scheme
- Links with other strategies and policies
- Outline of the law relating to equality
- Progress with equality 2007-2010
- How we involved people in developing the Scheme

6. RESOURCE IMPLICATIONS AND CONCLUSIONS

6.1 The Council has a revenue budget of £12,000 to meet the direct cost of achieving objectives, the majority of which is used for employee and Member training. Other costs include the time taken to review and make changes to services/policies in response to assessment of residents needs and completing activities set out in the Action Plan. The Assessments undertaken have not resulted in any significant expenditure and the Council is making a proportionate but effective response to statutory and business requirements.

7. RECOMMENDATIONS

7.1 Cabinet is asked:

- endorse the new Single Equality Scheme and action plan; and
- to note progress and the findings from Equality Impact Assessments conducted during 2009/10 (Appendix G)

Background Papers

Single Equality Scheme

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

Single Equality Scheme

2010 to 2013

If you would like a translation of this document, a large text version or an audio version, please contact us on 01480 388388 and we will try to accommodate your needs.

Jeśli chcieliby Państwo otrzymać tłumaczenie tego dokumentu, wersję dużym drukiem lub wersję audio, prosimy skontaktować się z nami pod numerem 01480 388388, a my postaramy się uwzględnić Państwa potrzeby.

Se quiser uma tradução desse documento, por favor, contate o número 01480 388388 e tentaremos acomodar as suas necessidades.

Jeigu norite gauti šio dokumento išverstą kopiją arba atspausdintą stambiu šriftu, prašau kreiptis į mus telefonu 01480 388388 ir mes pasistengsime jums padėti.

We welcome and encourage any comments you may have about our Single Equality Scheme, this will help us to review and improve what we do.

Please contact us on the number above or email CRM_Policy@huntingdonshire.gov.uk

**More equality and diversity information is available on the District Council's web site:
<http://www.huntsdc.gov.uk/Community+and+People/Equality>**

Foreword

Welcome to Huntingdonshire District Council's Single Equality Scheme

Huntingdonshire District Council is committed to equality of opportunity in our approach to service delivery, employment and policy-making. We are committed to identifying, understanding and eliminating anything that prevents access to services, information and employment.

This Scheme shows how the Council will translate its legal duties into objectives and actions. It takes account of current equalities legislation relating to race, disability, gender, religion, sexuality and age and the Equality Framework for Local Government.



A handwritten signature in black ink, appearing to read 'Ken Churchill'.

Councillor Ken James Churchill JP
Executive Councillor for Resources and Policy

CONTENTS

Foreword		3
SECTION 1	Introduction	5
SECTION 2	Diversity in Huntingdonshire	7
SECTION 3	Our Approach	8
SECTION 4	Our Objectives	10 - 13
SECTION 5	Monitoring and Evaluation	14
Appendices		
Appendix A	Action Plan	15 - 19
Appendix B	About Huntingdonshire	20 - 25
Appendix C	Responsibility, monitoring & review	26 - 27
Appendix D	Links with other strategies and policies	28 - 29
Appendix E	Outline of the law relating to equality	30
Appendix F	Progress with equality & diversity over the last three years	31 - 51
Appendix G	Results from Equality Impact Assessments 2009/10	52 - 54
Appendix H	How we involved people in developing this scheme	55

Section 1

1.1 Introduction

Huntingdonshire District Council is committed to equality of opportunity in our approach to policy-making, service delivery and employment. We are committed to identifying, understanding and eliminating anything that prevents access to services, information and employment. The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination (unfair treatment). Our Single Equality Scheme sets out the Council's aims and objectives for equality, and accompanying action plan sets out how the Council's commitment will be translated into action along with clear targets and timetable.

Equality is a key target for the Council. Growing Success, our Corporate Plan, stresses our commitment to achieve equality, diversity and inclusion. In July 2009 the Council was awarded Level 3 of the Equality Standard for Local Government, which recognised that we have put in place systems that support continuing improvement in the development of equality. We are now an 'Achieving Council'.

Equality Act 2010

The Equality Act was passed by Parliament in April 2010 and the majority of the new legislation is expected to come in to force in 2011. It creates a new 'Single Equality Duty' on public bodies to tackle discrimination, promote equality of opportunity and encourage good community relations. The new duty covers race, disability, gender, age, sexual orientation, gender reassignment and religion or belief, replacing the three existing, separate duties with a single, more effective framework. This will bring together the existing public sector equality duties of tackling discrimination and promoting equality for race, gender and disability so that the requirements do not vary between groups.

Why did we develop this scheme?

This Scheme has been prepared in response to the Equality Act 2010, which has two main purposes – to harmonise discrimination law, and to strengthen the law to support progress on equality. It combines our existing Corporate Equality Policy our Race Equality, Disability Equality and Gender Equality Schemes; and brings together our objectives across six equality strands of age, disability (which includes learning disability and mental health), gender, sexual orientation, religious belief and race.

There are many more elements to this new Act which will have an impact on communities and employers in Huntingdonshire, particular elements will impact Huntingdonshire District Council directly. A full analysis of the Act will be carried out to identify what actions are required, particularly the new Socio Economic Duty, which will consider how the Council can reduce inequalities relating to health, housing, employment, education, skills and income. Further information can be found in Appendix E

Race, Disability & Gender Equality Schemes

We have recently reviewed our Disability, Gender and Race Equality Schemes. Consultation was carried out as part of these reviews – internally within the Council, with our partner organisations and with local residents. This shaped our priorities in the action plan. The Disability, Gender and Race Equality duties and respective actions have been included within this new Single Equality Scheme; along with the consideration of the needs of people in terms of different religious beliefs; people of all ages; lesbian, gay and

bi-sexual people; transsexual people and those with gender identity issues when designing and delivering services.

How this Scheme is structured

This Scheme contains our objectives for delivering our vision for equality and diversity.

Section 2 provides a summary of diversity of the population in Huntingdonshire

Section 3 describes our approach to equality and diversity, and how we will work to embed equality and diversity issues across our services.

Section 4 outlines our commitments for equality and diversity – our individual objectives and the actions we will take to achieve them.

Section 5 shows how we will continue to monitor and review our success in meeting our aims, and how this Scheme will be reviewed.

Appendices

Appendix A – details our Action Plan 2010 to 2013

Appendix B – provides further details about Huntingdonshire in terms of population and different characteristics.

Appendix C – details the responsibility, monitoring and review of this Scheme

Appendix D - outlines the links with other policies and strategies that have shaped the Single Equality Scheme

Appendix E - describes the legislation that has shaped this Scheme

Appendix F – details the progress made with equality and diversity over the last three years

Appendix G – sets out the results from Equality Impact Assessments 2009 and 2010

Appendix H – details how we involved people in developing this Scheme

Section 2 – Huntingdonshire in Context

Huntingdonshire is a large district in North West Cambridgeshire, which covers an area of approximately 910 square kilometres (approximately 350 square miles). Huntingdonshire shares borders with Peterborough, Bedfordshire, Northamptonshire, and the Districts of Fenland, East Cambridgeshire and South Cambridgeshire. Around 165,200 people live in the district, with almost half of the population living in the four market towns of Huntingdon, Ramsey, St Ives and St Neots. A large proportion of Huntingdonshire is rural in character, with village settlements providing the main focus for community facilities outside the market towns. The 2001 Census showed that the district's population was 156,950 and this is estimated to have risen by more than 8,000 (around 5%) to mid-2008.

Cambridgeshire is one of the fastest growing areas of the country. This creates its own challenges of ensuring that new communities can integrate and develop effectively with existing residents. Recent years have seen an increase in people migrating into Cambridgeshire, both from within the UK and from abroad. The 2001 Census showed that 9 per cent of people living in the county were born outside the UK. Latest figures from the County Council's Research Group suggest that the figure was 11 per cent by 2006.

Overall we have a relatively low proportion of people from Black or Minority Ethnic background (BME) however estimates from the Mid-2007 Population on Ethnic Groups (experimental) suggests that White Other has increased to 4.9% from 3% (2001 Census) and Non White has increased to 6% from 2.85% (2001 Census).

Levels of deprivation or social exclusion are generally low. We know that generally:

- The local economy is strong
- Unemployment is low
- Educational attainment for pupils in Huntingdonshire is above the national average (based on pupils obtaining five or more GCSE's grades A*-C), although performance varies between schools
- Income of Huntingdonshire residents is above the national average however workplace earnings for jobs in the district are slightly below the national average
- Our houses are in a good condition
- There are relatively low levels of crime

More detailed information from the 2001 Census and other research about the population in the district in terms of age, disability, ethnicity, gender, religious belief and sexual identity can be found in Appendix B.

Section 3 – Our approach

We define equality and diversity as:

Equality – a fair society in which everyone can participate and is given the opportunity to achieve. Equality is backed by legislation addressing discrimination.

Diversity – is about improving how people can work together by valuing people’s differences and similarities.

The Council is subject to legislation relating to equality; both as an employer and as a service provider. This legislation governs the way we work, our employment policies and procedures and the way in which we deliver services. The legislation that has shaped this Scheme is set out in Appendix E.

The Council’s Vision

Growing Success, the Council’s Corporate Plan, includes a long term vision based on what local people have told us is important for them now and in the future, which is:

“Huntingdonshire is a place where current and future generations have a good quality of life and can:

- make the most of opportunities that come from living in a growing and developing district
- enjoy the benefits of continued economic success
- access suitable homes, jobs, services, shops, culture and leisure opportunities
- realise their full potential
- maintain the special character of our market towns, villages and countryside
- live in an environment that is safe and protected from the effects of climate change and where valuable natural resources are used wisely”.

The Council has identified a series of corporate aims, which, by working with partners, will support this vision. These are set out in Appendix D, along with details of links between the Single Equality Scheme and the Council’s other plans and strategies. We have divided the Single Equality Scheme objectives into five categories, these are:

- **Knowing your community and equality mapping**
- **Place shaping, leadership, partnership and organisational commitment**
- **Community engagement and satisfaction**
- **Responsive services and customer care**
- **A modern and diverse workforce**

These categories relate to the five performance areas within the Equality Framework for Local Government (a national tool for measuring progress) and reflect how we work internally, with our own workforce; and how we deliver our services to Huntingdonshire residents.

How we involved people in developing this scheme

We have asked a range of public and voluntary organisations, residents, and our employees for their views. We wanted to ensure that we involved individuals and organisations who were able to provide advice on the grounds of race, gender, disability,

religion and belief, sexuality and age equality issues. A summary of these views are available in Appendix H.

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Section 4 – Our objectives

Knowing our community and equality mapping

Understanding who our residents are and what their needs may be is vital if we are to identify, understand and eliminate all barriers that prevent access to services, information and employment.

We will:

- Use national and local data and work with community or voluntary organisations to increase our understanding of local need
- Where appropriate, services will monitor and evaluate available evidence about their customers
- Identify and address unmet needs and gaps in services where appropriate and where financial resources allow
- Identify and seek to address the stigma and discrimination experienced by excluded groups

Working with communities

The Council has organised drop-in sessions for migrant workers and people new to Huntingdonshire. The aim of these sessions is to support people to settle in the area, help them to integrate and make information available on opportunities and services that are available to them.

The Council has also supported the setting up of St Neots International Society. The aim of this group is to promote the increasing diversity of the community in St Neots, to provide information for residents and opportunities to meet other people through local events. For further details please contact the Priory Centre 01480 388922

Place shaping, leadership, partnership and organisational commitment,

Equality and diversity is central to everything that the Council does, we need to promote it, identify clear responsibilities and ensure we give thought to addressing issues across all 6 strands

We will:

- Work to achieve national standards through the Equality Framework for Local Government;
- Conduct an equality impact assessment each time the Council makes changes to an existing or develops a new policy, service or function and promote good practice throughout the Council;
- Use the Council's performance management framework to monitor performance against this Scheme and actions and targets that arise out of equality impact assessments; and
- Encourage our partners to adopt the same approach to equality via our Partnership Framework.

Working towards making Huntingdonshire District Council more of an 'employer of choice' for disabled people

As part of the Papworth Trusts' 'Try Something New' week, we organised for two of their service users to spend half a day shadowing our Director of Central Services in May 2010.

We have also organised work experience for Papworth Trust students on the Office Skills Programme to spend half a day with our Customer Services Team.

It is hoped that these are just the start of a longer term programme of activities which will enhance understanding within the council and provide opportunities for disabled people in Huntingdonshire to gain skills and get to know the Council better.

Community engagement and satisfaction

If we are to achieve our ambition to engage and involve our communities we must be open to change and improvement. We need to use different methods of communication and consultation to engage with different communities, individuals, employees and staff associations, in line with our Consultation & Engagement Strategy.

We will:

- Encourage equality and diversity to be considered as part of any consultation and engagement exercise to ensure that people can talk to us in different ways
- Use information from our Suggestions, Compliments and Complaints Policy
- Endeavour to engage with and support voluntary, community and charitable organisations and social enterprises where appropriate
- Take consultation into account when carrying out equality impact assessments
- Continue to support Neighbourhood Management

Have Your Say Event

Working with the Papworth Trust, a disability charity, we organised two 'Market Stall' events, the aim of which was to give the council an opportunity to engage with disabled people, their family or carers to find out how people accessed our buildings, our services or information about our services. We were able to establish how effective our services are, and helped us identify areas that needed improvement.

Gypsy/Traveller consultation

The Council is now consulting on a "long list" of potential sites which have come forward through its Strategic Housing Land Availability Assessment. This involves a lot of consultation with local people and also with local Gypsies and Travellers. The new Coalition Government has indicated that it intends to end the targets for new pitches which were set out in the Regional Spatial Strategy, and that the number of pitches needed will be determined locally. The Council will use the results of the current consultation to inform the next stages of this project, which will also be informed by new guidance from the Government.

Responsive services and customer care

Services cannot be provided on a one-size-fits-all basis: it may be necessary to target particular groups, or to deliver services in a different way that is more appropriate to those groups. We need to ensure that our communities have access to and information about our services, and ensure that accessibility of services is considered at planning, design and delivery stages.

We will:

- Ensure that information about services is published widely and in ways that will help local people to use them
- Use the information from listening, consulting and engaging with our communities to plan and deliver services
- Use equality impact assessments to ensure that Council policies do not discriminate directly or indirectly against any groups in our community
- Make welfare rights information readily available (information about obtaining benefits)

Benefits advice

The Council has cross checked addresses where Housing Benefit was not being claimed but information indicated that the occupiers might qualify and has been able to contact residents to let them know that they may be eligible for benefit. Two benefit take up campaigns have taken place so far and new benefit claims have resulted.

A Housing and Benefit Officer is available at the St Ives and St Neots Customer Service Centre every Monday

Supporting Citizens Advice Bureau

The Council has provided an additional £34,000 over two years to the Huntingdonshire Citizens' Advice Bureaux. This is in addition to the £172,000 per year we already provide. The purpose of this additional funding was to support residents with debt, housing and benefits advice during the economic downturn.

A modern and diverse workforce

A diverse workforce can help make sure that all sections of the community see real improvements in the standard of the service they receive. A Council that reflects its customers will be in touch with those customers and make us more likely to deliver the right services.

We will:

- Recognise and promote the benefits of a diverse workforce
- Achieve the aims of the HR Equality of Opportunity Policy
- Develop our employees and Councillors to recognise and prevent discrimination and help them promote equality and diversity in our communities

Equality Training

The Council now provides a variety of equality & diversity training. We offer:

- A half day general equality & diversity awareness session
- Equality E-Learning
- Equality case study session
- Disability awareness

We have also worked with One Leisure to get a specific equality & diversity module included in a leisure customer care training course. One Leisure has carried out an employee survey to establish levels of knowledge and understanding of equality and diversity issues. This will help to target training.

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Section 5 – Responsibility, monitoring and review of this Scheme

Resources and responsibilities

All Councillors, employees and others who work on behalf of the Council have a duty or responsibility to implement the outcomes of this Scheme through the action plan.

Particular responsibilities are allocated to:

- Councillors
- Chief Executive
- Directors
- Services
- Employees
- Head of People, Performance & Partnerships
- Procurement (buying goods and services)
- Corporate Equality Steering Group

Monitoring and review of Single Equality Scheme

This Scheme will be reviewed fully every three years. The action plan is a 'live' document and can be updated with new actions at any point; however a formal review will take place on an annual basis. These reviews will be carried out by the corporate equality steering group. New legislative requirements will be incorporated and best practice recommendations considered at appropriate times.

Promotion of the Single Equality Scheme and action plan

- The full Scheme and a summary of it will be published and made available to all staff
- Upon request a summary document will be made available in appropriate formats
- External applicants for Council posts will be made aware of the Scheme and it will form part of their induction programme

Appendix A

Action Plan 2010/2013

Action * actions included as a result of consultation	Responsibility	Target
Knowing your community and equality mapping		
Continue to research the needs of people with a disability in terms of access to services and information about our services through consultation, engagement with service users (and non users) and analysis of local, regional and national reports*	Policy	On-going
Explore the possibility of creating a profile of LGBT (Lesbian, Gay, Bisexual, Transgender) population and Religion, Belief and non-Belief in Huntingdonshire	Policy	April 2011
Continue to encourage corporate approach to monitoring and analysis of equality monitoring	Policy	2011
Analyse results of 2011 Census (available from 2013) and take appropriate action	Policy	2013/14
Explore the possibility of Cambridgeshire wide interpretation and translation contract	Policy	April 2011
Continue to monitor take up of information requested in other languages or formats	Policy	On-going
Continue equality impact assessment of new or amended policies/ strategies/ services. Update performance management and service plans accordingly	All Heads of Service, COMT & Policy	April 2011
Continue to engage in relevant partnerships to share good practice in addressing equality related issues across Cambridgeshire e.g. Cambridgeshire Equality & Diversity Officer Network, Huntingdonshire Diversity Forum	Policy	Report progress in 2011
Positive activities to raise awareness in the district of equality & diversity issues (events, publicity etc)	Community Initiatives and Policy	April 2011
Place shaping, leadership and organisational commitment		
Consideration of becoming a Mindful Employer*	HR & Policy	April 2012
Assessment and publication of results of equality impact assessments	Policy	September 2010 & April 2011
Report on progress with race, disability, gender, sexual orientation, religious belief and age and actions within the Single Equality Scheme to Chief Officers, Overview & Scrutiny & Cabinet	Policy	September 2011
Publication of reviewed gender and disability and race equality schemes (as part of the Single Equality Scheme in 2010)	Policy	September 2010
Produce equality & diversity employee e-newsletters*	Policy	Four per year
Produce a case study/example template that can be completed by employees to help them	Policy	April 2011

Action * actions included as a result of consultation	Responsibility	Target
understand how the service they provide contributes to equality & diversity and to help the Council to highlight its commitment*		
Work towards confirmation of Achieving Council status (Equality Framework for Local Government) via a Peer Assessment in 2012.	Policy	September 2012
Develop new actions within this Single Equality Scheme to meet the requirements of the new Equality Act 2010.	Policy	April 2011
Publish guidelines for employees and partner organisations regarding the impact of the Equality Act 2010. In addition to this, produce summary advice sheet for local employers on equality & diversity/employee related information*	Policy & Economic Development	April 2011
Community engagement and satisfaction		
Continue to engage with Black and Minority Ethnic (BME) and other hard to engage groups (including older people) *	Community Initiatives & Policy	April 2011
Support the development of community groups	Community Initiatives	April 2011
Continue to support the development of Huntingdonshire Faith Forum	Community Initiatives	April 2011
Research existing disability forums (including learning disability and mental ill health) within the area which can be approached for consultation & engagement on disability issues.	Policy	April 2011
Monitor outcomes from Disability Equality Scheme review and Have Your Say event outcomes	Policy	April 2011
Ensure evidence of change for the consultation and engagement with children and young people	Policy	April 2011
Support the development of a children and young people 'friendly service' award	Policy	April 2011
Continue with the Gypsy/Traveller consultation and engagement work to identify pitches locally	Planning	
Responsive services and customer care		
Consider better signage and facilities within Council buildings with public access*	Headquarters Accommodation Group Customer Services Leisure Services	2012
Establish public access PC's at St Ives and St Neots	Customer Services Team	2011
Produce a simple easy to read guide to Council services	Policy	September 2010
Publicity to improve access by getting wheelie bins off pavements*	Operations Division	April 2011

Action * actions included as a result of consultation	Responsibility	Target
Ensure clarity over role of district Council with regards to rural and accessible transport and conditions of pavements *	Policy	April 2011
Ensure Huntingdon Shop Mobility is closely linked with Huntingdon town centre redevelopment.*	Planning & Community Initiatives	2012
Continue to support Papworth Trust work experience and shadowing placements*	Policy & Customer Services Team	April 2011
Continue to support St Neots International Community Group	Community Initiatives (dependant on retaining present level of Government Grant)	April 2011
Organise permanent volunteers for the Ramsey drop in sessions	Community Initiatives (dependant on retaining present level of Government Grant)	April 2011
Promote and distribute the Moving Stories DVD	Community Initiatives (dependant on retaining present level of Government Grant)	April 2011
Support the Junior PCSO scheme with diversity awareness sessions	Community Initiatives (dependant on retaining present level of Government Grant)	April 2011
Support the development of the ESOL action plan for Huntingdonshire and be part of the delivery group	Community Initiatives (dependant on retaining present level of Government Grant)	April 2011
Support anti social behaviour case workers with diversity advice and support	Community Initiatives	April 2011
Continued promotion and support of Stop Hate UK	Community Initiatives	Report progress in April 2011
Analysis of hate crime figures to determine if any actions are required	Community Initiatives & Policy	April 2011
A modern and diverse workforce		
Explore how the Council can support transsexual and transgender employees	HR & Policy	2011
Work with the county and other districts to	Policy	April 2011

Action * actions included as a result of consultation	Responsibility	Target
explore feasibility of joint approach to LGBT employee network and LGBT countywide survey.		
Analyse Equal Pay audit for equality issues. Set equality objectives where required	HR	April 2011
Explore how best to include sexual orientation, religion and belief in HR employment monitoring	HR	2011
Continue to collect and analyse previous year's employment (equality monitoring) data to produce monitoring and analysis of workforce profiles by equality categories. Set equality objectives where required	HR	
Continue to build capacity amongst Council employees and Members through awareness training, information sharing sessions or newsletters. Identify employees who could receive specific disability awareness training.	HR and Policy	Annual review
Analyse equality training database to identify % of staff received training and create target % for next 3 years	HR & Policy	April 2011
Promote all of the work life balance options	HR	2011
Improve disability disclosure amongst employees and Members. Consider 'hidden disabilities' training for managers or basic mental health awareness training for employees*	HR & Policy	2011
Work with the Richmond Fellowship to ensure that support for employees is available	Customer Services	2011
Carry out a Local Labour Market Assessment	HR & Policy	2012
Analysis of One Leisure employee survey on awareness of equality & diversity. Use findings to tailor equality & diversity training for One Leisure employees.	One Leisure	2011

OVERVIEW & SCRUTINY
SOCIAL WELL-BEING
ECONOMIC WELL-BEING
ENVIRONMENTAL WELL-BEING

7th September 2010
9th September 2010
14th September 2010

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

1. INTRODUCTION

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

2. BACKGROUND INFORMATION

- 2.1 The Council’s Corporate Plan includes short, medium and long term objectives to help achieve aims and ambitions for Huntingdonshire’s communities and the Council itself. In addition the Council identified eight of these objectives which were considered as priorities for the immediate future.

3. PERFORMANCE MANAGEMENT

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

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

4. PERFORMANCE MONITORING

4.1 The following performance data is appended for consideration:

Annex A - Performance data from services which contribute to the Council objectives. For each measure there is a target, actual performance against target, forecast performance for the next period, an indicator showing the direction of travel compared with the previous quarter and a comments field. The data is colour coded as follows:

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

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

5. DATA QUALITY

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

6. RECOMMENDATION

6.1 Members are recommended to;

Consider the results of performance for priority objectives.

BACKGROUND INFORMATION

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

Growing Success: Corporate Plan

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

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Community/Council Aim: Healthy Living

Objective: To promote active lifestyles

Division: Leisure

Divisional Objective: To increase participation in healthy physical activities

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	DoT*:	Comment:
Maintain and improve standard of facilities & match facility provision with usage demand (SCS measure)	Number of admissions/participants in activities provided or promoted by the Council (cumulative quarterly target)	452,721	424,857 (A)		↑	No areas of concern
Promotion and marketing of available activities	Number of active card holders	30,000	32,690 (G)		↔	Successful introduction of One Leisure Card

Division: Lifestyles

Divisional Objective: To promote healthy lifestyle choices

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	DoT*:	Comment:
Provide a range of accessible leisure opportunities such as: a Holiday Activity Programme for <17 yrs (SCS measure)	Total throughput of school, outreach and holiday activity Programmes (cumulative quarterly target)	1,125	1,388 (G)		↑	
4 6 Provide targeted schemes to enable vulnerable people to participate in physical leisure activities (inc Exercise Referral, Community Sports and Recreation Project, Community Sports Network and Active Life scheme) (SCS measure 2.1.5)	Throughput on identified schemes (cumulative quarterly target)	3,000	3,158 (G)		↓	New Dash project yet to get fully off ground. Some activities affected by building work at One Leisure St Neots. Individually Active Life Right Start Classes have done very well - almost doubling their results on the same period last year.
Provide under-represented groups with the opportunity to participate in sport and active recreation (SCS measure)	Total throughput of activity programme for disabled participants and under-represented groups (cumulative quarterly target)	350	405 (G)		↓	
Support vulnerable people to be more active, Cardiac Rehabilitation programme and Health Walks	Total throughput of the Cardiac Rehabilitation programme and Health Walks in Huntingdonshire (cumulative quarterly target)	2,375	2,400 (G)		↓	Attendance at cardiac rehab St Neots down due to building work at One Leisure site

Community/Council Aim: Housing that meets individuals needs

Objective: To achieve a low level of homelessness

Division: Housing

Divisional Objective: To achieve a low level of homelessness

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual:	Forecast:	DoT*:	Comment:
						Number has reduced from 87 (9%) during first quarter; this

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

By helping to prevent people from becoming homeless, by housing homeless people, where appropriate	(NI 156) No. of households living in temporary accommodation	45	80 (R)	↓	has been heavily influenced by the ongoing financial recession.	QRT
The number of households prevented from becoming homeless in the year (cumulative quarterly measure)		65	103 (G)	↔	73 preventions and 30 relieved. Well on the way to meet this target.	QRT
Community/Council Aim: Developing communities sustainably						
Objective: To enable the provision of affordable housing						
Division: Housing						
Divisional Objective: To enable the provision of affordable housing						
Key Activity(s) only to deliver service objective: Key Measure:						
By maximising the land available for new affordable housing. By working in partnership with Housing Associations to bid for external funding. By making a financial contribution to pay for affordable homes to be built	(NI 155) Number of new affordable homes built by March 2011 (cumulative quarterly target) (local target)	77	76 (A)	↓	Planned number of complete in first quarter = 77 - Achieved 76, just 1 below this. The build is mainly skewed towards the end of the financial year.	QRT
Division: Planning						
Divisional Objective: Maximise provision of affordable housing on relevant development sites						
Key Activity(s) only to deliver service objective: Key Measure:						
Develop Core Strategy and Development Control Policies DPD (to set policy framework)/Adopt Planning Obligations SPD (to set specific targets and thresholds)/Negotiate S106 Agreements (to deliver required amounts of affordable housing)	% of affordable housing (commitments) on qualifying sites (cumulative) % of housing completions on qualifying sites that are affordable in market towns and key settlements % of housing completions on qualifying sites that are affordable in smaller settlements	40 40 40		N/A N/A N/A	Annual measure, data to follow Annual measure, data to follow Annual measure, data to follow	YRL YRL YRL

Objective	Comments from appropriate Head of Service
<p>To promote active lifestyles</p>	<p>Achievements: <u>Leisure Centres:</u> Admissions were again dominated by Indoor Sports, Swimming and Impressions. The new Fun Zones drew in nearly 9,000 children at St Neots and Huntingdon and the associated Caffé Zest facilities benefited accordingly (Huntingdon up 16%, St Neots up 66%). Schools admissions are not recorded above but totalled 58,000. The One Leisure card campaign was a success with over 90,000 card holders now registered of which 32,600 (36%) are "live" users.</p> <p>Issues or actions for next quarter: <u>Leisure Centres:</u> St Neots Redevelopment – To maintain on track (budget and time) for September 2010 opening. St Ives Redevelopment – To develop business case for investment alongside innovative redevelopment.</p> <p>Risks: <u>Environmental and Community Health Services:</u> Impact of retrospective loss of LPSA reward funds for 2010/11 [Projects: LB41-42, & LB31-33] potential unavoidable costs for HDC: £17,025 for E&CHS and £10k for One Leisure. Alternative funding sources and discussions with other fund holders on-going.</p>
<p>To achieve a low level of homelessness</p>	<p>Achievements: <u>Housing Services:</u> 4 empty homes were re-occupied in Q1 as a result of our advice, persuasion, grants or publicity.</p> <p>Issues or actions for next quarter: <u>Housing Services:</u> Immediate problem of insufficient temporary accommodation for homeless households. There are currently (21.07.10) 81 households in temporary accommodation.</p> <p>Risks: <u>Housing Services:</u> The project to provide move on accommodation from Kings Ripton Court has had LPSA money withdrawn. Need to decide if this can be progressed by a different means. All normal sources of temporary accommodation for the homeless are currently full (21.07.10). Additional sourcing efforts may not provide sufficient accommodation. Actual accepted homeless cases increase beyond the ability to provide temporary and later permanent accommodation. The lack of suitable permanent accommodation will result in increased use of temporary accommodation due to bed blocking. Any withdrawal of HDC rent deposit loans and bonds will increase the number of actual homelessness and those needing temporary accommodation.</p>
<p>To enable the provision of affordable housing</p>	<p>Achievements: <u>Housing Services:</u> Completed 76 affordable homes. Committed £45,800 Social Housing Grant to deliver affordable housing in Ramsey St. Mary.</p> <p>Issues or actions for next quarter:</p>

<p>Objective</p>	<p>Risks:</p>	<p>Comments from appropriate Head of Service</p>
<p></p>		<p><u>Housing Services:</u> Less grant availability from the Homes and Communities Agency or HDC for affordable housing. This will lead to more households with a priority housing need waiting longer on the housing register and/or the bed blocking of temporary accommodation by homeless households.</p> <p><u>Planning Services:</u> Reductions in direct housing grants will require the Council to accept alternative types of affordable housing provision</p>

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

TUESDAY, 7TH SEPTEMBER 2010

**PROVISION OF PLAY FACILITIES IN HUNTINGDONSHIRE
(Report by the Service Development Manager)**

1. INTRODUCTION

- 1.1 At its meeting on 1st June 2010 the Overview And Scrutiny Panel (Social Well-Being) request an update on the investigations into
- a) provision of Group Insurance for Parish Councils
 - b) the feasibility of combining ROSPA safety inspections

2. PROVISION OF GROUP INSURANCE FOR PARISH COUNCILS

- 2.1 The options for group insurance schemes have been investigated. The Council's Insurance Service and Insurance Broker was been contacted and the issues discussed.
- 2.2 As Huntingdonshire District Council is not a broker it is unable to advise on or arrange insurance for third parties. To do so could mean falling foul of financial regulations.
- 2.3 The Council's Insurance Service and Insurance Broker are of the opinion that play equipment insurance is too small a risk for an insurer to consider in isolation. Play equipment would generally be seen to be part of a Parish Council's overall insurance portfolio.
- 2.4 It is unlikely that insurers would consider offering cover across a number of Parishes, as each play facility and Parish Council would have differing levels of risk. What may be of advantage for Parishes, however, would be to seek economies of scale by coming together, similar to a consortium, and seeking individual quotes for their entire insurance portfolio. This has already been done at District and County level and has produced financial savings. There may be opportunities to do this through the Cambridgeshire and Peterborough Association of Local Councils (CPALC)
- 2.5 The Council's insurance brokers, are aware of some Parish Council's obtaining play equipment cover within their overall portfolio, and are prepared to speak to individual Parish Council's to explain how this has been achieved.

3. FEASIBILITY OF COMBINED ROSPA SAFETY INSPECTIONS

- 3.1 ROSPA have been contacted and are willing to undertake inspections for Parish and Town councils at the same time as those undertaken for Huntingdonshire District Council, provided that the inspections are grouped together to minimise travel between sites.

- 3.2 They currently undertake Annual inspections for Parish and Towns in the Cambridgeshire county area in April of any year on the following basis;

Individual Inspection report per site with 5 items of equipment = £63 +vat
Additional items of equipment £3 each

- 3.3 In 2008 the cost to Huntingdonshire District Council for a single report on all our sites worked out at £47.50 per site. Inspections are due again this coming October and a quotation is pending. The charge is expected to be greater than previous. The lower cost benefit arises from having a single report on all sites rather than separate individual reports.
- 3.4 Assuming a difference of £15 between the two charging frameworks, this difference is effectively part of ROSPA's overhead cost involved in arranging the inspection, writing the report and invoicing their client.
- 3.5 Huntingdonshire District Council could arrange for Town and Parish Council inspections to be part of its own report. This would require staff time spent on communications with the third party, collecting data on the site, formatting the information and producing maps for ROSPA, contact with ROSPA on the inspection day(s), forwarding the results and finally invoicing the third party.
- 3.6 Even allowing for an optimistic total time of 45 minutes per parish, the cost to HDC required to be added to the invoice would be at least £15 per site. This excludes the cost to HDC for the invoicing which currently averages £30.
- 3.7 As the difference between the two charging frameworks is so low, there is no benefit to either authority by grouping Parish and Town council inspections with Huntingdonshire District Council inspections.

4. CONCLUSION

- 4.1 Insurance experts have indicated that Huntingdon District Council is not in a position to organise group insurance for third tier authorities.
- 4.2 The ROSPA charge to Parish and Town councils for play equipment inspections remains competitive and it is unlikely that Huntingdonshire District Council could provide the service significantly cheaper.

5. RECOMMENDATIONS

- 5.1 Members are asked to note the contents of the report.

BACKGROUND INFORMATION

ROSPA Play Safety Leaflet

Contact Officer: John Craig Service Development Manager
☎ 01480 388638

PLAYSafety

INSPECTION OF AREAS WHERE CHILDREN PLAY

*For Parish, Town & Community Councils, Schools and Voluntary groups,
from the world's premier Play Safety organisation*

*RoSPA believes that areas
where children play should
be as safe as necessary
not as safe as possible*

ROSPA
The Royal Society for the
Prevention of Accidents

“Get the protection of **RoSPA** around you”

WHY HAVE INSPECTIONS?

The British and European Standard BS EN 1176 and the Health and Safety Executive say that you should have an independent annual inspection and most insurance companies insist on it.

Most important of all, you owe it to your children to ensure that their play area is as safe as it needs to be.

WHY USE RoSPA?

RoSPA Playsafety is the premier play safety organisation in the world. We bring world-wide experience to our inspections. We also believe that areas where children play should be as safe as necessary, NOT as safe as possible. We therefore only recommend action where our world-wide experience indicates that this will make a measurable difference to the safety of the children on the play area.

With RoSPA you do not get a list of costs of spare parts etc. We have no commercial interest in the outcome of our inspections. Indeed we do not believe in you spending money unless it is really necessary.

RoSPA clients also have free access to technical queries by emailing the dedicated email address: queries@rospaplaysafety.co.uk.

WHAT WILL IT COST?

In order to keep prices as low as practical we normally undertake inspections during set months. A written report is supplied covering safety and condition of the whole of the site including all ancillary items. Reports can be supplied in electronic format.

Recommendations are made for any remedial action together with the relevant priority by giving an assessment of risk (based on fact – the analysis of accidents throughout the world).

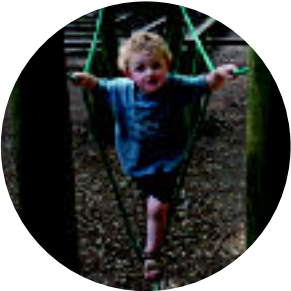
With a RoSPA inspection you can be confident that you are not being asked to spend money unnecessarily. It is not what you spend on your inspection but what the inspection's recommendations costs you overall that matters. With RoSPA you can be confident of only spending money when it is really necessary.



The world's premier Play Safety organisation

AUTOMATIC ORDERS

In order to avoid forgetting to order your inspection, place a standing order for your site to be inspected every year until further notice. Written notification of the upcoming inspection will be sent out several weeks in advance in case you wish to alter or cancel any of the arrangements.



QUALIFICATION

All RoSPA inspectors are qualified on the professional body (the RPII) at the highest level. RoSPA was a founding member of the body.

TRAINING

All RoSPA inspectors receive continual training to update their skills and knowledge and are kept up to date with safety issues from throughout the world.

We provide training courses for routine and operational inspections. The courses are ideal for the person responsible for undertaking weekly and monthly checks of your play areas. We can also undertake examinations for entry onto the Register of Play Inspectors International (RPII). Alternatively, we have a training DVD that covers the basic aspects of a routine inspection. Details of these courses and where to purchase the DVD can be found on our website www.rospa.com/training



AREAS WE INSPECT

We can inspect any area outside the home where children play including

- Play Areas
- Skateboard Parks
- BMX Areas
- Teenage Areas
- Games Areas
- Water Areas
- Playing Fields
- Open Spaces

We can provide a comprehensive report on any sports pitch or playing field. This inspection service varies from our play inspections as it can incorporate soil analysis, drainage, weed control and much more. To receive more information on the RoSPA Sports Pitches and Playing Fields Service, please request a brochure at info@rospaplaysafety.co.uk.



DISABILITY ASSESSMENTS

It is a legal requirement to have your play area assessed for suitability for use by disabled people. RoSPA can undertake this assessment for you.

Telephone: 01367 244600

www.rospa.com/playsafety

Prices

In designated month

Annual inspection for councils

and voluntary groups of whole of the play area, wheeled sports facility, teenage area or games area with up to five items of play equipment. **£63.00 per site**

Annual inspection for schools

and commercial organisations of whole of the play area, wheeled sports facility or games area with up to five items of play equipment. **£85.00 per site**

Extra items

above an average of five items per site. **£3.00 per additional item**

Risk Assessment

formal risk assessment of the site. **Additional £20.00 per site**

Checklist

indicating the items that should be checked by the client during their routine inspections. **Additional £25.00 per site**

Pond or small playing field

safety inspections of a pond or small playing field (less than 5 acres). **£66.00 per site**

Assessment of suitability

of the site as required by the Disability Discrimination Act. **Additional £33.50 per site**

Appointment fee

for appointment with inspector at mutually convenient date/time. **£35.00**

At any time

Any of the above but extra charges will apply

All prices are subject to VAT

Prices are correct at time of press and may be subject to change

County Inspection Dates

In order to provide an economic service, RoSPA will be inspecting in each county/area during these months. Please book inspections at least one month before the inspection is due.

Avon/Bristol	June	Herefordshire	March	Staffordshire	Aug.
Bedfordshire	May	Hertfordshire	May	Suffolk	Sept.
Berkshire	April	Isle of Wight	May	Surrey	June
Buckinghamshire	May	Kent	July	Sussex	June
Cambridgeshire	April	Lancashire	Aug.	Warwickshire	Sept.
Cheshire	April	Leicestershire	May	West Midlands	Sept.
Cornwall	April	Lincolnshire	Aug.	Wiltshire	Sept.
Cumbria	Aug.	Norfolk	June	Worcestershire	March
Derbyshire	May	Northamptonshire	June	Yorkshire	Sept.
Devon	March	Northumberland	June		
Dorset	May	Nottinghamshire	May		
Durham	June	Oxfordshire	July		
Essex	May	Rutland	May	Scotland	
Gloucestershire	April	Shropshire	June	(mainland)*	July
Hampshire	May	Somerset	June	Wales	June

Inspections can be undertaken outside of the designated month but extra charges will apply. London areas can be inspected at any time but extra charges may apply.

* We reserve the right to change months in which inspections are undertaken in remote areas. Offshore areas will attract an extra charge.

RoSPA Play Safety

Please complete and detach this form and send it to: RoSPA / Playsafety Ltd, The Old Barn, Wicklesham Lodge, Faringdon, Oxfordshire SN7 7PN

Please undertake the annual inspection of our facilities (please tick if you require automatic inspections and note that a fee is charged for appointments)

	Qty	Automatic
Play Area Annual Inspection		
Play Area Risk Assessment		
Inspection Checklist		
Pond/Water Inspection		
Playing Field Inspection		
Disability Assessment		
Appointment (fee payable)		
Email Reports		

Organisation:

Address:

Town:

County: Postcode:

Name:

Position:

Telephone:

Email address:

*Reports can be emailed instead of hard copy if requested. Please enclose directions / location map showing site(s) within Parish.

It is essential a map or directions are included locating the area(s) within the village / town. There may be an additional charge if directions are not supplied. Under our "legal duty of care" we are unable to inspect areas where a telephone number is not supplied.

Telephone: 01367 244600

www.rospa.com/playsafety



We can inspect any area where children play outside the home and garden

INSPECTION CHECKLIST

An inspection checklist specific to your site can be prepared on request (in conjunction with the annual inspection).

DROWNING

With between 40-50 children drowning each year in open water and with 28% of play areas within a toddler's walking distance of water, we strongly recommend inspections of ponds and water near play areas.

RISK ASSESSMENTS

Are a legal requirement under the Management of Health and Safety at Work regulations (only normally necessary every four or five years). Risk Assessments of play areas are highly specialised. RoSPA can undertake these for you.

INSURANCE

In today's litigious society RoSPA believes that good insurance cover is essential. Therefore, all our inspectors carry £5,000,000 of both Professional Indemnity and Public Liability cover.

RoSPA inspections are fully acceptable for insurance purposes. The Legal Review of the Insurance Times stated: "... Have a 'health check' from the Royal Society for the Prevention of Accidents ... A written report from RoSPA has great evidential benefits". A satisfactory RoSPA report will help protect against successful litigation.

AWARD SCHEME

RoSPA actively encourages high play value in areas where children play. They have instituted a quality award scheme. Is your play area eligible? Full details are available on www.rospa.com/playwards. The Merit Award is specially designed for small to medium councils.



RoSPA, PlaySafety Ltd

The Old Barn, Wicklesham Lodge, Faringdon, Oxfordshire SN7 7PN

Telephone: 01367 244600 Facsimile: 01367 244112

Email: info@rospaplaysafety.co.uk

For latest charges and information on RoSPA services see

www.rospa.com/playsafety

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

7TH SEPTEMBER 2010
14TH SEPTEMBER 2010
9TH SEPTEMBER 2010

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

1. INTRODUCTION

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

2. STUDIES

- 2.1 The Council has a duty to improve the social, environmental and economic well-being of the District. This gives the Overview and Scrutiny Panels a wide remit to examine any issues that affect the District by conducting in-depth studies.
- 2.2 Studies are allocated according to the Council's service areas which have been identified as follows:-

Social Well-Being

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

Environmental Well-Being

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

Economic Well-Being

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

- 2.3 Details of ongoing studies are set out in the attached Appendix.

2.4 Members are reminded that if they have a specific interest in any study area which is not being considered by their Panel there are opportunities for involvement in all the studies being undertaken.

3. RECOMMENDATION

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

BACKGROUND DOCUMENTS

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

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

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

**Mrs C Bulman, Democratic Services Officer
01480 388234**

ONGOING STUDIES

STUDY	OBJECTIVES	PANEL	STATUS	TYPE
Car Parking at Hinchingsbrooke Hospital	To investigate the causes of public complaints regarding the provision of parking facilities at the Hospital.	Social Well-Being	Six month review of new pricing structure to be conducted with the Hospital in January / February.	Whole Panel Study
Visitor Development & Town Centre Vibrancy	To consider issues relating to Visitor Development & Town Centre Vibrancy.	Economic Well-Being	Further information requested on the cost of the tourism service and the benefits it brings to both the Council and to the District.	Whole Panel Study
Consultation Processes	To review the Council's current consultation processes	Social Well-Being	Head of People, Performance & Partnerships to report at Panel's September meeting.	To be determined.
Health Implications of the Night Time Economy	To follow up the previous study undertaken by the former Overview and Scrutiny (Service Support)	Economic Well-Being	Further information requested with regards to the rate rate of alcohol-specific hospital admissions for under 18s and the availability of any available qualitative data on alcohol consumption in rural areas.	Whole Panel Study

Gypsy & Traveller Welfare	To be determined.	Social Well-Being	Report requested for future meeting.	To be determined.
Planning Conservation	To consider & evaluate the role of the Council's Planning Conservation Team in the preservation of Huntingdonshire's built heritage with particular reference to conservation areas and listed buildings.	Environmental Well-Being	Working Group meetings held on 29 th July and 5 th August 2010.	Working Group.
Lessons learned from the Headquarters and other accommodation project.	To review the implementation of the project.	Economic Well-Being	Report to be presented to Panel meeting on 14 th October 2010.	To be determined.
Leisure Centre Hospitality Performance & Future Plans.	To review the service provided following the receipt of recent performance management information.	Economic Well-Being	Report to be presented to Panel meeting on 14 th October 2010.	To be determined.
Leisure Centre Financial Performance and Employment Structure	To review the overall financial performance and monitoring arrangements To consider the current Employment Structure.	Economic Well-Being	Report to be presented to Panel meeting on 14 th October 2010.	To be determined.

Waste Collection Round Re-Scheduling	To review the current scheduling of Waste Collection rounds with a view to achieving cost savings at Bank Holidays.	Economic Well-Being	Scrutiny & Review Manager to obtain further information on previous round rescheduling and liaise with Mrs H Roberts directly,	Study currently being pursued by Individual Panel Member: Mrs H Roberts
Promotion of the use of re-useable nappies	To consider the benefits of promoting a scheme for re-useable nappies	Economic Well-Being	Scrutiny & Review Manager to obtain further information and liaise with Mrs H Roberts directly.	Study currently being pursued by Individual Panel Member: Mrs H Roberts
Use of Section 106 money for transport schemes in St Neots	To obtain further information with regard to County Council expenditure of Section 106 monies for transportation in St Neots	Economic Well-Being	Additional Information obtained from County Council and provided to Councillor G S Thorpe. No further action at this time.	Study currently being pursued by Individual Panel Member: Councillor G S E Thorpe.
Industrial Units at Caxton Road, St Ives	To consider the business plan for these premises.	Economic Well-Being	Copy of the business plan which was considered by Cabinet in October has been circulated to Members.	To be determined.

POSSIBLE FUTURE STUDIES

The Employees Performance Development Review Process	To review the current process.	Economic Well-Being	Outcome of Officer Review to be reported to the Panel when this is concluded.	To be determined.
Land Use for Agricultural Purpose in the context of planning policies and its contribution to the local economy.	To review the lack of promotion and protection of land for this purpose.	Environmental Well-Being	Not being pursued as a study at the current time.	To be determined.
Rural Transport	To review the lack of transportation in rural areas.	Environmental Well-Being	Not being pursued as a study at the current time.	To be determined.

Panel Date	Decision	Action	Response	Date for Future Action
<p>13/05/09</p> <p>01/09/09</p>	<p><u>Future Governance of Hinchingbrooke Hospital: Consultation Arrangements</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). Dr Stephen Dunn, Hinchingbrooke Next Steps Project Co-ordinator and Ms Jessica Bawden, NHS Cambridgeshire attended the Panel's January meeting to provide background to the consultation on the future governance arrangements for Hinchingbrooke Hospital. Advised the Panel that the consultation was likely to commence at some point in the middle of the current calendar year.</p> <p>Panel advised that Councillor S J Criswell had been appointed as the District Council representative on the Stakeholder Panel.</p>	<p>Panel to partake in the consultation when it emerges. Matter to be raised at a future Panel meeting.</p>	<p>Public meeting of the Stakeholder Panel held on 26th November 2009 at 2pm, Huntingdon Library. Future public meetings scheduled as follows:-</p> <ul style="list-style-type: none"> • 25th February 2010 • 26th May 2010 • 5th July 2010 • 27th October 2010 • 6th January 2011 	<p>TBC</p>

Panel Date	Decision	Action	Response	Date for Future Action
19/05/10	<p><u>Corporate Plan – Growing Success</u></p> <p>Councillors S J Criswell and R J West appointed to Corporate Plan Working Group. A previous decision has been made by the former Overview and Scrutiny Panel (Corporate and Strategic Framework) to extend the Corporate Plan Working Group's remit by requesting it to investigate the cost implications of each priority area identified within the Corporate Plan. A suggestion has been made to invite Heads of Service to a future meeting to discuss their contributions in achieving the Council's objectives.</p>	<p>Quarterly performance reports to be submitted to all Overview and Scrutiny Panels in September, December, March and June of each year.</p> <p>Financial information currently being considered by Working Group.</p>	This item appears elsewhere on the Agenda.	7/09/10
13/05/09	<p><u>Provision of Play Facilities for Young People</u></p> <p>This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery) who had identified this subject as a potential area for study. Particular interest expressed on how these facilities are managed and insured and if they were maintained by the District Council. Report submitted to Panel in March 2009 and a Working Group was established, comprising Councillors J D Ablewhite and P G Mitchell, to meet with</p>	First meeting of the Working Group held on 30 th April 2009.	Head of Operations and Service Development Manager undertook to investigate further, the likely insurance, resource (inspection) and maintenance costs of facilities located within the smaller Parishes.	

Panel Date	Decision	Action	Response	Date for Future Action
	<p>the Executive Councillor for Operational and Countryside Services to investigate the provision of play facilities, with a view to making recommendations on achieving an even distribution of facilities across the District and on meeting the ongoing revenue costs associated with such facilities.</p>			
2/06/09	<p>Owing to their interests in the study, Councillors Mrs P A Jordan and R J West were appointed on to the Working Group. Additionally, the Panel requested for an update on progress since the first meeting of the Working Group to be submitted to the Panel for information.</p>	<p>Request submitted to the Head of Operations.</p>	<p>Meeting of the Working Group held on 13th August 2009.</p>	
6/10/09	<p>Preliminary report outlining the findings of the Working Group to date considered by the Panel. Requested that the Working Group should meet with the Executive Councillor for Operational & Countryside Services to discuss the findings further.</p>	<p>Working Group met with the Executive Councillor for Operational and Countryside Services.</p>		
2/02/10	<p>Further report considered. The Panel has recommended to the Cabinet that an agreement should be offered to Parishes to assist with the revenue costs of their facilities. It has also been recommended that the Council should also explore the co-ordination of a group insurance policy, with a view to achieving a lower premium.</p>	<p>Final report to be considered by Cabinet on 22nd April 2010.</p>		

Panel Date	Decision	Action	Response	Date for Future Action
1/06/10	<p>Councillors P G Mitchell and R J West have been nominated to present the final report to the Cabinet.</p> <p>The Panel has requested for a progress report to be submitted on the two recommendations that were endorsed by the Cabinet.</p>	Request submitted to the Service Development Manager.	This item appears elsewhere on the Agenda.	7/09/10
<p>3/11/09</p> <p>1/12/09</p> <p>2/02/10</p>	<p><u>Monitoring of Section 106 Agreements</u></p> <p>Panel agreed to include the Monitoring of Section 106 agreements in its work plan, subject to gaining the agreement of the Development Management Panel. It was agreed that only allocated schemes and those developments where funding has been received for future maintenance of the facilities would be considered by the Panel.</p> <p>The Panel has requested that when the quarterly monitoring reports are due for consideration, a representative from the Operations Division should attend the Panel's meeting.</p> <p>First monitoring report considered. Agreed that greater details on progress of schemes completed earliest should be included in the next monitoring report.</p>	<p>Councillor P G Mitchell raised the matter at the Development Management Panel's November meeting.</p> <p>Request submitted to the Policy Officer.</p>	The Development Management Panel expressed their support for the Social Well-Being Panel to consider these schemes.	

Panel Date	Decision	Action	Response	Date for Future Action
	on progress made to date in respect of the project.			
<p data-bbox="215 485 320 512">2/06/09</p> <p data-bbox="215 722 320 750">1/09/09</p> <p data-bbox="215 1061 320 1088">3/11/09</p>	<p data-bbox="371 384 920 448"><u>Car Parking at Hinchingsbrooke Hospital</u></p> <p data-bbox="371 485 920 584">Identified as a potential study area. Requested that a scoping report should be submitted to a future Panel meeting.</p> <p data-bbox="371 722 920 1023">Presentation delivered by the Scrutiny and Review Manager on the current parking provision on the Hinchingsbrooke site, the scope available to increase the level of provision, other potential charging options, parking enforcement, the availability of public transport and the impact of parking on the surrounding area.</p> <p data-bbox="371 1061 920 1160">The Panel sought clarification on a number of issues relating to the Hospital's Green Travel Plan.</p> <p data-bbox="371 1198 920 1326">Representatives from Cambridgeshire Link were also in attendance at the Panel's November meeting and agreed to assist the Panel with its study. Agreed</p>	<p data-bbox="943 485 1256 683">Scoping report considered by Panel in July 2009. Further information requested on the current parking situation.</p> <p data-bbox="943 1061 1256 1160">Letter submitted to Hinchingsbrooke Hospital.</p> <p data-bbox="943 1198 1256 1326">Invitation to be extended to Hinchingsbrooke NHS Trust.</p>	<p data-bbox="1283 1061 1874 1125">Response from the Hospital received and noted.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
	that Hinchingbrooke NHS Trust would be invited to a future meeting.			
1/12/09	The Chairman advised Members that the Hospital were conducting their own review of the parking arrangements and requested the Scrutiny and Review Manager to investigate this further.			
2/02/10	Mr C Plunkett, Facilities Business Manager attended the Panel meeting, along with representatives of Cambridgeshire LINK. The findings of the review undertaken by the Hospital will be submitted to the Hospital's Senior Executive Group at the end of February. Agreed that the Panel's findings should also be forwarded to the Hospital.	The Panel's final report has been circulated electronically to Members and a copy sent to the Hospital.		
1/06/10	Members concurred with a suggestion that the Chairman should approach the Facilities Business Manager requesting an update on the Panel's recommendations.			
6/07/10	Chairman reported that he had met with the Head of Facilities and Facilities Business Manager to discuss the revised pricing structure and car park concession which had come into effect on 1 st July 2010. Panel expressed support for the		Report anticipated January / February 2010.	4/01/11 or 1/02/11

Panel Date	Decision	Action	Response	Date for Future Action
	changes made and noted that they would be involved in the 6 monthly review undertaken by the Hospital.			
6/7/10	<p><u>Consultation Processes</u></p> <p>Panel requested for a scoping report on the Council's current consultation processes to be submitted to a future meeting. Members questioned whether the Council's approach to consultation was consistent across the authority and wished to be informed of what the current process was, what methods were used and how materials were prepared for this purpose.</p>	Request submitted to the Head of People, Performance and Partnerships.	This item appears elsewhere on the Agenda.	7/9/10
6/7/10	<p><u>Gypsy and Traveller Welfare</u></p> <p>Agreed that gypsy and traveller welfare should be included within the Panel's work programme, with a view to looking at the sites already established within the District.</p>	Scoping report requested with the Heads of Environmental and Community Health and Housing Services.		TBC
3/11/09	<p><u>Petition – Hill Rise Park, St Ives</u></p> <p>Preliminary details of the petition</p>	Advised that the		

Panel Date	Decision	Action	Response	Date for Future Action
1/12/09	<p>considered by Panel. The petition organiser has indicated that he will be in attendance at the Panel's January 2010 meeting. Agreed that investigations be made into the action taken by Officers and the Police on the issue raised, together with information on the arrangements in place at a similar site in St Neots.</p> <p>Reported that the Huntingdonshire Community Safety Partnership would be submitting a response to the petition from a Community Safety and a Police perspective. Petitioners would also be advised of the forthcoming meeting of the St Ives Neighbourhood Forum on 6th January 2010, where the matter could also be raised.</p>	<p>petition would also be considered at a meeting of the Huntingdonshire Community Safety Partnership on 26th November 2009.</p>		
2/02/10	<p>Petition organiser presented the petition to the Panel. A number of proposed recommendations have been agreed. An update report has been requested for submission to the Panel in 6 months time. The area was adopted as a Policing Priority at the St Ives Neighbourhood Forum meeting in January.</p>	<p>Request submitted to the Head of Environmental and Community Health Services.</p>	<p>This item appears elsewhere on the Agenda.</p>	<p>7/09/10</p>

Panel Date	Decision	Action	Response	Date for Future Action
6/04/10	<u>Forward Plan</u>			
	St Ivo Leisure Centre – Proposals for Development	Request submitted to the General Manager, Leisure.	Report anticipated in October 2010.	5/10/10
	Homelessness Strategy	Request submitted to the Head of Housing Services.	Report anticipated October 2010.	5/10/10
	Home Improvement Agency Review – Future Delivery Model Consultation	Request submitted to the Head of Housing Services.	Report anticipated October 2010.	5/10/10
	6/07/10	Single Equality Scheme	Request submitted to the Head of People, Performance and Partnerships.	This item appears elsewhere on the Agenda.
	Open Space Strategy	Request submitted to the Head of People, Performance and Partnerships.	Report anticipated January/February 2011.	4/01/11 or 1/02/11



Decision Digest

Edition 106

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period Monday, 28th June 2010 to Friday 6th August 2010.

FINAL ACCOUNTS 2009/10

The draft Statement of Accounts for the year ended 31st March 2010 has been approved by the Corporate Governance Panel. Specifically attention was drawn to a series of issues in the accounts relating to income, the treatment of capital, the collection fund and the pension fund. Other matters that were discussed included the claw back of claims / payments by the Council's previous insurers and the level of audit and inspection fees.

EXTERNAL AUDIT – PROGRESS REPORT

The Corporate Governance Panel has received a progress report from the Council's external auditor's explaining the current situation with regard to the Use of Resources Assessment and the audit of the Financial Statements for 2009/10.

INTERNAL AUDIT SERVICE: TERMS OF REFERENCE AND INTERNAL AUDIT STRATEGY

Changes to the Internal Audit Terms of Reference and Strategy have been approved by the Corporate Governance Panel.

INTERNAL AUDIT SERVICE: INTERNAL AUDIT PLAN

The Corporate Governance Panel has approved the Internal Audit and Assurance Plan for the twelve months period commencing 1st August 2010.

MONEY LAUNDERING AVOIDANCE POLICY & PROCEDURE

Members of the Corporate Governance Panel have approved changes to the Money Laundering Avoidance Policy which will be incorporated within the Anti-Fraud and Corruption Strategy.

ANTI-FRAUD AND CORRUPTION FRAMEWORK

The Corporate Governance Panel has noted the outcome of a review of the Council's Anti-Fraud and Corruption Framework and endorsed the content of a revised Action Plan.

COMPLAINTS

The Corporate Governance Panel has received an analysis of the Council's internal complaints and a summary of complaints involving the District Council which have been

determined by the Local Government Ombudsman in 2009/10.

At the same time, Members of the Panel have noted details of a complaint against the Council by a member of the public and the terms of compensatory payment negotiated by way of a local settlement.

APPOINTMENT OF HEAD OF OPERATIONS

Having interviewed the short-listed candidates for the post, the Appointments Panel has appointed Mr E Kendall as Head of Operations.

In accordance with the requirements of the Officer procedure rules, the Cabinet has confirmed that they have no material or well founded objections to this appointment.

LOCAL GOVERNMENT ACT 2000: FORWARD PLAN

The Overview and Scrutiny Panel (Social Well-Being) has requested sight of items on Open Space Strategy and the Single Equality Scheme prior to their consideration by the Cabinet.

The Overview and Scrutiny Panel (Environmental Well-Being) has requested sight of the St. Neots Urban Design Framework prior to its consideration by the Cabinet.

MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS)

The quarterly Section 106 Monitoring report has been considered by the Overview and Scrutiny Panel (Social Well-Being). Additional information previously requested by Members has now been included within the report. Councillor P G Mitchell has suggested that further information is required and will meet with the Scrutiny and Review Manager to discuss this further. The Development Management Panel has asked that the information collated also be circulated to town and parish councils as they considered that it would be useful to them.

STRATEGIC/PARTNERSHIP SCRUTINY

(a) Scrutiny of Partnerships

The Overview & Scrutiny Panels have considered the way forward in terms of scrutinising the partnerships in which the Council is involved. The Local Government and Public Involvement in Health Act 2007 placed a duty on the Council to scrutinise the Local Strategic Partnership. To assist them with this responsibility, the Social Well-Being Panel has requested further information in relation to the thematic groups within their remit.

The Economic Well-Being Panel has agreed to consider the Action Plan of the Economic Prosperity & Skills group and its regular

monitoring report at a future meeting.

(b) **Joint Scrutiny**

The Overview and Scrutiny Panels have been advised of recent developments concerning joint scrutiny between the Cambridgeshire Councils. Having been invited to comment upon the proposals presented to them, the Social Well-Being Panel has endorsed the principle of introducing joint scrutiny arrangements across the County. However the Panel has requested further background information in view of the complexity of the framework in which the Cambridgeshire Joint Accountability Committee (JAC) and the Cambridgeshire Together Board operates. The Panel has also questioned the future of JAC should joint scrutiny be adopted by all Cambridgeshire authorities.

The Economic Well-Being Panel also outlined their support for the principle of joint scrutiny and emphasised the need for any arrangements to operate efficiently. Members acknowledged that joint scrutiny was the only means by which some services could be effectively scrutinised.

The Overview and Scrutiny (Environmental Well-Being) Panel have considered the

benefits that can be derived by focusing on geographic issues and the key outcomes of importance to local communities. The Panel has agreed that focusing on scrutiny of subject areas should be the way forward.

CAMBRIDGESHIRE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE

The Overview and Scrutiny Panel (Social Well-Being) have noted that the Working Group appointed by the Cambridgeshire Health and Adult Social Care Scrutiny Committee had changed its name to the Health and Well-Being Scrutiny Working Group. The Working Group has been tasked with assessing the quality of services at Hinchingsbrooke Hospital.

WORK PLAN STUDIES

In discussing their work plan, the Overview and Scrutiny Panel (Social Well-Being) has requested a scoping report on the Council's consultation process and background information on gypsy and traveller welfare to be submitted to them at their September meeting. The former intended to determine whether the Council's approach to consultation was consistent across the authority whilst the latter sought information on the existing gypsy and traveller sites established within the District.

The Overview and Scrutiny (Environmental Well-Being) Panel have reviewed their programme of studies.

Councillor Davies has agreed to provide the Panel with sight of a letter that he has received from Anglian Water in response to his correspondence to them regarding St. Ives Residents' flooding issues taken up by the Panel in a previous study.

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

The Overview and Scrutiny Panel (Social Well-Being) has received updates on the future governance of Hinchingsbrooke Hospital and Provision of Play Facilities study. The Panel has also reiterated their wish for an update on town centre cleaning to be received at its September meeting.

The outcome of a meeting held between the Chairman and the Head of Facilities at Hinchingsbrooke Hospital has been reported to the Panel. Members have expressed their satisfaction with the new pricing structure proposed for the Hospital and car park concessions that were introduced with effect from 1st July 2010. A review of the new arrangements will be conducted by the Hospital in 6 months time and the Panel will be involved in this as part of the process.

STANDARDS COMMITTEE: REPORTS OF SUB-COMMITTEES

The Standards Committee has received reports from the Chairmen of its Sub-Committees and noted that the Referrals (Assessment) and Standards (Consideration and Hearing) Sub-Committees had met on six and two occasions

respectively. The Review Sub-Committee had not been required to meet.

APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

The Standards Committee has agreed to seek nominations to the vacant Parish Council post on the Committee directly from the Town and Parish Councils themselves and has authorised the Chairman, Vice-Chairman, Monitoring Officer and an existing Parish Council representative to make the final selection. The post has been vacant since November 2009 and two requests for nominations have been made to the Cambridgeshire and Peterborough Association of Local Councils. Town and Parish Councillors wishing to express an interest in the post will be asked to do so in writing to the Monitoring Officer.

STANDARDS FOR ENGLAND – THE FUTURE?

The latest developments following the Government's announcement to "abolish the Standards Board" regime has been considered by the Standards Committee. This includes the cancellation of the Annual Assembly 2010 and the postponement of the quarterly monitoring return by the Monitoring Officer. A review of the activities undertaken by Standards for England is currently being undertaken and it was noted by the Committee that any proposed changes to legislation affecting the current regime will be subject to consultation by the Government.

DRAFT ANNUAL REPORT 2009/2010

The Standards Committee has commented upon the draft Standards Committee Annual Report 2009/10. Members have agreed that more detailed information on the true cost of dealing with Standards' matters should be included within the report. Once finalised, the report will be promoted via the District Council's website and District-wide and will also be circulated electronically to the Town and Parish Councils.

APPLICATIONS FOR DISPENSATION

Applications for dispensations from Great and Little Gidding and Southoe and Midloe Parish Councils have been approved by the Standards Committee. The former enables five Members of the Parish Council to speak and vote on the Village Hall and Recreation Field and the Great Gidding Charity whilst the latter enables four Members of the Parish Council to speak and vote on the provision of allotments within the Parish area.

TRAINING UPDATE 2010

An approach to training on the Code of Conduct has been endorsed by the Standards Committee. Four area based sessions will be held over the Autumn period in Huntingdon, St Ives, St Neots and Yaxley and have been designed to encourage both new and existing Councillors across the District to attend. Individual requests for training from Town and Parish

Councils will also be considered by the Monitoring Officer.

LOG OF CODE OF CONDUCT ENQUIRIES

The Standards Committee has noted the nature of the Code of Conduct enquiries recorded by the Monitoring Officer since the last meeting.

RECENT CASE SUMMARIES AND ADVICE

The content of a guide on "Blogging" and details of cases recently published by Standards for England following complaints considered by Fenland District Council have been noted by the Standards Committee.

CODE OF CONDUCT COMPLAINTS – YAXLEY PARISH COUNCIL

Members of the Standards Committee were acquainted with the latest conduct issues concerning Yaxley Parish Council. The views of the Committee on the possible ways forward were sought by the Monitoring Officer.

ANNUAL PAY AWARD 2010/11

Having regard to the Annual Pay Award for 2010/11 and the outcome of negotiations with Employee Side representatives, the Employment Panel has agreed the following should be awarded to Council employees for the year commencing 1st April 2010:-

- ◆ no pay increase for staff on Grades 1 – 9;

- ◆ a pay award of £91 for the year for staff on Grades 10 & 11; and
- ◆ a pay award of £182 for the year for staff on Grades 12 – 15.

POLICY REVIEW

The Employment Panel has approved, for the purposes of consultation, a revised Redundancy Policy including compensatory payments for compulsory redundancy. The Panel has also endorsed the principles of a Voluntary Redundancy Scheme, excluding the level of compensatory payment that this would attract.

FORMER FIRE STATION SITE AND WASTE RECYCLING CENTRE, HUNTINDON STREET, ST NEOTS

The Overview & Scrutiny Panel (Economic Well-Being) has endorsed proposals to develop the former fire station and waste recycling centre in Huntingdon Street, St Neots which were to be considered by the Cabinet at their meeting on 22nd July 2010. As part of which and having regard to the importance of achieving the objectives within the planning brief, the Panel suggested that additional terms and conditions be added to any future agreement.

In discussing the merits of the bids the Panel focussed on their financial terms, the potential benefits they would bring and the degree to which they complied with the planning brief. Members acknowledged that a balance had to be struck between these factors and that the Cabinet

should be provided with further information.

Subsequently the Cabinet has authorised the Director of Central Services after consultation with the Executive Councillors for Finance and Customer Services and for Leisure, Law, Property and Governance to approve the terms for the disposal of land at the former fire station site and waste recycling centre to the successful developer.

ANNUAL REPORT ON ORGANISATIONS SUPPORTED BY GRANTS VIA SERVICE LEVEL AGREEMENTS

Details of the performance of voluntary organisations who receive their funding via service level agreements have been considered by the Overview & Scrutiny Panel (Economic Well-Being).

As part of which, the Panel has been advised of the background to the establishment of the current commissioning process. Information was also provided with regards to the management of the grant process and the performance monitoring mechanisms in place.

The Panel raised a number of questions with regard to specific performance indicators within the report and were advised of the penalties for underperformance. Comment was also made about the success of some organisations in securing additional funding but Members were advised it was unlikely that such organisations would be able to attract additional funding should this be withdrawn.

Discussion also took place with regard to the term of the funding agreements offered by the District Council to these organisations.

CUSTOMER SERVICES

A presentation on the development of Customer Services has been received by the Overview and Scrutiny Panel (Economic Well-Being). As part of which the Panel were advised of the background with regard to the establishment of the District Council's Contact and Customer Services Centres, the range of services currently provided and statistical information with regards to customer enquiries. Details of the additional work which had been absorbed at no extra cost and a series of options for future service provision together with the level of savings these might provide were also provided.

Having outlined their support for the Customer Services service, the Panel discussed the implications arising from the introduction of new legislation with regards to the security of data and the contingency arrangements which were in place to tackle sickness levels within the service. Questions were also raised about the potential to share back office services and the implications of impending changes to housing benefit legislation.

RISK REGISTER

Following a request for further information at a previous meeting, the Economic Well-Being Panel has received further information on the

Council's Risk Register and the number of new entries between the period 1st September 2009 to 28th February 2010 inclusive.

In doing so, the Panel has noted the process by which Risks are added to the Register and the reasons for the increase in entries in the previous quarter. The Panel has raised a number of questions with regard to the risks within the report, the method of assessment and classification and the cost of the commercial package for monitoring risk. The Scrutiny & Review Manager has been asked to provide details of the measures the Council took to protect the data it held on Council residents.

THE GREAT FEN

Having had a tour of the Great Fen, the Overview and Scrutiny (Environmental Well-Being) Panel have been advised that the Council is tied into a five-year agreement which amounts to a contribution of £20,000 per annum towards the project management costs, this agreement is renewable after five years. The income from the land owned by the project will assure the project's future should the agreement not be renewed. The Panel has been informed that the Council has a broader interest than other partners and as such will benefit from having influence over the projects future.

Members have been advised that a temporary visitor centre has been planned for the summer and plans for a permanent centre will be

developed as visitor numbers increase.

The Panel has been informed that Councillor T Orgee is the project's County Council representative and a report on the project co-ordinator's action plan is expected in six months time.

CIVIL PARKING ENFORCEMENT

The Overview and Scrutiny (Environmental Well-Being) Panel has considered a report on the potential introduction of civil parking enforcement in Huntingdonshire. Members have acknowledged that there is little enforcement of on-street restrictions currently by the Police and there is little likelihood of any improvements unless CPE is introduced.

The Panel has welcomed the possibility of improved enforcement, however reservations have been expressed over the possible implications on the Council's own off-street parking enforcements and the outcome derived from this source.

Members have recognised the Department for Transport's preferred option of a co-ordinated approach to on and off-street parking enforcement, however the Panel feel that any change should not be to the detriment of the existing off-street arrangements. The Panel also recognise the potential impact on the street ranger service which combines parking enforcement with other frontline services and the cost-effectiveness of the latter if this is separated from parking enforcement.

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

The report has subsequently been considered by the Cabinet who agreed that further negotiations be held with Cambridgeshire County Council, the outcome of which are to be submitted to a future meeting.

PUBLIC CONVENIENCES

The Overview and Scrutiny (Environmental Well-Being) Panel and the Cabinet has noted three petitions objecting to the closure of public conveniences in Huntingdon, Godmanchester and Ramsey. In doing so, the Environmental Well-Being Panel has been addressed by one of the Ward Councillors for Godmanchester about the impact of the closure of the facility in that town.

As part of the deliberations by the Environmental Well-Being Panel, Members have been 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 has therefore been made for their ongoing maintenance. The Panel did not

questioned this decision and maintain the view that provision of public conveniences is a matter for local decision by town and parish councils. The Panel has acknowledged that there are a number of facilities available in the towns where conveniences could be used by the public and that they offer a potentially more cost-effective level of provision than separately maintained units that are not supervised. In mind of the strength of public opinion expressed by way of the petitions, the Panel has suggested that a way forward might be for the District Council to use its influence and experience to assist town councils in negotiating access to other facilities, while stressing that any financial contribution towards maintaining access should be met by the relevant town councils themselves.

The Cabinet, having discussed the perceived difficulties of maintaining public conveniences have stressed that officers are available to offer advice and assistance to town councils on the matter. In the meantime, Executive Councillors have asked the Director of Environmental & Community Services to submit a further report on the future of the conveniences at Huntingdon bus station to their October meeting.

HUNTINGDONSHIRE STRATEGIC FLOOD RISK ASSESSMENT

The Development Management Panel has endorsed the use of the 2010 updated Strategic Flood Risk Assessment for the determination of future developments. The Assessment which has already

been approved by the Environment Agency, provides an accurate assessment of all sources of flooding in the District and flood maps which are compliant with Planning Policy Statement No. 25.

DEVELOPMENT APPLICATIONS

At the July meeting, the Development Management Panel considered 7 applications of which 3 were approved and 2 refused. Consent was given by the Panel to two applications requesting the extension of the timescale to 5 years for the commencement of the proposed rail facilities and rail link to the east coast mainline and for continuation of the temporary uses at Alconbury Airfield. Following representations from the Stukeleys Parish Council, the Panel has asked the Head of Planning Services to consider establishing in consultation with the developer, staged targets over a five year period to encourage submission of the proposals which would progress the development of the site.

REVENUE BUDGET MONITORING: 2009/10 OUTTURN AND 2010/11 BUDGET

The Cabinet has noted the final outturn for revenue and expenditure for 2009/10 and the variations already identified in the current year. Executive Councillors were advised that £1913,000 has been transferred to a Special Reserve to finance any "invest to save" proposals. In discussing the main variations to the programme, Executive Councillors referred to the reduction in income from schools using the leisure centre facilities and the impact of

the Government's announcement that a number of grants awarded for 2010/11 will now be withdrawn.

At the same time, the Cabinet's attention was drawn to an increase in the total amount of payments written off during April to June 2010 for Council Tax and National Non Domestic Rates, Executive Councillors were advised that this was a consequence of the downturn in the economic climate.

CAPITAL MONITORING: 2009/10 OUTURN AND 2010/11 BUDGET

The Cabinet has been acquainted with variations in the capital programme in the current year. Executive Councillors were advised that the level of Local Public Service Agreement performance reward grant was likely to be considerably less than has been budgeted. At the same time, Members have been apprised of plans announced by the Government to abolish Go-East and the possible implications for the authority.

2009/10 ANNUAL PERFORMANCE REPORT

The Cabinet has noted the Council's performance against the targets within the Corporate Plan for the year ending 31st March 2010. The information will be reported to local residents via the District Wide newsletter and the Council's website.

RISK REGISTER

The Cabinet has noted progress being made to identify and manage corporate risks. In so doing,

Executive Councillors attention was drawn to the four risks which were identified as being very high or red. Having been advised of the options available to manage the risks to reduce their likelihood and severity, the Cabinet has approved the actions proposed within existing resources.