

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)** will be held in the **CIVIC SUTE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 5 JULY 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 - 6)**

To approve as a correct record the Minutes of the meeting of the Panel held on 7<sup>th</sup> June 2011.

**Mrs A Jerrom  
388009**

**2 Minutes.**

**2. MEMBERS' INTERESTS**

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

**2 Minutes.**

**3. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN (Pages 7 - 10)**

A copy of the current Forward Plan, which was published on 17<sup>th</sup> June 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. SHARED HOME IMPROVEMENT AGENCY SERVICES (Pages 11 - 14)**

To consider a report by the Head of Housing Services on shared Home Improvement Agency Services.

**S Plant  
388240**

**20 Minutes.**

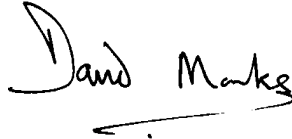
5. **ANNUAL REPORT ON ORGANISATIONS SUPPORTED BY GRANTS VIA SERVICE LEVEL AGREEMENTS 2010-11** (Pages 15 - 20)
- To receive a report from the Head of Environmental and Community Health Services on organisations supported by grants via service level agreements.
- D Smith  
388377**
- 20 Minutes.**
6. **CABINET FEEDBACK: ONE LEISURE FINANCE / CONSULTATION PROCESSES** (Pages 21 - 22)
- To receive a report from the Cabinet outlining their deliberations on the Panel's study into One Leisure Finance and the Council's consultation processes.
- Mrs H Taylor  
388008**
- 10 Minutes.**
7. **ONE LEISURE FINANCE** (Pages 23 - 24)
- To receive a report from the One Leisure Working Group.
- A Roberts  
388015**
- 10 Minutes.**
8. **OVERVIEW AND SCRUTINY ANNUAL REPORT 2009/10**
- To consider and comment upon the draft Overview and Scrutiny Annual Report for 2009/10 **(TO FOLLOW)**.
- A Roberts  
388015**
- 15 Minutes.**
9. **CAMBRIDGESHIRE ADULTS WELL-BEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE** (Pages 25 - 32)
- To receive an update on the outcome of recent meetings of the Cambridgeshire Adults, Well-Being and Health Overview and Scrutiny Committee.
- 5 Minutes.**
10. **WORK PLAN STUDIES** (Pages 33 - 40)
- To consider, with the aid of a report by the Head of Legal and Democratic Services, the current programme of Overview and Scrutiny studies.
- Miss H Ali  
388006**
- 15 Minutes.**
11. **OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS** (Pages 41 - 48)
- To consider a report by the Head of Legal and Democratic Services on the Panel's programme of studies.
- Miss H Ali  
388006**
- 15 Minutes.**

12. **SCRUTINY** (Pages 49 - 56)

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 27 day of June 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 Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 7 June 2011.

- PRESENT: Councillor S J Criswell – Chairman.
- Councillors S Akthar, K M Baker, J J Dutton, Mrs P A Jordan, Mrs D C Reynolds and R J West.
- Mr R Coxhead and Mrs M Nicholas
- APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates, Mrs J A Dew and S M Van De Kerkhove.
- IN ATTENDANCE: Councillor P G Mitchell and Councillor T D Sanderson.

### 6. MINUTES

The Minutes of the meetings of the Panel held on 5th April and 18th May 2011 were approved as a correct record and signed by the Chairman.

### 7. MEMBERS' INTERESTS

No declarations were received.

### 8. 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 Executive Leader of the Council for the period 1st June to 30th September 2011.

The Panel was advised that both the Homelessness Strategy and the Home Improvement Agency Review – Future Delivery Model Consultation, would be submitted to the Panel following changes to the allocation of portfolio responsibilities to the Panels since the Plan had been published.

### 9. ONE LEISURE ST IVES - PROPOSALS FOR DEVELOPMENT

In light of the proposed redevelopment of One Leisure St Ives and the consequential closure of the rifle range and associated facilities, Mr T Smith, Honorary Secretary of St Ives Rifle and Pistol Club addressed the Panel on the impact of the proposals on the Club. Mr Smith outlined the history of the Club, which had been established in 1942. The Club had been based at the St Ives Outdoor Centre. It owned its own armoury and equipment and had moved to the present site in 1974 when, with the aid of a Sports Council grant, the specialised

facilities required by the Club had been incorporated into the leisure centre.

Mr Smith explained that the club consisted of 62 members, two of whom were disabled. Although the possibility of moving to a new site had been investigated, no alternative facilities had been found. Mr Smith brought to the attention of the Panel the Club's recent involvement in providing target shooting taster sessions in association with the leisure centre, which had been oversubscribed. He pointed out that, in addition to the disabled, the Club catered for several youth groups. This gave young people the opportunity to take part in the sport in a safe and secure environment. The Club had received many letters of support from national bodies and had been in contact with Sport England regarding the potential loss of the facility. In closing Mr Smith requested the Panel to consider the cost of providing a reduced range area within the redevelopment of the Centre.

Following questions from the Panel, Mr Smith confirmed that the Club would be prepared to give up half the current range site if alternative plans could be made to remodel the area. In discussing the existence of the stair lift in the facility, Mr Smith informed Members that the range had been recognised as requiring disabled access and the stair lift had been installed and maintained by the Leisure Centre. Members of the Panel enquired whether youth groups would be able to access alternative clubs in the area and were informed that this would require them travelling to Cambridge or Yaxley where the firearms facilities were not of the same standard. With regard to the Club's search for alternative premises, Members suggested that the Police might be approached, whose range had been open to external clubs in the past, but had been closed to them for security reasons.

The Chairman thanked Mr Smith for attending the meeting.

## **10. EXCLUSION OF THE PUBLIC**

RESOLVED

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.

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

*(Councillor T D Sanderson, Executive Councillor for Healthy and Active Communities was in attendance for this item.)*

The Panel considered a report by the One Leisure General Manager (a copy of which is appended in the Minute Book) on detailed proposals to remodel One Leisure St Ives. The Panel was reminded that the proposals had originated from a requirement to reduce net operating costs for the One Leisure group as a major part of the savings identified for the Council for the years 2011 onwards, and to increase admission and participation levels in order to meet both Government and Council health agenda targets. Members were informed that there had been little investment in the Leisure Centre in the 37 years since its construction and the proposals would allow the Centre to capitalise on the latent existing demand in the area and on

demand created by housing growth. If agreed, the development scheme had the potential to deliver a net revenue surplus of over £540k per annum in three years and an increase in admissions in excess of 100,000 per annum.

Members were acquainted with four options for the future of the Centre and the level of investment they would entail. An amended table relating to paragraph 13.3 of the report was tabled. The investment figures had been compiled on the basis of experience of similar Leisure Centre redevelopment projects in St Neots and Huntingdon and liaison with designers but could not be confirmed until tenders were returned. Subject to a number of factors, payback was estimated in between 10 and 12 years. Members were advised that although disruption to the Centre would be unavoidable during the estimated 12 month build time, key areas would remain open throughout and some areas could be opened sequentially.

In the course of their discussions reference was made to the proposed closure of the rifle range. The General Manager One Leisure, Mr S Bell, stressed that his brief had been to reduce the Leisure Centres' operating loss and the rifle range had not been incorporated into the remodelling proposals because it produced a minimal amount of income and the alternative use to which the area could be put was likely to produce a significant return.

The Panel also learned that it would be highly unlikely that external funding for the rifle range would be available. Following a question from a Member on the availability of alternative space at the Centre for the Club, Mr Bell suggested that there was a possibility that space might be found above the proposed new extension, however, this would require further design work and the cost was not known. With respect to the original loan for the provision of the facility, Members were advised that the Sports Council had confirmed that the grant had been given in perpetuity and there was no longer an obligation on the Council to continue to provide the facility. Mr Smith had been advised of this. With regard to the question of accessibility, Mr Bell was of the opinion that the proposed alternative facility would be accessible to a larger number of disabled people. Having discussed the Council's contrasting priorities in terms of increasing its income by competing in the commercial leisure sector compared with providing a diverse range of services to residents, it was

RESOLVED

that the Cabinet be recommended to

- a) approve Option B to redevelop One Leisure St Ives;  
and
- b) investigate incorporating a reduced rifle range within the redevelopment.

## **12. RE-ADMITTANCE OF THE PUBLIC**

RESOLVED

that the public be re-admitted to the meeting.

### **13. CONSULTATION PROCESSES**

*(Councillor P G Mitchell was in attendance for this Item.)*

With the assistance of a report by the Consultation Processes Working Group (a copy of which is appended in the Minute Book) Councillor P G Mitchell acquainted the Panel with the outcome of the deliberations of the Working Group. The Working Group had been established to review the Council's consultation and engagement policies, procedures and practices with a view to making recommendations on possible improvements to the existing processes.

In considering the report, Members' attention was drawn to the key issues that the Group had addressed and to its recommendations. Particular reference was made to examples of previous consultations undertaken by the Council. The Panel discussed the validity of the methods employed by the Council to undertake the 2010 budget consultation.

With regard to the guidance offered to internal departments, Members endorsed a recommendation that Heads of Service, Ward Members and the Overview and Scrutiny Panels should be involved in consultations prior to their publication. They also agreed that a consultation plan should be established and that the Consultation Calendar and Database, which were available on the Council's Intranet, should be regularly updated.

Members expressed concern at the withdrawal of the free door to door publication District Wide, which they considered would adversely affect the Council's ability to disseminate information on its consultations to the District's residents. Having acknowledged that there was a need to improve the Council's current consultation processes and the public's perception of them, it was

**RESOLVED**

that the Working Group's report and recommendations be endorsed for submission to the Cabinet.

### **14. PERFORMANCE MANAGEMENT**

The Panel considered a report by the Head of People, Performance and Partnerships (a copy of which is appended in the Minute Book) containing details of the Council's performance against its priority objectives in the quarter to 31st March 2011. Members endorsed for submission to the Cabinet the comments of the Corporate Plan Working Group. Having been advised of the continuance of, and increase in, the Homelessness Prevention Grant paid to the Council, the Panel was advised that there were concerns over changes to the Housing Benefit system which were likely to reduce the Council's homelessness prevention options, potentially leading to higher rates of statutory homelessness and an increase in the number of households placed in temporary accommodation. The Panel requested further information in this respect.



**15. ONE LEISURE FINANCE**

With the aid of a report by the One Leisure Finance Working Group (a copy of which is appended in the Minute Book) the Panel was provided with an update on the progress of the Working Group's review of the financial performance of One Leisure.

In considering the initial findings of the Working Group and having noted the benefits of looking at both social and economic aspects of the service, the Panel

RESOLVED

that the Working Group's recommendation be submitted to the Cabinet.

**16. OVERVIEW AND SCRUTINY PANELS - SCHEME OF CO-OPTION**

The Panel considered the Council's Scheme of Co-option to Overview and Scrutiny Panels (a copy of which is appended in the Minute Book), which had been amended having regard to input from the Council's Co-opted Members. Having acknowledged the valuable contribution made to the Panel by the Co-opted Members, it was

RESOLVED

that the revised scheme of co-option be adopted.

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

The Panel received and noted the Minutes of the meeting of the Adults, Well-Being and Health Scrutiny Committee held on 22nd March 2011 (a copy of which is appended in the Minute Book). Having attended the Committee's first meeting of the new Municipal Year, Councillor West undertook to make the Minutes of that meeting available to the next meeting of the Panel.

**18. REMIT AND WORK PROGRAMME**

Consideration was given to a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) reviewing the Panel's programme of studies and providing an opportunity for Members to plan their work programme for the year. The Panel was acquainted with the changes to Executive Councillors' responsibilities following the election of a new Executive Leader of the Council and the ensuing changes to the allocation of Council services to the Overview and Scrutiny Panels.

In discussing possible future studies Members requested further information on the issue of homelessness and the Council's capacity to meet its statutory duties in this respect.

Membership of the Panel's existing working groups was discussed by the Panel and appointments were made to both the Voluntary Sector Working Group and the One Leisure Finance Working Group. The Panel also was informed of the ongoing review into the operation of

the Strategic Partnership, following which the Panel would commence scrutiny of the thematic groups that fell within their remit.

Following discussion on a number of suggestions for studies by Panel Members, it was

#### RESOLVED

- a. that the contents of the report be noted;
- b. that a scoping report be submitted to a future meeting on the emerging issues of homelessness and the Council's capacity to meet its statutory duties in this respect;
- c. that a scoping report be submitted to a future meeting on the Council's Neighbourhood Panels;
- d. that Councillors Mrs P A Jordan and K M Baker be appointed to the Voluntary Sector Working Group;
- e. that Councillor Mrs D C Reynolds be appointed to the One Leisure Finance Joint Working Group, and
- f. Councillor Mrs D C Reynolds be appointed as the Panel's representative to Cambridgeshire's Safer and Stronger Overview and Scrutiny Committee's investigations into domestic abuse.

#### **19. SCRUTINY**

The Panel received and noted the latest edition of the Council's Decision Digest.

Chairman

### FORWARD PLAN OF KEY DECISIONS

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

**Councillor J D Ablewhite**  
**17 June 2011**  
**1 July 2011 to 31 October 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 St. Ives Huntingdon PE27 6SR  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 Stibbington Cambs PE8 6LP  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 St. Neots Huntingdon PE19 7RG  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 Station Row Tilbrook PE28 OJY  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 34 Meadow Lane Earith Huntingdon PE28 3QE  Tel: 01487 840477 E-mail: <a href="mailto:Terence.Rogers@huntingdonshire.gov.uk">Terence.Rogers@huntingdonshire.gov.uk</a>
Councillor T D Sanderson	- Executive Councillor for Healthy and Active Communities	29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE  Tel: (01480) 412135 E-mail: <a href="mailto:to(M)Sanderson@huntingdonshire.gov.uk">to(M)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

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 Future Transport - OOtransport for Cambridgeshire***	Cabinet	21 Jul 2011	Cambs Future Transport Programme	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Consider findings, preferred options and countywide funding alignment	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	Economic 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	Overview and Scrutiny Panels	T D Sanderson	Social Well-Being
Nuisance Vehicles***	Cabinet	22 Sep 2011	None.	Sonia Hansen, Development and Community Manager Tel No. 01480 388630 or email Sonia.Hansen@huntingdonshire.gov.uk		J A Gray	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
Call Centre Post 2012 - Infrastructure, Scope, Partnering Arrangements and Location***	Cabinet	22 Sep 2011	None.	Chris Hall, Head of Information Management Division Tel No. 01480 388116 or email Chris.Hall@huntingdonshire.gov.uk		T V Rogers B Chapman	Economic Well-Being
Great Fen Supplementary Planning Document	Cabinet	22 Sep 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
Cambridgeshire Green Infrastructure Strategy	Cabinet	22 Sep 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	22 Sep 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	22 Sep 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
Financial Strategy	Cabinet	22 Sep 2011	Previous Year's Budget Report - Various Annexes	Steve Couper, Head of Financial Services Tel. 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk	Overview and Scrutiny (Economic Well-being) – 8th September 2011	T V Rogers	Overview and Scrutiny (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
Developer Contributions Supplementary Planning Document***	Cabinet	20 Oct 2011	Local Infrastructure Framework	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Approve for public consultation.	N J Guyatt	Environmental Well-Being
Planning Proposals Development Plan Document	Cabinet	20 Oct 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	20 Oct 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

**SHARED HOME IMPROVEMENT AGENCY SERVICES  
(Report by the Head of Housing Services)**

**1.0 PURPOSE OF THE REPORT**

- 1.1 To seek Cabinet's 'in principle' approval to establish a shared Home Improvement Agency (HIA) service with Cambridge City and South Cambridgeshire District Council.
- 1.2 To seek delegated authority to be given to the Managing Director (Communities, Partnerships and Projects), following consultation with the executive councillor for Resources and Customer Services and the Managing Director (Resources) to approve the establishment of the shared service.

**2.0 Background**

- 2.1 The HIA oversees the provision of aids and adaptations to the homes of those with disabilities. This is for both private and housing association homes. The service is provided in-house by the Council. The HDC Agency has five staff. It is a holistic service that pro-actively assists clients through all stages, from enquiry, through grant eligibility, scheme design and specification, obtaining prices and overseeing the works.
- 2.2 The total cost of the service (2010/11) for HDC was £261,108; for Cambridge City £219,990; and South Cambs £213,374. These costs were funded as follows:

	City	South Cambs	Hunts
Fee Income from capital projects	67,520	75,000	110,000
Supporting People	37,460	34,880	31,510
Adult Care (County)	30,000	30,000	30,000
PCT	16,800	16,000	16,000
District Authority	68,210	57,494	73,598
<b>Total Costs</b>	<b>219,990</b>	<b>213,374</b>	<b>261,108</b>

- 2.3 The Cambridgeshire Supporting People Commissioning Body carried out a Review of the HIA service in 2008. The review recommended that joint commissioning be considered to ensure future funding certainty and the commissioning of the service over a broader geographical area to provide better value for money and consistency in service delivery.
- 2.4 Procurement rules require County and health colleagues to consider tendering the services. Procurement advice has indicated that it will not be necessary to tender the HIA services for the City, South Cambs and HDC (because they are delivered in-house) if the partner authorities agree to implement a joint service.
- 2.5 At the Supporting People Commissioning Body meeting on 28th April 2010 it was decided that there was sufficient interest to continue the development of a shared service model.

### **3. The Proposal**

- 3.1 Following discussion between the respective Heads of Service and Accountants from the councils a preferred staff structure has emerged that would reduce the number of Managers from three to one and would reduce the number of administrators in the team by one. The number of frontline caseworkers and surveyors would be retained.
- 3.2 It is proposed that the new shared service be managed by Cambridge City with the head office for the shared service located at South Cambs District Council at Cambourne. Touch-down bases will be provided at HDC and City Council to minimise travelling for the staff, and home working will be explored.
- 3.3 Various cost sharing mechanisms have been considered and it is proposed that the mechanism that would be most fair and equitable would be one partly based on the annual level of capital investment made by each district in adaptations carried out by the service. The level of capital investment is, in effect, a proxy for the level of activity supported by each district in its area.
- 3.4 On the current assumptions, using a cost sharing mechanism based partly on capital investment the saving from a shared service will be circa £75,000 per annum with HDC saving circa £30,000 per annum.
- 3.5 There will be various 'start up' costs associated with moving to a shared service, notably, the potential cost of staff redundancies when the staff structure is reviewed. It has been agreed in principle that should any of three Managers be made redundant, the redundancy costs that result will be met by the current employer. This agreement has been reached in view of the long service of each and the relatively high cost of any redundancy and the difficulty of managing this within the cost sharing mechanism. All other redundancies, if needed, together with other start up costs, and can be managed within a cost



sharing mechanism. Bearing in mind the initial start up costs, which are still being determined, of the new service is not expected to realise any savings, for HDC, in its first two years of operation.

- 3.6 At a time of reducing budgets, a major reason for joining forces with City and SCDC is the opportunity to sustain a level of operation that would otherwise become increasingly fragile. In addition, as the team at each authority is relatively small a combined service offers more resilience for staff absences.

#### **4. Ongoing Considerations**

- 4.1 There are various work streams, some of which are mentioned below, that are ongoing and some which will commence if Cabinet give in-principle agreement to the shared service.

- staff consultation (commenced)
- IT solutions
- Business Process examination and modelling
- the development of a legal protocol to govern the shared service
- the development of an agreed cost/risk sharing mechanism between the authorities.
- The treatment of residual overheads

#### **5. Conclusions/Summary**

- 5.1 This report is about setting up a shared Home Improvement Agency with South Cambridgeshire District Council, Cambridge City Council and Huntingdonshire District Council. The shared service is proposed as it will offer the best opportunity to sustain the current levels of service across the districts at a time of reducing budgets. In addition, as the team at each authority is relatively small a combined service offers more resilience for staff absences.
- 5.2 The model proposed is for a single staff team to be primarily based at the SCDC's offices in Cambourne administered and line managed by the City Council. This proposal will save HDC circa £30,000 per annum. The target date to establish of the shared service is April 2012.

#### **6. Recommendation**

**It is recommended that Cabinet:**

- a) agree in principle that a shared Home Improvement Agency Service be established with Cambridge City and South Cambs District Councils;

- b) that delegated authority to be given to the Managing Director (Communities, Partnerships and Projects), following consultation with the executive councillor for Resources and Customer Services and the Managing Director (Resources) to approve the establishment of the shared service; and
- c) that any comments received from Scrutiny Panel (Social Well-Being) at its meeting to be held on 5<sup>th</sup> July 2011 be considered by the executive councillor for Resources and Customer Services.

**BACKGROUND INFORMATION**

Cambridgeshire Supporting People Review of Home Improvement Agency Services, 2008.

Cabinet Report - 26 June 2008, Consultation on the Supporting People Review of Home Improvement Agencies.

**Contact  
Officer:**

**Steve Plant**



**01480 388240**

## OVERVIEW AND SCRUTINY (SOCIAL WELL-BEING)

5TH JULY 2011

### ANNUAL REPORT ON ORGANISATIONS SUPPORTED BY GRANTS VIA SERVICE LEVEL AGREEMENTS 2010/11 (Report by the Head of Environmental and Community Health)

#### 1. INTRODUCTION

- 1.1 Overview and Scrutiny panel have requested information on the performance of voluntary organisations in Huntingdonshire who receive their funding via service level agreements.
- 1.2 The current service level agreements are all for five year periods and are due to end in March 2013, the one exception is the agreement with Bedford Pilgrims Housing Association which is due to end on the 31<sup>st</sup> March 2012.
- 1.3 All organisations in receipt of funding via service level agreements have agreed to not only meet service performance targets but also management standards which cover financial procedures, governance arrangements, equal opportunities etc.
- 1.4 All organisations have to provide details of their performance to officers every 3 months, and meet every six months to undertake performance reviews. Some of these reviews are joint reviews with officers of Cambridgeshire County Council who also provide a level of financial support to some of the organisations.
- 1.5 The designated cabinet portfolio holders receive a report in November outlining the organisation half yearly performance and details of any concerns on performance and delivery officers may have.
- 1.6 Appendix 'A' to this report provides details of the organisations performance.

#### 2. RECOMMENDATIONS

- 21 Members of the Overview and Scrutiny Panel note the report.

#### BACKGROUND INFORMATION

Three monthly monitoring report return forms.

Contact Officer: **Dan Smith – Community Health Manager**  
☎ 01480 388377

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**Appendix 'A' 2010-2011 Performance Review**

The figures in brackets are the 2009-10 performance details to allow members to compare any year on year performance changes.

Organisation – <b>Huntingdonshire Citizens Advice Bureaux</b>							
Performance Indicators (PI's)	6500 advice cases dealt with per annum	5,000 hours of advice provided by volunteer advisers.	CAB offices in St Neots & Huntingdon open for a minimum of 2000 hours of delivered advice.	Minimum of 10% of funds above HDC contribution acquired externally.	Minimum of 120 (half day) outreach sessions provided per annum.		
Performance	14,216 (12,433) 145% (165%)	10,664 (9,426) 146% (163%)	2,258 (2,292) 113% (114%)	£42,962 (£23,171) 123% (112%)	227 (131) 227% (109%)		
Comment	The 2010/11 PI's figures for the CAB have been revised down to reflect the reduction in the additional finance provided by the authority to the organisation in the financial year. <b>Total HDC revenue contribution for 2010-11 £183,250</b>						
Organisation – <b>Hunts Forum for Voluntary Organisations</b>							
PI's	A minimum of £100,000 levered into Huntingdonshire via funding bids to support local voluntary organisations	25 local voluntary organisations supported to present external bids to funding agencies.	4 groups supported to acquire accreditation appropriate to service (IIP, and Pqasso quality marks etc)	Produce and update data base of Huntingdonshire Voluntary organisations twice per annum.	Monthly web newsletter produced and circulated to voluntary organisations.	Increase number of voluntary sector members of HFVO by 10% per annum.	6 training events held per annum.
Performance	£316,817 (£160,643) 316% (160%)	53 (37) 212% (167%)	3 (4) 75 (100%)	2 (2) 100% (100%)	28 233%	18 120%	10 160%
Comment	In addition to providing support and assistance to voluntary and community organisations across Huntingdonshire, HFVO						

	represents the voluntary sector on the Huntingdonshire Strategic Partnership Board. Additionally the organisation work in partnership with the authority on a number of major initiatives. The accreditation standard PI is marked as amber this is not an issue of concern the start up and completion time scales for gaining the necessary quality marks are variable. <b>Total HDC revenue contribution for 2010-11 £41,200</b>
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Organisation – <b>Huntingdon Shopmobility</b>				
PI's	1375 shop mobility users per annum.	Huntingdon service to be provided 5 days per week.	140 new service users per annum	2 publicity events held per year.
Performance	2038 (1929) 148% (166%)	257 (258) 101% (103%)	211 (188) 150% (134%)	4 (2) 200% (100%)
Comment	The organisation is performing as agreed. <b>Total HDC revenue contribution for 2010-11 £37,430</b>			
Organisation- <b>Disability Information Service Huntingdonshire</b>				
PI's	Minimum of 1500 cases dealt with per annum	Minimum of 192 home visits per annum.	DISH office to be open for a minimum of 1000 hours of delivered advice per annum	A minimum of 10% of total funds provided by HDC & CCC to be acquired externally.
Performance	1158 (1270) 77% (84%)	401 (166) 208% (86%)	1065 (1065) 106% (106%)	£55,428 (£15,960) 783% (228%)
Comment	This organisation specialises in providing advice information to individuals who have disabilities in the past year following the Governments announcement on benefits changes the organisation received significantly higher number of requests for home visits and due to the complexity of the claims has resulted in the organisation not meeting its overall target. <b>Total HDC revenue contribution for 2010-11 £7,070</b>			

Organisation – <b>St Barnabas Community Learning Centre</b>				
PI's	1600 service users per annum	105 new learners per annum	1200 hours per annum free computer access time provided. No comparison target for 2009-10	Project to acquire 20% additional funding above HDC provided funds per annum.
Performance	1854 (1473) 115% (92%)	157 (212) 149% (212%)	1352 112%	£25,066 (£24,629) 195% (171%)
Comment	Members will recall that officers reported that there were some concerns around the performance of this organisation the organisation reviewed its operation and following the introduction of free access facilities has seen a significant increase in adults accessing the various skills training courses provided. <b>Total HDC revenue contribution for 2010-11 £26,370</b>			
Organisation – <b>Hunts Volunteer</b> (Formally Huntingdonshire Federation of Volunteer Bureaux)				
PI's	610 volunteers recruited per annum.	2 events per annum promoting volunteering	Increase the number of organisations receiving volunteers via the volunteer bureaux by 10% per annum target 120	Increase the number of people regularly participating in volunteering (4hrs or more per week) Target 316
Performance	813 (542) 133% 98%	5 (2) 250% (100%)	176 (163) 145 (167%)	598 (432) 189% (136%)
Comment	<b>The organisation is performing as agreed.</b> <b>Total HDC revenue contribution for 2010-11 £37,140</b>			

Organisation – <b>Bedford Pilgrims Housing Association</b>						
PI's	Establish resident, developer and stakeholder partnership forum.	Welcome packs developed for all new residents and delivered to new residents within 1 week of arrival.	Residents association formed.	Services for young people established.	6 Welcome events organised for new residents.	Loves farm Community Action plan to be produced
Performance	Established	Target achieved	Established	Established	Target achieved	Completed
Comment	<b>The organisation is performing as agreed. Total HDC revenue contribution for 2009/10 £37,140</b>					



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

**5<sup>th</sup> JULY 2011**

**CABINET FEEDBACK:  
ONE LEISURE FINANCE/CONSULTATION PROCESSES  
(Report by the Cabinet)**

**1. INTRODUCTION**

- 1.1 At its meeting on 23rd June 2011, the Cabinet considered a report by the Overview and Scrutiny Panel (Social Well-Being) on the findings of the Panel's Working Group's regarding the financial performance of One Leisure and the Council's consultation and engagement policies, procedures and practices.

**2. BACKGROUND**

- 2.1 The Overview and Scrutiny Panel established working groups to review:
- the financial performance of One Leisure and make recommendations on the services' future strategic direction; and
  - the Council's consultation and engagement policies, procedures and practices with a view to making recommendations on possible improvements to the current process.

**3. DELIBERATIONS**

- 3.1 The Cabinet discussed the Working Group's concerns over the rising cost of IT network and helpdesk services. Executive Councillors referred to the various elements of the service provided by the IT division and its use in the day to day running of the leisure centres. The Cabinet was conscious of the need to achieve savings and have requested the Executive Councillor for Organisational Development to review the Council's IT costs, including the basis upon which the IT network service is re-charged to users.
- 3.2 With regard to the Council's consultation and engagement policies, the Cabinet was conscious that the study emerged as a result of concerns raised by members of the public over the perceived weaknesses in the procedures employed by the Council during recent consultations.

In considering the Panel's recommendations, the Cabinet emphasised the need to consider them carefully given their potential impact on staff time and resources. Mention was made of the benefits of working with neighbouring authorities to build up a consultation database of information. In order to provide a comprehensive package of measures, the Cabinet has requested the Managing Director (resources) to undertake investigations as to how the current process can be improved and to report to the Overview and Scrutiny Panel (Social Well- Being) and Executive Councillors on the outcomes, findings and recommendations arising therefrom.

### **3. CONCLUSIONS**

- 3.1 Members of the Overview and Scrutiny Panel are invited to note the contents of this report.

**Contact Officer: Mrs H Taylor, Senior Democratic Services Officer  
(01480) 388008**

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

**5TH JULY 2011**

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

**7TH JULY 2011**

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

### **1. INTRODUCTION**

- 1.1 The One Leisure Finance Working Group met on 23rd June 2011 and Councillors S Greenall and D M Tysoe (Chairman) and Messrs R Coxhead and R Hall were present. Also in attendance were Messrs S Bell and A Roberts and Mrs C Bulman.

### **2. PROFITABILITY OF INDIVIDUAL ACTIVITIES**

- 2.1 The Working Group has reviewed analysis of the Leisure service's performance in 2009/10 and 2010/11 and its estimated performance in 2010/11. The analysis reveals that the net cost of the service in 2009/10 was £1.175 m plus £0.2m for Central Centre Management. The estimated outturn for 2010/11 was £0.805k plus the same for Central Centre Management and the actual for this period was £0.634k plus £0.2k for Central Centre Management. The figures include NNDR for which the service had a one-off refund of c£150k in 2010/11.
- 2.2 The Working Group has discussed the figures presented for the direct costs of the leisure activities provided and the Central Centre Management costs that have been re-apportioned to them. In order to satisfy themselves that the re-apportioned costs are not distorting the financial performance of activities, Members have decided to examine the methodology, which has been used to determine how much each activity is allocated in indirect costs. They are interested in establishing whether some of the re-apportioned costs should instead be regarded as direct costs. They also are of the view that re-apportioned costs should reflect the needs of the activity. In order to complete this work, the Working Group will look in greater detail at the crèche, children's club and bar facilities. The details requested will include fixed and variable costs. Having particular regard to the crèche, Members have requested that options are identified for sponsorship and for alternative charging models taking account of local circumstances.

### **3. RETURN ON INVESTMENT**

- 3.1 The Working Group also has received details of recent capital investments in the Leisure service. Members have recognised that many of the items represent maintenance and, therefore, will not achieve their own returns. They have, however, requested information on whether individual items of expenditure have achieved the objectives of their respective Medium Term Plan bids / project plans.

### **4. ADMISSIONS**

- 4.1 The Working Group has noted statistics on admissions at One Leisure Huntingdon, St Neots and St Ives before and after improvements have been made. Members have asked for the data to be presented to them so that it makes explicit trends and it includes One Leisure Ramsey and Sawtry.

## **5 OTHER MATTERS**

- 5.1 The Working Group has had preliminary discussions on the functions that the One Leisure service requires to operate and on the service's future strategic direction. These matters will be considered further at future meetings.

Councillor D M Tysoe  
Chairman

## **Scrutiny Committee**

### **ADULTS, WELLBEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

24th May 2011



#### **Action**

#### **1. CONFIRMATION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2011 – 12**

The Committee noted that Councillor Kevin Reynolds had been appointed Chairman of the Committee for the municipal year 2011 – 12. The Chairman paid tribute to the dedication and hard work of his predecessor, Councillor Geoffrey Heathcock.

#### **2. CONFIRMATION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2011 – 12**

The Committee noted that Councillor Gail Kenney had been appointed Vice-Chairman of the Committee for the municipal year 2011 – 12.

#### **3. CO-OPTION OF DISTRICT AND CITY COUNCIL MEMBERS**

The Committee noted that, because of the timing of the present meeting in relation to the district councils' annual meetings, only Huntingdonshire District Council had been able to nominate a member and substitute to the Committee.

The Committee co-opted Councillor Richard West as Huntingdonshire District Council's representative, and Councillor Deborah Reynolds as his substitute.

#### **4. DECLARATIONS OF INTEREST**

Councillor V McGuire declared a personal interest under paragraph 8 of the Code of Conduct by reason of working for a caring agency. Councillors Austen, Kenney, V McGuire and West declared a personal interest as members of Cambridgeshire Older People's Enterprise (COPE).

#### **5. MINUTES OF LAST MEETING – 22nd MARCH 2011**

The minutes of the final meeting of the Adults, Wellbeing and Health Scrutiny Committee, held on 22nd March 2011, were confirmed as a correct record and signed by the Chairman.

#### **6. MEMBER-LED REVIEW OF ACCESS TO CARE, SUPPORT AND ADVICE FOR PEOPLE WITH DEMENTIA AND THEIR CARERS FOLLOWING DIAGNOSIS: FINAL REPORT**

The Committee considered a report setting out the findings and recommendations of the Committee's member-led review of access to care, support and advice for people with dementia and their carers following diagnosis. The review had been undertaken in 2010; once agreed, its recommendations would be submitted to Cabinet and health partners.

Attending to respond to the report and members' questions and comments were

- Councillor Catherine Hutton, Cabinet Member for Adult Services
- Claire Bruin, Service Director: Strategy and Commissioning (Adult Social Care (ASC))
- Rod Craig, Executive Director: Community and Adult Services
- John Ellis, Head of Mental Health, Learning Disability and Substance Misuse Commissioning, NHS Cambridgeshire (Primary Care Trust, PCT)
- Jackie Galwey, Assistant Director of Operations, Care at Home Division, Cambridgeshire Community Services NHS Trust (CCS)
- John Hawkins, General Manager, Older People's Mental Health (OPMH) Services, Cambridgeshire and Peterborough NHS Foundation Trust (CPFT).

The Cabinet Member for Adult Services thanked the members who had taken part in the review, which had involved extensive research and meeting many people. She particularly thanked the Scrutiny and Improvement Officer, Jane Belman, for all her hard work in organising the review and drafting the report.

The Scrutiny and Improvement Officer said that the review had focussed on Objective 4 of the National Dementia Strategy (NDS), 'Easy access to care, support and advice after diagnosis'; its key finding had been that the quality of services and support available in Cambridgeshire was extremely variable. She thanked the members of the review group, including the two members co-opted from the Local Involvement Network (LINK). The Chairman added his thanks.

The Chairman of the review group, Councillor Shepherd, introduced the review group's findings, pointing out that

- dementia posed a major challenge for health and social care provision
- the review had found that much high quality work was being carried out, but had also found a marked lack of consistency
- none of the report's recommendations required financial investment; on the contrary, by providing prompt diagnosis and appropriate services from the outset, substantial sums of money could be saved
- it may well be that the review's recommendations needed to be narrowed down, but it was important that a named person took responsibility for implementing the final recommendations.

The Cabinet Member for Adult Services welcomed the report and supported the concept of improving consistency. She wished to see the examples of good practice replicated, and improved communication and learning from each other. The Cabinet Member said, however, that a number of the recommendations appeared to be on a common theme, and suggested that it might be helpful to combine some of these to reduce the number of recommendations.

The PCT's Head of Mental Health, Learning Disability and Substance Misuse Commissioning welcomed the report, saying that its recommendations had not come as a surprise. The PCT had been working on implementation of the National Dementia Strategy for the past two years; each GP cluster had a mental health lead. The PCT had conducted an extensive consultation on improving OPMH services in Huntingdonshire and Fenland in autumn 2010, and had developed a draft strategy document for the whole of OPMH provision, which was a priority area for the PCT. The strategy document would draw

together work done round the NDS, the autumn 2010 consultation, and the member-led review's recommendations.

CPFT's General Manager, OPMH Services also welcomed the report. CPFT had already made significant progress in improving services for people with dementia, including rolling out primary mental health care training, but he recognised that gaps in provision remained. He was content with the report in its present form. The Assistant Director of Operations, Care at Home Division, CCS welcomed the report and looked forward to working with partner agencies.

The Executive Director: Community and Adult Services also welcomed the report, and pointed out the need to dovetail the response to it with work already in place on the NDS. Commenting on specific aspects of the report, he said that

- he was not convinced that there were no resource implications, and it would be necessary to find the resources required to implement e.g. the recommendations on training. The report to Cabinet should state which recommendations had resource implications
- in relation to provision of a named person as point of contact for patients and carers, he agreed that it was crucial to ensure that a named person co-ordinated services at diagnosis, but once services were in place, ASC was not in a position to provide an ongoing named contact
- it was necessary to bring together the work of partner agencies in responding to the recommendations where responsibilities overlapped
- although the report referred to the work of one specific third sector organisation, which played a substantial part in supporting people with dementia, the report should be adjusted to reflect the fact that that organisation would not necessarily be a partner in future.

The Service Director: Strategy and Commissioning added that if a contract was coming to an end, it was necessary to go out for a wider tender even if the current provider was performing well.

The Cabinet Member was asked what format would be helpful for Cabinet. She suggested two pages of key recommendations, with supporting documents attached. The Head of Mental Health Commissioning said that he was involved in drafting a strategy document for the NDS; in this document, actions were being grouped by care settings and matched to the recommendations of the NDS and of the Overview and Scrutiny Committee (OSC). The Executive Director supported this approach, saying that it would then be clear to whom each recommendation applied, though some were overarching, e.g. training.

In the course of considering the draft review report, individual members

- sought clarification of the work undertaken by the Alzheimer's Society in Cambridgeshire. Gill Lintott, the Society's County Manager, advised that the Society received funding to enable it to provide the same services across the county, with the exception of some pilot projects, e.g. a singing group based in Sawston (but open to any resident of the county), and work with primary care in St Ives. She welcomed the report, saying that the Society aimed to provide the outcomes required of it, to work closely with partner organisations, and to deliver services equitably across the county
- suggested that the estimated doubling of the number of older people with dementia from around 7,000 to 14,000 over the next 20 years would be an underestimate if it had not been adjusted to allow for inward migration

- citing the examples of Kingswood Park, March and the difficulties faced by Southern Cross, commented that the loss of care beds and day services made “easy access to care” more difficult, and that the providers of services faced difficulties arising from a rise in capital expenditure to enable higher standards to be met, at a time of falling funding and bed occupancy. Although the financial viability of local care homes had not been within the review’s remit, it did affect ease of access to care, and if a local home were to fail, then the County Council would be obliged to make provision for its residents.

The Cabinet Member pointed out that it was for the manager and owners of Kingswood Park to make a decision about the home based on the expenditure required on the building. There were just over 100 residents of Southern Cross homes in Cambridgeshire; if necessary, they and/or Kingswood Park residents would be found alternative accommodation, taking care to maintain friendships and family relationships, and suitable alternatives for Kingswood Park day centre users would be sought.

The Executive Director added that the six Cambridgeshire Southern Cross homes were not providing places under a block contract, and that the Council’s rate of admission to care homes had not increased in line with the increase in population; it was part of the NDS to provide care as close to home as possible

- noted that the review’s discussions with carers had included casual carers, though in most cases, the discussions had been with the spouse of a person with dementia, and had covered the support needs both of the person with dementia and of the spouse.

Janet Feary of Cambridgeshire LINK thanked the review group for including LINK in its work and visits. She expressed the hope that at least some of the report’s recommendations would be implemented and that LINK could continue to work with the County Council. The Chairman of the review group said that in the course of the survey, the group had heard some appalling stories from some desperate people. She stressed the importance of taking this report to Cabinet and of resolving the problems identified by the review group, for the sake of people with dementia and their carers.

The Chairman reminded members of the need to fine-tune the review report in the light of the comments made, in order to give it maximum impact for Cabinet and partner organisations. The Committee agreed that the original review group (Councillors Austen, V McGuire, Shepherd and West), plus Councillors Kenney and K Reynolds, should undertake this revision, then circulate the revised draft to all members of the Committee for their further comment before submitting the report to Cabinet.

Review group;  
all

## **7. MENTAL HEALTH SERVICES 2011 – 14**

John Ellis, Head of Mental Health, Learning Disability and Substance Misuse Commissioning, NHS Cambridgeshire, updated the Committee on developments in the PCT’s commissioning intentions for local mental health services. He reported that

- the PCT was working with Cambridgeshire and Peterborough NHS Foundation Trust to find ways of delivering the savings required under the NHS’s efficiency framework while minimising the impact of these efficiencies on service users



- representatives of the GP clusters were meeting with the PCT to explore how to raise the profile and input of GP services in the treatment of patients presenting with mental health needs
- treatment of patients with long-term mental health needs could be largely GP-based if their condition was stable, with easy access back to secondary care if necessary, though referral criteria and arrangements were yet to be finalised
- the PCT expected to present its proposals for public consultation probably in July 2011, and would continue holding informal meetings with interested parties, including the Overview and Scrutiny Committee.

In response to their questions and comments, the Committee was further advised that

- the GP representatives were committed to improving mental health services and were participating in service planning meetings; primary and secondary care were working together, and innovative approaches were being developed
- there were difficult decisions to be made, as it was necessary to ensure that sufficient capacity was available for those people who needed mental health services
- it was possible to increase GPs' awareness and experience of mental health problems, as demonstrated by the good progress made by the Older People's Primary Care Mental Health Pilot Project in St Ives, where the training provided by the Primary Mental Health Service to GPs had raised awareness of dementia and of other mental health problems in older people, such as anxiety and depression. The Primary Mental Health Service would provide GPs with an alternative to their present practice of referring a person with mental health problems to secondary care services
- work was being undertaken, in accordance with national policy, to explore possible ways of allowing people to refer themselves to mental health services without going via their GP, though the problem could then arise of people referring themselves inappropriately; some gateway function could well be established, perhaps including the voluntary sector, for people with mild to moderate difficulties
- GP-led commissioning was key to the improvement of local mental health services, and would be going ahead regardless of the current delay in implementing the Health and Social Care Bill; the partnership working between GP mental health leads in each cluster and mental health staff in the PCT was functioning well
- the report on CPFT's Business Plan 2011 – 2014 was still being taken to the CPFT Board on 25th May, as described at the last meeting of the Adults, Wellbeing and Health Scrutiny Committee, but this was a high-level plan for submission to Monitor, not a detailed plan.

David Jordan, Chair of Peterborough and Fenland Carer Support Service, reported that the number of calls received by the Service's 24/7 care line had increased significantly in the past two weeks, with most calling because of difficulty in accessing services. He had noted a significant increase in the number of people not receiving help such as cognitive behaviour therapy (CBT) or counselling, and cited a specific case of lack of cohesion between secondary and primary care when a man with a depressive disorder was discharged from

secondary care. He expressed satisfaction with developments in GP commissioning, and expressed concern that there might be some impetus to discharge people from secondary care too quickly. The Head of Mental Health Commissioning said that GPs had identified that there was a problem with reaccess to secondary care, and were committed to finding a mechanism by which people could return to secondary care if necessary. They were also looking at ways of increasing the availability of CBT.

Members agreed that the PCT and CPFT should continue to report on the plans for mental health services to the Committee's Mental Health sub-group (up to May 2011, County Councillors King, V McGuire and K Reynolds, and District Councillor S Brown and L Walker) with the addition of Councillors Kenney and Sales. The Committee agreed to co-opt Councillor Heathcock to the sub-group. The sub-group would then report to the Committee's next meeting.

PCT,  
CPFT,  
MH sub-  
group

## 8. 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. The Cabinet Member for Adult Services reminded members that five areas had originally been judged to be performing well and two excellent; only two areas now remained even amber. The Service Director: Strategy and Commissioning explained that both these areas related to activities being taken forward with GPs, and were at amber because of the need to wait for the GP senate to be established.

Members noted that the PCT's Head of Mental Health Commissioning was leading discussions with GPs on the possible form a locally-enhanced service agreement might take, including defining GPs' contribution to ensuring care homes are equipped to provide end of life support.

The Committee welcomed the report and agreed that exception reporting would remain as a standard item on the agenda. The Service Director undertook to inform the Scrutiny and Improvement Officer if there were no amber or red ratings to be reported on.

CB

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

The Head of Regulation, Performance and Business Support, Simon Willson, introduced a further report on how ASC's progress against meeting its Integrated Plan (IP) objectives for 2011-12 would be reviewed. The Service Director: Strategy and Commissioning was also in attendance. The Committee noted that the "star model", intended as a tool by which members could explore ASC's progress, now included more detail, and that the *Proposed Framework for Assessing User and Carer Feedback* (report Figure 1) set out various means by which information on service users' and carers' experience was captured.

In response to members' questions and comments, officers advised that

- the findings from quantitative surveys made it possible to compare Cambridgeshire's results with those of other authorities annually. By making use of findings from LINK's quarterly survey on ASC matters, and of operational intelligence from providers about people's experience, it was possible to assemble information on a much more frequent basis

- qualitative information was gathered by talking to people, including at the annual Carers' Conference, which was held at a different venue throughout the county each year, and was usually oversubscribed. Carers were offered support for the person cared for to enable them to attend the conference, and transport if required; although some attended from care agencies working under contract with the authority, the focus of the conference was on informal carers (family and friends). The Head of Regulation, Performance and Business Support undertook to notify members of the Committee of the date and venue of the next conference
- consideration was also being given to ways of engaging with service users and carers between conferences, and the possibility of holding a conference for service users themselves was being explored
- in relation to a member's observation that it tended to be only the more mobile and articulate who attended the Carers' Conference, officers advised that efforts would be made to involve people who could not easily get to or participate in any service users' conference, and feedback from service users with limited ability to communicate would be sought by talking to carers and close family members
- officers were seeking to develop a robust process for gathering information on how the IP adjustments were affecting service users, including the use of regular meetings of participation groups; these groups could be asked to reflect on their experience, and their observations could then be collected and analysed.

The Cabinet Member for Adult Services welcomed the report; the measures it described would ensure that not only was data collected from a cross-section of carers, but also that the findings would inform future action. The Chairman thanked officers and Cabinet Members for their attendance and participation.

## **9. COMMITTEE PRIORITIES AND WORK PROGRAMME 2011/12**

The Committee considered its work programme for the municipal year 2011/12, looking at its priorities, outline timetable, and member working groups and liaison arrangements.

The Committee

- agreed the priorities, proposed approach and outline timetable
- decided to establish a member working group on Adult Social Care, focusing on reviewing progress against the Integrated Plan, with particular reference to monitoring the effect of service changes on users and carers. The working group would conduct a member led review on a specific aspect of ASC
- agreed that the members of the ASC working group be County Councillors Austen, King, Kenney, K Reynolds, Shepherd and West, with the possible future addition of District Councillors
- agreed that member information seminars be held on GP commissioning on 7th July, and on public health on 15th September 2011.

Members raised the question of efficiency in Adult Social Care, giving the example of home care assistants not necessarily being deployed from the centre closest to a service user's home. It was agreed that the ASC member-led review should focus on effective use of resources, and suggested that members in the first instance pass on information about apparent inefficiencies

in ASC to the ASC working group. In the longer term, it might become appropriate to conduct a member-led review on a housing-related topic, perhaps in collaboration with district councils.

In relation to future developments at Hinchingsbrooke Hospital, members noted that franchise arrangements were delayed as part of the pause and listening exercise being carried out into the proposals contained in the Health and Social Care Bill.

#### **10. CALLED IN DECISIONS**

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

#### **11. DATE OF NEXT MEETING**

It was noted that the next meeting of the Committee would be held on Thursday 7th July 2011 at 2.30pm.

**Members of the Committee in attendance:** *County Councillors K Reynolds (Chairman), S Austen, G Kenney, S King, V McGuire, P Sales, C Shepherd, M Smith and F Yeulett; District Councillor R West (Huntingdonshire)*

**Also in attendance:** *Councillors M Curtis and C Hutton*

**Apologies:** *County Councillors N Guyatt and K Wilkins*

**Time:** 2.30pm – 4.30pm

**Place:** Shire Hall, Cambridge

Chairman

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

**5<sup>th</sup> JULY 2011**  
**7<sup>th</sup> JULY 2011**  
**12<sup>th</sup> JULY 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	Final report submitted to the Cabinet's June 2011 meeting.	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	<p>To review the overall financial performance and monitoring arrangements. To consider the current / future business structure.</p> <p>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.</p>	Economic Well-Being and Social Well-Being	<p>Meetings of the Working Group held on 3<sup>rd</sup> March, 28<sup>th</sup> April 2011 and 23<sup>rd</sup> June 2011.</p> <p>Interim report submitted to Cabinet on 23<sup>rd</sup> June 2011.</p>	Working Group
Cambridgeshire Local Investment Plan	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 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.	Working Group
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 considered by the Cabinet at their meeting on 23 <sup>rd</sup> June 2011.	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 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.	Working Group.

			The Working Group has requested for a meeting to be arranged for mid-July.	
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 2011 meeting.	To be determined.
Rural Crime	To be determined.	Social Well-Being Panel to nominate representative as and when required.	Under consideration by the County Council's Safer and Stronger Communities Scrutiny Committee.	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. Background report requested for submission to a future Panel meeting.	To be determined.
Homelessness	To consider the emerging issue of homelessness and the Council's capacity to deal with the matter.	Social Well-Being	Background report to be submitted to a future Panel meeting.	To be determined.
Maintenance of Water Courses	To receive a presentation on the maintenance arrangements in place for Water Courses within the District.	Environmental Well-Being	Presentation to be delivered at a future meeting.	To be determined.

Waste Collection and Recycling Policies	To investigate the Council's waste collection and recycling policies.	Environmental Well-Being	Scoping report requested for submission to a future meeting.	To be determined.
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**POSSIBLE FUTURE STUDIES**

The Employees Performance Development Review Process	To review the current process.	Economic Well-Being	Amendments to the Performance Related Pay System are being considered as part of the current years pay negotiations	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.
Central Recharges		Economic Well-Being	Information has been circulated by Head of Financial Services.	To be determined

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Panel Date	Decision	Action	Response	Date for Future Action
	<p data-bbox="371 245 1066 309"><b><u>Future Governance of Hinchingsbrooke Hospital: Consultation Arrangements</u></b></p> <p data-bbox="371 347 1066 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="371 721 1066 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="371 855 1066 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="371 1053 1066 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="1088 347 1368 545">Panel to partake in the consultation when it emerges. Matter to be raised at a future Panel meeting.</p> <p data-bbox="1088 855 1368 1024">Chairman has extended an invitation to Circle to attend the Panel's April 2011 meeting.</p>		<p data-bbox="1924 1059 2024 1088"><b>6/09/11</b></p>

Panel Date	Decision	Action	Response	Date for Future Action
<p><b>18/05/11</b></p> <p><b>7/06/11</b></p>	<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.</p> <p>The Panel expressed their wish for continued involvement by overview and scrutiny in monitoring the performance of the new Council Plan.</p>	<p>Process of monitoring yet to be determined. Views of the Panel submitted to the Cabinet in June 2011.</p>		<p><b>TBC</b></p>
<p><b>6/7/10</b></p> <p><b>7/12/10</b></p>	<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> <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>Final report submitted to Cabinet in July. This item appears elsewhere on the Agenda.</p>	<p><b>05/07/11</b></p>

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.	Interim report submitted to the Panel and Cabinet at their meetings in June 2011.	
07/06/11	Councillor Mrs D C Reynolds appointed to the Working Group.	Meeting held on 23 <sup>rd</sup> June 2011.	This item appears elsewhere on the Agenda.	05/07/11
	<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			

Panel Date	Decision	Action	Response	Date for Future Action
<p>1/02/11</p> <p>1/03/11</p> <p>7/06/11</p>	<p>meeting. The matter was debated at the Council meeting in December 2010. The Chief Executive of the Hunts Forum of Voluntary Organisation will also 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> <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>Councillors Mrs P A Jordan and K M Baker appointed to the Working Group.</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>	
<p>6/7/10</p>	<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</p>		<p>TBC</p>



Panel Date	Decision	Action	Response	Date for Future Action
		Government guidance has been issued on future provision requirements.		
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>		This item appears elsewhere on the Agenda.	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.	6/09/11

Panel Date	Decision	Action	Response	Date for Future Action
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>	<p>Agreed by the Chairman and Vice-Chairman at the May meeting of the Joint Chairmen to include this within the Panel's work programme.</p>	<p>Background report to be submitted to a future meeting.</p>	<p><b>TBC</b></p>
7/06/11	<p><b><u>Homelessness</u></b></p> <p>Requested a background report to be provided on the emerging issue of homelessness and the Council's capacity to deal with the problem.</p>		<p>Background report to be submitted to a future meeting.</p>	<p><b>TBC</b></p>
7/06/11	<p><b><u>Cambridgeshire Safer and Stronger Overview and Scrutiny Committee Study – Domestic Abuse</u></b></p> <p>Councillor Mrs D C Reynolds appointed as the Panel's representative on the study being undertaken by the County Council.</p>		<p>Councillor Mrs D C Reynolds to report as and when necessary.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
	<p><b><u>Huntingdonshire Strategic Partnership (HSP)</u></b></p> <p>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>			
05/04/11	<p><b>Huntingdonshire Community Safety Partnership / Inclusive, Safe and Cohesive Communities</b></p> <p>Annual review of the work of the Partnership undertaken. Members have expressed their satisfaction that appropriate accountability and reporting mechanisms are in place.</p>			
05/10/10	<p><b>Children and Young People</b></p> <p>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>Invitation to be extended to Executive Member in due course.</p>		TBC
1/01/11	<p><b>Health and Well-Being</b></p> <p>Background information received on the thematic group's outcome and objectives, terms of reference, membership and current matters being discussed.</p>			

Panel Date	Decision	Action	Response	Date for Future Action
6/04/10	<u>Forward Plan</u> <b>Shared Home Improvement Agency Services</b>	Request submitted to the Head of Housing Services.	This item appears elsewhere on the Agenda.	5/07/11

## Decision Digest

Edition 115

**Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 28<sup>th</sup> May to 23<sup>rd</sup> June 2011.**

### **DEVELOPMENT OF ONE LEISURE, ST IVES**

The Overview and Scrutiny Panels for (Economic Well-Being) and (Social Well-Being) have received details of four potential options to re-model St Ives Leisure Centre, together with their financial implications, prior to their consideration by the Cabinet. The proposals have been designed to reduce One Leisure's net operating costs and to increase admissions and participation levels to meet both Government and Council health agenda targets. Prior to their deliberations on the subject, the Panels were addressed by a representative of St Ives District Rifle and Pistol Club who had received notification that a potential alternative use had been identified for the range area at the St Ives Leisure Centre.

In considering the contents of the report, the Panel for Economic Well-Being has discussed a number of issues including the timing of the proposals given the current economic climate and the need for the District Council to achieve significant financial savings in future years. Members have been informed that the proposals are expected significantly to improve the Centre's financial performance and contribute to the Council's overall budget reduction plan. As part of their deliberations, the Panel has discussed in detail the proposals for the facility, the success of the re-development at the St Neots centre and the appropriateness of investment if it is intended to pursue trust status at a later

date. Panel Members have also made a number of suggestions with regard to the inclusion of additional information within the report prior to its submission to the Cabinet.

With regard to the presentation by the representative of the Rifle and Pistol Club, the Overview and Scrutiny Panel (Economic Well-Being) have been informed of the views of the Overview and Scrutiny Panel (Social Well-Being) who have suggested that the possibility of providing a smaller facility for the rifle club should be investigated. The Economic Well-Being Panel is of the opinion that the opportunities to establish a new range in conjunction with the Rifle Club should be explored. With this in mind and subject to the inclusion of additional information within the report to the Cabinet, both Panels have invited the Cabinet to proceed with Option B for the development of the St Ivo Leisure Centre. However, the Economic Well-Being Panel has also suggested that separate plans should be drafted incorporating shooting facilities, which might be pursued if the Rifle and Pistol Club make a significant contribution to the capital costs for its construction. The Panel has also further suggested that following receipt of the tenders for the re-development, a review should be undertaken of the building costs and the economic climate at the time.

### **USE OF CONSULTANTS**

The Panel has received the final report of its Working Group which had been

established to review and make recommendations on the Council's use of consultants. The study emanated from a previous Panel recommendation to the Cabinet that the Council should reduce the amount it spends on employing external consultants in the current financial year.

Having been acquainted with details of the investigations into the use of non-permanent human resources and other related manpower issues, the Panel have made a number of recommendations for submission to the Cabinet and the Corporate Governance Panel.

Having been advised of the Panel's views, the Cabinet has recognised that in some service areas the use of consultants is a necessity i.e. planning decision appeals and that a consultant brings expertise into the organisation where it is lacking. In reviewing the recommendations put forward, the Cabinet has requested the Managing Director (Resources), after consultation with the Executive Leader, Executive Deputy Leader and the Chairman of the Overview and Scrutiny Panel (Economic Well-Being) to oversee their implementation and to report back to a future meeting.

### ONE LEISURE FINANCE

The Overview and Scrutiny Panels (Economic Well-Being and Social Well-Being) have received an update on the progress of a joint Working Group which has been established to review the financial performance of One Leisure and make recommendations on the services' future strategic direction. Members have been acquainted with the Group's discussions on the following overheads and recharges -

- Leisure Service Management
- Information Technology Network
- Accountancy

- Information Technology Helpdesk
- Payroll
- Human Resources

In considering the content of the report, the Economic Well-Being Panel has noted a number of emerging issues, which will be examined in further detail as part of the review. In the interim period and having regard to the cost of IT Network and Helpdesk Services, the Panel has asked the Cabinet to arrange for a separate review to be undertaken of the Council's IT costs. This is to include the basis upon which the IT Network Service is recharged to users. Members of the Social Well-Being Panel have commented on the benefits of looking at both the social and economic aspects of the service and have also endorsed the Working Group's recommendation for a separate review of the Council's IT costs.

The Economic Well-Being Panel has also asked the Head of Financial Services to provide further information on central recharges within the District Council with a view to ascertaining whether there is any scope for a study on this subject.

At a subsequent meeting of the Cabinet, Executive Councillors referred to the various elements of the service provided by the IT Division and acknowledged its use in the day to day running of the leisure centres. However, it was felt that a review of the Council's IT costs could be undertaken and the Executive Councillor for Organisational Development has agreed to oversee this.

### DRAFT PLANNING POLICY STATEMENT – PLANNING FOR TRAVELLER SITES

The Cabinet and the Overview and Scrutiny Panel (Environmental Well-Being) have endorsed the content of a

response to the Government's formal consultation on the draft Planning Policy Statement "Planning for Traveller Sites".

Their attention was drawn to a number of matters including the means by which the Gypsy and Traveller Accommodation Needs Assessment will be undertaken, recent decisions by the Planning Inspectorate in respect of applications for traveller sites within the District, the future provision requirements and whether the same tests of sustainability should be applied to traveller sites and other housing sites. Other matters discussed include the need for travellers to have access to the necessary infrastructure and the issue of separation between the traveller and the local community.

### **PRELIMINARY DRAFT COMMUNITY INFRASTRUCTURE LEVY (CIL) CHARGING SCHEDULE**

Consideration has been given by the Overview and Scrutiny Panel (Environmental Well-Being) to the Preliminary Draft Community Infrastructure Levy (CIL) Charging Schedule.

The scheme requires the Council to be responsible for collecting contributions from developers and enables the Council greater powers to influence how the levy is spent. The Panel has discussed the terms of the proposed policy and made comment upon the level of resources required to administer the scheme.

A number of matters have been discussed including the need to establish service level agreements with the beneficiaries of levy funds, the requirement to produce an annual report on the CIL for submission to the Government, administrative costs associated with the scheme, the involvement of other public sector

bodies in negotiating CIL funds and the need to ensure that a "plain English" version of the document is available on the website. It was noted that Member involvement will be a key factor in determining the funding of local infrastructure projects.

Subsequently, the Cabinet has approved the document for consultation. In discussing the level of charges proposed, Executive Councillors have raised concerns over not charging for general industrial, storage and distribution. Members were reassured that the rates had been set after taking into account the viability of the business to pay the charge.

Executive Councillors have requested that the comments received as part of the consultation exercise be reviewed by the Overview and Scrutiny Panel prior to their final approval by the Cabinet.

### **PERFORMANCE MANAGEMENT**

The Cabinet and Overview and Scrutiny Panels have reviewed the Council's performance against its priority objectives for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2011. The Panels have received answers to a number of questions by the Corporate Plan Working Group on the data presented.

Having noted that consideration is currently being given to the performance management arrangements for the new Council Plan, the Panels have endorsed a suggestion by the Corporate Plan Working Group that Overview and Scrutiny should continue to monitor the Council's performance.

### **OVERVIEW AND SCRUTINY PANELS – SCHEME OF CO-OPTION**

Following a recent review of the Scheme of Co-option, the Overview

and Scrutiny Panels have endorsed a number of suggested changes to the scheme acknowledged the valuable contribution made by the Co-opted Members to their discussions.

### **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) – REMIT AND WORK PROGRAMME**

Members of the Overview and Scrutiny Panel (Environmental Well-Being) have identified waste collection and recycling policies and the Council's water courses as potential areas for investigation. Additionally, the Panel has tasked the Tree Strategy Working Group to investigate the reciprocal impact of tree roots and public footpaths upon each other. Items that have been transferred across from the Social Well-Being Panel, in light of changes made to the Panel's remit and the establishment of new Cabinet Portfolios, have been noted by the Panel.

### **LOCAL GOVERNMENT ACT 2000: FORWARD PLAN**

The Overview and Scrutiny Panel (Environmental Well-Being) has requested sight of items entitled Great Fen Supplementary Planning Document, Cambridgeshire Green Infrastructure Strategy, Residential Travel Plan and St Ives West Urban Design Framework for submission at a future meeting. The Social Well-Being Panel will give consideration to reports on the Home Improvement Agency Review – Future Delivery Model Consultation and the Homelessness Strategy prior to their consideration by Cabinet.

### **POLICY REVIEW**

As part of its programme of review of the Council's current human resources policies and subject to the incorporation of a number of comments by Members

and Employee Side representatives, the Employment Panel has endorsed the contents of a new safeguarding policy for the District Council.

The policy which applies to all District Council employees, volunteers and Councillors promotes the safety of those using the Council services and sets out clear procedures for the protection of children, young people and vulnerable adults. It has been drafted to take into account best practice and any legislative change which has emerged since the procedure was last reviewed.

A copy of the policy is available from Democratic Services on request and will be published on the District Council website in due course.

### **REQUESTS TO FILL VACANT POSTS**

Having been satisfied that it was essential to recruit to the vacant post of Database Administrator (CT180) in the Information Management Division, the Employment Panel has authorised the Head of People, Performance and Partnerships to commence recruitment to the post.

The Panel has also considered the procedure and process which had previously been adopted for the filling of vacant posts and having noted that the current policy had proved to be inflexible and led to delays in recruitment, the Panel has authorised the Head of People, Performance and Partnerships to vary the recruitment process such that :-

- the relevant Head of Service (or their nominee) be authorised to approve recruitment to fill vacancies graded 10 -15 for contracts of 6 months or less, including variable hours staff;



- the relevant Head of Service (or a Managing Director in their absence) be authorised to approve recruitment to fill vacancies graded 10-15 for contracts of more than 6 months;

the Chief Officers Management Team be authorised to approve recruitment to fill vacancies graded 9-5;

- vacancies in grades 5 to 1 continue to be dealt with in accordance with the Council's Constitution.

The Panel has also requested that periodic reports should be submitted to future meetings on changes to the establishment and staffing costs during the previous quarter.

### **RETIREMENT OF EMPLOYEES – ACKNOWLEDGEMENTS**

The Employment Panel has placed on record its recognition of, and gratitude for, the excellent contributions made by 44 employees during their employment in the local government service and conveyed its best wishes to them for a long and happy retirement.

The majority of these employees had retired under the Voluntary Release Scheme.

### **ANNUAL PAY AWARD 2011/12 & PAY STRUCTURE CONSULTATION**

At the request of Employees' Side representatives, the Employment Panel has agreed to defer negotiations on the 2011/12 pay award. Negotiations for the current year will comprise:-

- the 'inflation' rise;
- amendments to various allowances;

- amendments to the Pay System and Performance related pay.

The Panel has also given preliminary consideration to the issues which should be discussed as part of a review of the pay system. These will include performance related pay and changes to employee allowances. The Panel also has commented on a number of matters and made several suggestions as to areas which need further consideration. The Panel has agreed to canvass the views of Employees' Side representatives on these ideas prior to more detailed proposals being formulated. The Panel was also of the opinion that employees should be made aware that changes may be made to the pay and grading structure and to the performance related pay scheme for the current year.

The Panel have outlined their desire to consider more detailed proposals at a future meeting.

### **FOOD SAFETY SERVICE PLAN 2011/12**

The Licensing and Protection Panel has endorsed the content of the Service Plan for Food Safety 2011/12 for submission to the Council. The Plan has been developed to comply with the requirements of the Food Standards Agency.

### **HACKNEY CARRIAGE AND PRIVATE HIRE ENFORCEMENT – PENALTY POINTS SYSTEM**

The content of a Penalty Points System for private hire operators, proprietors and drivers within the District has been approved by the Licensing and Protection Panel. The Licensing Manager has been authorised to amend, as appropriate, the existing list of offences in light of any future legislative change.

### ADVERTISING BY WAY OF DIGITAL DISPLAY SCREENS

The Licensing and Protection Panel has approved a request for the installation of digital display screens, of no greater than seven inches, on the rear of the front headrests of hackney carriage and private hire vehicles. The Panel has asked that permission be sought from the Council on the advertising material to be displayed. The Licensing Manager has been authorised to determine the scale of fees for advertising after consultation with the Chairman of the Panel. The necessary amendments to the hackney carriage and private hire vehicle and drivers schedule of conditions of licence will be made to take into account these changes.

### GUIDELINES RELATING TO THE RELEVANCE AND TREATMENT OF CONVICTIONS – HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS

Guidelines relating to the relevance and treatment of convictions for applications for hackney carriage and private hire drivers licences and existing licence holders have been considered by the Licensing and Protection Panel. These are intended to ensure consistency in future decision making in relation to the consideration of convictions, cautions, offences and information supplied by the Criminal Records Bureau, Police and other agencies.

### LICENSING OF STRETCH LIMOUSINES

Following guidance issued by the Department of Transport, special conditions for the licensing of stretched limousines have been approved by the Licensing and Protection Panel.

### HEALTH AND SAFETY ENFORCEMENT SERVICE PLAN 2011/12

The Licensing and Protection Panel has endorsed the content of the Service Plan for Health and Safety Enforcement for 2011/12. The Plan has been developed in accordance with guidance issued by the Health and Safety Executive and covers the aims and objectives of the service, the resources available and the work undertaken in the previous year.

Members have expressed their concern over the lack of resources available to undertake inspections in the forthcoming year and have requested the Executive Councillor for Healthy and Active Communities to investigate the matter and report back to a future meeting.

### THE SUNBED (REGULATION) ACT 2010

The Managing Director for Communities, Partnerships and Projects and the Head of Environmental and Community Health Services have been authorised by the Licensing and Protection Panel to appoint Officers to enforce the Regulations associated with The Sunbeds Act 2010 and initiate prosecutions under the Act. The Regulations prohibit businesses from offering or allowing persons aged under 18 to use or have access to sunbed facilities.

### REPRESENTATION ON ORGANISATIONS

The Cabinet and Licensing and Protection Panel have appointed representatives to serve on a variety of organisations for the ensuing Municipal Year. The Head of Legal and Democratic Services, after consultation with the Deputy Executive Leader, has been authorised to make any changes

to the schedule that may arise throughout the year.

### CONSULTATION PROCESSES

The Overview and Scrutiny (Social Well being) Panel has endorsed recommendations made by its Working Group which are intended to improve both the Council's consultation processes and the public's perception of them. In considering the Working Group's findings, the Panel's attention has been drawn to examples of consultations previously undertaken by the Council and to the validity of the methods employed to undertake the 2010 budget consultation. Amongst the recommendations that have been put forward, the Panel has advocated prior involvement of Heads of Service, Ward Members and the Overview and Scrutiny Panels in consultations, the establishment of a consultation plan and improved use of the Consultation Calendar and Database.

Details of the Working Group's findings have been considered by the Cabinet. Executive Councillors were conscious that the study emerged as a result of concerns raised by members of the public over the perceived weaknesses in the procedures employed by the Council during recent consultations. In considering the Group's recommendations, the Cabinet has emphasised the need to consider them carefully given their potential to impact on staff time and resources. Having referred to the benefits of working with neighbouring authorities to build up a consultant database of information, the Cabinet has requested the Managing Director (Resources) to undertake investigations as to how the current process can be improved. His findings will be reported to the Cabinet and the Overview and Scrutiny Panel (Social Well-Being).

### CAMBRIDGESHIRE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE

The Panel has received an update on matters currently being considered by the Cambridgeshire Health and Adult Social Care Scrutiny Committee.

### DEVELOPMENT MANAGEMENT APPLICATIONS

Of the applications considered by the Development Management Panel in June was a proposal for the erection of four, three bladed wind turbines and associated operations on land, east of Whitleather Lodge, Woolley Hill, north of the village of Ellington. The Panel agreed to refuse the application because, in their view, the development had a detrimental impact on the setting and surroundings of the Grade I listed Ellington Church. The Panel also was of the opinion that the proposal was contrary to the Huntingdonshire Supplementary Planning Document on Wind Power published in 2006. Nine other minor applications were considered by the Panel at the same meeting, eight of which were approved and one refused.

### SENIOR OFFICERS' PANEL – SENIOR MANAGEMENT STRUCTURE

In accordance with paragraph 4(e) of the Officer Employment Procedure Rules, the Cabinet has confirmed that there is no material or well founded objection to the Senior Officers' Panel's proposal to establish and appoint to two new posts of Managing Director (Resources) and Managing Director (Communities, Partnerships and Projects) for a fixed period to March 2012, subject to a review of the progress of the new arrangements by the Executive Leader in October 2011.

### HOMELESSNESS STRATEGY

The draft Homelessness Strategy has been approved by the Cabinet. The Strategy is a statutory requirement under the Homelessness Act, 2002. Its format this year has been updated to include a summary of the financial resources required to meet the actions identified.

### LOCAL ENTERPRISE PARTNERSHIP – PROPOSED ENTERPRISE ZONE

The selection of the Alconbury Airfield site by the Greater Cambridge – Greater Peterborough Local Enterprise Partnership (LEP) as their preferred option for an enterprise zone has been supported by the Cabinet.

The site was chosen from five areas and will now be submitted to compete against the bids of the other 32 national LEPs, all hoping to be awarded one of the ten zones being established by the Government.

In anticipation of the bids success and in order to aid the delivery and give some flexibility to the proposals, the Cabinet has supported the preparation of a Local Development Order for the site and has requested the Head of Planning Services to report back on the Order's content.

### SHARED HOME IMPROVEMENT AGENCY SERVICES

Approval has been given by the Cabinet to the principle of establishing a shared Home Improvement Agency (HIA) service with Cambridge City and South Cambridgeshire District Councils.

The HIA will oversee the provision of aids and adaptations to the homes of those with disabilities. The current in-house service was reviewed in 2008 by the Cambridgeshire Supporting People Commissioning Body. It recommended

that a joint commission be considered to ensure future funding certainty, better value for money and consistency in service delivery.

The Cabinet has authorised the Managing Director (Communities, Partnerships and Projects), after consultation with the Executive Councillor for Resources & Customer Services to approve the establishment of the service.