

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 JUNE 2011 at 7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

### **1. MINUTES (Pages 1 - 8)**

To approve as a correct record the Minutes of the meetings of the Panel held on 5<sup>th</sup> April and 18<sup>th</sup> May 2011.

**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 9 - 12)**

A copy of the current Forward Plan, which was published on 13<sup>th</sup> May 2011 is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Mrs H Taylor  
388008**

**10 Minutes.**

### **4. EXCLUSION OF THE PRESS AND PUBLIC**

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

**1 Minute.**

### **5. ONE LEISURE ST IVES - PROPOSALS FOR DEVELOPMENT**

To consider a report by the General Manager, One Leisure on development proposals for One Leisure St Ives – **"TO FOLLOW"**.

**S Bell  
388049**

**20 Minutes.**

**6. RE-ADMITTANCE OF THE PUBLIC**

To resolve:-

that the public be re-admitted to the meeting.

**1 Minute.**

**7. PERFORMANCE MANAGEMENT (Pages 13 - 20)**

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**

The Notes of the Corporate Plan Working Group will be **"TO FOLLOW"**.

**20 Minutes.**

**8. CONSULTATION PROCESSES**

To receive the final report of the Consultation Processes Working Group – **"TO FOLLOW"**.

**Miss H Ali  
388006**

**20 Minutes.**

**9. ONE LEISURE FINANCE (Pages 21 - 26)**

To consider the interim findings of the Working Group.

**Mrs C Bulman  
388234**

**20 Minutes.**

**10. OVERVIEW AND SCRUTINY PANELS - SCHEME OF CO-OPTION (Pages 27 - 30)**

To consider proposed changes to the District Council's Scheme of Co-option to Overview and Scrutiny Panels.

**A Roberts  
388015**

**10 Minutes.**

**11. CAMBRIDGESHIRE ADULTS WELL-BEING AND HEALTH SCRUTINY COMMITTEE (Pages 31 - 38)**

To receive an update on the outcome of recent meetings of the Cambridgeshire Adults Well-Being and Health Scrutiny Committee.

**5 Minutes.**

**12. REMIT AND WORK PROGRAMME (Pages 39 - 62)**

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

**A Roberts  
388015**

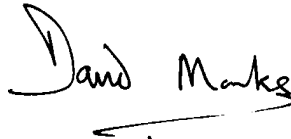
**15 Minutes.**

13. **SCRUTINY** (Pages 63 - 68)

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 26 day of May 2011



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@huntingdonshire.gov.uk](mailto:Habbiba.Ali@huntingdonshire.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](http://www.huntingdonshire.gov.uk) (under Councils and Democracy).

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

***Emergency Procedure***

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

# 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, CAMBS, PE29 3TN on Tuesday, 5 April 2011.

PRESENT: Councillor S J Criswell – Chairman.

Councillors S Cawley, Mrs K E Cooper, J J Dutton, Mrs P A Jordan, P G Mitchell, P D Reeve and R J West.

Co-opted Members – Mr R Coxhead and Mrs M Nicholas.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P L E Bucknell and B S Chapman.

### 109. MINUTES

The Minutes of the meeting of the Panel held on 1<sup>st</sup> March 2011 were approved as a correct record and signed by the Chairman.

### 110. MEMBERS' INTERESTS

Councillors S J Criswell, J J Dutton and R J West declared personal interests in Minute Nos 112, 113 and 114 by virtue of their Membership of Cambridgeshire County Council.

Councillor Mrs P A Jordan declared a personal interest in Minute No. 112 by virtue of her employment in the National Health Service (NHS) at the Hinchingsbrooke Hospital site.

### 111. 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 1<sup>st</sup> April to 31<sup>st</sup> July 2011. It was reported that the item entitled One Leisure, St Ives – Proposals for Development had been deferred to the Panel's June 2011 meeting.

### 112. FUTURE GOVERNANCE OF HINCHINGBROOKE HOSPITAL

(At this point during the meeting (7.10pm) Councillor Mrs P A Jordan took her seat at the meeting).

*(Mr S Melton, Circle's Director of Mobilisation and Ms R Magnani, Director of Circle's Nottingham Treatment Centre, were in attendance for consideration of this item).*

The Panel received a presentation by Mr S Melton and Ms R Magnani, Director of Mobilisation and Director of Nottingham

Treatment Centre respectively for Circle on the operating model and vision to be employed once Circle had assumed responsibility for the governance of Hinchingbrooke Hospital. Having been informed that the formal agreement between Circle and the Strategic Health Authority had not yet been signed, it was noted that it had been intended that this process would have been completed by the present time but the need to complete "due diligence" checks had resulted in delays. It was anticipated that Circle would take over the running of the Hospital at the end of June 2011.

The Panel was informed that Circle had adopted a mutual business model. This meant that clinicians and other professionals, as partners, would each have a share in the ownership of Circle and have shareholder voting rights, which would help to direct the company. The model sought to empower doctors, nurses and all other employees who worked within Circle's hospitals, treatment centres and clinics. Mr Melton informed Members that this would ensure that patients' needs were put first, through a bottom-up approach to management.

In terms of the bidding process employed by the Strategic Health Authority, Members were informed that it had been subject to extensive scrutiny by the Department of Health together with the Hinchingbrooke Hospital Stakeholder Panel to ensure that the rules of engagement were being complied with. Since it had been announced that Circle was one of the three final bidders, Company representatives had made efforts to familiarise themselves with the current operations and financial affairs of the Hospital.

Having regard to the Hospital's future direction of travel, Mr Melton and Ms Magnani indicated that the company's approach would be to enhance the services provided to a standard that would attract more patients, to encourage employees to improve patient care through the effective utilisation of resources, to extend elements of the private care facilities available on site, to investigate opportunities for integrated care offerings with local service providers and to reconfigure back office functions with a view to achieving efficiencies.

The Panel discussed a number of matters including possible improvements to the booking and appointments process, the charges levied for car parking on the Hospital site, the mutual partnership scheme offered to employees and the importance of engaging with clinicians at all levels and of recognising the value of their time. Suggestions were made for service enhancements within adult wards and general care of the elderly. Attention also was drawn to potential difficulties associated with integrated services and the supporting IT systems. Members emphasised the need for sound accountability and reporting mechanisms to be introduced within the Hospital. Details of a model employed by the Nottingham Treatment Centre, which engaged with the voluntary sector to help deliver care in the community programmes, would be circulated to the Panel for information purposes.

Having indicated that a three month mobilisation phase would commence once the contractual arrangements were in place, Mr Melton and Ms Magnani indicated that they would report back to the Panel at their meeting in September 2011 on the progress that had

been made.

### **113. HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP**

The Panel were reminded of its duty, under the provisions of the Police and Criminal Justice Act 2006, to scrutinise the work of the Huntingdonshire Community Safety Partnership. To assist them with this work, Members gave consideration to a report prepared by the Head of Environmental and Community Health Services outlining the level of funding awarded to the Partnership for the 2011/12 financial year, the Huntingdonshire Community Safety Partnership 2010 Strategic Assessment and the Huntingdonshire Community Safety Plan 2011-14 (copies of which are appended in the Minute Book).

The Panel noted that the level of funding awarded to the Partnership had been significantly reduced from the previous year to £56,880. Members' attention also was drawn to forthcoming developments concerning the election of a Police and Crime Commissioner in May 2011 who would be responsible overall for budgets relating to the Police and anti-social behaviour with effect from the 2012/13 financial year. The allocation of funding for the latter would be via a bidding process involving community and voluntary organisations as well as statutory agencies. This would mean that the Partnership would have to submit a bid to the Commissioner for future funding.

Having acknowledged the complexity of the way in which the Partnership was required to operate to meet the challenges faced by the District, Members concluded that on the basis of the data presented in the Strategic Assessment, the Partnership was effective in its work. Whilst reviewing the Huntingdonshire Community Safety Plan 2011-14, Members were advised that the Strategic Assessment was conducted each year to inform the priorities included within the Plan. Members noted that the assessment was undertaken independently by the County Council's Crime and Research Team. In considering the content of the Plan, the Panel expressed the view that the priorities identified for 2011/12 were appropriate given the level of funding awarded and the Partnership's likely future financial constraints. In addition to the annual Strategic Assessment, Members noted that a performance report monitoring progress against the Partnership's priorities was submitted to the Partnership on a quarterly basis.

Members discussed a number of matters including trends in the crime data reported, various projects/initiatives undertaken such as the Nightwatch, Street Representatives and Junior PCSO schemes, the impact of CCTV in reducing the level of theft from vehicles and the preliminary investigations being made into the establishment of a multi-agency anti-social behaviour team. Other matters discussed included the consultation that took place with residents and community groups on crime and disorder related issues and the recording of accident and emergency data for alcohol related admissions at Hinchingsbrooke Hospital.

In concluding their discussions, Members expressed the opinion that the Partnership's monitoring and accountability mechanisms were appropriate. Whereupon, it was

RESOLVED

that the content of the report be noted.

**114. MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS)**

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) which provided an update on the receipt and expenditure by the Council of money negotiated under Section 106 Agreements. Members requested that a copy of the spending plan for the construction of a Multi-Use Games Area in Godmanchester was circulated to them for information. Whereupon, it was

RESOLVED

that the contents of the report be noted.

**115. CAMBRIDGESHIRE ADULTS WELL-BEING AND HEALTH SCRUTINY COMMITTEE**

Councillor R J West delivered an update on matters currently being considered by the Cambridgeshire Adults Well-Being and Health Scrutiny Committee. The Panel were informed that, following the closure of Hawthorne Ward at Hinchingbrooke Hospital, mental health patients would now be cared for in the community with any acute patients being referred to Peterborough City Hospital. Additionally, the Panel were advised that the mental health service had been tasked with identifying £3,000,000 of savings and consequently were exploring alternative methods of service delivery, which included the use of the internet to provide preliminary advice and guidance. An update on Adult Support Services would be provided at the Panel's June meeting.

**116. 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) containing details of studies being undertaken by the Overview and Scrutiny Panels.

**117. 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. Brief updates were received on the outcome of recent meetings of the Consultation Processes, One Leisure and Voluntary Sector Working Groups. In respect of the future of the CCTV service, Members requested that an update on the progress of negotiations on the funding of the service was submitted to the Panel's July 2011 meeting.



**118. SCRUTINY**

The 113<sup>th</sup> Edition of the Digest of Decisions was received and noted.

Chairman

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) held in the Civic Suite, Pathfinder House, St Mary's Street. Huntingdon on Wednesday, 18 May 2011.

PRESENT: Councillors S Akthar, K M Baker, I C Bates, S J Criswell, Mrs J A Dew, J J Dutton, S M Van De Kerkhove, Mrs D C Reynolds and R J West.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor Mrs P A Jordan.

### 1. ELECTION OF CHAIRMAN

RESOLVED

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

**Councillor S J Criswell in the Chair.**

### 2. MEMBERS' INTERESTS

No declarations were received.

### 3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

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

### 4. CORPORATE PLAN WORKING GROUP

RESOLVED

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

### 5. CAMBRIDGESHIRE ADULTS WELL-BEING AND HEALTH SCRUTINY COMMITTEE

RESOLVED

that Councillor R J West be appointed to the Cambridgeshire Adults Well-Being and Health Scrutiny Committee, with Councillor Mrs D C Reynolds appointed as the substitute Member.

Chairman

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### FORWARD PLAN OF KEY DECISIONS

**Prepared by**  
**Date of Publication:**  
**For Period:**

**Councillor J D Ablewhite**  
**13 May 2011**  
**1st June to 30th September 2011**

Membership of the Cabinet is as follows:-

|                          |   |  |
|--------------------------|---|--|
| Councillor J D Ablewhite | - Leader of the Council, with responsibility for Strategic Economic Development       | 3 Pettis Road<br>St. Ives<br>Huntingdon PE27 6SR<br><br>Tel: 01480 466941 E-mail: <a href="mailto:Jason.Ablewhite@huntingdonshire.gov.uk">Jason.Ablewhite@huntingdonshire.gov.uk</a>                     |
| Councillor N J Guyatt    | - Deputy Leader of the Council with responsibility for Strategic Planning and Housing | 6 Church Lane<br>Stibbington<br>Cambs PE8 6LP<br><br>Tel: 01780 782827 E-mail: <a href="mailto:Nick.Guyatt@huntingdonshire.gov.uk">Nick.Guyatt@huntingdonshire.gov.uk</a>                                |
| Councillor B S Chapman   | - Executive Councillor for Organisational Development                                 | 6 Kipling Place<br>St. Neots<br>Huntingdon PE19 7RG<br><br>Tel: 01480 212540 E-mail: <a href="mailto:Barry.Chapman@huntingdonshire.gov.uk">Barry.Chapman@huntingdonshire.gov.uk</a>                      |
| Councillor J A Gray      | - Executive Councillor for Environment  | Shufflewick Cottage<br>Station Row<br>Tilbrook PE28 OJY<br><br>Tel: 01480 861941 E-mail: <a href="mailto:JG@novae.com">JG@novae.com</a>  |
| Councillor T V Rogers    | - Executive Councillor for Resources and Customer Services                            | Honeysuckle Cottage<br>34 Meadow Lane<br>Earith<br>Huntingdon PE28 3QE<br><br>Tel: 01487 840477 E-mail: <a href="mailto:Terence.Rogers@huntingdonshire.gov.uk">Terence.Rogers@huntingdonshire.gov.uk</a> |

|   |   |
|---|---|
| Councillor T D Sanderson<br>- Executive Councillor for Healthy and Active Communities | 29 Burmoor Close<br>Stukeley Meadows<br>Huntingdon PE29 6GE<br>Tel: (01480) 412135 E-mail: to(M) <a href="mailto:Sanderson@huntingdonshire.gov.uk">Sanderson@huntingdonshire.gov.uk</a> |
|---|---|

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

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

Roy Reeves  
Head of Administration

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

| 0 | 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 |
|---|---|--|---------------------------|---------------------|--|--------------|-------------------------------|------------------------------------|
|   | Consultation on Planning for Travellers Sites by the Local Government Department*** | Cabinet                                | 23 Jun 2011               | None.               | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email <a href="mailto:Paul.Bland@huntingdonshire.gov.uk">Paul.Bland@huntingdonshire.gov.uk</a>                         |              | N J Guyatt                    | Environmental Well-Being           |
|   | Enterprise Zone - LEP***  | Cabinet                                | 23 Jun 2011               | None.               | Malcolm Sharp, Director of Environmental and Community Services Tel No. 01480 388301 or email <a href="mailto:Malcolm.Sharp@huntingdonshire.gov.uk">Malcolm.Sharp@huntingdonshire.gov.uk</a> |              | J D Ablewhite/N J Guyatt      | 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 |
|---|--|---------------------------|--|--|---|-------------------------------|------------------------------------|
| Homelessness Strategy   | Cabinet                                | 23 Jun 2011               | Draft Homelessness Strategy - previously circulated to Members | Steve Plant, Head of Housing Services Tel No. 01480 388240 or email Steve.Plant@huntsdc.gov.uk                                 | Ongoing with Members, Partners and Stakeholders and due to be completed late April. | N J Guyatt                    | Environmental Well-Being           |
| Preliminary draft Community Infrastructure Levy Charging Schedule   | Cabinet                                | 23 Jun 2011               | Preliminary Draft CIL Charging Schedule                        | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntsdc.gov.uk                          | Preliminary Draft for Consultation.   | N J Guyatt                    | Environmental Well-Being           |
| Home Improvement Agency Review - Future Delivery Model Consultation | Cabinet                                | 23 Jun 2011               | None   | Steve Plant, Head of Housing Services Tel No. 01480 388240 or e-mail Steve.Plant@huntsdc.gov.uk                                |   | N J Guyatt                    | Environmental Well-Being           |
| Communicating with Residents***                                     | Cabinet                                | 21 Jul 2011               | None.  | Mrs C Garbett, Head of People, Performance & Partnerships Tel No. 01480 388459 or email Corrine.Garbett@huntingdonshire.gov.uk |   | T V Rogers                    | Social Well-Being                  |
| One Leisure, St. Ives - Proposal for Development                    | Cabinet                                | 21 Jul 2011               | None.  | Simon Bell, General Manager, One Leisure Tel No. 01480 388049 or email Simon.Bell@huntsdc.gov.uk                               |   | T D Sanderson                 | Social Well-Being                  |
| Great Fen Supplementary Planning Document                           | Cabinet                                | 21 Jul 2011               | Great Fen SPD  | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388340 or email Paul.Bland@huntsdc.gov.uk                          | Endorse as Council policy (further details required)                                | N J Guyatt                    | Environmental Well-Being           |

| Subject/Matter for Decision                     | Decision/ recommendation to be made by | Date decision to be taken | Documents Available   | How relevant Officer can be contacted   | Consultation  | Relevant Executive Councillor | Relevant Overview & Scrutiny Panel |
|---|--|---------------------------|---|---|---|-------------------------------|------------------------------------|
| Cambridgeshire Green Infrastructure Strategy    | Cabinet                                | 21 Jul 2011               | Cambs County Council-Led Project                            | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388340 or email Paul.Bland@huntsdc.gov.uk         | Endorse as Council Policy (subject to County Council progress). | N J Guyatt                    | Environmental Well-Being           |
| Residential Travel Plan                         | Cabinet                                | 21 Jul 2011               | Cambs County Council-Led Project                            | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388340 or email Paul.Bland@huntsdc.gov.uk         | Endorse as Council Policy (subject to County Council progress). | N J Guyatt                    | Environmental Well-Being           |
| St. Ives West Urban Design Framework            | Cabinet                                | 21 Jul 2011               | Agreed Urban Design Framework                               | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntsdc.gov.uk         | Adopt as Council policy   | N J Guyatt                    | Environmental Well-Being           |
| Planning Proposals Development Plan Document*** | Cabinet                                | 22 Sep 2011               | Updated SHLAA, Employment Land Review, Updated Retail Study | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntsdc.gov.uk         | Approve findings for consultations as preferred options.        | N J Guyatt                    | Environmental Well-Being           |
| RAF Brampton Urban Design Framework***          | Cabinet                                | 22 Sep 2011               | Agreed Urban Design Framework                               | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk | Adopt as Council Policy.  | N J Guyatt                    | Environmental Well-Being           |



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

7<sup>TH</sup> June 2011  
9<sup>TH</sup> June 2011  
14<sup>TH</sup> June 2011

## **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 for 2010/11 (replaced by a new Council Plan in April 2011).

### **2. BACKGROUND INFORMATION**

- 2.1 Growing Success included short, medium and long term objectives to help achieve aims and ambitions for Huntingdonshire’s communities and the Council itself. Eight of these objectives were considered as priorities for the immediate future.

### **3. PERFORMANCE MANAGEMENT**

- 3.1 Progress against all 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 meets quarterly to monitor progress and 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 prioritising the objectives in Growing Success, it was intended that Members should concentrate their monitoring on this small number of objectives to enable them to adopt a strategic overview while building confidence that the Council’s 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. A review of performance reporting arrangements, involving officers and members, is currently underway with the emphasis on local priorities, informed by national changes to performance arrangements.

3.5 The priority objectives in Growing Success were 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 the Council’s priority objectives for 2010/11.

## **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)           | 1.71m   | 1.72m (G)<br>↑<br>73k additional admissions at St Neots<br>Total does not include 579,000 schools and non-participating admissions  |
| Promotion and marketing of available activities  | Number of active card holders   | 32,000  | 33,869 (G)<br>↔<br>Total card holders now exceeds 100,000   |
| 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)                          | 4,500   | 4,892 (G)<br>↓  |
| 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)  | 17,722  | 15,548 (A)<br>↓<br>Missed target can be explained by slow start to DASH scheme predominantly. First year of programme, significant Sport England administration and large number of separate interventions meant some areas started later than forecast. Other areas within overall target exceeded target, in particular Active at 50. |
| 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) | 2,000   | 1,812 (A)<br>↓<br>Target just missed by slow start in DASH (lottery funded programme). Regular activities hit target; it was the new ones that were a little slower to start than initially forecast.   |
| 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)  | 9,500   | 10,527 (G)<br>↑   |

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

| 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: |  |
| By helping to prevent people from becoming homeless by housing homeless people, where appropriate  | (NI 156) No. of households living in temporary accommodation   | 60      | 76 (A)    | 76<br>↓                  | Figure is above target, but has been reducing in recent weeks<br>88 preventions performed in Q4. The target was already exceeded in Q3.  |
|  | The number of households prevented from becoming homeless in the year (cumulative quarterly measure)     | 260     | 397 (G)   | 260<br>↔                 |  |
| Community/Council Aim: Developing communities sustainably  |  |         |           |                          |  |
| Objective: To enable the provision of affordable housing   |  |         |           |                          |  |
| Division: Housing  |  |         |           |                          |  |
| Divisional Objective: To enable the provision of affordable housing  |  |         |           |                          |  |
| Key Activity(s) only to deliver service objective:   | Key Measure:   | Target: | Actual:   | Forecast: DoT*: Comment: |  |
| 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) | 298     | 367 (G)   | 367<br>↑                 | Target was exceeded - 147 properties were delivered in the last quarter, mainly at Love's Farm, but also the Ramsey Grand Cinema site, and Springfield School site.  |
|  |  |         |           |                          |  |
| Division: Planning   |  |         |           |                          |  |
| Divisional Objective: Maximise provision of affordable housing on relevant development sites   |  |         |           |                          |  |
| Key Activity(s) only to deliver service objective:   | Key Measure:   | Target: | Actual:   | Forecast: DoT*: Comment: |  |
| 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)                                   | 40      | 25.10 (R) | ↔                        | Figure distorted by the Loves Farm development where the phases now being developed do not include affordable housing.<br>As at March 2010.<br>Result same for all sites in District as no longer monitored in AMR separately. |
|  |  | 40      | 41.60 (G) | ↔                        |  |

|  |   |
|--|---|
| <p><b>Objective</b><br/>To promote active lifestyles</p>                                 | <p>Achievements:</p> <p><b>Comments from appropriate Head of Service</b><br/><b>Leisure Centres:</b><br/>Admissions recorded a 3% increase overall on 2009/10 with St Neots attracting an additional 72,000 visitors in the year (443,000 in total) despite only half a year opening for some of the facilities. The success of the new development cannot be underestimated and average monthly Impressions attendance has risen from 4,000 to 9,400 in the past 6 months. Over 11,000 members visited St Neots Impressions in March (a record for any of the sites). Huntingdon attracted an additional 28,000 users across a broad range of activities. Ramsey and Sawtry remained stable. Total does not include 579,000 schools and non-participating admissions.<br/>The rise in visitors was reflected in the number of card holders (now at 105,000) and the number of live card holders at 33,869. Kiosk visits now total over 18,000 per month with over 3,000 members now using this facility and over 6,600 web bookings were made in March 2011 (2,900 in March 2010).<br/><b>Environmental and Community Health Services:</b><br/>Active at 50, Cardiac Rehabilitation programme, Health Walks and other regular activities hit/exceeded targets.</p> <p>Issues or actions for next quarter:</p> <p><b>Leisure Centres:</b><br/>68.5% of all courts available were used (down from 68.9%) and swimmers per hour fell to 21.1 from 22.8 (total swims dropped by 4,000 to 433,000) but the final quarter improved on previous year.<br/>A fall in admissions at St Ives of 36,000 (down to 581,000) reflects a lack of investment in the facility (swimming, sports hall and outdoor facilities all experienced reductions although a severe winter partially explains the drop at the Outdoor centre with many pitch cancellations).<br/><b>Environmental and Community Health Services:</b><br/>Targets have been missed due to a slow start to the DASH scheme (Delivering Activity and Sport in Huntingdonshire) meaning throughput at first was lower than initially forecast.</p> <p>Risks:</p> |
| <p>To achieve a low level of homelessness</p> <p>Issues or actions for next quarter:</p> | <p><b>Housing Services:</b><br/>88 households were prevented from becoming homeless in Q4 of the year, compared to 99 in Q4 last year. A total of 397 successful preventions in 2010/11 compared to 376 in the same period the previous year. Although an increase in the total number, fewer were achieved by helping households into private sector tenancies (168 in 2010/11 compared to 180 in the previous year).<br/><b>Housing Services:</b><br/>39 households were accepted as homeless in Q4 this year compared to 41 in the same period last year. A total of 169 households were accepted as homeless in 2010/11 compared to 137 in the previous year.<br/>76 households in temporary accommodation at the end of the quarter compared to 64 at the start.<br/>Seeking Cabinet approval of the Homelessness Strategy.</p>  |

| <b>Objective</b>                              |                                     | <b>Comments from appropriate Head of Service</b>  |
|---|-------------------------------------|---|
|   | Risks:                              | <p><b><u>Housing Services:</u></b><br/>Actual accepted homeless cases may increase beyond the ability to provide temporary and later permanent accommodation. Any lack of suitable permanent accommodation will result in increased use of temporary accommodation due to bed blocking.</p> <p>All normal sources of temporary accommodation may become full. Additional sourcing efforts may not provide sufficient accommodation.</p>   |
| To enable the provision of affordable housing | Achievements:                       | <p><b><u>Housing Services:</u></b><br/>End of year total was 367, including 31 extra care units and 3 intermediate care units at Park View, Huntingdon. This is a record number.</p>  |
|   | Issues or actions for next quarter: | <p><b><u>Housing Services:</u></b><br/>Assess the outcome (if available) of bids for grant funding of affordable housing to the Homes and Communities Agency.</p>   |
|   | Risks:                              | <p><b><u>Planning Services:</u></b><br/>As stated previously the most obvious risk is the potential impact of a longer than expected downturn in the housing/development market. To date Huntingdonshire has remained 'comparatively buoyant' but the potential impacts of any further reduction in development activity could be upon levels of planning fee income, housing delivery and the scale, content and the potential viability and delivery of S106 contributions.</p> |



# Agenda Item 9

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

**7<sup>TH</sup> JUNE 2011**

**OVERVIEW & SCRUTINY  
(ECONOMIC WELL-BEING)**

**9<sup>TH</sup> JUNE 2011**

**CABINET**

**23<sup>RD</sup> JUNE 2011**

## **ONE LEISURE FINANCE (Report of the Working Group)**

### **1. INTRODUCTION**

- 1.1 At its meeting held on 13<sup>th</sup> January 2011, the Overview and Scrutiny Panel (Economic Well-Being) decided to establish a Working Group to review the financial performance of One Leisure and make recommendations on the services' future strategic direction.
- 1.2 Initially Councillors J D Ablewhite, S Greenall and N J Guyatt and Mr R Hall were appointed to the Working Group. Following the appointment of Councillor Ablewhite as Executive Leader, designate, Councillor D M Tysoe attended the second meeting and appointed as *rapporteur*.
- 1.3 In recognition that the performance of One Leisure is also a matter of interest to the Overview and Scrutiny Panel (Social Well-Being), representatives of the latter have also been invited to join the Group. Councillors B S Chapman, JJ Dutton and Mr R Coxhead were subsequently appointed. To date, the Working Group has met on two occasions.
- 1.4 The purpose of this report is to provide an update on progress of the study and to present the Working Group's initial findings.

### **2. BACKGROUND**

- 2.1 At their meetings in January 2011, the Overview and Scrutiny Panels for Social and Economic Well-Being considered a variety of information with regard to the financial performance of the Council's Leisure Centres. This included details of central support charges, recent investment, net outturn in recent years, the projected outturn for 2014/15 and income generated from admissions. An analysis of activities on a centre by centre basis was also provided, together with details of a number of issues relating to the operation of the five centres which would need to be tackled in the forthcoming months.
- 2.2 Having regard to the extent of the information provided and Members' interest in giving further detailed consideration to the figures presented the Economic Well-Being Panel agreed that a Working Group should be established, with representatives of the Social Well-Being Panel, to review further One Leisure's financial performance.
- 2.3 At the meeting of the Economic Well-Being Panel in February 2011 and as part of their deliberations on the Council's Budget for 2011/12 it was agreed that the Working Group should also be asked to consider whether an increase in Leisure

Centre income might be made by charging non-residents of the District a higher rate to use the Council's Leisure Centres.

### **3. REMIT OF THE WORKING GROUP**

3.1 The remit of the Working Group is

- a) to review One Leisure's financial performance and make recommendations on the service's future strategic direction (to include a vision, strategic business plan recommendations and whether the service should be managed in house, outsourced or transferred into a new legal entity) and
- b) to consider whether an increase in Leisure Centre income might be made by charging non-residents of the District a higher rate to use the Council's Leisure centres.

3.2 The first meeting of the Group was held on Thursday 3<sup>rd</sup> March 2011. At this meeting a number of comments and suggestions were made with regard to the approach to the study, and this has been used to develop a detailed work programme. A copy of the proposed work programme is appended at Annex A for information.

### **4. FINDINGS TO DATE**

4.1 The Working Group met on Thursday 28<sup>th</sup> April 2011 to discuss One Leisure Overheads and Recharges. To assist them with this task, information has been provided on the top six recharges by cost to One Leisure. These items are:

- Leisure Service Management Units
- Information Technology Network
- Accountancy
- Information Technology Helpdesk
- Payroll
- Human Resources

4.2 The Head of Financial Services has also provided a commentary on the context of recharges for support costs and the limitations on their value as a control mechanism. The key points are the importance of:

- all managers monitoring their controllable expenditure (those items they have direct influence over),
- effective, challenging dialogue from managers to ensure that support services reflect their minimum requirement and that any resulting savings are delivered wherever possible,
- simplifying the methods and frequency of recharges to only meet statutory requirements or to maximise fees and charges which are constrained by relevant costs,
- using the appropriate bespoke basis for the financial evaluation of business decisions,
- scrutiny of support services

4.3 The Head of Financial Services and the General Manager, One Leisure were in attendance. The following paragraphs summarise the Working Group's initial findings.

#### **a) General**

- 4.4 The Working Group has recognised that, to promote better understanding of the financial position in relation to One Leisure, it is necessary to continue to produce two sets of accounts. The first, service based, includes recharges and is only necessary to fulfil the Council's statutory requirements whilst, the second, significantly more important, is the controllable budget which deals with those aspects that the General Manager of One Leisure has direct influence over. Comment has also been made that the Council should outline the "social benefit" when considering future investment proposals.

#### **b) Leisure Centre Management Units**

- 4.5 The Working Group has considered details of those charges which are incurred by the management unit in performing the corporate, service planning, health and safety and promotional duties for One Leisure. In 2009/10 the net costs amounted to £270,000. Members have queried whether the cost of the One Leisure Management Team should be considered as a rechargeable overhead and have been informed that it is already intended to incorporate the cost of the One Leisure senior management into the service's general operating costs.

#### **c) Information Technology (IT) Network / Helpdesk**

- 4.6 The Working Group has commented on the rising cost of IT Network and Helpdesk Services. These have increased from £1.473M in 2008/09 to an estimated £1.833M across the Council for 2010/11. The cost of the service which has been recharged to One Leisure has increased from £170,000 in 2008/9 to an estimated £249,000 in 2010/11.
- 4.7 The Working Group has noted that the IT Network Service is recharged to users on a per computer basis. As at the last review, Leisure's share is 92 computers, which represents 13.6% of the Council's total of 678 computers. It is this that produces the estimated cost to One Leisure of £249,000 in 2010/11. Members recognise the simplicity of the recharge basis.
- 4.8 In considering the information provided, the Working Group has discussed the IT and telephony requirements of the Leisure Centres. Members have queried whether, for example, their PCs need to be connected to the District Council's central server at all times and whether the Centres have the same software requirements as those at Pathfinder House. The Working Group consider that there should be detailed discussion between the General Manager, One Leisure and the Head of IMD to identify any opportunities where the Council could make overall savings as a result of changes to One Leisure's requirements. Recognising the significant cost of IT the Working Group **recommends that the Cabinet arrange for the Council's IT costs to be reviewed.**

#### **d) Accountancy**

- 4.9 Having been advised of the level of support provided by the Accountancy Team to One Leisure and the General Manager's overall level of satisfaction with it, Members have concluded that the charges for the service represented good value. The estimated cost of the service is £112,000 in 2010/11 and this apportioned according to the amount of time members of the Accountancy team spend on each Service.

#### **e) Payroll Service**

- 4.10 The Working Group has discussed the cost of the Payroll Service and noted that in 2009/10 the cost of the service to One Leisure had been £95,000 compared to a cost of £142,000 for other Council services. Members are of the opinion that given that One Leisure employees represent approximately one third of the workforce, this is a reasonable and fair charge.
- 4.11 The Group have been informed that the service provided by payroll far exceeds that which would normally be provided by a payroll bureau. For example it includes on-line sickness monitoring and travelling claims. The Group has asked for details of the Council's payroll cost per employee with a view to using this information as a basis for comparison with other organisations. However their preliminary opinion is that the figures are probably comparable with other organisations.
- 4.12 Now that the One Leisure staff who were previously paid weekly have transferred onto the monthly payroll there has been some transfer of input work from Payroll to One Leisure and this may result in a need to adjust the allocation basis.

#### **f) Human Resources (HR)**

- 4.13 In considering the cost of the HR Service, the Working Group has noted the view of the General Manager, One Leisure that it may be cheaper for him to procure such services directly. In 2009/10 the cost of the service amounted to £65,000. Having been advised of a number of areas in which savings could potentially be realised, the Group have asked the General Manager to discuss with the Head of PPP his service requirements and whether transferring responsibility for functions to One Leisure would produce an overall saving for the Council. In making this request, the Group are mindful that the Council will still need to provide these services in some form.

#### **g) Other Issues**

- 4.14 The Working Group's overall aim is to optimise the functions that are required to provide the One Leisure service. The Group have also asked the General Manager, One Leisure to identify any other support elements which he considers could be varied and then discuss and quantify any overall savings to the Council that would result. Any agreed savings should be reported to a future meeting.

### **5. CONCLUSION AND RECOMMENDATIONS**

- 5.1 The Working Group has welcomed the opportunity to obtain a greater understanding of the recharges that are incurred by the One Leisure Service. They will continue to review the financial performance of One Leisure as part of their ongoing study and further recommendations will be forthcoming. The Overview and Scrutiny Panels (Social and Economic Well-Being) are now

#### **RECOMMENDED**

- a) to consider and comment on the content of the report, and**
- b) to approve the Working Group's recommendations for submission to the Cabinet.**

## **BACKGROUND DOCUMENTS**

Minutes of the meeting of the Overview and Scrutiny Panel (Economic Well-Being) held on 13<sup>th</sup> January and 10<sup>th</sup> February 2011.

One Leisure Activity Analysis 2009/10 – Actuals

One Leisure- Activity Analysis 2010/11 – Estimated Outturn

Briefing note prepared by the Head of Financial Services.

One Leisure Working Group File held by Democratic Services

**Contact Officers:** Mrs Claire Bulman, Democratic Services Officer  
(01480) 388234  
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Mr Anthony Roberts, Scrutiny & Review Manager  
(01480) 388015  
[Anthony.Roberts@huntingdonshire.gov.uk](mailto:Anthony.Roberts@huntingdonshire.gov.uk)

**PROPOSED WORK PROGRAMME**

**1. RECHARGES AND OVERHEADS**

Steve Couper to brief the Group on –

- a. Breakdown of the first six items in the list of recharges – how calculated/explanation of increases in last two years

**2. PROFITABILITY OF INDIVIDUAL ACTIVITIES AND RETURN OF INVESTMENT**

Simon Bell to brief the Group on -

- a. Review of financial sheets already handed out
- b. Discussion on the value of crèche, cafe and other facilities
- c. Provision of information on scale of recent investment
- d. Review of contribution obtained from recent investment
- e. The functions required to provide the service

**3. FIVE YEAR FORECAST**

Simon Bell to brief the Group on –

- a. Provision of more detailed five year forecast
- b. Discussion of likelihood of the improvements arising

**4. PRICING**

Simon Bell or Gemma Bonnet to brief the Group on –

- a. Competitive analysis
- b. Dual pricing

**5. PREMISES, INCLUDING OWNERSHIP AND CAPACITY**

Simon Bell or Colin Meadowcroft to brief the Group on -

- a. Discussion on capacity issues such as car parking
- b. County & Town Council position on land ownership

**6. PRODUCTION OF BUSINESS PLAN RECOMMENDATIONS**

Terry Parker and Simon Bell to address the Group.

## HUNTINGDONSHIRE DISTRICT COUNCIL

### OVERVIEW AND SCRUTINY PANELS

#### SCHEME OF CO-OPTION

##### 1. Background

- 1.1 This scheme is made by Huntingdonshire District Council under paragraph 12 of Schedule 1 of the Local Government Act 2000 to provide for the co-option of persons to its overview and scrutiny panels. Copies of the scheme are available for inspection at Pathfinder House, St Mary's Street, St Mary's Street, Huntingdon, PE29 3TN and on the Council's website at [www.huntingdonshiresde.gov.uk](http://www.huntingdonshiresde.gov.uk).

Field Code Changed

##### 2. Purpose

- 2.1 The Council considers that the co-option of persons ([called Co-opted Members](#)) to its overview and scrutiny panels will contribute to the promotion of local democracy by –

- enabling persons interested in serving the community to become involved in local democracy without the commitment required in becoming a councillor;
- providing expertise and knowledge of specialist subjects to the panels' investigations and debates;
- enabling [people from all parts of the community, including those from](#) hard to reach or minority groups, to become engaged in the [local](#) political process; and
- ~~potentially encouraging more people to put themselves forward as candidates at future local authority elections.~~
- [introducing local perspectives into the Member arena that are not subject to political influences.](#)

##### 3. Overview and Scrutiny Panels

- 3.1 The Council currently has appointed 3 overview and scrutiny panels –

- economic well-being;
- environmental well-being; and
- social well-being.

- 3.2 The number and terms of reference of the panels may vary from time to time but their principal purpose is to review and scrutinise decisions of the Cabinet, the Council and its partners and make reports and recommendations on matters affecting Huntingdonshire and its inhabitants. Meetings currently are held monthly (with the exception of May and August) in an evening, commencing at 7.00 p.m. Each of the panels comprises 10 members of the Council and 2 co-opted persons. Working groups may be appointed on an ad hoc basis from time to time to undertake more in-depth specific investigations, [with meetings scheduled to suit working group members.](#)

[Co-opted Members may meet from time to time to review their work, effectiveness, training requirements and any other matters.](#)

##### 4. Co-option Process

- 4.1 Co-option to an overview and scrutiny panel will be made by the Council on the recommendation of the panel to which the person is to be co-opted. To be eligible for co-option, a person must meet the qualifications for election as

a member of a local authority in terms of age, residency or employment, and nationality. The rules as to politically restricted posts will also apply to persons co-opted to the panels.

4.2 A person will be co-opted to a panel for a period of up to 4 years but his/her period of co-option may come to an end earlier for any of the following reasons –

- by resignation in writing to the ~~Chief Executive~~ [Head of Paid Service](#),
- failure to attend a meeting of the panel or working group to which he/she is appointed for a period of six consecutive months,
- any of the reasons that would disqualify a person from continuing to hold office as a councillor, or
- by resolution of the Council on the recommendation of the overview and scrutiny panel to which that person has been co-opted.

4.3 Vacancies for co-option will be advertised in the media and on the Council's website. Persons expressing an interest will be asked to supply a short written description of themselves and why they are interested in being co-opted. Interviews will be carried out by members of the overview and scrutiny panels. ~~A co-opted person will be required to undergo a Criminal Records Bureau check.~~

## 5. Code of Conduct

5.1 A person co-opted to an overview and scrutiny panel must sign a declaration that he/she will comply with the Council's Members Code of Conduct. Any allegation of a breach of the Members Code of Conduct will be dealt with in the same manner as if the co-opted person was a member of the Council and the same remedies for a person found to have breached the code will apply.

## 6. Membership and Voting

6.1 A co-opted person will be entitled to speak but not vote at meetings of the overview and scrutiny panel to which he/she has been co-opted and any working group to which he/she has been appointed by the panel including those where the public have been excluded from the meeting, subject to the following exclusions –

- membership of a panel does not entitle a co-opted person to speak at meetings of the Council ~~nor, with the exception of the Overview and Scrutiny Panels, at~~ any other of ~~the Council's~~ [committees or panels](#);
- a co-opted person is not able to be elected as chairman or vice-chairman of a panel;
- a co-opted person is not entitled to exercise a right of call-in of a decision of the Cabinet.

6.2 Co-opted persons will be expected to comply with the Overview and Scrutiny Procedure Rules, Access to Information Procedure Rules and any of the Council Procedure Rules that apply to meetings of the overview and scrutiny panels as set out in the Council's constitution.

## 7. Training

7.1 ~~An induction will be provided for all persons co-opted to an overview and scrutiny panel. New Co-opted Members will be provided with an induction. This will cover the following key areas -~~

- ~~How the Council works,~~
- ~~The Council's expectations of Co-opted Members,~~

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- [What a Scrutiny Panel does, and](#)
- [Questioning.](#)

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Further training opportunities will be made available as provided for other members of the panels [and to meet the specific requirements of Co-opted Members](#).

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**8. Remuneration**

8.1 Co-opted persons will not receive a co-optee's or care allowance but shall be entitled to claim travel and subsistence under the Council's Members Allowance Scheme.

**9. Variation**

9.1 This scheme may be varied from time to time or revoked by the Council.

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**Scrutiny Committee****ADULTS, WELLBEING AND  
HEALTH SCRUTINY COMMITTEE**

22nd March 2011

Cambridgeshire  
County Council**Action****56. DECLARATIONS OF INTEREST**

Members declared the following personal interests under paragraph 8 of the Code of Conduct:

- Councillors Austen, Heathcock, V McGuire, Read and West as members of Cambridgeshire Older People's Enterprise (COPE)
- Councillor Austen as a family carer
- Councillor Brown as an active participant in Cambridgeshire Local Involvement Network (LINK) and a member of Cambridgeshire and Peterborough NHS Foundation Trust (CPFT)
- Councillor Heathcock in relation to agenda item 3 (minute 58) as the relative of a person receiving services from CPFT
- Councillor V McGuire by reason of working for a caring agency
- Councillor Wilkins as an associate member of COPE.

The Chairman expressed the Committee's thanks for all her assistance to Karen Bell, who had recently stood down as Chief Executive of CPFT, and wished her well for the future. He also welcomed Councillor Guyatt to his first meeting as a member of the Committee.

**57. MINUTES OF LAST MEETING**

The minutes of the meeting held on 1st February 2011 were confirmed as a correct record and signed by the Chairman.

**58. MENTAL HEALTH SERVICES 2011 – 14**

The Committee received a presentation from Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) (attached to these minutes as Appendix 1) and considered a report on emerging themes for CPFT's Business Plan 2011 – 2014. The Committee also considered a report updating it on NHS Cambridgeshire's (the Primary Care Trust, PCT) current commissioning intentions for local mental health services.

Keith Spencer, Director of People and Business Development, CPFT gave the presentation, and responded to members' questions together with Annette Newton, Director of Operations, CPFT, and Cathy Mitchell, Director of Integrated Commissioning, NHSC. In the course of the presentation, members noted that referrals to CPFT had risen by 20% over the last four years, and had also risen by 13% in the current year; CPFT was however paid on a block contract, not on the amount of activity it was undertaking, unlike acute trusts such as Addenbrooke's.

The PCT's Director of Integrated Commissioning explained that NHS Cambridgeshire and NHS Peterborough were responsible for commissioning

mental health services within the provisions of the NHS Operating Framework for 2011/12, which laid down how PCTs must apply efficiencies to providers. The Framework had set an efficiency requirement of 4% and an inflation uplift of 2.5%, resulting in a net reduction in contract baseline of 1.5%. In preparation for GP commissioning, there were GP leads for the Cambridgeshire clusters and a GP lead for Peterborough; GP leads were meeting with CPFT about commissioning intentions.

Examining the presentation and documentation, members of the Committee

- requested CPFT and PCT officers to supply the Committee with information on how Cambridgeshire's level of resourcing compared with that of the family of comparator counties, in view of Cambridgeshire's historic and ongoing low funding base for mental health services
- asked whether Cambridgeshire was spending less per head once a person had been referred to mental health services. The Director of Integrated Commissioning explained that how funding was spent – e.g. a high level of spending on beds - influenced the amount available for each person treated
- noted that the reduction of 36 in-patient beds would remove 10% of current beds; this would take Cambridgeshire from having slightly more beds than comparable authorities to having the fewest adult mental health beds per head of population in the East of England
- noted that the Cambridgeshire system of block grant payment to CPFT was not unusual, because of the difficulty in designing a mechanism for payment by results
- noted that the NHS had moved from a monopoly position to one where greater competition meant that the Mental Health Trust was no longer the sole source of mental health services; for example, a private health insurer could bid to provide preventative work, or an acute hospital trust could tender for work in the community, or CPFT could tender for acute care (not necessarily in the mental health area)
- sought clarification of the basis on which savings had been made. The Director of Operations advised that a detailed review had been carried out, incorporating information from the Joint Strategic Needs Assessment (JSNA). Pathways had then been designed, covering who the services were for, the timescales, the outcomes and the anticipated need for the services; the whole process of identifying savings had been evidence-led
- noted that the aim was to meet the first level of need equitably, based on good practice and on evidence
- expressed some scepticism about Key Priority No 1 (World Class Services) on the basis of a decision by the Cambridge City and South Cambridgeshire PCT some years ago that the Young People's Psychiatric Service, which had been doing world-leading work, should be closed. The Director of Operations assured members that staff aspired to deliver world class services; e.g. CAMEO, CPFT's early intervention services for people with early symptoms of psychosis, had received national and international awards for its preventative work
- queried whether being world class was an appropriate target in some areas, and suggested that it was necessary to be specific about which services were to be world class. Members were advised that it was expected that all services should be delivered to a high standard

CM,  
KS

- commenting that people were under greater pressure in the current economic climate and that referrals to CPFT had already increased substantially in the current year, asked to what extent the PCT and CPFT would be monitoring referrals both to understand what was happening, and to reflect that in changes to commissioning and adjustments in service provision. The Director of Integrated Commissioning advised that the PCT's GP mental health leads were working with the PCT on its commissioning plans and helping to ensure that there was no duplication of investment; both PCT and GPs were committed to earlier intervention to prevent more serious mental health problems arising
- asked whether there was dialogue with social care services to ensure that there were no unnecessary gaps in provision. The Director of Operations said that there was. She explained that the presentation summary slide on Key Priority No 3 (Service plans and financial stability) had omitted information on steps 2 – 4, between the low and high levels of need at steps 1 and 5. Much work was being undertaken to ensure that care was provided at the lowest level appropriate, and resources were being put in to support work in prevention and self-management at primary care level
- noted that step 1 referred to services for those with mild to moderate mental health needs, and that services in steps 4 and 5, for those with the highest levels of need, were usually the most expensive to provide
- suggested that it would be necessary to include all the steps in the consultation document, with the associated costs and savings for each element, to provide a complete picture of the Business Plan proposals
- queried how effective the proposed new online services would be, given that many mental health patients lacked motivation. Members were advised that these were intended for people with mild to moderate difficulties. Other services would still be provided, such as telephone support, and there was good research evidence for the effectiveness of online services
- in relation to the Criminal Justice Pathway, pointed out that the emerging delivery structure for Integrated Offender Management in Cambridgeshire had acknowledged the benefits of co-locating such services as mental health and police. Members noted that CPFT was already involved in the criminal justice system and would welcome more and earlier involvement
- noted that CPFT did not insist on discharged prisoners being referred to it only through GPs, though the Trust did always try to link the GP into the process; other parts of the criminal justice system, e.g. Probation, could provide a route into mental health services
- asked to what extent people in general could access mental health service without their GP's support, given that some GPs with an old-fashioned attitude to mental health were failing to refer people for mental health services, or to refer them early enough. The Director of Operations said that people could refer themselves direct to primary mental care, and that CPFT sought to identify and work with GP practices that were not referring patients
- commented that patients had in the past had little choice in mental health services and noted that efforts were being made to increase choice. There was already some choice in e.g. whom a person saw, when and where; the use of a personal budget also gave greater choice, particularly in connection with the personal care element

- enquired whether the personality disorder beds had already been established, and heard that the new unit to serve women from Cambridgeshire, Peterborough and beyond was due to open in May, but the beds for men were at the stage of exploration of the business case
- enquired how the £3m savings that the PCT still had to find for 2011/12 could be achieved. The Committee was advised that there was no guarantee this could be done through efficiencies alone; it would be necessary to look at service reductions. A further report would be made to the Committee in May 2011, when the range of proposals under consideration would be clearer.

CM,  
KS

#### The Committee

- agreed that the scrutiny link members for CPFT would consider the forthcoming CPFT plans
- authorised the Scrutiny and Improvement Officer to respond to CPFT in consultation with these link members before the plans were submitted to the CPFT Board on 25th May.

JB

The Chairman thanked officers for their attendance. He reminded them of the importance of providing a complete picture, with fuller evidence, in the final consultation document, so that the public could make an informed response to the proposals.

## 59. ADULT SUPPORT SERVICES

### a) Updated Assessment of Performance Report Action Plan (2009–10) and exception report

The Committee considered a report on the progress being made to respond to the Care Quality Commission's (CQC's) Assessment of Performance Report 2009/10 for Adult Social Care (ASC) Services. As requested at the Committee's previous meeting (minute 47), this took the form of an exception report against the action plan. In attendance to present this and the following report and respond to members' questions and comments were

- Claire Bruin, Service Director: Strategy and Commissioning
- Rod Craig, Executive Director: Community and Adult Services
- Simon Willson, Head of Regulation, Performance and Business Support
- Councillor F Yeulett, Cabinet Member for Adult Social Care, Health and Wellbeing.

The Service Director advised members that three areas for improvement had amber-rated activities (five activities in total), and outlined actions being undertaken to improve performance in these activities. No area for improvement was currently rated red. Discussing the report, individual members

- suggested that the service improvement plan, prepared by the CPFT Social Care Lead to ensure that annual reviews were consistently carried out (area for improvement 10), should be shared with the Committee's mental health link members
- noted that performance in the carrying out of these annual reviews had tended to vary between teams, with even the best-performing teams not hitting the target. CPFT expected to be able to meet the target next year

- enquired how much confidence could be placed in the CQC's assessment, given that it had not commented on the recent budget-driven reform of how ASC was delivered in the county, had not picked up the issue of over-provision and unmet demand in daycare, and had not conducted any fieldwork.

The Cabinet Member for Adult Social Care reminded members that over the past few years there had been a consistent improvement in the delivery of ASC services, as attested to by the CQC. The Service Director added that work had been carried out to transform ASC over several years, including the start of Self-directed Support in 2008, and increased links to localities and the localism agenda. She advised that in 2010 the CQC had applied a lighter touch to its assessments of all local authorities, apart from those previously judged as performing at a poor or adequate level; in this context, the CQC assessment could be regarded as robust.

The Executive Director urged recognition for the work that had been carried out to achieve overall judgements of "well" in five of the total of seven areas and "excellent" in the remaining two; were that performance regime still in place, the aspiration would be for two more excellent. Financial constraints meant that work was more focussed than in times of plenty; the CQC had been aware that transformational changes were being planned

- urged that the paperwork demanded of residential care providers be kept as simple as possible, as local feedback suggested that Cambridgeshire's requirements were more bureaucratic than those of neighbouring counties. The Executive Director pointed out that there was a risk that if the paperwork were to be reduced, he would shortly be asked to explain why more had not been done to monitor a home; he would welcome any ideas from providers about how to reduce bureaucracy without compromising proactive monitoring
- asked whether it was part of the appraisal process in nursing homes that the carer should be aware of and involved in the appraisal. The Service Director said that best practice was that a carer should be involved during an assessment, but in individual circumstances, a person might not wish their carer to be involved; that wish should be respected. A member reported a local case where a carer had not been involved, in apparent contradiction of best practice; the Service Director said that she welcomed and needed feedback about where best practice was not being observed, so that she could pursue the matter
- noted that the work to support care home providers in providing end of life care was not intended to turn care homes into hospices, but to ensure support for GPs to give the best end of life care and avoid taking residents out of their familiar surroundings to die in hospital; this aim was supported by having clear end of life plans in place and known to all staff
- enquired how enhancing links and partnership working with neighbourhood panels could contribute to improving the quality of care. Members were advised that this was concerned with the inclusion of people in communities, and encouraging informal support networks. It was in addition to work already undertaken with Age Concern, and formed part of community capacity building. Another member commented that only knowledge of local activity enabled him to understand what was meant in this section; he urged that the wording be made clearer.

## **b) Reviewing progress against the Integrated Plan 2011–12**

The Cabinet Member for Adult Social Care, Health and Wellbeing introduced a report setting out a proposal for how to review the implementation of the County Council's Integrated Plan 2011-12 with regard to the proposed changes for Adult Social Care (ASC). He highlighted the need to focus on delivering the Integrated Plan while mitigating the effect of changes on service users. He welcomed scrutiny engagement in this process, and drew attention to the summary of savings and efficiencies that had been agreed, the key questions to be answered in monitoring the effect of changes, and the importance of feedback and input from users.

The Head of Regulation, Performance and Business Support highlighted the work being undertaken with commissioning managers to develop their performance reports to enable them to talk to providers about performance. He explained that the diagram "Performance Review Model for ASC" showed the range of business intelligence used in the review of performance and to provide early warning of problems.

The Chairman suggested that the Committee at its next meeting might wish to consider establishing an ongoing scrutiny sub-group to work with Adult Social Care. He pointed out that scrutiny's focus would be on actual people and how they were being affected by the changes, rather than on delivering the budget; it would be important to identify where things were not going well, for whatever reason, and to act as a conduit for receiving information. The Cabinet Member welcomed this approach and its use of scrutiny members' expertise to highlight problems and provide information.

Examining the report and proposed performance targets, members

- commented that the whole approach seemed very process-oriented, and asked what the evidence-based approach (paragraph 4.8) meant in terms of knowing about people who were unable to access services.

The Executive Director pointed out that processes were important because it was necessary to understand such questions as what the activity was, what the outcomes of services were, and what users thought of the services. One reason for engaging the local community was to extend the range of eyes and ears open to perceive problems; social workers and district nurses could not find all potential recipients of social care services.

In reply to the observation that many city dwellers did not know their neighbours, which made reliance on local networks unreliable, the Executive Director said that it was very rare to find a person's situation deteriorating without anybody being aware of it. If any member heard about such a case, or received increased complaints or concerns about the quality of or access to services, ASC needed to be informed promptly

- noted that the target time taken to complete social care assessments was 28 days (National Indicator 132), but some took more time, some less, depending on the complexity of the individual case
- asked that monitoring of the impact of the reductions made through the Resource Allocation System (RAS) be developed in the next iteration of performance targets; members noted that this was already planned
- suggested that it would be helpful if reports to the Committee could include not only quantitative information but also qualitative information, broadly and systematically gathered. Officers advised that information on quality of outcome was already available in some areas, such as Reablement and the



Community Equipment Service, and that some qualitative information was already being collected by partner organisation; it was necessary to extend the information ASC already gathered and collate the findings from partners

- requested an explanation of the Performance Review Model diagram, suggesting that it should include a sixth point, front-line staff and care providers, as sources of qualitative information, and suggested that it would be helpful to include an explanation of what the various targets in the Performance Measures meant and/or related to.

The Chairman reminded members that the Committee might wish to pick up the suggestion of establishing a scrutiny sub-group to work with Adult Social Care at its next meeting.

## **60. LIAISON WITH NHS ORGANISATIONS: MEMBERSHIP**

Following the discussion at its previous meeting, the Committee again considered the need for changes to the list of link members for NHS organisations used by people in Cambridgeshire.

The Committee agreed:

- that Councillors S Brown and V McGuire would join Councillors King, K Reynolds, and Walker as link members for Cambridgeshire and Peterborough NHS Foundation Trust
- that Councillor Guyatt would join Councillor Archer as a link member for Peterborough Hospitals
- to consider nominations for link councillors to the GP commissioning clusters at a future meeting.

It was suggested that the Scrutiny and Improvement Officer endeavour to establish where to find the meeting papers and other documents for those organisations to which the Committee did not appoint link members

JB

## **61. COMMITTEE PRIORITIES AND WORK PROGRAMME 2010/11**

### **a) Neonatal Intensive Care**

The Committee noted that the East of England Specialised Commissioning Group (SCG) had proposed changes to neonatal services in Norfolk, Suffolk, Cambridgeshire and Peterborough. However, the East of England Health Scrutiny Chairs Forum had recently decided that there was no need for these proposals to be subject to scrutiny by a Joint Overview and Scrutiny Committee formed of members of the four local authorities concerned. The Committee had previously nominated Councillors Brooks-Gordon, Kenney and King as members of the joint committee, and Councillors V McGuire and Whelan as substitute members.

The Committee agreed that

- those members nominated to the neonatal joint scrutiny committee form a working group to liaise with the SCG, comment on the plans and on the public and stakeholder engagement process, and report back to the Committee
- the SCG be invited to a future Committee meeting if required to respond to areas of concern arising from the working group's deliberations.

## **b) Update**

At the Chairman's invitation, Councillor Whelan reported on progress with the establishment of a scrutiny review of children's mental health services. She said that she would be chairing a member-led review looking at mental health and repeat offenders; many offenders had mental health difficulties, the origins of which could often be traced back to childhood, and the review would be considering the impact of mental health on criminality.

Membership of the review group would be drawn from three scrutiny committees, Children and Young People (represented by Councillor Johnstone), Safer and Stronger Communities, and Adults, Wellbeing and Health. The Committee was invited to consider which of its members might participate. Councillor Kenney expressed an interest in serving because she had worked on a previous member-led review of child offenders. Councillor S Brown also volunteered to serve. The Committee noted that the group would start its review in the new municipal year.

The Committee considered its priorities and work programme, commenting that its work programme represented recommendations to the incoming committee. It was suggested that it would be helpful if the work of the committee's sub-groups could be included in the programme, because this would make it easier to trace the links between their work and the business of the main committee. The Scrutiny and Improvement Officer undertook to produce a more detailed document for the next meeting.

JB

Members asked that the Committee's thanks to the Chairman for all his hard work as chairman over the past two years be recorded.

## **62. CALLED IN DECISIONS**

Members noted that no decisions had been called in since the despatch of the agenda.

## **63. DATE OF NEXT MEETING**

It was noted that the next meeting of the Committee would be held on Tuesday 24th May 2011 at 2.30pm.

**Members of the Committee in attendance:** County Councillors G Heathcock (Chairman), S Austen, B Farrer, N Guyatt, S Hoy, G Kenney, S King, V McGuire, K Reynolds, C Shepherd and K Wilkins; District Councillors M Archer (Fenland) S Brown (Cambridge City), R Hall (South Cambridgeshire), J Petts (East Cambridgeshire) and R West (Huntingdonshire)

**Also in attendance:** Councillors P Read, F Whelan and F Yeulett

**Apologies:** District Councillors R Hall (South Cambridgeshire), and J Petts and T Parramint (East Cambridgeshire)

**Time:** 2.30pm – 5.00pm  
**Place:** Shire Hall, Cambridge

Chairman

**REMIT AND WORK PROGRAMME  
(Report by the Head of Legal and Democratic Services)**

**1. INTRODUCTION**

- 1.1 Each year the Overview and Scrutiny Panels review their programmes of studies and plan their work for the forthcoming year. This report provides the Panel with an opportunity to complete this task and establish their work priorities for 2011/12.

**2. WORK PROGRAMME**

**(a) Internal Scrutiny**

- 2.1 Responsibility for the Council's services is divided between Executive Members. These, in turn, are distributed between the three Overview and Scrutiny Panels. Following the Election of a new Executive Leader of the Council, changes have been made to Executive Councillors' responsibilities for the current Municipal Year. A breakdown of the allocation of Council services to the Panels appears at Appendix A.
- 2.2 Performance monitoring is one of the Panel's main roles. The remits in Appendix A specify that they are responsible for scrutinising the Council's performance against its corporate priorities as they appear in the Council Plan. A report monitoring progress against each of these priorities appears elsewhere on the Agenda. The detailed form that the Council's performance management system will take in the future is currently being reviewed. The Panels' role will be reconsidered once this work has been completed.

**(b) External Studies**

- 2.3 The Council has a duty to promote the economic, social and environmental well-being of the District and this is reflected in the structure of overview and scrutiny in Huntingdonshire. Consequently, the Panels have a wide remit to examine any issues that affect the District by conducting in-depth studies.

**(c) Study Methodology**

- 2.6 The Panels have adopted a study methodology through which they undertake studies. A template has been devised to ensure the Panels adhere to the methodology. The template appears at Appendix B. There is considerable flexibility in the way studies are conducted. It is important to note that the Panels have a budget with which to pursue their study aims, for example, by obtaining expert opinion on a particular issue.

**(d) Study Programme**

- 2.3 Members are requested to consider whether any studies or investigations of single issues within their remit might usefully be undertaken. These might be topical or contentious matters, for example, it could be an issue that has arisen in the course of a Member's contact with constituents. Appendix C contains a list of all the studies that have been completed.

- 2.4 Performance data, which is regularly submitted to the Panel, and the Decision Digest, also can be used to identify study areas. As has been said, the latest performance report appears elsewhere on the Panel's Agenda.
- 2.5 At each meeting the Panels discuss a progress report on their programme of studies. The Social Well-Being Panel's current progress report is reproduced at Appendix D. A report on all the studies, which are being undertaken or are planned for future investigation, is submitted to each of the Panels' meetings. This gives Members the chance to join in studies by other Panels if they have an interest in the subject matter. This report is attached at Appendix E.

**(e) Working Groups**

- 2.7 A number of working groups already exist to undertake some studies. These are listed below together with the Membership:

| <b>Working Group</b>  | <b>Current Membership</b>   |
|---|---|
| Provision of Play Facilities  | Councillor Mrs P A Jordan<br>Councillor P G Mitchell<br>Councillor R J West   |
| Consultation Processes  | Councillor B S Chapman<br>Councillor Mrs P A Jordan<br>Councillor P G Mitchell<br>Councillor P D Reeve<br>Councillor R J West<br>Mr R Coxhead |
| Voluntary Sector  | Councillor S Cawley<br>Councillor Mrs K E Cooper<br>Councillor P G Mitchell<br>Councillor R J West<br>Mrs M Nicholas                          |
| One Leisure Finance<br>(Joint Working Group with the<br>Economic Well-Being Panel). | Councillor B S Chapman<br>Councillor J J Dutton<br>Mr R Coxhead   |

It has been the practice for the membership of working groups to continue to the completion of studies and it is suggested that this principle should continue. However, some Members have either left the Council or are now part of the executive, in which case the Panels may wish to consider appointing replacements.

**3. SCRUTINISING PARTNERSHIP WORKING / JOINT WORKING**

- 3.1 The Local Government and Public Involvement in Health Act 2007 Act introduced a requirement for the Council to scrutinise the local strategic partnership. It is intended that the Overview and Scrutiny Panels will scrutinise the Strategic Partnership's thematic groups that fall within their remits. The Strategic Partnership itself is scrutinised by the full Council. The Strategic Partnership is in the process of reviewing the way it operates and the form its thematic groups will take. Once this has been completed, the Panel will be able to commence this work.

- 3.2 The Panels have the task of scrutinising countywide strategic partnership working in which the Council is involved and the Council's other partnership working. This is done when it is required.
- 3.3 Finally, Overview and Scrutiny has been looking at undertaking joint scrutiny in conjunction with other local authorities in Cambridgeshire. Co-opted Members Mr R Coxhead and Mrs M Nicholas have already expressed an interest in undertaking some such work on rural crime and an approach is awaited from the County Council on an investigation into the Rural Crime Action Team. The Council has also been approached about joint working on domestic abuse. The Panel is invited to consider whether it wants to participate in this work and, if so, nominate a representative to attend meetings. This work will be supported by Officers of the authorities that are party to the work.

### **3. RECOMMENDATIONS**

The Panel is

#### **RECOMMENDED**

- a. to note the contents of the report;
- b. to review the existing programme of studies;
- c. to review the composition of the Working Groups;
- d. to consider the addition of new subject areas to the programme of studies, and
- e. if necessary, to appoint a Member to represent the Panel during Cambridgeshire's Safer & Stronger Overview and Scrutiny Committee's investigations into domestic abuse.

#### **BACKGROUND PAPERS**

Previous reports to the Overview and Scrutiny Panels.

**Contact Officer:** A Roberts (01480) 388015

**ALLOCATION OF OVERVIEW AND SCRUTINY PORTFOLIOS**  
**2011 – 2012**

**SOCIAL WELL-BEING**

Environmental and Community Health

Private sector housing  
Caravan sites  
Community Safety  
Community Initiatives/development/grants, etc  
Arts  
Leisure Development  
Air quality/noise/pollution  
Animal welfare/pest control  
Commercial: health & safety promotion/food safety  
Infectious diseases  
Smoke-free initiatives

Housing

Housing strategies/policies  
Relations with housing providers/associations  
Maintenance of housing register/nominations  
Homelessness  
Housing grants, including disabled facilities grants  
Home Improvement Agency  
Private sector housing

One Leisure

Huntingdon  
Ramsey  
Sawtry  
St Ivo  
St Neots

Legal and Democratic Services

Democratic Services  
Elections/Electoral Registration  
Member Support

People, Performance & Partnerships

Safeguarding  
Diversity and Equalities

**Strategic Partnership thematic groups**

TBA

**The Council Plan**

- Help vulnerable and disadvantaged people to live independently
- Work in partnership to support strong communities
- Encourage new jobs, homes and facilities to meet the district's needs

## **ENVIRONMENTAL WELL-BEING**

### Operations

Streetscene

Car parks, public conveniences

Grounds maintenance, grass cutting

Parks, Open Spaces, Countryside Services

Emergency Planning/CCTV

Waste/refuse collection

Recycling

Vehicle fleet management

Abandoned vehicles

Waste Stream policy

Cleansing

### Environmental Management

Strategy Implementation

Home Energy Conservation

Sustainability

Environmental improvements

Project/Contractual management

Architectural/design work

Land drainage

Residual highway responsibilities/public utilities

Street naming and property numbering

Building Control/dangerous structures/disabled access

Facilities Management

Travel Plan

### Planning Services

Development control/planning applications

Planning enforcement

Development plans/policies

Planning briefs/studies

Conservation/listed buildings

Trees and footpaths

Transportation

### **Strategic Partnership thematic groups**

TBA

### **The Council Plan**

- Keep the district clean, provide recycling services and collect rubbish
- Prevent and deal with homelessness
- Encourage new homes and facilities to meet the district's needs
- Safeguard the environment and successfully manage the impacts of growth.

## **ECONOMIC WELL-BEING**

### **Information Management**

Website/Intranet  
Freedom of Information  
ICT Network & Systems  
ICT Help Desk  
Local Land & Property Gazetteer (LPG)  
Customer Relationship Management (CRM) system  
Geographic Information Systems (GIS)  
Business Analysis/Improvement

### **Financial Services**

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

### **Customer Services**

Call Centre, St Ives  
Customer Service Centre  
Information Centres  
Local taxation  
Revenue collection  
Benefits assessments/payments/fraud  
National Non Domestic Rates

### **Legal and Democratic Services**

Land Charges  
Document Centre  
Licensing  
Legal advice  
Conveyancing  
Prosecutions and litigation  
Representation at Planning and other Inquiries  
Data Protection/Regulation of Investigatory Powers  
Contracts

### **People, Performance & Partnerships**

Recruitment/retention  
Health & Safety  
Training/development  
Personnel management/advice/contractual arrangements  
Payroll  
Communications and Marketing  
Consultation, Engagement and Research  
Economic Development  
Town Centre Management  
External Funding  
Performance Management  
Community Strategy/Huntingdonshire Strategic Partnership



Corporate Policy (The Council Plan)  
Estates/property management/acquisition/sales

**Strategic Partnership thematic groups**

TBA

**The Council Plan**

- Encourage new jobs

## OVERVIEW AND SCRUTINY STUDY TEMPLATE

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

|   |  |
|---|--|
|   |  |
| <b>Methodology / Approach</b><br>(what types of enquiries will be used to gather evidence)              |  |
| <b>External/Specialist Support</b>  |  |
| <b>Existing Documentation</b>   |  |
| <b>Evidence to be Obtained</b><br>(e.g. witnesses, documents, site visits, consultation, research, etc) |  |
| <b>Reference Sites</b>  |  |
| <b>Investigations</b>   |  |
| <b>Witnesses</b>  |  |

|  |  |
|--|--|
| <b>Site Visits (if necessary)</b><br>(where and when)                    |  |
| <b>Meetings of the Working Group</b>                                     |  |
| <b>Costs</b><br>(resource requirements,<br>additional expenditure, time) |  |
| <b>Possible Barriers to the Study</b><br>(potential weaknesses)          |  |
| <b>Projected Timescale</b><br>(Start and end times)                      |  |

**COMPLETED STUDIES**

- Anti-Social Behaviour Orders
- Vandalism
- Cemetery Administration
- Arts Provision in Huntingdonshire and Major Events Promoted by the Council
- Registered Social Landlord Rent Levels
- Bus Stations/Bus Services
- Bus Shelters
- Bus Information/Publicity
- Flooding
- Post Office Network and Services
- Fly Posting
- Fly Tipping
- Trees and Hedgerows
- Emergency Planning
- Sun Beds in Leisure Centres
- The Council's Charging Policy
- Tourism
- Market Services
- Best Value Review on Access to Services
- Council's Budget and Expenditure
- Member Development
- Street Naming and Numbering
- Levels of Affordable Housing on Land Sold By The Council
- Procedural Arrangements for Development Control
- Local Procurement
- Town Centre Initiatives
- Cycling in Huntingdonshire
- District Council's Travel Plan
- Electronic Communication
- Youth Forum
- Social consequences of alcohol abuse
- Section 106 process
- The Provision of Play Facilities
- Cleansing Services in Market Towns
- Anti-Social Behaviour at Hill Rise Park, St Ives
- St Ives (Environmental Improvements Schemes)
- County Council Highway Standards
- Consumption of Alcohol in Public Places
- Safer Routes to Schools
- Rent Levels at Paines Mill Foyer, St Neots
- West Huntingdon Rural Transport Study
- Benefit Fraud
- Service Provision for the Elderly
- Health and Safety Management
- Member Involvement and Consultation Procedures in the Local Plan Process
- Substance Misuse in Huntingdonshire
- Play Equipment
- Abandoned Vehicles
- Services for Young People
- The Big Gig
- Biodiversity
- Council's Complaints Procedure
- The Budget and Medium Term Plan
- Rural Economy and Services
- District Council's Twinning Links
- Hear By Right
- Dentistry Services
- Promoting Better Health in Older People Through Physical Activity
- Small Scale Environmental Improvements
- State of the District Engagement Events
- Grant Aid
- Leisure facilities for older people
- Development Management Processes
- Flooding
- Planning conservation
- The Use of Consultants

| Panel Date | Decision   | Action  | Response | Date for Future Action                                |
|------------|--|---|----------|---|
|            | <p data-bbox="369 245 1068 309"><b><u>Future Governance of Hinchingsbrooke Hospital: Consultation Arrangements</u></b></p> <p data-bbox="369 347 1068 683"><b>13/05/09</b> This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery). Dr Stephen Dunn, Hinchingsbrooke Next Steps Project Co-ordinator and Ms Jessica Bawden, NHS Cambridgeshire attended the Panel's January meeting to provide background to the consultation on the future governance arrangements for Hinchingsbrooke Hospital. Advised the Panel that the consultation was likely to commence at some point in the middle of the current calendar year.</p> <p data-bbox="369 721 1068 817"><b>01/09/09</b> Panel advised that Councillor S J Criswell had been appointed as the District Council representative on the Stakeholder Panel.</p> <p data-bbox="369 855 1068 1015"><b>07/12/10</b> Subject to approval from the Department of Health and other regulators, Chairman announced that Circle has been appointed to take over the management contract of Hinchingsbrooke Hospital with effect from 1<sup>st</sup> June 2011.</p> <p data-bbox="369 1053 1068 1257"><b>5/04/11</b> Representatives of Circle presented details of their operating model and vision to be employed once they have assumed responsibility for the governance of Hinchingsbrooke Hospital. Agreed to come back to the Panel in September to update Members on progress with the mobilisation phase of the project.</p> | <p data-bbox="1086 347 1370 545">Panel to partake in the consultation when it emerges. Matter to be raised at a future Panel meeting.</p> <p data-bbox="1086 855 1370 1015">Chairman has extended an invitation to Circle to attend the Panel's April 2011 meeting.</p> |          | <p data-bbox="1921 1059 2024 1085"><b>6/09/11</b></p> |

| Panel Date | Decision   | Action  | Response  | Date for Future Action |
|------------|--|---|---|------------------------|
| 18/05/11   | <p><b><u>Corporate Plan – Growing Success</u></b></p> <p>Councillors S J Criswell and R J West appointed to Corporate Plan Working Group. Working Group met on 25<sup>th</sup> May 2011.</p>   | <p>Quarterly performance reports to be submitted to all Overview and Scrutiny Panels.</p>   | <p>This item appears elsewhere on the Agenda.</p> | 7/06/11                |
| 6/7/10     | <p><b><u>Consultation Processes</u></b></p> <p>Panel requested 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> |   |   |                        |
| 7/12/10    | <p>Councillor B S Chapman, Mr R Coxhead and Councillors Mrs P A Jordan, P G Mitchell, P D Reeve and R J West have been appointed onto a Working Group to pursue investigations further. The Working Group has been tasked with reviewing the Council's guidance on consultation methodology and to evaluate examples of previous consultations.</p>  | <p>Working Group met on 15<sup>th</sup> December 2010, 18<sup>th</sup> January, 16<sup>th</sup> February 2011 and 1<sup>st</sup> April 2011. Further meetings held on 21<sup>st</sup> April and 2<sup>nd</sup> June 2011.</p> | <p>This item appears elsewhere on the Agenda.</p> | 7/06/11                |

| Panel Date | Decision   | Action   | Response   | Date for Future Action |
|------------|--|--|--|------------------------|
|            | <b><u>One Leisure Performance</u></b>  |  |  |                        |
| 4/01/11    | Panel received a presentation on the performance of One Leisure. This presentation was also delivered to the January meeting of the Economic Well-Being Panel.   |  |  |                        |
| 1/02/11    | Advised that the Economic Well-Being Panel established a joint working group to review the information presented to both Panels in greater depth. Councillors B S Chapman and J J Dutton and Mr R Coxhead were subsequently appointed on to the Working Group. | Meetings held on 3 <sup>rd</sup> March and 28 <sup>th</sup> April 2011. Next meeting to be held on 23 <sup>rd</sup> June 2011. | Interim report submitted to Panel's June meeting. This item appears elsewhere on the Agenda. | 07/06/11               |
|            | <b><u>Health Implications of the Night Time Economy</u></b>  |  |  |                        |
| 4/01/11    | With the agreement of the Overview and Scrutiny Panel (Economic Well-Being), Members agreed upon the transfer of the study on the health implications of the night time economy to be transferred to the Panel's work programme.                               | Background information to be submitted to a future meeting.  |  | TBC                    |
|            | <b><u>Voluntary Sector</u></b>   |  |  |                        |
| 7/12/10    | Noted that an approach had been made by the Voluntary Sector to raise this item at a future Panel meeting. The matter was debated at the Council meeting in December 2010. The Chief Executive of the Hunts Forum of Voluntary Organisation will also          |  |  |                        |

| Panel Date | Decision  | Action   | Response   | Date for Future Action |
|------------|---|--|--|------------------------|
| 1/02/11    | <p>be addressing the Panel at its February meeting.</p> <p>Presentation received. Panel agreed to investigate the full impact of the Council's budgetary proposals (which would take effect from 2013/14) and alternative ways of supporting the Voluntary Sector, to include Localism and the Big Society, at its March meeting.</p> |  |  |                        |
| 1/03/11    | <p>Working Group appointed comprising Councillors S Cawley, Mrs K E Cooper, P G Mitchell and R J West and Mrs M Nicholas who have been tasked with investigating matters raised during the course of the meeting.</p>   | <p>First meeting held on 28<sup>th</sup> March 2011 at the Maple Centre, Huntingdon.</p>   | <p>The Working Group will meet again, pending the receipt of background information as requested at its initial meeting.</p> |                        |
| 6/7/10     | <p><b><u>Gypsy and Traveller Welfare</u></b></p> <p>Agreed that gypsy and traveller welfare should be included within the Panel's work programme, with a view to informing any future Council policy on the identification of sites.</p>  | <p>Report requested for submission to a future meeting. Following consultation with the Chairman, agreed that the study would proceed once Government guidance has been issued on future provision requirements.</p> |  | <p><b>TBC</b></p>      |



| Panel Date | Decision   | Action   | Response  | Date for Future Action |
|------------|--|--|---|------------------------|
| 18/05/11   | <p><b><u>Grant Aid</u></b></p> <p>This item was transferred over from the Economic Well-Being Panel in light of changes made to the Cabinet Portfolio responsibilities.</p> <p>Annual Report on organisations supported by grants through Service Level Agreements to be received by Panel.</p>  |  | Report anticipated July 2011.   | 05/07/11               |
| 2/11/10    | <p><b><u>Cambridgeshire Local Investment Plan</u></b></p> <p>Panel has requested for a separate report on the implications of the Investment Plan upon local housing, to include the potential shortfalls in the delivery of affordable housing within the District, identify what housing is due to come forward and to include reference to the underlying links between housing and planning.</p> | Request submitted to the Head of Housing Services. Advised that the Investment Agreement was due to be signed off in March 2011. | Report anticipated in September 2011.   | 13/09/11               |
| 7/06/11    | <p><b><u>Review of Neighbourhood Forums In Huntingdonshire</u></b></p> <p>The Cabinet, at its meeting on 19<sup>th</sup> May 2011, requested the Panel to undertake a review of the Neighbourhood Forums in Huntingdonshire.</p>   | Agreed by the Chairman and Vice-Chairman at the May meeting of the Joint Chairmen to include                                     | Panel to consider the approach it wishes to take in pursuing the study at its June meeting. | TBC                    |

| Panel Date  | Decision  | Action   | Response | Date for Future Action                          |
|---|---|--|----------|---|
|   |   | this within the Panel's work programme.  |          |   |
| <p data-bbox="208 619 327 651"><b>05/04/11</b></p> <p data-bbox="208 890 327 922"><b>05/10/10</b></p> <p data-bbox="208 1230 327 1262"><b>1/01/11</b></p> | <p data-bbox="369 416 1003 448"><b><u>Huntingdonshire Strategic Partnership (HSP)</u></b></p> <p data-bbox="369 485 1066 584">The Panel has a legal duty to scrutinise the work of the HSP, with three thematic groups of the HSP falling within its remit.</p> <p data-bbox="369 619 1066 683"><b>Huntingdonshire Community Safety Partnership / Inclusive, Safe and Cohesive Communities</b></p> <p data-bbox="369 719 1066 850">Annual review of the work of the Partnership undertaken. Members have expressed their satisfaction that appropriate accountability and reporting mechanisms are in place.</p> <p data-bbox="369 890 757 922"><b>Children and Young People</b></p> <p data-bbox="369 959 1066 1190">Details of the thematic group's outcomes and objectives have been received together with the latest report of the group, outlining its terms of reference, membership and current matters being discussed. Panel also agreed to extend an invitation to the relevant Executive Member to attend a future meeting.</p> <p data-bbox="369 1230 685 1262"><b>Health and Well-Being</b></p> <p data-bbox="369 1299 1066 1331">Background information received on the thematic</p> | <p data-bbox="1086 959 1370 1090">Invitation to be extended to Executive Member in due course.</p> |          | <p data-bbox="1944 959 2011 991"><b>TBC</b></p> |

| Panel Date | Decision   | Action  | Response  | Date for Future Action                      |
|------------|--|---|---|---|
|            | group's outcome and objectives, terms of reference, membership and current matters being discussed.  |   |   |   |
| 6/04/10    | <p><b><u>Forward Plan</u></b></p> <p><b>One Leisure, St Ives – Proposals for Development</b></p> <p><b>Home Improvement Agency Review – Future Delivery Model Consultation</b></p> | <p>Request submitted to the General Manager, Leisure.</p> <p>Request submitted to the Head of Housing Services.</p> | <p>This item appears elsewhere on the Agenda.</p> <p>Report to be submitted to the Cabinet at its June 2011 meeting and will be submitted to the Panel thereafter in July 2011.</p> | <p><b>7/06/11</b></p> <p><b>5/07/11</b></p> |

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

7<sup>th</sup> JUNE 2011  
9<sup>th</sup> JUNE 2011  
14<sup>th</sup> JUNE 2011

**WORK PLAN STUDIES**  
(Report by the Head of Legal and Democratic 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**

Environmental and Community Health  
Housing  
One Leisure  
Legal and Democratic Services (part)  
People, Performance and Partnerships (part)

**Environmental Well-Being**

Operations  
Environmental Management  
Planning Services

**Economic Well-Being**

Information Management  
Financial Services  
Customer Services  
Legal and Democratic Services (part)  
People, Performance and Partnerships (part)

- 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 A Jerrom, Member Development Officer  
01480 388009**

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

**ONGOING STUDIES**

| <b>STUDY</b>                                  | <b>OBJECTIVES</b>   | <b>PANEL</b>        | <b>STATUS</b>   | <b>TYPE</b>       |
|---|---|---------------------|---|-------------------|
| 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 with a view to determining whether the approach taken to consultation is suitable and consistent across the authority. | Social Well-Being   | Interim findings to be submitted to Panel in June 2011.   | Working Group     |
| Gypsy & Traveller Welfare                     | To examine existing gypsy and traveller sites in the District with a view to informing any future Planning Policy on sites.   | Social Well-Being   | Report requested for submission to a future meeting. Following consultation with the Chairman, agreed that the study would proceed once Government guidance has been issued on future provision requirements. | 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).   | Social Well-Being   | Social Well-Being Panel to consider whether to incorporate this study into their work programme. Further information to be submitted to a future Panel meeting.   | To be determined. |

|   |       |  |   |   |                    |
|---|-------|--|---|---|--------------------|
| Leisure Centre Financial Performance and Employment Structure |       | To review the overall financial performance and monitoring arrangements. To consider the current / future business structure.<br><br>To consider whether an increase in income might be made by charging non-residents of the District a higher rate to use the Council's leisure centres        | Economic Well-Being and Social Well-Being | Meetings of the Working Group held on 3 <sup>rd</sup> March and 28 <sup>th</sup> April 2011. Next meeting scheduled for 23 <sup>rd</sup> June 2011.               | Working Group      |
| Cambridgeshire Investment Plan                                | Local | To review the implications of the Investment Plan upon local housing, to include the potential shortfalls in the delivery of affordable housing within the District, identify what housing is due to come forward and to include reference to the underlying links between housing and planning. | Social Well-Being                         | Report to be considered at Panel's September 2011 meeting.  | Whole Panel Study. |
| CCTV Provision within the District                            |       | To review the impact of the Council's proposal to cease the CCTV service with effect from April 2012.  | Environmental Well-Being                  | Members have requested an update on negotiations with Partners on the future of the service from 2012/13 onwards for submission to the Panel's July 2011 meeting. | Whole Panel Study. |
| Voluntary Sector  |       | To seek alternative ways of supporting the Voluntary Sector from 2013/14 onwards.  | Social Well-Being                         | Considered at Panel's February and March meeting. Panel appointed a Working Group to  | Working Group      |



|  |   |                          |   |                    |
|--|---|--------------------------|---|--------------------|
|  |   |                          | consider options for support in the future. First meeting held on 28 <sup>th</sup> March 2011. Background information to be circulated to Working Group prior to arranging a further meeting. |                    |
| The Use of Consultants   | To review the criteria used in the appointment of consultants and assess the cost and value gained from using them. | Economic Well-Being      | Final report to be considered at Panel's June meeting.  | Working Group.     |
| The Financial Implications of the Council's Future Housing Responsibilities. | To be determined.   | Economic Well-Being      | Copy of Cambridge Local Investment Plan to be provided to Councillor Shellens when it is distributed with Social Well-Being Agenda.   | To be determined.  |
| A14 improvements.  | To review the implications to the local economy of the decision not to proceed with the A14 improvements.           | Economic Well-Being      | The Panel has been acquainted with steps that are being taken to pursue this matter with the Government. The Panel will receive updates on progress in due course.                            | Whole Panel Study. |
| Tree Strategy  | To form a strategy in conjunction with the Tree Officers for the retention and planting of trees.                   | Environmental Well-Being | Working Group meetings on 5 <sup>th</sup> and 24 <sup>th</sup> November 2010.<br><br>The next meeting was scheduled to be held in January 2011.   | Working Group.     |

|  |   |  |  |                                |
|--|---|--|--|--------------------------------|
| 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   | Under consideration.   | To be determined.              |
| Rural Transport  | To review the lack of transportation in rural areas.                                    | Environmental Well-Being   | Received a presentation from Transport Team Leader at April meeting.                                 | To be determined.              |
| Rural Crime  | To be determined.   | Social Well-Being Panel to nominate representative as and when required. | Meeting of Safer and Stronger Communities Scrutiny Committee held on 13 <sup>th</sup> December 2010. | Joint Authority Working Group. |
| Review of Neighbourhood Forums in Huntingdonshire  | To undertake a review of the Neighbourhood Forums in Huntingdonshire.                   | Social Well-Being  | Suggested by the Cabinet at its meeting held on 19 <sup>th</sup> May 2011                            | To be determined.              |
| Housing Register   | To review the availability of larger houses for letting the Council's housing register. | Social Well-Being  | To consider a request by the Economic Well-Being Panel to investigate this issue.                    | 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.<br><br>Work is expected to conclude in Spring 2011. | To be determined. |
| Central Recharges                                    |                                | Economic Well-Being | To be pursued once the One Leisure Study has concluded.   | To be determined  |

## Decision Digest

Edition 114

**Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 4<sup>th</sup> April to 27th May 2011.**

### **GREATER CAMBRIDGE – GREATER PETERBOROUGH LOCAL ENTERPRISE PARTNERSHIP**

The Overview and Scrutiny Panel (Economic Well-Being) has received an update on the progress that has been made in the establishment of the Greater Cambridge – Greater Peterborough Local Enterprise Partnership (LEP).

The Panel has been advised of LEP's ambition to achieve "100,000 major businesses and create 160,000 new jobs by 2025, in an internationally significant low carbon, knowledge-based economy", its economic geography and priorities and details of the LEP Board membership.

With regard to funding, the Panel understood that local authorities had agreed to make a funding contribution to the LEP and contributions "in kind" were also being made. Applications had been made to two sources of money for capacity and transition funding, the outcome of which was not yet known.

The LEP would shortly be submitting a proposal for an enterprise zone. Having been advised of the benefits of enterprise zones, (which include full business rate discount of up to £55k for up to five years), Members have commented on the potential zones have to promote economic development in their surrounding areas. Comment was made about the dangers of business rate discounts for businesses in new areas if their terms

are not tightly drawn to prevent existing areas from becoming empty and new zones being abandoned once the financial incentives have ended.

The Panel has also been advised that to be eligible to be an enterprise zone, the local planning authority would have to declare an Order reducing planning requirements.

### **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) – PROGRESS**

Councillor M F Shellens and Independent Member Mr R Hall have investigated the business case for the multi-storey car park in Huntingdon. As a consequence of their findings, the Panel has suggested that the Council should introduce a more detailed methodology for the assessment of projects under consideration.

The Panel has also asked the Overview and Scrutiny Panel (Social Well-Being) to look into the availability of larger houses for letting through the Council's housing register.

### **FUTURE GOVERNANCE OF HINCHINGBROOKE HOSPITAL**

The Overview and Scrutiny Panel (Social Well-Being) has received a presentation from representatives of Circle on the operating model and vision that Circle will employ once they assume responsibility for the governance of Hinchingsbrooke Hospital. The formal agreement

between Circle and the Strategic Health Authority is yet to be signed but it is anticipated that Circle will take over the running of the Hospital at the end of June 2011.

Circle's business model is that of a partnership mutual which enables clinicians and other professionals to have a share in the ownership of Circle with shareholder voting rights to help direct the company. The model empowers doctors, nurses and all other employees who work within their hospitals, treatment centres and clinics, to put patient's needs first through a bottom-up approach to management.

The bidding process has been subject to extensive scrutiny by the Department of Health together with the Hinchingsbrooke Hospital Stakeholder Panel to ensure that the rules of engagement are complied with. The Panel has also been informed of the Hospital's future direction of travel and noted the areas that will be explored by Circle to enhance the services currently provided. Members have discussed a number of these matters in depth and made suggestions for areas which they would wish to see improved to include service enhancements within adult wards and general care of the elderly.

A three month mobilisation phase will commence once the contractual arrangements are in place. Representatives of Circle will report back to the Panel on progress made at the Panel's September 2011 meeting.

### **HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP**

Under the provisions of the Police and Criminal Justice Act 2006, the Overview and Scrutiny Panel (Social Well-Being) has scrutinised the work of the Huntingdonshire Community Safety Partnership. Attention was drawn to the level of funding awarded to the

Partnership for the 2011/12 financial year, which represents a significant reduction from the previous year to £56,880. Recent developments concerning the election of a Police and Crime Commissioner in May 2011 have been noted together with the changes that this would bring to the Partnership in terms of bidding against community and voluntary organisations for future funding.

The Panel has acknowledged the complexity in the way in which the Partnership is required to operate to meet the challenges faced by the District and has concluded, on the basis of the data presented in the Strategic Assessment, that it is effective in its work. The Huntingdonshire Community Safety Plan 2011-14 has been reviewed and it was noted that the Strategic Assessment is conducted each year to inform the priorities that are included within it.

The Panel has discussed a number of matters and received a response to each from the Chairman of the Partnership. Members have subsequently expressed their satisfaction that the Partnership has appropriate monitoring and accountability mechanisms in place.

### **MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS)**

An update on the receipt and expenditure by the Council of money negotiated under Section 106 Agreements has been delivered to the Overview and Scrutiny Panel (Social Well-Being). A copy of the spending plan for the construction of a Multi-Use Games Area in Godmanchester will be circulated to the Panel for information.

### **CAMBRIDGESHIRE ADULTS WELL-BEING AND HEALTH SCRUTINY COMMITTEE**

Brief updates have been delivered by Councillor R J West to Members of the Overview and Scrutiny Panel (Social Well-Being) on service changes following the closure of Hawthorne Ward at Hinchingbrooke Hospital. In addition, it has been reported that the mental health service has been tasked with identifying £3,000,000 of savings and consequently are exploring alternative service delivery methods, which include the use of the internet for preliminary advice and guidance.

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

Members of the Overview and Scrutiny Panel (Social Well-Being) have received updates on the outcome of recent meetings of the Consultation Processes, One Leisure and Voluntary Sector Working Groups. An update on progress of negotiations on the future of the CCTV service has been requested for the Panel's July meeting.

### **WIND FARMS**

The Overview and Scrutiny (Environmental Well-being) Panel has been updated on the Council's position from a planning perspective with regard to wind farms.

Members have been advised that all applications are considered against national planning policy which supports the government's commitment to renewable energy. Each application is considered on its merits and should be in a suitable location. The Government does not support developments in areas of nationally significant landscape but Huntingdonshire has no such areas. The Council has not adopted a policy that wind farms should not be located within 2km of a residence, however a Private Member's Bill 'Wind Turbines (Minimum Distance from Residential

Premises)' containing such provisions, is shortly due to have a second reading in the House of Lords. The Panel has been advised that current planning policy is due to be replaced with new guidance, the New National Planning Policy Framework which will act as a catalyst for the revision of local policy.

### **RURAL TRANSPORT**

The Overview and Scrutiny (Environmental Well-being) Panel has received an update on a local transport project being led by Cambridgeshire County Council. Members have been advised that following a reduction in funding, subsidised transport in the area is likely to be phased out. The aim of the project which has been established in conjunction with Inspire East, District Councils, the Health Authority and other relevant partners is to look at all forms of transport in the County and shape a new transport network financed from a central fund, expected to be in the region of £23m. The District Council is represented at officer level and has Member representation on the project's Governance Panel.

In devising the new network, community infrastructures will have to be reviewed and some areas of the District may be better served if they are aligned with neighbouring Districts. The Panel has been advised that the project might aid the delivery of better transportation which has been a common theme in parish plans.

The County Council has indicated that it will delegate direct management of transportation to local areas while retaining its statutory responsibilities. The fund will be administered by non profit making community interest companies with any surplus ploughed back into transport services. Members have acknowledged that the project is a positive step forward and agreed there

is a need for a full review of local transportation. However, they have however drawn attention to the diminishing number of commercial bus routes and to problems that could arise from the statutory requirements on public sector organisations to provide transport, which can be costly.

### CABINET FEEDBACK

The Cabinet has supported the views of the Overview and Scrutiny (Environmental Well-being) Panel's that land within the Great Fen Project area that is currently in arable production, should remain in use for that purpose pending a review of the land that is currently under restoration, the development proposals for visitor facilities and the creation of associated employment opportunities. The Panel had felt that land in the area was being changed from arable production more rapidly than had been envisaged and were concerned at the length of time it would take for peripheral benefits for local communities in terms of tourism and employment to come to fruition. These views will be conveyed to the Great Fen Partners along with Members concerns over the possible increase in mosquitos in the area which in turn may lead to the occurrence of malaria.

### FINANCIAL MONITORING

The Head of Financial Services has drawn to the Cabinet's attention variations to the approved Capital Programme and spending variations in the revenue budget for the current year. Members have noted that whilst savings in the revenue budget of £2.0m are likely to be achieved, £2.7m of reserves will still need to be used to cover the 2010/11 deficit.

### DEVELOPMENT APPLICATIONS

Nineteen applications have been considered over two meetings of the Development Management Panel and of these seventeen were approved and two refused. In terms of the applications which hold wider public interest, the Panel has given consent for changes to the store currently occupied by Sainsbury's in St Germain Walk, Huntingdon and other alterations to that site to accommodate a new retail unit.

A separate application to create a new foodstore and petrol filling station, nine further retail and thirteen residential units, office floor space and car parking also was approved for land between St John's Street and George Street, Huntingdon. Both applications will be subject to comprehensive conditions and a S106 Agreement.

Approval also has been given to the construction of 48 new build houses, following the demolition of existing poor quality properties on land at the Whaddons and Butts Grove Way, Huntingdon.

### ENFORCEMENT ACTION: HARTFORD MARINA

The Development Management Panel has reviewed the current position with regard to the enforcement issues at Hartford Marina. The Panel previously had endorsed a series of recommendations made to them by a Working Party which had been appointed to consider the matter. Following representations made by the Ward Councillor, Marina Manager and Chairman of the Marina Community Association and whilst disappointed that little progress had been made in the intervening period, the Panel requested the Head of Planning Services, in conjunction with the Chairman and Vice Chairman of the Panel, to make a presentation to the Community Association, Marina owner

and residents on the process envisaged by officers which ultimately should take the process forward. The owner/manager and/or occupiers of floating lodges, houseboats and other boats would then be invited to apply for planning permission to rationalise the current situation at the Marina.

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