

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 3 NOVEMBER 2011** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 8)

To approve as a correct record the Minutes of the meeting held on 6th October 2011.

**Mrs C Bulman
388234**

2. MEMBERS' INTERESTS

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

3. LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN (Pages 9 - 14)

A copy of the current Forward Plan, which was published on 14th October 2011, is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388006**

4. UPDATE ON LOCAL ENTERPRIZE ZONE IN ALCONBURY

To receive a presentation by the Managing Director (Communities, Partnerships & Projects) and the Corporate Team Manager.

**M Sharp
388300
H Donnellan
388263**

5. EXCLUSION OF PRESS AND PUBLIC

To resolve:-

that public be excluded from the meeting because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

6. FUNDING FOR CCTV (Pages 15 - 26)

To receive a report from the Head of Operations on the CCTV service.

**E Kendall
388635**

7. RE-ADMITTANCE OF THE PRESS AND PUBLIC

To resolve:-

to readmit the press and public to the meeting.

8. TREASURY MANAGEMENT - REVIEW OF PERFORMANCE
(Pages 27 - 32)

To consider a report by the Head of Financial Services reviewing Treasury Management performance for the period 1st April to 30th September 2011.

S Couper
388103

9. REVIEW OF SUPPORT SERVICES (Pages 33 - 54)

To consider a note by the Head of Financial Services.

S Couper
388103

10. WORKPLAN STUDIES (Pages 55 - 58)

To consider with the aid of a report by the Head of Legal and Democratic Services the Panel's programme of studies.

Mrs C Bulman
388234

11. OVERVIEW AND SCRUTINY (ECONOMIC WELL-BEING) - PROGRESS (Pages 59 - 64)

To consider a report by the Head of Legal and Democratic Services.

Mrs C Bulman
388234

12. SCRUTINY

To scrutinise decisions taken since the last meeting as set out in the Decision Digest and to raise any other matters for scrutiny that fall within the remit of the Panel (TO FOLLOW).

Dated this 26 day of October 2011



Head of Paid Service

Notes

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

Please contact Mrs Claire Bulman, Democratic Services Officer, Tel 01480 388234 / email Claire.Bulman@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 Committee/Panel.

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

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

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

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

Emergency Procedure

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

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) held in CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Thursday, 6 October 2011.

PRESENT: Councillors G J Bull, S Greenall, R B Howe, A J Mackender-Lawrence, P G Mitchell, T V Rogers, M F Shellens and A H Williams.

Mr R Hall.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors E R Butler and R Harrison and Mrs H Roberts.

38. ELECTION OF CHAIRMAN

RESOLVED

that Councillor T V Rogers be elected Chairman of the Panel for the remainder of the Municipal Year.

Councillor T V Rogers in the Chair.

39. MINUTES

The Minutes of the meeting of the Panel held on 8th September 2011 were approved as a correct record and signed by the Chairman.

40. MEMBERS' INTERESTS

No declarations were received.

41. 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 October to 31st January 2012. Members were advised that the 'Draft MTP' would be presented to a future meeting as a matter of course.

In considering the contents of the Plan, Councillor P G Mitchell suggested that the Panel ought to consider the forthcoming report on 'CCTV Future Funding'. Having noted that the report did not fall within the Panel's remit, it was agreed that a copy of the report should be circulated to interested Members

who would determine whether they wished to consider the matter formally at a future meeting. Councillor M F Shellens requested sight of the RAF Brampton Urban Design Framework prior to its inclusion on the Agenda for the November meeting of the Environmental Well-Being Panel.

42. CAMBRIDGESHIRE PUBLIC SECTOR ASSET MANAGEMENT STRATEGY

(Councillor J A Gray, Executive Councillor for Resources, was in attendance for this item).

With the assistance of a report by the Managing Director (Communities, Partnerships and Projects) (a copy of which is appended in the Minute Book) the Panel received an update on proposals to prepare a Cambridgeshire Public Sector Asset Management Strategy and establish a Making Assets Count Board for Huntingdonshire.

By way of introduction, the Managing Director (CPP) explained that the Asset Management Strategy had been devised to enable all public sector organisations in the Cambridgeshire area to develop a joined-up approach to the management and use of their property assets. Sharing facilities with other public sector partners had the potential to generate significant financial benefits through reduced costs and enhanced returns and work had already been undertaken to capture details of local public sector assets in a database. He went on to explain that it was now proposed to establish a Project Board in each of the District areas to focus on specific projects where there appeared to be potential for sharing accommodation and improving service delivery. Members' attention was drawn to the terms of reference for the Huntingdonshire Board and those projects which had been identified as a priority. These included Huntingdon Town Centre, Huntingdon Operations Centre, St Neots Town Centre, Training Facilities and the development of community hubs for service delivery at Yaxley, Ramsey and Sawtry.

Members welcomed the principle of joined up asset management. However, given that the proposal was expected to yield financial benefits, they suggested that the report should contain performance targets. It was also suggested that the project should have a more broadly defined commercial objective and that further consideration should be given to the Huntingdonshire Board's aims and objectives. In addition, Members queried whether there was any potential to involve the voluntary sector in these proposals. They were informed that there was likely to be some cross over with the voluntary sector support project and with ongoing efforts to let parts of the Council's Headquarters to other organisations.

Discussion then ensued on a range of issues including the need

to ensure that decisions made in the current economic climate did not prejudice any future decisions about office accommodation, how to ensure that the District Council achieved the best value from the Huntingdonshire Board and the impact on the local economy if public sector organisations were to lease fewer properties. Members noted that whilst there had been little interest from the commercial sector in renting space in the Council's headquarters, it was hoped that the Making Assets Count initiative would lead to parts of the Council's buildings being occupied by other organisations.

In response to a question by Councillor T V Rogers regarding potential future changes to the structure of local government, the Panel was informed that the local authority property portfolio would be flexible to suit the circumstances of the time and the local area. Members suggested that this should take into account the potential in the longer term for public sector employee numbers to go up as well as down. Whereupon, it was

RESOLVED

- i) that the Cabinet be recommended to
 - a) note the contents of the report;
 - b) confirm their support for the Making Assets Count Programme and the establishment of a Huntingdonshire 'MAC' Board; and
 - c) endorse the Cambridgeshire Public Sector Asset Management Strategy; and
- ii) that the Managing Director (Communities, Partnerships and Projects) be requested to submit a further report outlining progress made on the Huntingdonshire projects in six months time.

At the conclusion of discussion on this item, Councillor J A Gray, newly appointed Executive Councillor for Resources, was invited to address the Panel on his approach to his new role. As part of his address, Councillor Gray thanked his predecessor for the hard work, which he would endeavour to build upon. He explained that in the longer term he would like to achieve a balanced budget and that some progress had already been made in this respect. The more immediate question for him was the historically low level of the council tax base and future

council tax levels.

Councillor Gray emphasised the importance of a strong voluntary sector locally and the need to ensure that charities did not diminish in the current economic climate. With regards to the financial challenges facing the Council, he stated his intention to discuss increased borrowing and the reduction in Council reserves with the Panel in due course. Members were advised that housing benefits and the localisation of business rates were also matters to be addressed. The latter had the potential to make the District a better place to live and work. Consequently there would be a need to ensure that the area continued to be competitive and well served by local businesses.

Councillor Rogers thanked Councillor Gray for his remarks and emphasised that the Panel would like to work with the Cabinet to address the financial challenges faced by the Cabinet. In concluding the discussion he urged Councillor Gray and the Cabinet to continue to consider the Council's Budget in its entirety and not to adopt a piecemeal approach to financial decisions.

43. DISABLED FACILITIES GRANTS AND CHARGES ON PROPERTIES

(Councillor N J Guyatt, Executive Councillor for Strategic Planning and Housing, was in attendance for this item).

With the assistance of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) the Panel considered a proposal to impose charges on properties in certain circumstances which had been adapted with Disabled Facilities Grants (DFGs).

Councillor N J Guyatt reminded Members that they had previously supported a supplementary capital estimate of £1.116m for DFGS to avoid delays in applicants receiving adaptations to their homes. He went on to explain that the current proposal would enable the Council to impose a limited charge on adapted properties if they were sold within ten years and if the grant was for more than £5k. In his view, given its current financial position, the Council was under an obligation to recoup this money. Members noted that repayments could only be sought in respect of properties that were occupied by their owners. It would not be possible to impose charges on properties owned by Registered Social Landlords. However, it was anticipated that Landlords would manage their housing stock to ensure that tenants who required adaptations were allocated properties that had already been adapted in a way that met their needs, thus reducing future demand for new Grants.

Members' attention was drawn to the criteria that the Council would consider when determining whether to seek repayments. They went on to discuss a number of matters including the likely impact of the proposals on property values, the cost of imposing charges and the length of time occupiers might remain in their properties. With regard to the costs associated with the proposals, Members were informed that investigations were currently being undertaken into what was the most appropriate route for levying charges on properties in terms of the processes, risks, costs and time-scale involved. In response to a question as to whether there would be a sliding scale for repayments according to the length of time that had expired since the grant was made, Members were informed that if a property was sold within a ten year period the full amount would be claimed up to a maximum limit of £10,000.

Members referred to the limited funding which was provided by Central Government for DFGs. It was suggested that the Council, in conjunction with other authorities in the region, should make representations to Government requesting additional support. It was further suggested that the maximum amount that could be reclaimed by local authorities had been capped at £10,000 for several years and that representations should also be made that this figure should be index linked. Whereupon, it was

RESOLVED

that the Cabinet be recommended to

- a) agree that charges be placed on properties where owner occupiers receive a disabled facilities grant in excess of £10,000 (excluding HIA fees) where the grant is for a garage or outbuilding conversion, or extension or any combination of these;
- b) agree that the Head of Legal and Democratic Services together with the Head of Housing Services, in consultation with the Executive Member for Strategic Planning and Housing, should determine the most effective and efficient procedure for placing charges on properties; and
- c) delegate authority to decide on seeking repayment, as set out at paragraph 2.5 of the report now submitted, to the Head of Housing Services.

44. PROJECT MANAGEMENT

Consideration was given to a report by the Head of Legal and

Democratic Services (a copy of which is appended in the Minute Book) to which was attached a draft Corporate Guide to Managing Projects. By way of introduction, the Scrutiny and Review Manager explained that the Panel had previously identified a need for the Council to introduce internal guidelines on the kind of information, which should be included in the business case for large projects. It was suggested that as some work had already been undertaken in preparing the draft Guide, the information required in business cases should be embedded in it.

Mr R Hall reminded Members that as a result of his investigations with Councillor M F Shellens into the business case for the multi-storey car park in Huntingdon, it had become apparent that a number of key matters such as risk assessment, sensitivity analysis and social benefit had been missing from the approved project. Members were not aware that the Council had a particular problem in managing projects. The question that had been raised primarily concerned the composition of the business case.

Councillor G Bull suggested that it would be useful to determine what, if any, significant projects the District Council had planned in the medium term. This information would enable the Panel to decide whether it was necessary to pursue the study. If it did proceed, it would focus on the Council's existing project management arrangements and those areas which had been identified by Councillor M F Shellens and Mr R Hall as being necessary in a business case for large projects. It was also suggested that any project management methodology should include rigorous post project appraisals. Whereupon, it was

RESOLVED

that a list of forthcoming Council projects should be obtained for consideration at the next meeting to enable Members to discuss a possible way forward with the project management study.

45. OVERVIEW AND SCRUTINY REMITS

Consideration was given to a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) containing a proposal to change the way the remits of the Council's Overview and Scrutiny Panels were defined. The remits previously had been organised around Executive Councillors' responsibilities. Following changes to the Cabinet, it was suggested that the Panels' remits should be defined according to the Council's service functions. The change would require an amendment to be made to the Council's Constitution. It was hoped that it would obviate the need for further amendments should there be future changes to the Cabinet. The Scrutiny and Review Manager reported that Executive

Portfolios were still under review.

In considering the areas which had been allocated to the Economic Well-Being Panel, Members were generally satisfied with their responsibilities, though it was recognised that all of the Council's activities had financial implications. Reference was made to the fact that the practices, which had been developed to deal with issues which were of interest to more than one Panel, appeared to be working well.

Councillor M F Shellens indicated his interest in discussing the economic impact of major developments within the District such as those planned at the Alconbury Airfield Site and in Huntingdon Town Centre. This would include the Government's suggestions for the future of Business Rates, which would have significant implications for the District.

46. APPOINTMENTS

The Chairman reported that following the appointment of Councillor D M Tysoe to the District Council's Cabinet, it was necessary to review the Membership of the Panel's existing working groups.

RESOLVED

- a) that no change be made to the Membership of the One Leisure Working Group; and
- b) that Councillor T V Rogers be appointed to the Corporate Plan Working Group for the remainder of the Municipal Year.

47. WORKPLAN STUDIES

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) containing details of studies that were being undertaken by the Overview and Scrutiny Panels for Social and Environmental Well-Being. Members were reminded that if they had an interest in any of the studies, there was an opportunity for them to be involved. In response to a question by a Member, an update was provided on the site visits that had been undertaken by the Voluntary Sector Working Group.

Following comments by the Chairman that the Cabinet should always consider the Council's Budget as a whole rather than make decisions on individual financial matters on an ad-hoc basis, the Panel endorsed a suggestion that they should

monitor carefully any items which were submitted to the Cabinet for a decision outside of the budget process.

48. OVERVIEW AND SCRUTINY (ECONOMIC WELL-BEING) - PROGRESS

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) reviewing progress of matters that had previously been discussed by the Panel. Having commented that the Department for Transport had funding available for schemes that would need to be spent by March 2012, Members requested information on the schemes, which had been submitted by the County Council to improve the A14. Members were advised that a scoping report on the Council's support services would be submitted to their next meeting and it would be suggested that a Panel adopt a case study approach to their review.

49. SCRUTINY

The Panel received and noted the latest edition of the Council's Decision Digest (a copy of which is appended in the Minute Book). Councillor P G Mitchell expressed the view that the Cabinet was not taking due account of the Panel's recommendations. He referred in particular to previous discussions on the Council's Budget and specifically the CCTV service. Members were reminded that they were able to call-in Cabinet decisions for review though, to do so, a Member would need to secure the support of two additional members of the Panel. With regard to the issue of CCTV, the Panel noted that discussions were ongoing with Town and Parish councils and the future funding of the service had not yet been determined.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by
Date of Publication:
For Period:

Councillor J D Ablewhite
14th October 2011
1st November to 29th February 2012

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: Jason.Ablewhite@huntingdonshire.gov.uk
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: Nick.Guyatt@huntingdonshire.gov.uk
Councillor B S Chapman	- Executive Councillor for Organisational Development	6 Kipling Place St. Neots Huntingdon PE19 7RG Tel: 01480 212540 E-mail: Barry.Chapman@huntingdonshire.gov.uk
Councillor J A Gray	- Executive Councillor for Resources	Shufflewick Cottage Station Row Tilbrook PE28 OJY Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor D M Tysoe	- Executive Councillor for Environment	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk
Councillor T D Sanderson	- Executive Councillor for Healthy and Active Communities	29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE Tel: 01480 412135 E-mail: Tom.Sanderson@huntingdonshire.gov.uk

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

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

Colin Meadowcroft
Head of Legal and Democratic Services

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
Sale of Land at The Whaddons/Thongsley Huntingdon***	Cabinet	17 Nov 2011	Alan Worth, Valuation Planning Consent Ref: 1002034FUL	Frank Mastrandrea, Policy and Enabling Officer Tel No 01480 388208 or email Frank.Mastrandrea@huntingdonshire.gov.uk		N J Guyatt/J A Gray	Economic Well-Being
Roll Forward of the Council's Core Strategy -Its Local Development Plan***	Cabinet	17 Nov 2011	None.	Steve Ingram, Head of Planning Services Tel No 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk	Update.	N J Guyatt	Environmental Well-Being
Annual Equality Progress Report***	Cabinet	17 Nov 2011	Covering report, plus two appendices (action plan progress 2010/2011 and outcomes from Equality Impact Assessments 2010/2011	Louise Sboui, Senior Policy Officer Tel No 01480 388032 or email Louise.Sboui@huntingdonshire.gov.uk	COMT, Equality Steering Group, O&S (Social Well-Being), Employment Panel/ELAG, Cabinet	T D Sanderson	Social Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
CCTV Future Funding	Cabinet	17 Nov 2011	None.	Eric Kendall, Head of Operations Tel No 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		T D Sanderson	Environmental Well-Being
Gypsy & Traveller Policy Issues	Cabinet	17 Nov 2011	New PPS on G & T Issues Cambs GTANA	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Consider latest policy issues.	N J Guyatt	Environmental Well-Being
CIL and Developer Contributions SPD	Cabinet	17 Nov 2011	Local Infrastructure Framework	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Endorse as Council policy and agree next steps for CIL.	N J Guyatt	Environmental Well-Being
Waste Collection Policies	Cabinet	17 Nov 2011	None.	Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D Tysoe	Environmental Well-Being
Great Fen Supplementary Planning Document	Cabinet	17 Nov 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
Carbon Management Update	Cabinet	17 Nov 2011	None.	Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D Tysoe	Environmental Well-Being
Planning Proposals Development Plan Document	Cabinet	17 Nov 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

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 - Transport for Cambridgeshire	Cabinet	8 Dec 2011	None.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Update on emerging options and recommendations.	N J Guyatt	Environmental Well-Being
Cambridgeshire Green Infrastructure Strategy	Cabinet	8 Dec 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
RAF Brampton Urban Design Framework	Cabinet	8 Dec 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
Draft MTP	Cabinet	8 Dec 2011	None.	Steve Couper, Head of Financial Services Tel No. 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Local Government Finance Act 1988 - Publication of Rural Settlement List	Cabinet	8 Dec 2011	None.	Julia Barber, Head of Customer Services Tel No. 01480 388015 or email Julia.Barber@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Huntingdon West Master Plan	Cabinet	8 Dec 2011	Huntingdon West Action Plan	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Voluntary Sector Support***	Cabinet	19 Jan 2012	None.	Dan Smith, Community Health Manager Tel No 01480 388377 or email Dan.Smith@huntingdonshire.gov.uk		T D Sanderson	Social Well-Being
Location of the Call Centre***	Cabinet	19 Jan 2012	Previous Cabinet Papers	Julia Barber, Head of Customer Services Tel No 01480 388015 or email Julia.Barber@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Planning for Sustainable Drainage Systems (SuDs)	Cabinet	19 Jan 2012	CCC SuDs Options Paper	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Consider options.	N J Guyatt	Environmental Well-Being

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Agenda Item 6

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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OVERVIEW AND SCRUTINY
CABINET
COUNCIL

3 NOVEMBER 2011
17 NOVEMBER 2011
14 DECEMBER 2011

TREASURY MANAGEMENT REVIEW OF PERFORMANCE (Report by the Head of Financial Services)

1. INTRODUCTION

- 1.1 In February the Council adopted the latest edition of the *CIPFA Treasury Management in the Public Services: Code of Practice*, which requires the full Council to approve a treasury management strategy before the start of each financial year and to receive a mid-year report and an annual report after the end of the year. This is the second mid-year report presented under this Code and covers the period 1st April to 30th September 2011.
- 1.2 In addition, the Communities and Local Government *Guidance on Local Government Investments* recommends that local authorities review their investment strategy in the light of any changes in internal or external circumstances.
- 1.3 This report meets the requirements of both sets of guidance by reviewing the strategy, updating the Council on the performance of investments, and identifying any concerns over the credit-worthiness of counterparties.

2. TREASURY MANAGEMENT STRATEGY

- 2.1 The Council approved the 2011/12 treasury management strategy at its meeting on 23 February 2011. The investment strategy is to invest any surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest. The Council's borrowing strategy permits borrowing for cash flow purposes and funding current and future capital expenditure over whatever periods are in the Council's best interests.
- 2.2 It can be reported that all treasury management activity undertaken during the period complied with the approved strategy, the *CIPFA Code of Practice*, and the relevant legislative provisions.

3. TREASURY MANAGEMENT ACTIVITY

- 3.1. Short-term investment rates continue to be very low whilst long-term borrowing rates are higher. Given the Council's financial challenges over the next few years it is therefore appropriate, for the present, to use the Council's own revenue reserves, supplemented by mostly short term borrowing, to temporarily fund the capital programme pending the return to a more "normal" interest rate structure.

- 3.2 Therefore, during the last 6 months most activity has been in managing short term fluctuations in cash flow by borrowing or investing for short periods. However £3M was invested for 5 months from April to September 2011 to take advantage of slightly higher interest rates.
- 3.3 Much of the activity has been in liquidity accounts where the funds are accessible without notice, thus providing more security than term deposits, but also providing a good (in relative terms) rate of return.
- 3.4 There have also been deficits at other times which have required the Council to borrow temporarily from other Local Authorities at low rates and for less than a month
- 3.5 The following table summarises the transactions during the period:

	£m
Investments - as at 31 st March 2011	15.5
- matured in period	-77.0
- arranged in period	80.8
- as at 30 th Sept 2011	19.3
Borrowing - as at 31 st March 2011	-13.1
- matured/repaid in period	32.6
- arranged in period	-29.5
- as at 30 th Sept 2011	-10.0
Net investments at 31st March 2011	2.4
Net investments at 30th September 2011	9.3

- 3.6 The rise in net investments from April to September reflects the fact that the Council Tax is predominantly collected in 10 monthly instalments from April to January thus giving an improved cash flow from mid-April to mid-January each year.
- 3.7 On 30 September 2011 the Council had investments of £19.3M and borrowing of £10.0M. Annex A gives the details.

4. PERFORMANCE SUMMARY

4.1 In-house funds

All the treasury management funds are managed in-house. The portfolio historically comprised of a mixture of short-term investments and temporary borrowing to manage cash flow but now temporarily includes the borrowing and investment of the £10M advance borrowing from the PWLB.

- 4.2 The performance summary below, however, is based only on short-term investments and borrowing as that gives a truer comparison with the current benchmark of the 7 day rate.

PERFORMANCE FOR THE 6 MONTHS APRIL 2011 – SEPTEMBER 2011					
	Performance	Benchmark	Variation from benchmark	Managed Funds	
				1 April	30 Sept
Net investments	0.76%	0.22%	+0.54%	£2.4m	£9.3m

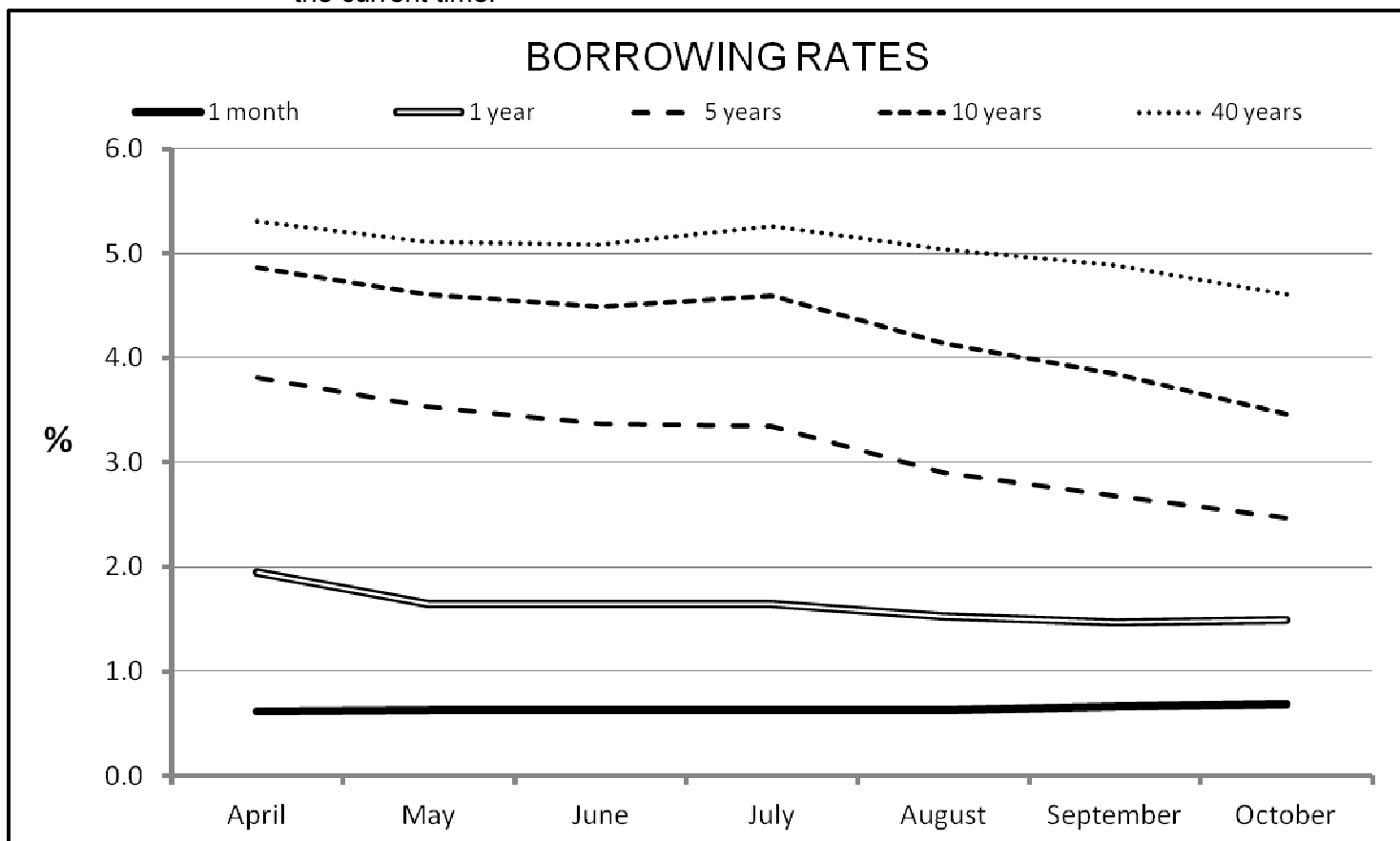
5. PERFORMANCE AGAINST BUDGET IN 2010/11

- 5.1 The latest forecast outturn is for net investment interest to exceed the budget of £93k by £23k.

6. TREASURY MANAGEMENT STRATEGY

- 6.1 All treasury management activity undertaken during the period complied with the approved strategy, the *CIPFA Code of Practice*, and the relevant legislative provisions
- 6.2 On 7 October 2011 Moody's, one of the leading credit Agencies, signalled the continuing international uncertainty by downgrading the long-term ratings of four banks and eleven building societies although their short-term ratings remained the same. They also considered which Building Societies the Government would be most likely to provide financial support to.
- 6.3 The Council has an investment of £5M with Skipton Building Society which matures in December 2013, and this is one of the societies which Moody's consider would be unlikely to receive Government Support if it got into difficulties. It is not felt that the Council's funds are particularly at risk though for a number of reasons. These include:
- The structure of Building Societies whereby wholesale depositors (e.g. HDC) have priority over retail deposits (the public).
 - The ability of the building society industry to self-regulate by merging societies e.g. Chelsea and Stroud & Swindon in 2010 and Norwich & Peterborough in 2011.
 - The high proportion of loans that are covered by assets.
 - They are the 4th largest Society with assets of £13.7billion, reserves of £820 million and higher liquid assets (28%) than any of the top 12 Societies.
- 6.4 There is no need to amend the 2010/11 strategy due to these continuing international problems because it already allows us to minimise borrowing, thus reducing our levels of investments and to focus those investments into, no notice, liquidity accounts or shorter term time deposits. The Treasury Management Team is also investigating other investment opportunities such as AAA rated money market funds.
- 6.5 The chart below highlights the benefits of borrowing for short periods at

the current time:



7 TREASURY MANAGEMENT INDICATORS

7.1 The Council measures its exposures to certain treasury management risks with the following indicators which generally relate to the position as at 30 September.

7.2 Interest rate exposures

This indicator is set to control the Council's exposure to interest rate risk. The calculation sets off fixed rate investments (£10M) against fixed rate borrowing (£10M) leaving the remaining short term investments all defined as variable.

	Limit	Actual
Upper limit on fixed rate exposures	100%	0%
Upper limit on variable rate exposures (all items on fixed rates for less than 12 months are defined as variable)	100%	100%

7.3 Maturity structure of borrowing

Following advice from our Treasury Management Advisers it is proposed to combine the two cash flow tables set in the original policy because of the difficulty of differentiating cash flow borrowing when it is in the Council's interest to use its own funds or to borrow short to cover capital

expenditure:

Cash flow borrowing	Upper Limit	Lower Limit	Actual
Under 12 months	100%	100%	
Above 12 months	0%	0%	

Borrowing to fund capital schemes	Upper Limit	Lower Limit	Actual
Under 12 months	25%	0%	
12 months and within 24 months	25%	0%	
24 months and within five years	25%	0%	
Five years and within 10 years	50%	0%	
10 years and above	100%	0%	

The **Proposed** replacement table and targets becomes:

Borrowing	Upper Limit	Lower Limit	Actual
Under 12 months	75%	0%	0%
12 months and within 24 months	25%	0%	0%
24 months and within five years	25%	0%	0%
Five years and within 10 years	50%	0%	0%
10 years and above	100%	0%	100%

7.4 Investment repayment profile – limit on the value of investments that cannot be redeemed within 364 days

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The total principal sums invested to final maturities beyond the period end were:

	2011/12 £000	2012/13 £000	2013/14 £000
Limit on principal invested beyond year end	18,700	13,100	10,100
Actual principal invested beyond year end	10,000	5,000	0

8. RECOMMENDATIONS

8.1 Cabinet is requested to recommend to Council:

- that it approves the revised table and targets in paragraph 7.3
- notes the contents of this report

BACKGROUND PAPERS

Working papers in Financial Services

CONTACT OFFICER

Steve Couper – Head of Financial Services

Tel. 01480 388103

ANNEX A

Investments as at 30 September 2011

		£000	Investment date	Rate %	Repayment date
Term Deposits					
Royal Bank of Scotland	Temporary investment of PWLB borrowing	5,000	19/12/08	4.04	19/12/12
Skipton Building Society		5,000	19/12/08	4.85	19/12/13
Bank of Scotland		5,000	11/03/11	1.93	08/02/12
Liquidity Accounts					
Cambridge Building Society		3,000	15/09/11	1.25	call
NatWest		1,300	30/09/11	0.80	call
TOTAL		19,300			

Borrowing as at 30 September 2011

	£000	Borrowing date	Rate %	Repayment date
Long Term				
PWLB	5,000	19/12/08	3.91	19/12/57
PWLB	5,000	19/12/08	3.90	19/12/58
Short Term				
None	0			
TOTAL	10,000			

**REVIEW OF SUPPORT SERVICES
(Report by the Head of Financial Services)**

1 PURPOSE

- 1.1 To identify whether further savings can be achieved in support services.

2 BACKGROUND

- 2.1 The Panel has previously considered the recharges of support costs to Council services. It recognised that the Council is obliged to publish full cost accounts for certain statutory purposes and that the necessary allocations of support services costs should be carried out as simply as possible, consistent with reasonableness. This minimises wasteful administrative overheads and has recently contributed to the ability to allow a voluntary redundancy in the accountancy team.
- 2.2 For most purposes, especially budgetary control, the Council focuses on “controllable” costs. These are the costs that the relevant manager can directly influence and obviously excludes the allocation of support services and various other overheads such as office space. Thus the costs of, say, accountancy are being monitored and reviewed by myself rather than by a whole range of managers considering an individual allocated portion of them.
- 2.3 The Panel decided that the best way to review support services was to consider each service and its costs to form a view on its efficiency and cost effectiveness. A summary is therefore attached which provides brief information about each support service so the Panel can choose a service on which to undertake a pilot review. The Pilot will enable an approach to be set for the review of the remaining support services over a suitable time frame.
- 2.4 There are some grey areas about the definition of support services. For example, everyone would probably agree that income collection or facilities management were support services but some might argue that Customer Services is a frontline service. Democratic Services provides support to Members rather than other services. These have been included.
- 2.5 The proposed Corporate Office (functions of the old PPP Division) is not included because savings proposals are currently under

formal consultation with the Staff Side. Some services have a shared admin section to support one or more teams and these have not been included either.

3. REVIEW

3.1 The annex shows 13 support services and gives the number of employees, the direct (controllable) costs and some comments that affect the potential priority order for review. A number already have management reviews underway or planned and most have already had some element of savings made over the last 2 years.

3.2 Taking account of these comments it is proposed that the pilot review be carried out on one of the following four services :

	FTE	Pay	Other	Total Cost
	No.	£M	Costs	£M
			£M	£M
Facilities Management	9.1	0.3	0.9	1.2
Document Centre	12.4	0.4	0.2	0.6
Democratic Services	6.2	0.3	0.1	0.4
IMD	33.8	1.5	0.6	2.1

3.2 In the light of the results of the pilot the remaining services should be considered in turn, taking account of the comments already provided and any updates, to determine the timetable.

4. RECOMMENDATIONS

The Panel is recommended to:

- Agree one of the above services for the pilot review
- Establish a working group to undertake the review

ACCESS TO INFORMATION ACT 1985

Source Documents:

- Working papers in Financial Services

Contact Officer:

Steve Couper, Head of Financial Services ☎ 01480 388103

CALL CENTRE

Provides the first point of contact for the public (telephone and email) for a growing number of services (e.g. elections, refuse collection, planning, housing and land charges). The call centre is able to deal directly with the majority of questions.

Number of staff full time equivalent **16.5**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	439
Training	6
Travel	1
Office Rent & Service Charges	41
IT Line Rental	23
IT Services	107
Telephone Charges	14
Other General Office Costs	10
Total Controllable Cost	641
Income	0
Controllable Cost Less External Funding	641

Factors that may affect the timing of review

Since opening in 2005 it has achieved customer service excellence recognition.

Already under review - a report will be considered by Overview and Scrutiny (Economic Well Being) in January 2012 concerning the location of the Call Centre.

CUSTOMER SERVICE CENTRES

Provide an accessible facility for all customers who need to visit the Council rather than use other channels of communication. The offices are currently located in Huntingdon, St Neots, Ramsey and Yaxley.

Deal with all face to face enquiries from members of the public on behalf of the Council or refer them to the correct departments or external agencies for them to provide the necessary answers. (approximately 43,000 visitors in 2010/11)

Provide a reception function to all departments.

Process receipts and payments from the bank statements to ensure they are recorded correctly in the Councils accounts (77,000 transactions per annum).

Number of staff full time equivalent **20.0**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	525
Training	7
Travel	3
Clothing & Uniforms	4
Office Rent & Service Charges**	39
NNDR	6
Software	9
Benchmarking (Quality Control)	3
Other	(5)
Total Controllable Cost	591
Income	0
Controllable Cost Less External Funding	591

** External payments – not the cost of our own office space.

Factors that may affect the timing of review

The service has achieved customer service excellence recognition.

Recently reviewed as part of MTP savings and there has already been discussion at Overview and Scrutiny (Economic Well Being)

INCOME SECTION

Assist departmental staff to raise invoices for charges due to the Council. Carry out cancellation and write-off adjustments as requested by the department, and ensure correct allocation of customer payments.

Monitor customer accounts for receipt of payments. Take action to pursue and obtain payment, including communicating with customers, referring debts for legal/collection agent action and liaise with the department as necessary.

Provide customer account information, reports and copy invoices upon request.

Number of staff full time equivalent **4.9**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	157
Training	1
Travel	0
Bailiffs	2
Other	4
Total Controllable Cost	164
Income	
Controllable Cost Less External Funding	164

Factors that may affect the timing of review
Review about to commence.

PROCUREMENT

Identify opportunities and help deliver cash savings; support to complex / high risk projects; training of staff and documentation to ensure efficient and effective process and compliance with EU directives and UK law. Maintenance of the e-marketplace and support to East Cambridgeshire District Council on a cost recovery basis.

Number of staff full time equivalent	1.0
Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	58
Training	0
Travel	0
Other	1
Total Controllable Cost	59
Income	7
Controllable Cost Less External Funding	52

Factors that may affect the timing of review

Some administrative support for these functions is provided by the internal audit section (0.4 FTE).

One person service so lower priority for review

INTERNAL AUDIT, RISK MANAGEMENT & INSURANCE

Internal audit is a statutory service (see Accounts & Audit Regulations 2011 and S151 of the Local Government Act 1972). It reports to Members via the Corporate Governance Panel.

Each year it prepares an audit plan that lists the main areas of work for the next 12 months. The plan takes account of both financial and non-financial areas, new initiatives and the key risks identified by managers. Each piece of work results in a written report, which includes an opinion on how well the controls in the area are working and suggests areas for improvement.

In Sept each year, the Internal Audit Manager writes to the Corp Gov Panel and gives an opinion on the Council's control environment, which is based on reports issued in the year, improvements made to systems during the year, findings from fraud, whistle-blowing or similar concerns etc. This report is an important source of evidence for the annual governance statement.

Advice and training on the management of risk is provided to managers.

Working with managers, decide upon insurance covers, claims received and possible mitigation and ensure insurance cover is in place.

Provide administrative support (0.8 FTE) to the procurement and accountancy functions.

Number of staff full time equivalent	5.3
Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	242
Training	7
Travel	2
Computer Audit Consultants	24
Other	2
Total Controllable Cost	277
Income	0
Controllable Cost Less External Funding	277

Factors that may affect the timing of review

Establishment reduced by 1 FTE in Feb 2010 (auditor retired) and 0.5 FTE in August 2010 (when auditor returned from maternity leave).

Insurance renewals in July 2011 generated cash savings (for each of the next 3 years of more than £100k per year).

Recently reviewed as part of MTP savings and the service's work is regularly considered by Corporate Governance Panel.

ACCOUNTANCY

Assist services in preparing the annual budget and provide financial advice and support to ensure budgets are not exceeded and that under-spends are forecast to facilitate long term financial planning.

Prepare the Council's annual statement of accounts and respond to external audit queries.

Maintain the integrity of financial management system. Provide VAT advice, manage the payment of creditors. Ensure compliance with the Construction Industry Tax legislation.

Provide cash-flow forecasts and arrange external investments and borrowing when required. Reconcile financial transactions to bank statement. Ensure compliance with current accounting standards.

Number of staff full time equivalent **13.0**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	548
Training	7
Travel	1
Books & Publications	6
Other	11
Total Controllable Cost	573
Income	0
Controllable Cost Less External Funding	573

Factors that may affect the timing of review

Voluntary redundancy scheme has reduced FTE's by 1. A reorganisation of the section has recently been implemented to cover the duties previously carried out by this officer. Section also under significant pressure due to the Council's financial situation.

Some administrative support for these functions is provided by the internal audit section (0.4 FTE).

Current workload due to Council's financial situation and reduction of a key post would suggest that review be deferred for the time being.

DOCUMENT CENTRE

Production and procurement of printed matter.

Securing value for money by management of the print and design framework

Printed cheque production and management of process

Artwork and design

Printing and preparation of bulk despatches

Provision of multifunctional devices for local printing, scanning and copying.

Receipt, sorting, scanning and distribution of post inwards.

Post outwards including collection, printing, inserting and sorting.

Courier service.

Securing value for money postal services (budget held by individual services).

Number of staff full time equivalent **12.4**

Controllable Expenditure (Original Budget 2011/12) **£000s**

Pay 361

Courier Vehicle 7

Equipment Maintenance 145

Paper & Other Materials 46

Subcontracted Work 57

Copyright Licence 3

Total Controllable Cost **619**

Sale or Print to Other Organisations (13)

Controllable Cost Less External Funding **606**

Factors that may affect the timing of review

None

HUMAN RESOURCES

Personnel management: policy, advice, maternity/paternity leave, employee records, redundancy, disciplinary action, handling of grievances and changes in employment conditions.

Recruitment and retention.

Occupational health.

Management development.

Learning and development

Job Evaluations

Provision of organisational statistics (sickness, starters/leavers etc)

Number of staff full time equivalent **6.0**

Controllable Expenditure (Original Budget 2011/12) **£000s**

Pay 262

Training 85

Insurance - Death In Service 26

Recruitment & Retention 25

Medical Fees / Occupational Health 23

HR/Payroll System (part) 12

Sundry: printing, subscriptions, consultants, etc. 14

Total Controllable Cost **447**

Factors that may affect the timing of review

Currently under review

Budget is before deduction of part of Central Services saving.

Redundancies have increased the pressure on HR staff (increased workload) and so it is unlikely that time could be set aside to assist any further review of this service in the short term.

PAYROLL

Payment of staff and members pay, allowances and expenses via monthly payrolls.

Accounting for deductions and making returns to tax, pensions and other bodies.

Maintaining systems and controls to ensure correct payment and reconciling the payroll system outputs to the bank account entries.

Recharging external customers for their payroll processing.

Administer the car loan/lease schemes.

Maintenance and development of on-line expenses claim forms.

Number of staff full time equivalent **3.5**

Controllable Expenditure (Original Budget 2011/12) **£000s**

Pay 126

HR/Payroll system (part) 13

Printing 3

Total Controllable Cost **142**

Factors that may affect the timing of review

Currently under review.

LEGAL SERVICES

Provision of legal advice.
Conveyancing and contracts.
Estates management staff costs (not running cost of estates).
Legal support to Freedom of Information, Data Protection and RIPA.
Associated administrative support
Performs the Statutory Monitoring Officer role

Number of staff full time equivalent **9.5**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	423
Training and professional subscriptions	9
Travel	12
Case system and other ICT	14
Books and Publications	32
Legal Fees	28
Sundry: printing, postage, stationery etc	8
Total Controllable Cost	526
Costs Recovered	(77)
Controllable Cost Less External Funding	449

Service has since been amalgamated with Central and Democratic Services.
Budget is before deduction of part of Central Services saving.

Options for service delivery of Estates service under review by management.

FACILITIES MANAGEMENT

Provision of managed office space (EFH and PFH Sites) and catering.

Number of staff full time equivalent **9.1**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	322
Equipment	1
Catering Contract	38
Energy	229
Rates	299
Water	12
Cleaning	58
Repairs & Maintenance	176
Equipment	5
Waste	5
Services	5
Other	15
Total Controllable Cost	1,165
Room Hire	(2)
Controllable Cost Less External Funding	1,163

Factors that may affect the timing of review

None

DEMOCRATIC SERVICES

Service Committees and Panels.
Member support (including IT) and development.
Administration of Member allowances and expenses.
Monitor and review Constitution.
Code of Conduct/ethical standards/advice to Parish Councils.
Council complaints.
Scrutiny and Review.
Promote local democracy.

Number of staff full time equivalent 6.2

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	264
Training	3
Travel	2
Other office costs	10
<i>Member expense & other support (including ICT, travel & training)</i>	56
Other Committee support costs (including print, postage, & committee system)	47
Total Controllable Cost	382

Factors that may affect the timing of review

The outcome of the Localism Bill and final assessment of its impact on Democratic Services is awaited.

Neighbourhood Forums are under review.

IMD

All IMD sections work together so any review would best cover the whole function rather than individual elements

The table below gives the overall values and is followed by explanation for each section within IMD.

Number of staff full time equivalent	33.8
Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	1,519
All other costs	598
Total Controllable Cost	2,117
Income	11
Net Controllable Costs	2,106

IMD MANAGEMENT UNIT

Head of Service.

Administrative support to whole of IMD

Ordering & Payment for Council's purchase of all ICT related equipment, software & services covering IT and telephony services invoices: hardware software and telephony.

Project support e.g. project health checks, research

Corporate ICT training.

Corporate Business Continuity Coordination

Corporate Shared Service Development Advice & Support

Shared ICT service development

Number of staff full time equivalent **4.0**

Controllable Expenditure (Original Budget 2011/12) **£000s**

Pay 179

Training including corporate ICT training 5

Travel 7

Office costs 2

Total Controllable Cost **193**

Factors that may affect the timing of review

IMD NETWORK SERVICES

Operation, maintenance and security of voice and data network across 13 offices within the district

Operation and maintenance of Voice and data lines between the council's offices and sites.

Maintenance and replacement of the server environment - e.g. servers, routers and switches

Management of corporate databases (e.g. Revs & Bens, Planning, Finance, Building Control and Licensing)

Operation & maintenance of 2 data centres (at Pathfinder House and Eastfield House)

Security Management - ensure that the ICT environment is secure and protected from malicious activity, abuse and unnecessary risks by minimising the impact of viruses, hackers and other security breaches.

Managing infrastructure facilities such as asset management, anti-virus capability, system configuration, deployment and maintenance services.

Number of staff full time equivalent **5.0**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	211
Training, Travel, Office Costs	8
Data lines	132
Telephony	54
Equipment	184
Software	45
Total Controllable Cost	634

Factors that may affect the timing of review

The network is in the process of being converted to virtualised servers which will lead to savings identified in the MTP.

Service rationalisation has seen staff FTEs reduce from 5 to 4 since the start of the year

IMD HELPDESK

Provision of a proactive ICT Service Desk facility

Network account maintenance and system administration work, such as creating new network accounts and restoring data

Maintenance and replacement of the desktop environment - e.g. computers, peripherals and software

Disposal of all IT equipment

Provision of desktop operating system and software - MicroSoft Windows and Office and corporate applications such as Uniform, Efinancials and MRM etc.

Provision of IT for Member Support

Security Management - ensure that the ICT environment is secure and protected from malicious activity, abuse and unnecessary risks by minimising the impact of viruses, hackers and other security breaches.

Telephony services - all telephony services including corporate digital phone system (including number changes, pickup groups and call reporting) mobiles and BlackBerry devices

Number of staff full time equivalent **7.0**

Controllable Expenditure (Original Budget 2011/12) **£000s**

Pay 290

Training, Travel, Office Costs 8

Software 72

Other ICT equipment and services 9

Total Controllable Cost **379**

Disposal of equipment (1)

Controllable Cost Less External Funding **378**

Factors that may affect the timing of review

Desktop computers are due to be virtualised which will lead to savings identified in the MTP.

Service rationalisation has seen staff FTEs reduce from 7 to 5.8 since the start of the year

IMD CORPORATE SYSTEMS

Manage the Council's response to the Freedom of Information Act - we receive over 600 requests each year

Manage and support GIS (Geographical Information System) - used by hundreds of Officers across the Council

Manage and support the LLPG - the Council's award winning corporate address database that is linked to over 25 other systems at the Council

Manage and support Information@Work - the Council's corporate electronic document management system which is used by hundreds of Officers across many services (Revs & Bens, Housing, Env Health etc)

Manage and support Uniform - used by c.200 Officers across many services - including Planning, Land Charges, Licensing, Building Control etc

Sold services to another Council, and have an ongoing support contract to generate more income

Number of staff full time equivalent **5.0**

Controllable Expenditure (Original Budget 2011/12) **£000s**

Pay 203

Training, Travel, Office Costs 7

Software 32

Total Controllable Cost **242**

Factors that may affect the timing of review

None

IMD WEB AND BUSINESS SYSTEMS

Responsible for the management of the Council's Website - used by 2000+ customers every day, with the best customer satisfaction result of all District Councils in an independent 2010 survey of 400+ other Councils

Deliver and support integration between Council systems, for example financial interfaces, that remove the need for Officers to key in data

Support and develop the Council's Intranet, used by all services

Build and support IT systems, such as room bookings, that replace more expensive systems we may have purchased in the past. Have also sold these systems to other Councils

Number of staff full time equivalent **6.0**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	231
Training, Travel, Office Costs	6
Website and intranet software	20
Total Controllable Cost	257

Factors that may affect the timing of review

Budget includes 1.0 full time equivalent staff funded from capital, external work and budget from HDC services

IMD BUSINESS ANALYSIS AND PROJECT MANAGEMENT

Manage projects dealing with all aspects - project start-up, specification, procurement, contracts, project delivery and hand over to business as usual
Help make services more efficient and effective by providing business analysis skills

Manage the delivery of the complex set of projects from across the Council, ensuring dependencies between work are dealt with, projects are added to the workload at the right time and we make the best use of our resources

Sell 'consultancy' services to other Councils generating income

Number of staff full time equivalent **6.8**

Controllable Expenditure (Original Budget 2011/12)	£000s
Pay	405
Training, Travel, Office Costs	7
Total Controllable Cost	412
Work and supplies to other organisations	(10)
Controllable Cost Less External Funding	402

Factors that may affect the timing of review

Budget includes 4.8 full time equivalent staff funded from capital and external work.

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

**1ST NOVEMBER 2011
3RD NOVEMBER 2011
8TH NOVEMBER 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 Overview and Scrutiny remits. Details of ongoing studies being undertaken by the two other Panels are set out in the attached Appendix.
- 2.3 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

STUDY	OBJECTIVES	PANEL	STATUS	TYPE
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	Report to be considered at Panel's November 2011 meeting.	Whole Panel Study
Cambridgeshire Investment Plan Local	To review the implications of the 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 due to be presented to Panel in January 2012.	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.	Social Well-Being	Report to be considered at Panel's November 2011 meeting.	Whole Panel Study.
Voluntary Sector	To seek alternative ways of supporting the Voluntary Sector from 2013/14 onwards and to assess the social value of the services that they provide within the District.	Social Well-Being	The Working Group's final report to be considered at Panel's November 2011 meeting.	Working Group
Tree Strategy	To form a strategy in conjunction with the Tree Officers for the retention and planting of trees.	Environmental Well-Being	Working Group met on 27 July 2011. Draft Tree Strategy circulated to officers for comment. Councillor Davies reported to September meeting and Strategy will be presented to the Panel in due course.	Working Group.
Land Use for Agricultural Purpose in the context of planning policies and its contribution to the local economy.	To review the lack of promotion and protection of land for this purpose.	Environmental Well-Being	Scoping report to be submitted to a future meeting.	To be determined.
Rural Transport	To review the provision of transportation in rural areas.	Environmental Well-Being	Transport for Cambridgeshire report received in July 2011. Comments conveyed to Cabinet. Final report expected shortly.	To be determined.

Review of Neighbourhood Forums in Huntingdonshire	To undertake a review of the Neighbourhood Forums in Huntingdonshire.	Social Well-Being	Views of the County and District Members, Town and Parish Councils and Partners will be reported to the Panel in November.	Working Group
Homelessness	To consider the emerging issue of homelessness arising as a result of changes to the Housing Benefit system.	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 given to October meeting. SUDs report due in January 2012.	To be determined.
Waste Collection and Recycling Policies	To investigate the Council's waste collection and recycling policies.	Environmental Well-Being	Working Group met in October. Policies being prepared by Eric Kendall to be presented to the Working Group for comment prior to submission to the Panel.	To be determined.

Panel Date	Decision	Action	Response	Date For Future Action
	<u>Customer Services</u>			
13/05/09	Quarterly performance reports to be circulated informally to the Panel twice per year and formally twice per year.	Latest report considered in July 2011.	Next report due February 2012.	02/02/12
10/02/11	Head of Customer Services to submit a report after a 12 month period reviewing the impact of the changes to Customer Services.	Report to be considered in June 2012.	Report due in June 2012.	06/12
07/07/11	Asked Executive Councillor for Resources and Customer Services to give further consideration to the actions which could be taken in the absence of any additional funding being made available from the Department of Work & Pensions in April 2012.			
08/09/11	Asked the Head of Customer Services to submit a further report on the location of the Call Centre to a future meeting.	Report to be submitted to a future meeting.	Report due in January 2012.	05/01/12
	<u>Corporate Plan Working Group</u>			
18/05/11	Councillors D M Tysoe and S Greenall have been appointed to the Corporate Plan Working Group.	Quarterly performance reports to be submitted to all Overview and Scrutiny Panels.	Performance Management / Monitoring is currently under review.	05/12
06/10/11	Councillor T V Rogers appointed to replace Councillor D M Tysoe.			

Panel Date	Decision	Action	Response	Date For Future Action
15/0710	<p><u>Scrutiny of Partnerships</u></p> <p>Agreed to consider the Economic Prosperity & Skills Performance Report at a future meeting.</p>		<p>There has recently been a review of the Huntingdonshire Strategic Partnership. The Panel will give further consideration to the mechanisms that will be used to scrutinise partnerships at a future meeting. The issue will also be discussed at the meeting of Chairmen and Joint Chairmen on 2nd November 2011.</p>	05/01/12
13/01/11	<p><u>Leisure Centres</u></p> <p>Presentation received at January 2011 Panel meeting. Agreed to establish a working group with representatives of the Social Well-Being Panel.</p>	<p>Councillors J J Dutton, S Greenall, Mrs D Reynolds, D M Tysoe, Mr R Coxhead and Mr R Hall appointed to working group.</p>	<p>Meetings held on 3rd March, 28th April, 23rd June and 1st September 2011. Further meeting to be held on 7th November 2011.</p> <p>Interim report submitted to Cabinet meeting on 23rd June 2011. 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.</p>	
10/02/11	<p>Agreed to extend remit to review 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>			
07/07/11	<p>Councillor M F Shellens reported that he had recently received admission figures which had been produced on a 12 month rolling average which he would make available for the review.</p>			
06/10/11	<p>Following the appointment of Councillor D M Tysoe to the Cabinet, the Panel agreed that no change be made to the membership of the Group.</p>			

Panel Date	Decision	Action	Response	Date For Future Action
<p>14/04/11</p> <p>06/10/11</p>	<p><u>Huntingdon Multi-Storey Car Park</u></p> <p>Councillor M F Shellens and Mr R Hall reported on their investigations into the business case for the multi-storey car park in Huntingdon.</p> <p>Suggested that the Council should introduce a more detailed methodology for the assessment of the projects that it is considering, to include provision for social benefit and risk assessment. A report has been requested on terms for the methodology for this purpose.</p> <p>Agreed to request further details of forthcoming Council projects to establish whether it was necessary to conduct a more detailed review.</p>	<p>Report on Project Management submitted to October meeting.</p>	<p>Forthcoming projects over £2m have been identified as:- Huntingdon Multi Storey Car Park – works expected to start in January 2012 Huntingdon Western Relief Road – works expected to start in April 2012 St Ivo Leisure Centre Development</p> <p>No further bids in MTP.</p>	
<p>10/6/10</p> <p>10/06/10</p>	<p><u>Visitor Development & Town Centre Vibrancy</u></p> <p>Received a presentation by the Head of People, Performance & Partnerships and the Sustainable Economic Development Manager.</p> <p>Requested a further report outlining the cost of the service and the benefits it brings to both the Council and the District.</p>	<p>Report to be submitted to a future meeting.</p>	<p>This study is currently on hold until circumstances change.</p>	<p>TBC</p>

Panel Date	Decision	Action	Response	Date For Future Action
10/02/11	<p><u>A14 Improvements</u></p> <p>Received an update on the steps that are being taken to pursue this matter with the Government. Panel to receive further updates on progress.</p>		<p>In terms of the wider A14 improvements to replace the cancelled scheme, the Governance Group held their first meeting on 5th July. The DfT has not convened a meeting of the Project Board, of which HDC will be part. It is our understanding that the DfT still plan to make their final recommendations in Summer 2012. However there have been local discussions between the County Council and relevant Districts, inc. HDC, about short-term measures that could be considered. It is understood that there is some available funding (amount unknown) at DfT level that would need to be spent by March 2012 and that the County Council, at very short-notice, has been asked to submit a range of schemes that could be delivered within that timeframe relating to the A14.</p>	
07/07/11	<p>Agreed that a representative of the Highways Agency should be invited to a future meeting to discuss their plans in the event of an interruption to traffic flow.</p>	<p>Invitation sent to Highways Agency.</p>	<p>Awaiting confirmation that a representative will attend.</p>	<p>TBC</p>
06/10/11	<p>Requested further information on the schemes which had been submitted to the County Council on short term measures for the A14.</p>		<p>An update on the A14 Study has been circulated to Members. Further information to be made available in due course.</p>	
07/07/11	<p><u>District Council Support Services</u></p> <p>Requested a scoping report for consideration at a future meeting.</p>		<p>This item appears elsewhere on the agenda.</p>	<p>03/11/11</p>

Panel Date	Decision	Action	Response	Date For Future Action
10/09/09	<p><u>Employees Performance Development Review process</u></p> <p>Agreed to include the Employees Performance Development Review process in their work programme for the forthcoming year.</p>		Amendments to Performance Related Pay System are being considered as part of the current year's pay negotiations and the review of pay & pay structure.	
07/07/11	<p><u>Proposal for Enterprise Zone</u></p> <p>Requested further information with regard to the implications to the local economy from the establishment of a local enterprise zone at the former Alconbury Airfield site.</p>		This item appears elsewhere on the agenda.	03/11/11
07/07/11	<p><u>Changes to Business Rates</u></p> <p>Requested further information with regard to the Government's Statement on Business Rates.</p>		Information to be made available when it was appropriate.	TBC
06/10/11	<p><u>Cambridgeshire Public Sector Asset Management Strategy</u></p> <p>Requested a report outlining the progress made on the Huntingdonshire projects in six months time.</p>		Further report / presentation to be submitted to a future meeting.	05/04/12

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