

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING)** will be held in **CIVIC SUITE CVS01.A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 5 APRIL 2012 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 held on 8th March 2012.

**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 7 - 10)

A copy of the current Forward Plan is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388006**

4. EXCLUSION OF THE PUBLIC

To resolve that the 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).

5. DEVELOPMENT OF ONE LEISURE, ST IVES (Pages 11 - 28)

To consider a report by the General Manager, One Leisure.

**S Bell
388049**

(Members of the Overview & Scrutiny Panel (Social Well-Being) have been invited to attend for the discussion on this item).

6. HUMAN RESOURCES REVIEW (Pages 29 - 40)

To consider a report by the Managing Director, Resources.

**T Parker
388301**

7. RE-ADMITTANCE OF THE PUBLIC

To resolve:-

to readmit the public to the meeting.

8. WORKPLAN STUDIES (Pages 41 - 46)

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

**Mrs C Bulman
388234**

9. OVERVIEW AND SCRUTINY (ECONOMIC WELL-BEING) - PROGRESS (Pages 47 - 52)

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

**Mrs C Bulman
388234**

10. SCRUTINY (Pages 53 - 58)

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

Dated this 29 day of March 2012



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 0.1B, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Thursday, 8 March 2012.

PRESENT: Councillor T V Rogers – Chairman.

Councillors G J Bull, E R Butler, S Greenall, R Harrison, R B Howe, A J Mackender-Lawrence, P G Mitchell, M F Shellens and A H Williams.

Mr R Hall.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Mrs H Roberts.

98. MINUTES

The Minutes of the meetings held on 2nd and 28th February 2012 were approved as a correct record and signed by the Chairman.

99. MEMBERS' INTERESTS

No declarations were received.

100. 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). It was noted that reports on the Review of HR Service and Community Infrastructure Levy Governance Principles would be considered by the Panel at future meetings. The Chairman explained that the Members of the Environmental and Social Well-Being Panels would be invited to participate in the discussions on the Community Infrastructure Levy.

Members noted that the outcome of the tender exercise for development at One Leisure, St Ives would be considered by the Panel at its meeting in April 2012.

101. EXCLUSION OF THE PUBLIC

RESOLVED

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

102. CASTLE HILL HOUSE

For the benefit of those Members who had been unable to attend, the Chairman reported on the outcome of the Panel's Special meeting which had been held on 28th February 2012. The meeting had been convened to discuss an offer for the sale of Castle Hill House, High Street, Huntingdon, prior to a decision being taken by the Cabinet.

Having been informed of the Cabinet's decision on the matter and the action which would now be taken to continue to market the property, questions were raised with regard to the information the Cabinet had taken into consideration in reaching its decision and the future marketing strategy for the sale of the building. The Panel discussed the potential to generate additional revenue from the car park attached to Castle Hill House. Members were informed that this would not be financially viable as the Council would be required to pay National Non Domestic Rates. In view of forthcoming changes to National Non Domestic Rates in April 2013, it was suggested that further information on them should be presented to a future meeting in due course.

Members were reminded that the item had been included on the Agenda to comply with Section 16 of the Access to Information Procedure Rules contained in the Council's Constitution to enable the Chairman to report that he had given consent for a report on the Sale of Castle Hill House to be submitted as an item of urgency to the meeting of the Cabinet held on 16th February 2012. In so doing, Councillor Rogers explained that he had spoken with the Executive Leader to request that items were not submitted to the Cabinet at short notice in the future.

103. LOCATION OF THE CALL CENTRE

(Councillor B S Chapman, Executive Councillor for Customer Services 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 annex to the Minute Book) the Panel considered a range of options for the future location of the District Council's Call Centre. In so doing, the Panel was informed that the report had been prepared by the Council's Head of Paid Service and, therefore, did not reflect the views of any Executive Councillor.

By way of introduction, the Managing Director, Communities, Partnerships and Projects drew attention to the key developments which had taken place since the Panel's previous deliberations on this subject in September 2011. Members were pleased to note that as part of the Making Assets Count Project, the Council had reached a licence agreement to let part of the Civic Suite to another public sector organisation which enabled the Council to meet one of the targets in the Medium Term Plan.

Attention having been drawn to the work which had been undertaken to establish whether there could be any benefits achieved from co-locating the District Council's Call Centre with the Customer Service

Centre, Members were advised of the conclusions which had been reached. However, Members questioned the validity of the comparison and suggested that other co-located facilities might have been found that would have better facilitated this decision. Comment was also made that it was difficult to determine whether savings might be achieved by co-locating services when the option of multi-skilling existing employees had not been included in Section 5.2 of the report. Members were advised that significant savings had already been achieved from combining the management arrangements for the existing facilities.

On the subject of the partnership arrangements which were in operation with the County Council, Members were advised that the District Council was working in partnership to establish a new Countywide network which would be used to support the Call Centre.

Having noted that the retention of the Call Centre facility at Speke House offered the Council significant business continuity resilience, Members endorsed the decision to prioritise the improvement of the Council's resilience generally. As a professional exercise had established the necessity to have disaster recovery arrangements located in a separate urban area, Members were of the view that this should include improving resilience at Pathfinder House. In this respect, the Panel received an update on the work which was being undertaken to review the existing Business Continuity Strategy which was expected to conclude in August 2012. Councillor T V Rogers undertook to discuss with the Chairman of the Corporate Governance Panel the best way for the Panel to contribute to the review.

At the conclusion of the discussion on this item, the Panel congratulated the Head of Customer Services on the recent achievement of a Customer Services Excellence Award. As the Call Centre currently worked well and there were no apparent advantages to changing the current arrangements, it was

RESOLVED

that the Cabinet be recommended to seek to negotiate a new lease for Speke House for up to 5 years with a break after 3 years.

104. RE-ADMITTANCE OF THE PUBLIC

RESOLVED

that the public be re-admitted to the meeting.

105. BUSINESS IMPROVEMENT DISTRICT - HUNTINGDON

The Panel gave consideration to a report by the Economic Development Manager (a copy of which is appended in the Minute Book) outlining proposals to establish a Business Improvement District (BID) in Huntingdon and the process which would need to be followed if it was to proceed. Members were informed that BIDs were business led and, in this case, would operate in tandem with the development of the Chequers Court area.

In considering the contents of the report, the Panel discussed the operating arrangements for the collection of the BID levy and also queried how the success of the BID would be measured. With regards to the latter, Members noted that if the Business Plan was not convincing, this would be reflected in the outcome of the BID ballot. In addition, all projects would have their own critical success factors. It would also be possible to dissolve the BID at any time if local businesses did not consider that it was delivering the anticipated outcomes.

Discussion ensued on the funding which had been provided by the District Council to assist the development of the BID. A member questioned whether funding would be available to assist other towns within the District if any of them wished to adopt a similar approach. The Economic Development Manager explained that Huntingdon Town Partnership had evolved to such an extent that the District Council funding only amounted to 40% of its overall budget and, therefore, was best placed to become a BID. Furthermore, it was unlikely that BIDs in St Ives and Ramsey would be viable and St Neots was bidding to become a Portas Pilot Town to regenerate the town centre. Comment was then made about the changing face of high street shopping and the likelihood that town centres would become more leisure orientated and a focal point for the community in future years.

On the question of car parking having been identified as a key priority area for BID activities, Members were advised that it was possible for the BID to use its funding to reimburse the local authority to provide for free car parking. However, in other areas this had been considered but not pursued.

RESOLVED

that the Cabinet be recommended to

- a) authorise the Head of Customer Services to enter into the BID Levy Operating Agreement required to meet the Council's obligations under the Local Government Act 2003; and
- b) authorise the Managing Director, Communities, Partnerships and Projects, in consultation with the Executive Leader, to cast any votes to which the District Council is entitled in the ballot.

106. ONE LEISURE WORKING GROUP

With the assistance of a report by the One Leisure Working Group (a copy of which is appended in the Minute Book) the Panel received an update on the Working Group's investigations into the future business model for One Leisure and the development of a methodology for the quantification of social value. Members were informed that the Working Group had decided to divide this work between two sub-groups of its Membership. Having noted that the sub-group looking at the business model wanted to co-opt another Member who had experience of outsourced or managed services to assist with its work, it was

RESOLVED

that Councillor A Mackender Lawrence be appointed to the Working Group.

107. BUDGET 2012/13 AND MTP - FEEDBACK

The Panel received and noted a report from the Cabinet (a copy of which is appended in the Minute Book) on its response to comments on the Budget 2012/2013 and the Medium Term Plan. Members noted that the Cabinet had addressed all of the Panel's previous recommendations.

Councillor P G Mitchell reported that he had spoken to the Head of Financial Services regarding the presentation of financial information within future reports.

108. 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. In so doing, a Member queried when further information would be available on gypsy and traveller sites. The Scrutiny and Review Manager explained that gypsy and traveller welfare would be considered by the Overview and Scrutiny Panel (Social Well-Being) when the Council had resolved its policy position. Whilst this would take some time to complete as the Government had not yet made a decision on it, contingency arrangements would be put in place to deal with applications in the mean time.

With regard to the ongoing review of Neighbourhood Forums, Members were advised that a report would be considered by the Executive Leaders Strategy Group at its forthcoming meeting. Concerns having been expressed about the need for further consultation with the existing Forum Chairmen, Councillor T V Rogers undertook to raise the matter with the Executive Leader. It was then suggested that the Social Well-Being Panel should clarify the position regarding the provision of an enhanced CCTV Service when it considered the impact of changes to the service.

In noting the progress which had been made on the study of design principles for future developments, Councillor R Harrison suggested that St Neots Town Council would be keen to contribute to this work.

109. 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 been previously discussed by the Panel. In considering the contents of the report, Members were informed that work was currently being undertaken to develop a new format for the Council Plan and the Corporate Plan Working Group would be involved in this work.

With regard to the item on the A14 Improvements, it was suggested that a presentation should be made to the whole Council on this subject in due course. The Chairman then provided an update by on the activities of the Working Group which had been established to review the Council's support services.

At the suggestion of Councillor M F Shellens, it was agreed that the Panel should discuss the Council's approach to its financial reserves and the priorities for funding from the Community Infrastructure Levy at future meetings. It was decided that a discussion on the level and purpose of reserves, borrowing and liquidity should take place at the June meeting. Councillors R B Howe, P G Mitchell and M F Shellens were invited to prepare a short introduction to facilitate the discussion.

110. SCRUTINY

The Panel considered and noted the latest edition of the Council's Decision Digest (a copy of which is appended in the Minute Book). With regard to the Monitoring of Section 106 Agreements, the Chairman suggested that it would be useful for the Section 106 Advisory Group to receive a monitoring report detailing the use of contributions which had been allocated for health purposes.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by
Date of Publication:
For Period:

Councillor J D Ablewhite
16 March 2012
1 April 2012 to 31 July 2012

Membership of the Cabinet is as follows:-

| | | |
|--------------------------|---|--|
| Councillor J D Ablewhite | - Executive 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 Executive 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 |
|--|--|---------------------------|---------------------|---|--------------|-------------------------------|------------------------------------|
| Sustainability Appraisal Scoping Report*** | Cabinet | 19 Apr 2012 | None. | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk | | N J Guyatt | Environmental Well-Being |
| Review of HR Service | Cabinet | 19 Apr 2012 | None. | Helen Donnellan, Corporate Team Manager Tel No. 01480 388263 or email Helen.Donnellan@huntingdonshire.gov.uk | | J D Ablewhite | Economic Well-Being |
| Waste Collection Policies | Cabinet | 19 Apr 2012 | None. | Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk | | D Tysoe | Environmental Well-Being |
| One Leisure, St. Ives - Outcome of Tender Exercise | Cabinet | 19 Apr 2012 | None. | Simon Bell, General Manager, One Leisure Tel No. 01480 388049 or email Simon.Bell@huntingdonshire.gov.uk | | T D Sanderson | 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 |
|--|--|---------------------------|------------------------------|---|--|-------------------------------|------------------------------------|
| Statement of Community Involvement | Cabinet | 19 Apr 2012 | None. | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk | | N J Guyatt | Environmental Well-Being |
| Community Infrastructure Levy (CIL) | Cabinet | 19 Apr 2012 | Examination in Public Report | Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 - or email Paul.Bland@huntingdonshire.gov.uk | Outcome of Examination and recommend adoption to Council | N J Guyatt | Environmental Well-Being |
| CIL Governance Principles*** | Cabinet | 19 Jul 2012 | None. | Steve Ingram, Head of Planning Services Tel No. 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk | Endorse Governance Principles. | N J Guyatt | Economic Well-Being |
| Bearscroft Farm Urban Design Framework | Cabinet | 19 Jul 2012 | None. | 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 |

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Agenda Item 5

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Agenda Item 6

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OVERVIEW AND SCRUTINY PANELS

(SOCIAL WELL-BEING)
(ECONOMIC WELL-BEING)
(ENVIRONMENTAL WELL-BEING)

3RD APRIL 2012
5TH APRIL 2012
10TH APRIL 2012

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

1. INTRODUCTION

- 1.1 The purpose of this report is to inform Members 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 J Walker, Trainee Democratic Services Officer
01480 387049

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. |
| Leisure Centre Financial Performance and Employment Structure | To consider the future business model for "One Leisure" and the development of a methodology for the quantification of Social Value. | Economic Well-Being and Social Well-Being | Working Group met on 28 th February 2012. Agreed to split into two sub groups to investigate each area. Sub-Group looking at the 'Social Methodology' will meet once desktop research has been undertaken by Officers. The Sub-Group looking at the future business model are currently scoping their work. Informal Meeting to be held shortly. | Joint Working Group |
| 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 | A report on changes to the CCTV service in 2012/13 will be submitted to the Panel in November 2012. | Whole Panel Study. |

| | | | | |
|--|---|--------------------------|---|-------------------|
| Consultation Processes | To assist the Corporate Team with its review of the Council's Consultation and Engagement Strategy. | Social Well-Being | Panel to appoint Members to undertake this work at its June 2012 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. It is hoped that the Strategy will be available for the Working Group to view in April 2012. | Working Group. |
| The Council's Relationship with the Voluntary Sector | To examine the proposed future relationship between the Council and the Voluntary Sector. | Social Well-Being. | Requested for investigation by the Economic Well-Being Panel. A report on Voluntary Sector Funding for 2013/14 onwards will be submitted to the Panel in June. Panel to determine how to proceed with their investigations at this meeting. | To be determined. |
| Land Use for Agricultural Purpose in the context of planning policies and its contribution to the local economy. | To review the lack of promotion and protection of land for this purpose. | Environmental Well-Being | Initial meeting held on 9 th February followed by a meeting on 12 th March attended by a local environmental farmer. Future meetings to be arranged with the Planning | Working Group. |

| | | | | |
|---|---|--------------------------|---|-------------------|
| | | | Service Manager (Policy) and the Environmental Adviser from the NFU. | |
| 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 in due course. | To be determined. |
| Review of Neighbourhood Forums in Huntingdonshire | To undertake a review of the Neighbourhood Forums in Huntingdonshire. | Social Well-Being | Draft proposals considered by Panel in March 2012. The proposals will be subject to a six month consultation period with Town and Parish Councils and Partners once agreement to consult has been obtained from the Cabinet. Cabinet will be considering the proposals at their April 2012 meeting. | Working Group |
| Maintenance of Water Courses | To receive a presentation on the maintenance arrangements in place for Water Courses within the District. | Environmental Well-Being | The County Council's Flood and Water Manager attended the February meeting to present on flood risk management activities. Negotiations are ongoing between local Members and officers regarding the drainage issues in Yaxley. | To be determined. |

| | | | | |
|--|--|---------------------------------|--|-----------------------|
| <p>Design Principles for Future Developments</p> | <p>To examine issues that have arisen at Loves Farm, St Neots and to make recommendations to inform future developments.</p> | <p>Environmental Well-Being</p> | <p>Meetings of the Working Group held on 6th and 26th January 2012.</p> <p>A site visit was held on 2nd March and followed by a debrief with Planning Officers on 21st March. A further meeting to be arranged with the Head of Planning Services.</p> | <p>Working Group.</p> |
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| 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 February 2012. | Next report due in July 2012. | 05/07/12 |
| 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 July 2012. | 05/07/12 |
| | <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. | The review of the Council's Corporate Plan is underway. Work is currently being undertaken to review the Council's Performance Management Framework and to identify a basket of corporate measures that reflect the key activities within each division. It is anticipated these measures will be available for collection from April 2012. | 06/12 |
| 06/10/11 | Councillor T V Rogers appointed to replace Councillor D M Tysoe. | | | |
| | <u>Scrutiny of Partnerships</u> | | | |
| 02/11/11 | <p>Following a review of the Strategic Partnership, the Overview & Scrutiny Chairmen and Vice Chairman agreed that responsibilities should be divided as follows:-</p> <p>Social Well Being</p> <ul style="list-style-type: none"> ❖ Community Safety ❖ Children & Young People ❖ Health & Well-Being <p>Environmental Well Being</p> <ul style="list-style-type: none"> ❖ Growth & Infrastructure <p>Economic Well Being</p> | | <p>The Panel has already received two presentations on the Local Enterprise Partnership. A presentation on the Local Enterprise Zone was given to the Panel's November meeting.</p> <p>Work is ongoing to develop a LEP wide scrutiny function and Councillor T V Rogers will be involved in the initial meeting. Further information will be available in due course.</p> | |

| Panel Date | Decision | Action | Response | Date For Future Action |
|------------|--|--|---|------------------------|
| | ❖ Local Enterprise Partnership | | | |
| | <u>Leisure Centres</u> | | | |
| 05/01/12 | Working Group's report approved for submission to the Cabinet meeting on 19 th January 2012. | Endorsed by the Cabinet at their meeting on 19 th January 2012. Working Group to continue its investigations into the future business model and a methodology for the quantification of social value. | Working Group met on 28 th February 2012. Agreed to divide their work between two sub-groups. Members of the Overview & Scrutiny Panel (Social Well Being) are investigating the development of a methodology for the quantification of social value. Working Group Members to provide an update. | |
| | <u>Cambridgeshire Public Sector Asset Management Strategy</u> | | | |
| 06/10/11 | Requested a report outlining the progress made on the Huntingdonshire projects in six months time. | | Item to be included on the Agenda for a future meeting. | 14/06/12 |
| | <u>A14 Improvements</u> | | | |
| 07/07/11 | 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. | Invitation sent to Highways Agency. | Awaiting confirmation that a representative will attend. | |
| 02/02/11 | Agreed to receive further updates on progress by email. In view of the difficulties in obtaining a representative from the Highways Agency to attend a future meeting, agreed that a presentation on A14 developments should be given to the whole Council, when this is appropriate. | | An update is appended to the report. Matter has been raised with Head of Planning Services and Transportation Team Leader and a presentation will be arranged at an appropriate time. | |

| Panel Date | Decision | Action | Response | Date For Future Action |
|------------|--|--------|---|------------------------|
| 07/07/11 | <p><u>District Council Support Services</u></p> <p>Agreed to establish a Working Group to review the Document Centre and its costs to form a view on its efficiency and cost effectiveness.</p> <p>Councillors Bull, Greenall, Howe, Mackender-Lawrence, Rogers and Williams volunteered for the Group.</p> | | <p>Working Group has formed two sub groups to consider:-</p> <p>a) the financial cost of the service; and</p> <p>b) the operation of the service.</p> <p>Meeting of the full Working Group held on 28th March 2012. Update to be presented to the meeting.</p> | |
| 07/07/11 | <p><u>Changes to Business Rates</u></p> <p>Requested further information with regard to the likely impact on the Council from the Government's Statement on Business Rates.</p> | | <p>Information on the localisation of Business Rates has been circulated to Panel Members. Formal report on the potential implications to be submitted to the Panel later in the year.</p> | 14/06/12 |
| 03/11/11 | <p><u>Community Infrastructure Levy</u></p> <p>Informal Discussion held at the conclusion of the meeting. Agreed that Managing Director (CPP) would report back when it was appropriate.</p> | | <p>Report on future governance and spending arrangements to be submitted to a future meeting.</p> | 05/07/12 |
| 08/03/12 | <p>Suggested that the Panel should discuss the priorities for CIL funding at a future meeting.</p> | | <p>Panel to determine an appropriate time.</p> | TBC |
| 05/01/12 | <p><u>Waste Collection and Recycling Policies</u></p> <p>Queried whether the review of Waste Collection and Recycling Policies would include the financial performance of the service.</p> | | <p>Interested Members of Overview & Scrutiny will be invited to attend meetings of the Environmental Well-Being Panel when future reports are discussed.</p> | 11/04/12 |

| Panel Date | Decision | Action | Response | Date For Future Action |
|------------|---|--------|---|------------------------|
| 05/01/12 | <u>Housing Benefit Changes</u> | | To be considered by the Overview & Scrutiny Panel (Social Well-Being) and Members of the Economic Well-Being Panel invited to attend. | 12/06/12 |
| | Agreed to receive a further report drawing together the wider housing policy implications for the Council arising from the Government's Welfare Reform Bill be submitted to a future meeting of the Panel. Requested that a report on rental rates and rent costs are submitted to the Panel on a quarterly basis. | | Report due in July 2012. | 05/07/12 |
| 01/12/11 | <u>Great Fen Project</u> | | It is anticipated that the Economic Impact Assessment will be completed late summer. | 08/12 |
| 08/03/12 | <u>Council's Use of Reserves</u> | | Item included on agenda for June meeting. | 14/06/12 |
| 08/03/12 | <u>Monitoring of Section 106 Agreements</u> | | Comments passed to Chairman of the S106 Advisory Group. | |

| Panel Date | Decision | Action | Response | Date For Future Action |
|------------|----------|--------|----------|------------------------|
|------------|----------|--------|----------|------------------------|

UPDATE ON A14

As part of the Chancellor's Autumn Statement in November 2011, the 'A14 Challenge' was announced, together with a £20M package of short-term measures. The Challenge was proposed to look at alternative options to tackle the issues considered as part of the previous scheme and the Department for Transport is seeking to present a more cost-effective package of measures, including funding options, by Summer 2012. However, it is likely that any options emerging will only be considered by Government as part of its 2015 Spending Review.

The Department for Transport are managing this project rather than the Highways Agency and have set up a Steering Group and Project Board to oversee this work. The Deputy Leader represents the District Council on the Steering Group and the County Council represents all the District Council's on the Project Board. An internal County Working Group comprising of Members and Officers at County and District level has also been set up and this feeds into the work currently on-going.

The Department for Transport appointed WSAtkins to carry out what is known as Output 2 and 3 stages of the project and this has currently reached the stage of looking at options and considering which can be taken forward for further assessment based on the overall parameters set by the Autumn Statement. As soon as these are publicly available, it would be the intention to report to Cabinet and the appropriate Scrutiny Panel.

The £20M short-term measures are looking at targeted options and designs that can be delivered prior to 2015 to provide immediate relief at congestion hot spots between Spittals Interchange, Huntingdon and Girton Interchange, Cambridge as well as other relief measures on this section. Again as soon as these are publicly available, there will be shared appropriately.

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Decision Digest

Edition 123

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 27 February to 23 March 2012.

CASTLE HILL HOUSE – FORMER HUNTINGDONSHIRE DISTRICT COUNCIL OFFICES – HIGH STREET, HUNTINGDON

The Overview & Scrutiny Panel (Economic Well-Being) and the Cabinet have considered the options that the Council had previously considered for Castle Hill House, High Street, Huntingdon and the details of an offer which had been received for the property.

Having been advised of the financial implications for the Council and the Medium Term Plan of the offer, the Overview & Scrutiny Panel (Economic Well-Being) has considered the assessment of Barker Storey Matthews on the local property market and the prospect for change.

During their deliberations on the matter, the Panel has discussed a range of issues including the terms of the current offer, changes in property values, and the cost of refurbishing the building. The Panel has also queried the difference between the offer and the figures included in the MTP for the sale of Castle Hill House and the timing of the decision to put the building on the market. Having also considered other uses of the building, the Panel agreed that the Cabinet should be recommended to accept the offer for Castle Hill House, Main Street, Huntingdon on the terms described to them.

The Cabinet has subsequently requested the Managing Director (Resources) to instruct the Council's Agents to contact the potential purchaser and to advise them that the Council will accept an offer of £625,000 for Castle Hill House but that this excludes the hardstanding area of land east of the property. Should this figure be unacceptable, the Cabinet agreed that the Council's agents should continue to market Castle Hill House with the aim of attracting potential interest locally and from outside the area.

Having discussed the potential to return the building to residential use, the Cabinet has authorised the Managing Director (Resources) to instruct another agent to market the property as a residential dwelling.

The outcome of the Cabinet's deliberations was reported to the Overview & Scrutiny Panel (Economic Well-Being) at their meeting on 8th March 2012 and the Chairman reported that he had raised his concerns with the Executive Leader about the principle of items being submitted to the Cabinet at short notice.

OFFICER EMPLOYMENT PROCEDURE RULES

Having been acquainted with the requirements of paragraph 4(e) of the Office Employment Procedure Rules, the Cabinet has confirmed that there was no material or well-founded objection to the Senior Officers' Panel's

decision to make the post of Head of Housing Services redundant and the consequential deletion of the post from the establishment.

LOCATION OF THE CALL CENTRE

The Overview & Scrutiny Panel (Economic Well-Being) has considered a range of options for the future location of the District Council's Call Centre and the key developments which had taken place since their previous deliberations. Members have noted that the Council has now reached a licence agreement to let part of the Civic Suite to another public sector organisation which has enabled the Council to meet targets in the Medium Term Plan.

The Panel has discussed the investigations which have been undertaken to establish whether there could be any benefit achieved from co-locating the District Council's Call Centre with the Huntingdonshire Customer Service Centre. Members have questioned the validity of the comparison with Harlow District Council and suggested that other co-located facilities could have been found that would have better facilitated this decision. The Panel has also discussed whether there would be any opportunity to achieve staff savings from co-locating the services and have noted that benchmarking of the service is undertaken on a regular basis.

In considering the contents of the report, the Panel has welcomed the decision to prioritise improving the Council's resilience and has suggested that as a professional exercise has established the necessity to have disaster recovery arrangements located in a separate urban area, this should include improving resilience at Pathfinder House. In this respect, the Panel has received an update on the work which was being undertaken to review the Council's existing Business

Continuity Strategy and the Chairman will discuss with the Chairman of the Corporate Governance Panel, the best way for the Economic Well-Being Panel to contribute to the review.

Members are of the view that customer service quality is of paramount importance, that the call centre works extremely well and that there are no apparent advantages to changing the current arrangements. With this in mind, the Panel has congratulated the Head of Customer Services on the achievement of a Customer Service Excellence award and has recommended that the Council should seek to negotiate a new lease for Speke House for up to 5 years with a break after 3 years.

Subsequently, the Cabinet has agreed to the Call Centre being retained at Speke House. The Managing Director (Communities, Partnerships and Projects) also has been authorised to negotiate the best terms available for a new lease for Speke House, before its expiry in June 2013.

BUSINESS IMPROVEMENT DISTRICT – HUNTINGDON

Arrangements to establish a Business Improvement District for Huntingdon has been supported by the Overview & Scrutiny Panel (Economic Well-Being). A Business Improvement District (BID) is an area within which local businesses agree through a local ballot to pay an additional charge on their business rates. The BID will focus on the town centre and is essentially the area circumscribed by the ring road which covers 369 businesses across the retail and office sectors.

The Panel has asked about the operating arrangements for the collection of the BID levy and queried how the success of the BID will be measured. Members noted that if the

Business Plan was not convincing, this would be reflected in the outcome of the BID Ballot. In addition all projects would have their own critical success factors and it would be possible to dissolve the BID at any time if local businesses do not consider that it is delivering anticipated outcomes.

The Panel has discussed the funding which had been provided by the District Council to assist with the development phase of the BID and whether funding would be available to assist other towns if they wished to adopt a similar approach. The Economic Development Manager has explained that Huntingdon Town Partnership had evolved to such an extent that the District Council funding only amounts to 40% of its overall budget and therefore the town is best placed to become a Business Improvement District. Members have also commented on the changing face of high street shopping and the likelihood that town centres will become more leisure orientated and a focal point for the community in future years.

On the question of car parking being identified as a key priority area for BID activities, Members have been advised that it was possible for the BID to use its funding to reimburse the local authority to provide for free car parking. However, in other areas this had been considered but not pursued.

Having been advised of the Panel's views, the Cabinet has authorised the Head of Customer Service to enter into the BID Levy Operating Agreement required in order to meet the Council's obligations under the Local Government Act 2003. With regard to the 14 premises/areas under the Council's ownership that will be entitled to a vote in the local ballot, the Managing Director, Communities, Partnerships and Projects has been authorised to cast any votes to which

the District Council is entitled after consultation with the Executive Leader.

In discussing the potential impact an additional cost will have on small businesses and charities Executive Councillors have been advised that, subject to the agreement of those liable, the BID Regulations 2004 will allow for this vulnerable group to be excluded from the charge.

CAMBRIDGESHIRE RENEWABLES INFRASTRUCTURE FRAMEWORK (CRIF) AND CAMBRIDGESHIRE COMMUNITY ENERGY FUND (CEF)

The Overview & Scrutiny Panel (Environmental Well-Being) has received a presentation from the Head of Environmental Management on the CRIF and the CEF. This helped in the understanding of what is a complex, technical subject.

Members welcomed the news that solar panels had been installed at Eastfield House. These will provide the Council with electricity, a supply for external use and a significant return on its investment. It is recognised that developers are likely to challenge the inclusion of renewable energy policies in the Local Plan. It is, however, accepted that the Council needs to have in place policy provisions to ensure that CEF income is retained locally.

With specific reference to wind power, it is suggested that the Council should try to influence where wind turbines are located. Under the new National Planning Policy Framework the Council should be able to specify the area where wind farms are more suitable. In making this recommendation it is recognised that there is no upper limit that can be imposed on the amount of wind turbines in an area. Huntingdonshire, at present is dependent on wind and photovoltaic

power for its renewable sources of energy. It will be necessary to make use of the full range of other options for renewables to fill the gaps. Having recently visited Waterbeach Waste Management Park, the Panel recommends that the options should include deriving energy from waste.

The CEF presents commercial opportunities both for public sector organisations and commercial businesses. It is significantly cheaper to install renewable measures during construction than retrofit existing properties. A key question will be developer contribution rates. They should not be set at such a level that developers only provide on-site renewable measures. Given that Huntingdonshire has the greatest renewable potential in Cambridgeshire, it is possible that the District could be a net beneficiary of CEF funds. There is the possibility that the CEF could require considerable management and monitoring. The Panel recommends that the Cabinet controls the arrangements that are put in place for these purposes to ensure they do not proliferate.

As the CRIF and CEF is a complex, technical subject, the Panel strongly recommends that a clear communication strategy is developed for it. This should comprise simplified messages and stress the cost-savings that can be obtained from renewables rather than carbon emissions. It might also make reference to energy conservation as this appears to be missing from current documents.

At the conclusion of their discussions on this Item, the Panel recommended the Cabinet to –

- ◆ note the work undertaken, formally to sign off the CRIF/CEF projects and to

endorse the future approach to energy and renewables;

- ◆ delegate authority to the Managing Directors to carry forward work on energy and renewables in the District, to deliver the best possible outcomes for Business, the Community and Public Sector, within the Framework of the CRIF, and;
- ◆ note that the Managing Directors will consider the merits of setting up a CEF.

Subsequently, these recommendations have been approved by the Cabinet. Executive Councillors have concurred with the Panel that the Council should try to influence the location of wind farms. In addition, the Cabinet has stated that the delivery of wind farms should not be restricted to private developers and that CRIF should recognise the commercial opportunities for public sector organisations.

CAMBRIDGESHIRE FUTURE TRANSPORT STUDY

The Overview & Scrutiny Panel (Environmental Well-Being) has appointed Councillor Mrs M Banerjee to a joint Scrutiny Review of Cambridgeshire Future Transport which has been established to find solutions to Cambridgeshire's transport and accessibility challenges.

GREATER CAMBRIDGE – GREATER PETERBOROUGH LOCAL ENTERPRISE PARTNERSHIP: INCORPORATION AS A COMPANY LIMITED BY GUARANTEE

The Cabinet has supported the incorporation of the Greater Cambridge – Greater Peterborough Local Enterprise Partnership (LEP) as a Company Limited by Guarantee. The Managing Director (Communities, Partnerships and Projects) and the

Head of Legal and Democratic Services have been authorised to complete the appropriate legal documentation and processes. Corporate membership will expand the Board's remit and enable it to enter into contracts.

CONSULTATION PROCESSES – AN UPDATE

The Overview and Scrutiny Panel (Social Well-Being) has received an update on progress on its completed study on the Council's consultation and engagement processes. The Panel will appoint Members to assist with a review of the Council's Consultation and Engagement Strategy at its June 2012 meeting.

VOLUNTARY SECTOR FUNDING

At the request of the Overview and Scrutiny Panel (Economic Well-Being) the Panel for Social Well-Being has agreed to examine the proposed future relationship between the Council and the Voluntary Sector. Of particular concern to the Economic Well-Being Panel is the potential resource implications associated with administering the scheme and the decision making process employed to determine future applications for funding. The Panel will decide how to undertake their investigation in June, during their deliberations on a report by the Head of Environmental and Community Health Services on Voluntary Sector Funding.

POLICE AND CRIME COMMISSIONERS

Members of the Overview and Scrutiny Panel (Social Well-Being) received details about the role and responsibilities of the Police and Crime Commissioner who will be elected on 15th November 2012. The Commissioner will be responsible overall for crime and disorder matters

across the Cambridgeshire area. A Police and Crime Panel will be established to scrutinise the role and performance of the Commissioner, discussions for which have commenced between the Police Authority and Cambridgeshire County and Peterborough City Councils. The Panel has expressed strong concerns that Huntingdonshire is not being represented at these meetings and has requested the Executive Councillor for Healthy and Active Communities' attendance at their April 2012 meeting to explain why this is so.

NEIGHBOURHOOD FORUMS WORKING GROUP

The outcome of a recent meeting of the Neighbourhood Forums Working Group was reported to the Overview and Scrutiny Panel (Social Well-Being). The Panel has endorsed the Working Group's proposals in respect of revised boundaries, composition, voting and constitutional terms for the proposed Local Joint Committees. It is intended that a consultation exercise will commence with the Town and Parish Councils and Partners shortly.

ONE LEISURE WORKING GROUP

The Overview and Scrutiny Panel (Social Well-Being) was updated on the outcome of a meeting of the One Leisure Working Group. The Working Group has split into two Sub-Groups. The Social Sub-Group will investigate the development of a methodology for the quantification of social value and the Economic Sub-Group will investigate the business model to be employed by One Leisure.

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

Following concerns expressed by Members of the Overview and Scrutiny

Panel (Social Well-Being) over the lack of communications about the future of Housing Services, the Executive Councillors for Customer Services and Strategic Planning and Housing have been requested to attend the Panel's April 2012 meeting.

ANNUAL ENFORCEMENT REPORT

The Development Management Panel has reviewed the activity undertaken by the Enforcement Team during 2011 and progress achieved against objectives identified for the service in 2010.

92% of recorded site visits had been undertaken within 10 working days underlining the importance now placed on making an initial visit shortly after a complaint had been made.

Regarding priorities for 2012, it was agreed that these should be –

- ❖ to focus on quality outcomes where unacceptable breaches were identified; and
- ❖ to maximise the efficiency of the enforcement service.

The Panel also has been made aware of the potential impact of the Localism Act on enforcement provisions but assured that these would not affect either the 2012 priorities or case loads.