

A meeting of the **CABINET** will be held in **CIVIC SUITE 1A PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 19 JULY 2012 at 7:00 PM** and you are requested to attend for the transaction of the following business:-

## **APOLOGIES**

  
**Contact  
(01480)**

**1. MINUTES (Pages 1 - 2)**

To approve as a correct record the Minutes of the meeting held on 21<sup>st</sup> June 2012.

**Mrs H J Taylor  
388008**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, non-disclosable pecuniary or non pecuniary interests in relation to any Agenda item. See Notes below.

**3. NEIGHBOURHOOD FORUMS - PROPOSED ESTABLISHMENT OF LOCAL JOINT COMMITTEES IN HUNTINGDONSHIRE - CONSULTATION RESPONSES (Pages 3 - 48)**

To consider the report of the Overview and Scrutiny Panel (Social Well-Being).

**H Ali  
388006**

**4. NEW HUNTINGDONSHIRE LOCAL PLAN CONSULTATION AND ENGAGEMENT PROCESS (Pages 49 - 58)**

To receive a report by the Head of Planning Services on the intended consultation and engagement process for the preparation of the new Huntingdonshire Local Plan.

**P Bland  
388400**

**5. VOLUNTARY SECTOR FUNDING 2013/2014 ONWARDS**

To receive a report from the Head of Environmental and Community Health Services on voluntary sector funding from 2013/14 onwards – to follow.

**D Smith  
388377**

**6. LOCALISATION OF BUSINESS RATES (Pages 59 - 66)**

To consider a report by the Head of Financial Services on the planned basis for the localisation of Business Rates.

**S Couper  
388103**

**7. REVENUE MONITORING: 2011/12 OUTTURN AND 2012/13 REVENUE BUDGET (Pages 67 - 82)**

To receive a report by the Head of Financial Services.

**S Couper**

- |     |   |                         |
|-----|---|-------------------------|
| 8.  | <b>CAPITAL PROGRAMME MONITORING 2011/12 OUTTURN AND 2012/13 BUDGET</b> (Pages 83 - 92)  | 388103                  |
|     | To receive a report by the Head of Financial Services.  | S Couper<br>388103      |
| 9.  | <b>WASTE COLLECTION POLICIES</b> (Pages 93 - 108)   |                         |
|     | To receive a report by the Head of Operations on changes to the Council's Waste Collection Policies.                          | E Kendall<br>388635     |
| 10. | <b>GROWING AWARENESS - A PLAN FOR OUR ENVIRONMENT ANNUAL REVIEW 2011/12</b> (Pages 109 - 114)                                 |                         |
|     | To receive an annual update from the Head of Environmental Management on the Council's Environment Strategy.                  | P Jose<br>388332        |
| 11. | <b>RISK REGISTER</b> (Pages 115 - 120)  |                         |
|     | To consider a report by the Audit & Risk Manager.   | D Harwood<br>388115     |
| 12. | <b>POLICE AND CRIME PANEL</b> (Pages 121 - 136)   |                         |
|     | To consider a report by the Head of Legal and Democratic Services on proposals for the Cambridgeshire Police and Crime Panel. | C Meadowcroft<br>388021 |

Dated this 11 day of July 2012



Head of Paid Service

**Notes**

**A. Disclosable Pecuniary Interests**

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it*
  - (a) *relates to you, or*
  - (b) *is an interest of -*
    - (i) *your spouse or civil partner; or*
    - (ii) *a person with whom you are living as husband and wife; or*

(iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

- (a) any employment or profession carried out for profit or gain;
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
- (c) any current contracts with the Council;
- (d) any beneficial interest in land/property within the Council's area;
- (e) any licence for a month or longer to occupy land in the Council's area;
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

#### **B. Other Interests**

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

**Please contact Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntingdonshire.gov.uk /e-mail: 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 Cabinet.**

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

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

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

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

***Emergency Procedure***

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

# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite O.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 21 June 2012.

PRESENT: Councillor N J Guyatt – Vice – Chairman in the Chair.

Councillors B S Chapman, J A Gray, N J Guyatt, T D Sanderson and D M Tysoe.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor J D Ablewhite.

### **15. MINUTES**

The Minutes of the meeting of the Cabinet held on 17<sup>th</sup> May 2012 were approved as a correct record and signed by the Chairman.

### **16. MEMBERS' INTERESTS**

No declarations were received.

### **17. TREASURY MANAGEMENT ANNUAL REPORT 2011/12**

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the performance for the year ending 31st March 2012 in the investment of the Council's capital receipts.

In accordance with the Chartered Institute of Public Finance and Accountancy's Treasury Management Code of Practice, Executive Councillors received the views of the Overview and Scrutiny (Economic Well-Being) Panel on the matter.

Having acknowledged that the Council had performed well with regard to the returns it had achieved on its investment in the year, the Cabinet

#### RECOMMEND

that Council receives the Treasury Management Annual Report 2011/12 and approves the amended Appendix B of the Treasury Management Strategy for 2012/13 reproduced as Document 2.

### **18. EQUALITY FRAMEWORK FOR LOCAL GOVERNMENT EQUALITY PEER CHALLENGE - ACHIEVING ACCREDITATION**

By way of a report by the Corporate Project Officer Policy and Performance (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the background to a recent accreditation obtained by the Council as an "Achieving" authority under the Equality Framework for Local Government. The report, which concluded that the Council has an excellent and enthusiastic staff who are committed to providing brilliant services, had been considered also by the Overview and Scrutiny Panel (Social Well Being) and the Employment Panel whose comments were relayed to the Cabinet.

Having considered the key findings of the assessment, areas identified for future consideration and in noting that an action plan would be developed to take these recommendations forward, the Cabinet

RESOLVED

that the content of the report now submitted be noted.

#### **19. REPRESENTATION ON ORGANISATIONS 2012/13**

Consideration was given to a report by Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) regarding the Council's representation on a variety of organisations/partnerships.

Having received an update schedule of organisations/partnerships to which the Council appoints representatives, the Cabinet

RESOLVED

- (a) that nominations be made to the organisations as set out in the schedule now submitted; and
- (b) that, in the event that changes are required by the Council's representative in the course of the year, the Head of Legal and Democratic Services, after consultation with the Deputy Executive Leader and Vice-Chairman of the Cabinet be authorised to nominate alternative representatives as necessary.

Chairman

## NEIGHBOURHOOD FORUMS – PROPOSED ESTABLISHMENT OF LOCAL JOINT COMMITTEES IN HUNTINGDONSHIRE – CONSULTATION RESPONSES (Report by the Overview and Scrutiny Panel (Social Well-Being))

### 1. INTRODUCTION

- 1.1 At its meeting on 6th March 2012, the Overview and Scrutiny Panel (Social Well-Being) considered a report from the Neighbourhood Forums Working Group on the proposed boundaries, composition, voting and constitution for new Local Joint Committees (LJCs) in Huntingdonshire. These were endorsed for submission to the Corporate Governance Panel and Executive Members with a view to launching a consultation with Town and Parish Councils, District and relevant County Members, Partners and various other interested parties. The proposals were subsequently noted by the Corporate Governance Panel at their meeting on 28th March 2012 and the Cabinet asked that they be subject to public consultation at their meeting on 19th April 2012.

### 2. BACKGROUND

- 2.1 A consultation was therefore launched on 30th April 2012, running for a six week period up to 8th June 2012. Letters were sent out to the following:-
- Town and Parish Councils;
  - District and relevant County Members;
  - Partners of the existing Neighbourhood Forums; and
  - Members of the public with an interest in the existing Neighbourhood Forums.
- 2.2 Details were also posted on the Neighbourhood Forums page and the Get Involved section of the Council's website.

### 3. BENEFITS OF THE PROPOSALS

- 3.1 The LJCs will promote the localism agenda by:-
- **building on the ways of working already established and the achievements of the Neighbourhood Forums;**
  - **extending the remit and responsibilities of the Neighbourhood Forums;**
  - **providing a mechanism for all tiers of local government to work together;**
  - **allowing the LJCs to engage with their communities in the most appropriate way;**
  - **allowing the LJCs to develop in a way that suits them;**
  - **enabling there to be greater flexibility to operate in a way that suits local need; and**
  - **providing an opportunity for local democratic decision making to take place on a range of possible matters where appropriate.**
- 3.2 The proposals are not intended to usurp the roles of Town and Parish Councils nor are they intended to add another layer of bureaucracy within local government. They seek to provide a forum whereby the three tiers of local government can meet to

discuss issues of local concern for the benefit of their communities and take decisions on local matters.

#### **4. KEY PRINCIPLES OF THE LOCAL JOINT COMMITTEES (LJCS)**

- 4.1 The proposals are intended to build upon the existing Neighbourhood Forums and introduce smaller more localised areas than at present. Members are mindful of localism and the opportunities that this presents and are therefore proposing nine new areas as attached at **Appendix A**. Of the 36 consultation responses received, four of the Town and Parish responses propose changes to the boundaries for their respective areas. Members will recall that an initial consultation was undertaken in September/October 2011 to elicit the views of stakeholders on the Neighbourhood Forums, at which point views were sought from Town and Parish Councils on whom they considered to be part of their local communities. The boundaries proposed in **Appendix A** were devised according to the comments received at that time. Having reviewed the Parish responses received during the recent consultation, Members have concurred that it will not be necessary to make any changes to the boundaries in light of the comments received. In reaching this view account has been taken of elected Member representation for each proposed area – a breakdown for which appears at **Appendix B**, the boundaries of the Shape Your Place initiative and the views of other Parishes.
- 4.2 The LJCs are intended to operate in a flexible way, to enable each area to develop in accordance with local need, whilst also encouraging public engagement and participation at meetings. It may appear that the functions listed in Section 3 of the constitution are exhaustive but it is stressed that the LJCs do not have to undertake all of the functions proposed. A number of comments were received on the constitutional terms of the LJCs, which have been taken in to account by Members. This has resulted in revisions to the draft which had been subject to consultation. An amended version appears at **Appendix C**.
- 4.3 Localism has been the main driver for the proposals. A significant change to the Neighbourhood Forums is the possibility for decision making responsibilities to be devolved from the District or County Councils to the LJCs. This will enable communities to have greater say and take decisions on local matters. Members who sit on the LJCs are reminded that they are there to represent the whole community, not specifically their Ward or the local authority that appointed them.

#### **5. CONSULTATION RESPONSES**

- 5.1 As had been said before, 36 responses to the consultation have been received, a breakdown for which is as follows:-

Town and Parish Councils – 22  
District and Relevant County Members – 2  
Partners of the existing Neighbourhood Forums – 4  
Members of the public - 8

- 5.2 All responses received have been subject to review by the Neighbourhood Forums Working Group which met on 12<sup>th</sup> June 2012.
- 5.3 A summary of the responses are attached as **Appendix D**. A number of comments and points of clarification were raised in the responses that were received. The Appendix also outlines the Working Group's response to each of the points raised.



## **6. COMMON ISSUES RAISED**

### **(a) Budgets and Accountability**

6.1 Some respondents have commented on the delegation of budgets to the LJCs. The LJCs will not hold funds and there will not be a requirement for the LJCs to have their own separate accounts or for them to be subject to audit. It is the intention that the decision making responsibility relating to a particular budget might be delegated from the District or County Councils in the future. The relevant authority will continue to hold that budget and they have their own audit procedures (Section 4 of the constitution refers). Whilst these delegated decisions have not yet been determined by either of the two authorities, there needs to be a mechanism in place to enable this to happen. Furthermore, the devolution of decision making responsibilities embraces the localism concept by enabling communities to take decisions on local matters. The constitution has been updated to make this clearer.

### **(c) Public Speaking at LJC Meetings and Delegated Decision Making**

6.2 The question of public speaking at LJC meetings has been raised by a number of respondents. As had been said before, the proposals seek to build on the Neighbourhood Forums and enhance their effectiveness. Public attendance and public speaking will always be encouraged at the LJC meetings as they have always been with the Neighbourhood Forums. To be clear on one particular point, Local Joint Committees established under Section 101 of the Local Government Act 1972 do not permit members of the public to speak during formal decision-making deliberations. Only those from amongst the membership would be entitled to speak at formally constituted meetings. There will be a separate open public session on the Agenda for meetings. Members of the public will not be entitled to speak during the LJCs deliberations on such matters, but can continue to observe the meeting.

### **(d) Voting Arrangements**

6.3 Having reviewed the consultation responses, Members have taken on board the points about “Twin-hatters” (i.e. Members who are both the relevant District Councillor and County Councillor) having two votes each. This would have permitted two votes on some issues and not others. Members are keen to create a voting system that promotes equality whilst at the same time not being too complex in nature. Members are therefore proposing to amend the voting arrangements so that all Members have one vote each. This would ensure consistency in voting arrangements. Section 7 of the constitution has been updated to reflect this change.

### **(e) Elected Member Representation**

6.4 The relative levels of Member representation between the three tiers of local government are neither equal nor constant across all the LJCs. The view has been taken that localism and the geographical identities of settlements should be the overriding factor in determining the boundaries of the LJCs. The boundaries take into account the views of those Town and Parish Councils who responded to the earlier consultation undertaken in September/October 2011 and the Shape Your Place initiative.

6.5 Some concern has been expressed by respondents with regard to the representation proposed for Town Councils. It has been suggested that there should be one Member per Parish Ward within a Town on LJCs. This matter was discussed at

length by Members who expressed the view that representatives are appointed to represent the views of their communities and not just their respective Wards.

**(f) Secretarial Functions**

- 6.6 Clarification was required on the secretarial functions outlined with 10.1 of the Constitution. It should have been made clearer prior to the consultation that these functions were being proposed to be undertaken by Town and Parish Clerks/Officers of Councils in the LJC area. Respondents have enquired whether this function should be carried out by elected Members but this is not what was intended.
- 6.7 Additionally, a number of concerns have arisen around the role of the Secretary. Views have been expressed that Parishes do not have sufficient resources for their Clerks to service LJC meetings and that the function should be centrally co-ordinated to avoid any confusion with a view to ensuring continuity and efficiency. This is not, however, a universal view and there may be a need for further negotiation on this point. The intention is to promote local ownership of the scheme, not a top-down approach. It is hoped that as the whole purpose is to increase local benefit, local Councils would want to be involved.

**(g) Police Representation at LJC Meetings**

- 6.8 There has been a perception that the Police would not be present at LJC meetings and this has caused some concern. A review of their Engagement Strategy was already underway and Cambridgeshire Constabulary have submitted a response and have indicated that there no longer is a legal requirement for the Police to set local priorities as they have done previously. Members of the public are therefore encouraged to contact the Police as soon as an issue arises and are not encouraged to wait until meetings. Furthermore, they have given an undertaking that they will re-establish contact with Town and Parish Councils directly as one of their methods of engagement. Police representatives will however be in attendance at LJC meetings if there is a significant matter of local concern.
- 6.9 Within their response, the Constabulary outlined the numerous ways that they will seek to engage with the public, which is a requirement under Section 34 of the Police Reform and Social Responsibility Act 2011. These are as follows (as extracted from their response dated 1st June 2012):-
- The local PCSO or Constable will attend local Parish and Town Council meetings. There will be a commitment to attend once a year and then outside of this where there is a significant issue requiring further attendance that cannot be resolved via telephone or email, with regular and timely updates given to the issues that are raised.
  - To inform the meetings, monthly crime data will be available at the end of every month via the force website, enabling residents and councils to view the crime in their area. This will then be supported later in the month via the website [www.police.co.uk](http://www.police.co.uk) which will allow more detailed street by street crime data, broken down in offence types. This will enable parish and town councils to get a timely view of crime in the area and raise any issues of significant concern.

- A re-invigoration of Neighbourhood Watch, with more timely disclosure of crime and suspicious activity seeking more timely feedback. This will also provide a communication route in and out for issues to be highlighted.
- Improved use of Parish newsletters and continuation of ecops service.
- Rolling programme of mobile station visits/ surgeries at key locations with opportunities to pop into local meetings and group encouraged e.g. coffee mornings, community groups etc.
- Single email point of contact into local police – [hunts cops@cambs.pnn.police.uk](mailto:hunts cops@cambs.pnn.police.uk) which will be checked 365 days per year.
- Participation in the new Induction meetings run by Luminus Housing for all prospective Luminus tenants.
- Regular problem solving team meetings where police can be made aware of issues by partner agencies.
- Police Enquiry Offices at Huntingdon, St Neots and St Ives remain open to the public, with a phone system available when the offices are closed.
- National 101 non-emergency number with speech dial facility.
- Voicemail system to local officers that will be checked regularly.
- Cambridgeshire Constabulary website providing details of local policing within the area and informing the public on ways to contact the local police.
- Sign up to “Shape your Place”, providing timely responses to the issues raised via the website. (Due July 2012)
- New Constabulary Facebook and Twitter accounts to facilitate engagement and improved communication.

## **7. OTHER MATTERS**

- 7.1 Members have considered the feasibility of undertaking a pilot LJC meeting within the District. In light of the fact that the meetings are proposed to be held at least twice a year and in noting that a review of the Constitution will be undertaken after 12 months, the Working Group recommend that all LJC's are seen as a 12 month trial.
- 7.2 At the Overview and Scrutiny Panel (Social Well-Being) on 3rd July 2012, it was suggested that perhaps the 12 month review of the LJC's could be addressed as a subject matter for debate at a future Council meeting.

## **8. CONCLUSION AND RECOMMENDATIONS**

- 8.1 The Working Group has reviewed and responded to each of the points raised by respondents to the consultation on the proposed establishment of LJC's in Huntingdonshire. The consultation was open for comment between 30th April and 8th June 2012. A number of comments and points of clarification have been received. As

a consequence some changes have been made to the constitutional terms of the LJs.

8.2 The Panel was tasked by the Cabinet to undertake a review of the Neighbourhood Forums in Huntingdonshire. This work has now been completed by the Working Group. If the LJs are to be introduced the Cabinet are recommended to:

- (a) approve the Constitution for Local Joint Committees in Huntingdonshire as appended in **Appendix C** of the report now submitted;
- (b) request each individual Ward Member of the Council to attend their respective LJC as outlined in **Appendix B** of the report now submitted; and
- (c) request the Overview and Scrutiny Panel (Social Well-Being) to undertake a review of the Local Joint Committees after 12 months operation.

8.3 Given that a range of views have been received, Members are requested to consider whether any further work is required before the proposals are finalised such as undertaking negotiations on detailed points with the County Council.

**Contact Officer:** Miss H Ali, Democratic Services Officer  
☎ 01480 388006  
✉ [Habbiba.Ali@huntingdonshire.gov.uk](mailto:Habbiba.Ali@huntingdonshire.gov.uk)

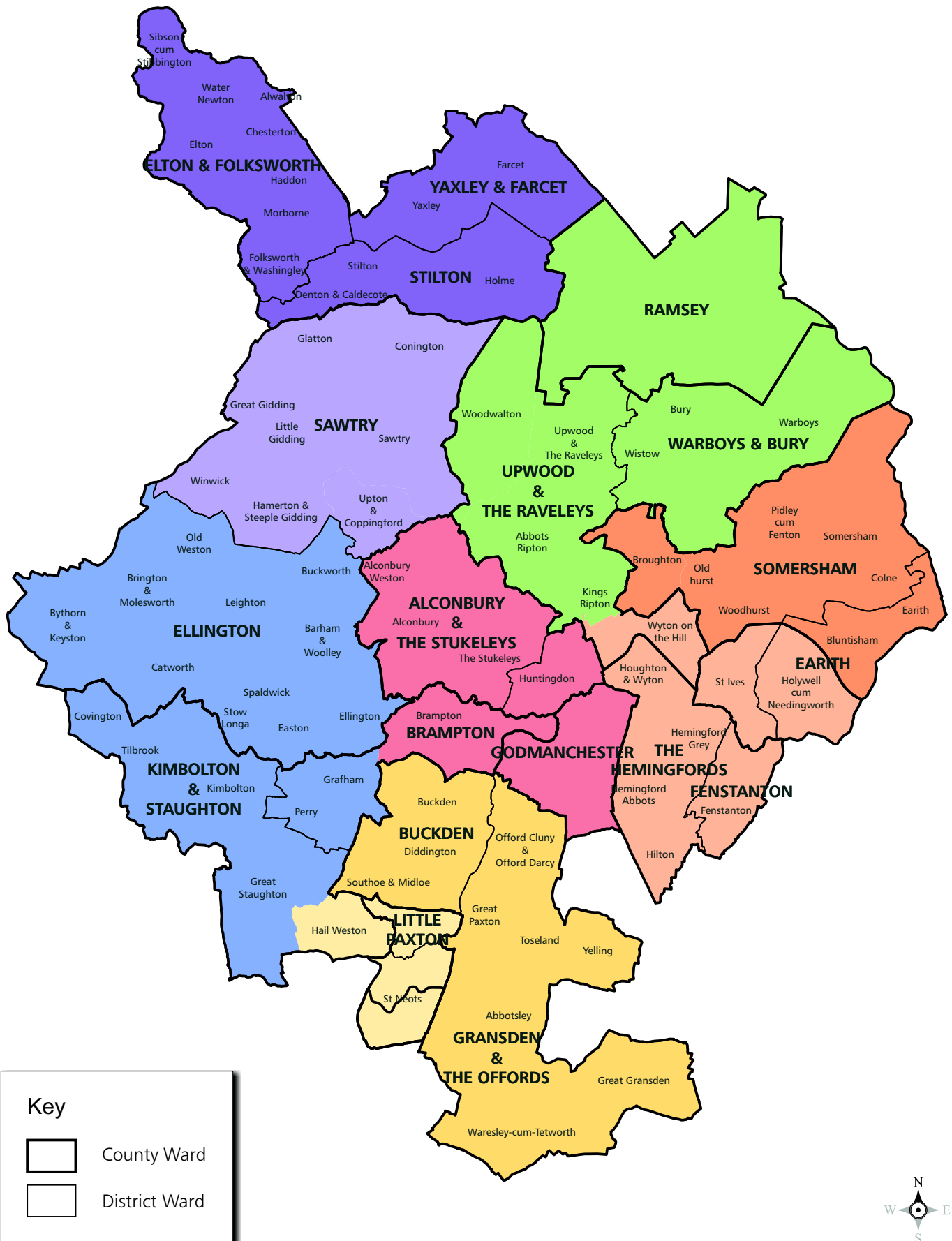
## **BACKGROUND INFORMATION**

Minutes and Reports of the Overview and Scrutiny Panel (Social Well-Being) held on 6th September, 1st November and 6th December 2011 and 3rd January, 7th February, 6th March, 12th June 2012 and 3rd July 2012.

Neighbourhood Forums Working File held by Democratic Services Section.

# Proposed Local Joint Committee

March 2012



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**DIVISION, WARD AND PARISH BREAKDOWN FOR PROPOSED LOCAL JOINT COMMITTEES**

AREA	PARISHES	DISTRICT WARDS	COUNTY WARD(S)
1	Sibson-cum Stibbington Water Newton Alwalton Chesterton Elton Haddon Morborne Folksworth and Washingley Stilton Denton and Caldecote Holme Yaxley Farcet	Elton and Folksworth (1) Yaxley and Farcet (3) Stilton (1)	Norman Cross (2)
<b>20 Seats</b>			
<b>% Split</b> Parish - 65% District - 25% County - 10%	<b>13 PARISHES</b>	<b>5 DISTRICT MEMBERS</b>  <b>Guyatt</b> Banerjee, Butler and Oliver Mitchell	<b>2 COUNTY MEMBERS</b>  <b>Guyatt</b> McGuire, M
<b>19 Votes</b>			
2	Sawtry Glatton Conington Little Gidding Great Gidding Winwick Hamerton and Steeple Gidding Upton and Coppingford	Sawtry (2)	Sawtry and Ellington (1)
<b>11 Seats</b>			
<b>% Split</b> Parish - 73% District - 18% County - 9%	<b>8 PARISHES</b>	<b>2 DISTRICT MEMBERS</b>	<b>1 COUNTY MEMBER</b>

**DIVISION, WARD AND PARISH BREAKDOWN FOR PROPOSED LOCAL JOINT COMMITTEES**

<p><b>11 Votes</b></p>		<p>Tuplin and Tysoe</p>	<p>McGuire, V</p>
<p><b>3</b></p>	<p>Bythorn and Keyston                  Brington and Molesworth                  Old Weston                  Leighton                  Catworth                  Buckworth                  Barham and Woolley                  Spaldwick                  Stow Longa                  Easton                  Ellington                  Grafham                  Perry                  Covington                  Kimbolton and Stonely                  Great Staughton                  Tilbrook</p>	<p>Ellington (1)                  Brampton (2)                  Kimbolton and Staughton (1)</p>	<p>Brampton and Kimbolton (1)                  Sawtry and Ellington (1)</p>
<p><b>23 Seats</b></p>			
<p><b>% Split</b>                  Parish - 74%                  District - 17%                  County - 9%</p>	<p><b>17 PARISHES</b></p>	<p><b>4 DISTRICT MEMBERS</b>                  Baker, M                  Downes and Jordan                  Gray</p>	<p><b>2 COUNTY MEMBERS</b>                  Downes                  McGuire, V</p>
<p><b>22 Votes</b></p>			



**DIVISION, WARD AND PARISH BREAKDOWN FOR PROPOSED LOCAL JOINT COMMITTEES**

<p><b>4</b></p>	<p>Godmanchester Brampton Huntingdon Alconbury Alconbury Weston The Stukeleys</p> <p><b>6 PARISHES</b></p>	<p>Godmanchester (2) Brampton (2) Huntingdon East (3) Huntingdon North (2) Huntingdon West (2) Alconbury and The Stukeleys (1)</p> <p><b>12 DISTRICT MEMBERS</b></p> <p>Hyams and <b>Kadic</b> <b>Downes</b> and Jordan Akthar, Greenall and Shellens Kadewere and Mackender-Lawrence Cawley and Sanderson Baker, K</p>	<p>Huntingdon (2) Godmanchester and Huntingdon East (2) Brampton and Kimbolton (1)</p> <p><b>5 COUNTY MEMBERS</b></p> <p>Brown and <b>Kadic</b> Dutton and Wilson <b>Downes</b></p>
<p><b>23 Seats</b></p>			
<p><b>% Split</b> <b>Parish - 26%</b> <b>District - 52%</b> <b>County - 22%</b></p>			
<p><b>21 Votes</b></p>			
<p><b>5</b></p>	<p>Little Paxton St Neots Hail Weston</p> <p><b>3 PARISHES</b></p>	<p>Little Paxton (1) Kimbolton and Staughton (1) St Neots Eaton Ford (2) St Neots Eaton Socon (2) St Neots Priory Park (2) St Neots Eynesbury (3)</p> <p><b>11 DISTRICT MEMBERS</b></p> <p><b>Churchill</b> Gray <b>Farrer</b> and <b>Harty</b> Giles and Harrison Chapman and Longford Hansard, Ursell and Van De Kerkhove</p>	<p>Little Paxton and St Neots North (2) Brampton and Kimbolton (1) St Neots Eaton Socon and Eynesbury (2) Buckden, Gransden and The Offords (1)</p> <p><b>6 COUNTY MEMBERS</b></p> <p><b>Harty</b> and <b>Churchill</b> Downes Hutton and <b>Farrer</b> West</p>
<p><b>20 Seats</b></p>			
<p><b>% Split</b> <b>Parish - 15%</b> <b>District - 55%</b> <b>County - 30%</b></p>			
<p><b>17 Votes</b></p>			

**DIVISION, WARD AND PARISH BREAKDOWN FOR PROPOSED LOCAL JOINT COMMITTEES**

<p>6</p>	<p>Buckden Diddington Southoe and Midloe Offord Cluny Offord Darcy Great Paxton Toseland Yelling Abbotsley Great Gransden Waresley-cum-Tetworth</p> <p><b>11 PARISHES</b></p>	<p>Gransden and The Offords (2) Buckden (1)</p> <p><b>3 DISTRICT MEMBERS</b></p> <p>Boddington and <b>West</b> Clough</p>	<p>Buckden, Gransden and The Offords (1)</p> <p><b>1 COUNTY MEMBER</b></p> <p><b>West</b></p>	
<p><b>15 Seats</b></p> <p><b>% Split</b> Parish - 73% District - 20% County - 7%</p>	<p><b>14 Votes</b></p>	<p>Ramsey Warboys Bury Wistow Upwood and The Raveleys Abbots Ripton Kings Ripton Woodwalton</p> <p><b>8 PARISHES</b></p>	<p>Ramsey (3) Warboys and Bury (2) Upwood and The Raveleys (1)</p> <p><b>6 DISTRICT MEMBERS</b></p> <p>Curtis, Duffy and <b>Reeve</b> Bucknell and Pethard Howe</p>	<p>Warboys and Upwood (1) Ramsey (1)</p> <p><b>2 COUNTY MEMBERS</b></p> <p>Lucas <b>Reeve</b></p>
<p><b>16 Seats</b></p> <p><b>% Split</b> Parish - 50% District - 37% County - 13%</p>	<p><b>15 Votes</b></p>			

**DIVISION, WARD AND PARISH BREAKDOWN FOR PROPOSED LOCAL JOINT COMMITTEES**

<p>8</p>	<p>Fenstanton Hilton Hemingford Abbots Hemingford Grey Houghton and Wyton St Ives Holywell-cum-Needingworth Wyton-on-the-Hill</p> <p><b>8 PARISHES</b></p>	<p>The Hemingfords (2) St Ives West (1) St Ives South (2) St Ives East (2) Fenstanton (1) Upwood and The Raveleys (1) Earith (2)</p> <p><b>11 DISTRICT MEMBERS</b></p> <p><b>Bates</b> and Williams Fuller Davies and Dew, D Ablewhite and Reynolds, D Harlock Howe Carter and Rogers</p>	<p>The Hemingfords and Fenstanton (1) St Ives (2) Warboys and Upwood (1)</p> <p><b>4 COUNTY MEMBERS</b></p> <p><b>Bates</b> Pegram and Reynolds, K Lucas</p>
<p><b>22 Votes</b></p>			
<p>9</p>	<p>Old Hurst Woodhurst Pidley-cum-Fenton Somersham Colne Earith Bluntisham Broughton</p> <p><b>8 PARISHES</b></p>	<p>Somersham (2) Earith (2)</p> <p><b>4 DISTRICT MEMBERS</b></p> <p><b>Criswell</b> and Bull Carter and Rogers</p>	<p>Somersham and Earith (1)</p> <p><b>1 COUNTY MEMBER</b></p> <p><b>Criswell</b></p>
<p><b>13 Seats</b></p>			
<p><b>12 Votes</b></p>			

**DIVISION, WARD AND PARISH BREAKDOWN FOR PROPOSED LOCAL JOINT COMMITTEES**

**NB - Those in red denote "twin-hatters" - to receive one vote each**

District Wards Covering Duplicate Areas:	Upwood and The Raveleys x 2 Brampton x 2 Kimbolton and Staughton x 2 Earith x 2
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County Wards Covering Duplicate Areas:	Sawtry and Ellington x 2 Warboys and Upwood x 2 Brampton and Kimbolton x 3 Buckden, Gransden and The Offords x 2
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## HUNTINGDONSHIRE LOCAL JOINT COMMITTEES

### CONSTITUTION

#### 1. Composition

- 1.1 The Local Joint Committees (LJCs) will be constituted in accordance with Sections 101 and 102 of the Local Government Act 1972 and will be Joint Committees for decision making.
- 1.2 Committees will be established across the District on the boundaries delineated in Appendix 1. The boundaries will be kept under regular review.

#### 2. Membership

- 2.1 Membership will comprise Cambridgeshire County Council (CCC) and Huntingdonshire District Council (HDC) Members for the LJC area. Town and Parish Councils within the LJC area will appoint one representative each. Membership will cease if, for whatever reason, Membership of the nominating authority ceases.
- 2.2 Town and Parish Councils will appoint a representative on an annual basis prior to the LJCs first meeting in each Municipal Year. A Town and Parish Council shall not appoint, as a voting Member or substitute, a person who is not a Member of that authority.
- 2.3 Each representative will have equal voting rights.
- 2.4 Town and Parish Council substitutes at meetings will be allowed provided the Secretary is informed at least 3 working days prior to a meeting.
- 2.5 Substitutes should be nominated at the same time as the Town and Parish Council representatives and will have the same voting rights as the Member that they replace and will count towards the establishment of a quorum.

#### 3. Functions

- 3.1 The purpose of the LJCs is to enable transparent strategic decision making at a localised level but not to detract from public engagement with Town and Parish Councils who should be the normal point of engagement. In doing so, it will also:
  - (a) engage the public at a more strategic level than Town or Parish Councils;
  - (b) promote and enhance local democracy;
  - (c) facilitate closer working between the three tiers of local government and other public and community services within the LJC area;
  - (d) enable Town and Parish Councils, the County Council, the District Council and the Police and public sector and voluntary sector Partners (including interested Community Groups), where appropriate, to discuss and address issues of current or future concern to the LJC area;

## APPENDIX C

- (e) make plans and related decisions for the LJC area (or constituent parts of the LJC area) based on need/evidence, including community views represented and captured through existing or additional work and virtual social mediums such as 'Shape Your Place';
- (f) undertake or enable consultations (outside of the LJC meeting) to ensure the community is consulted as widely as possible, including organising special public meetings where these are indicated/agreed as being needed in the LJC area (or constituent parts of the LJC area);
- (g) determine expenditure of any delegated decision making responsibilities relating to a budget by CCC or HDC. This must be spent within policy to improve service standards and in accordance with any conditions set by that authority on how funding should be spent. It could also be used to support the delivery of service improvements identified in Parish plans or to provide grants to local voluntary organisations;
- (h) provide a reporting mechanism to the Town and Parish Councils in paragraph 2.1 above by requesting them to attend local meetings and scrutinise service delivery within the LJC area - i.e. the LJC will have a strong role in the performance management of services in local communities;
- (i) act as a decision maker with regard to the local delivery of a range of services and to prioritise resource allocation in their area within existing standards and policy;
- (j) where they cannot be resolved by the LJC, refer matters of concern regarding service to the relevant Committee/Panel or of policy to Cabinet and for the LJC Chairman to have the right to speak at those bodies of CCC and HDC in order to represent the views of the LJC;
- (k) act as a formal consultation mechanism for CCC, HDC and other public and community services over and above that undertaken with individual Town and Parish Councils;
- (l) facilitate partnership working between the County, District, Town and Parish Councils within an LJC area;
- (m) assist with neighbourhood planning/preparation of community plans/liaison on Parish plans;
- (n) liaise with the Police, Fire, NHS, other public bodies and community groups;
- (o) provide a mechanism to enable Councils to pursue the localism agenda – in the wider sense of organising communities into action as well as acting as a conduit for the upward transmission of views;
- (p) consult on and prioritise any devolved decision making responsibility relating to funds relating to the Community Infrastructure Levy and the New Homes Bonus; and

- (q) undertake any decision making functions that may have been delegated by CCC and HDC.

In addition to this framework, each LJC will have the freedom to customise or develop their activities according to local need.

#### **4. Budgets**

- 4.1 Where the LJC has a delegated decision on a budget, its administration will be subject to local authority audit procedures.

#### **5. Meetings and Chairing of Meetings**

- 5.1 Each LJC will meet at least two times each year with other meetings being called as necessary with the prior agreement of the LJC Chairman or if more than half the Members of the Committee are in favour. Requests for other meetings can only be initiated from amongst the membership of the LJC.
- 5.2 The Chairman and Vice-Chairman of an LJC will be appointed annually. The Chairman and Vice-Chairman will be from amongst the membership of the LJC – preferably from a Town and Parish Council.
- 5.3 Ordinary meetings will take place in the local area.
- 5.4 An invitation to attend together with the Agenda for each meeting and the Minutes of the previous meeting will be sent to each Member, interested parties and members of the public no less than five working days before each meeting.
- 5.5 At least ten working days notice will also be given to the public of the time and place of each meeting by posting details at HDC's offices and on its website. Copies of such notice will also be sent to CCC and each Town and Parish Council in the area and will be widely publicised.
- 5.6 All meetings of the LJC will normally be open to the press and public where they will be provided with an opportunity to contribute to business transacted at the meeting. An exception to this is when decision making responsibilities have been devolved from CCC or HDC to the LJC. The public will not be permitted to partake in discussions in this respect.
- 5.7 Members of the public are encouraged to attend LJC meetings, to contribute to discussions and raise issues of local concern. There will be a separate item on the Agenda for each meeting for this purpose. Members of the public who are speaking will be encouraged to be concise and avoid repetition, thereby ensuring sufficient opportunity for others to contribute.
- 5.8 The Chairman of the LJC may invite any person to attend a meeting for the purpose of making a presentation or participating in discussion on any item relevant to that body's functions.
- 5.9 Town and Parish Councils are encouraged to receive reports on the work of the LJC.

**6. Public Participation**

- 6.1 So as to encourage public participation and engagement in the business of the LJC, Members and Officers shall ensure local people are informed, involved and consulted about any issues relevant to the LJC (excluding regulatory matters).
- 6.2 Each LJC meeting will decide how best to achieve this objective.

**7. Voting**

- 7.1 Any matter will be decided by a simple majority of all voting members of the LJC present at the time the question is put. All Members (or their substitutes) are entitled to vote at LJC meetings.
- 7.2 In the event of an equality of votes for and against, the Chairman will have a casting vote, but there will be no restriction on how he/she chooses to exercise this right.
- 7.3 Members who are both the relevant District Councillor and County Councillor will have one vote each.
- 7.4 Some decisions will be delegated to an Executive Member of CCC or HDC. In these instances the delegation will remain with that Member but he/she will take into account the views expressed by the LJC.

**8. Quorum**

- 8.1 The quorum for all meetings will be at least one third of voting Members to include representatives from all three tiers of local government.

**9. Minutes**

- 9.1 The Minutes of all meetings will take the form of a decision list. This will be presented to the Chairman to sign at the next scheduled meeting.
- 9.2 The Chairman will move that the Minutes of the previous meeting be signed as a correct record and no discussion shall take place on their content except with regard to their accuracy.

**10. Secretary**

- 10.1 Secretarial functions will be shared between the Clerks/Officers from amongst the membership of the LJC.
- 10.2 The responsibilities of the Secretary in respect of the business of the LJCs will be to ensure meetings are serviced and also specifically:
  - (a) to provide advice and support to Members in relation to the conduct of meetings;



- (b) to liaise with the Chairman, other Members and District and County support Officers to identify the matters to be included on the Agenda for each meeting; and
- (c) to produce a decision list following the deliberations of each meeting and circulate this to all participants within ten working days of the meeting.

## **11. Officer Support**

11.1 CCC and HDC will both provide Officer support for each LJC.

11.2 The duties of the Officers in respect of the business of LJCs will be:

- (a) to assist the Chairman to set the Agenda for each meeting;
- (b) to collate and dispatch all relevant papers and publicise the date, time and venue for each meeting;
- (c) to ensure that, where appropriate, reports are produced and that all Members, Officers and Partners who are invited to meetings are aware of the purpose of their attendance;
- (d) to provide general advice and support to Members;
- (e) to support the Chairman and Members in engaging and consulting local residents;
- (f) to ensure that all necessary actions are taken promptly to implement decisions;
- (g) to monitor the implementation of decisions and report back to the community and, where appropriate, refer any decision to CCC, HDC, Partner or Town and Parish Council bodies for further consideration;
- (h) to circulate details of actions taken in advance of the next meeting; and
- (i) to produce a schedule of dates and venues for meetings.

## **12. Conduct at Meetings**

12.1 High standards of conduct are expected from the representatives of public sector and voluntary sector organisations at LJC meetings. Elected Members must abide by the Members Code of Conduct of their respective authority when engaged in the business of the LJCs. They should apply the rules concerning the declaration of interests at LJC meetings.

12.2 Where it is clear that a decision in which a Town or Parish representative has such an interest in a matter likely to arise at a particular meeting, the substitute Member (with no interest to declare) may attend that LJC meeting or a part of the meeting in his/her place.

12.3 Members of the public speaking at LJC meetings should not engage in personal criticism or slanderous comment or use the LJC as a means of pursuing personal objectives.

**13. Expenses**

13.1 Voting Members and substitutes shall be entitled to recover from the nominating authority by which they are appointed any expenses they incur in connection with the discharge of the LJC's functions (for example travel expenses) according to their authority's own policy.

**14. Review**

14.1 This Constitution will be reviewed after 12 months at a meeting to which all Members of all LJC's in Huntingdonshire will be invited.

**15. Interpretation**

15.1 The decision of the LJC Chairman, after consultation with the HDC Officer on the interpretation of this Constitution, shall be final.

SUMMARY OF RESPONSES RECEIVED

TOWN AND PARISH COUNCIL RESPONSES		
	COMMENTS	WORKING GROUP'S RESPONSE
The Stukeleys	<ul style="list-style-type: none"> <li>Supportive of the proposals, in particular the suggestion to enable the LJCs to have decision making responsibilities.</li> <li>Slight concerns expressed over the composition of the proposed areas in terms of the proportion of voting power given to Parish Councils. For e.g. the Parishes in Area 1 (Norman Cross) have 65%, in Area 2 (Sawtry and Ellington) it is 73% while for Area 4 which includes The Stukeleys it is only at 26% as it is dominated by the urban areas with the larger number of County and District Members. Parish Council is proposing that their area should be more rurally focused comprising The Stukeleys, The Alconburys, The Riptons, Woodwalton and The Raveleys given that there is a greater commonality of interest.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>The respective levels of representation between the tiers of local government vary across the LJCs. The view has been taken that localism and the geographical identities of settlements should be the overriding factor in determining the boundaries for the LJC areas. Boundaries that are proposed have taken into account the views of those Town and Parish Councils who responded to the earlier consultation undertaken in September/October 2011. All Members represent the community regardless of who appointed them.</li> </ul>
Great and Little Gidding	<ul style="list-style-type: none"> <li>Suggest that their respective area should further be broken down (Area 2)</li> <li>Propose that an annual meeting should be held with the power to call for more if required.</li> </ul>	<ul style="list-style-type: none"> <li>Boundaries that are proposed have taken into account the views of those Town and Parish Councils who responded to the earlier consultation undertaken in September/October 2011.</li> <li>The proposals are intended to be flexible to enable each area to develop their own LJC in accordance with local need. An annual meeting could be held if agreement from amongst the membership of the</li> </ul>

		LJC area has been reached. Section 5 of the Constitution (para 5.1) contains a provision to call for more meetings if necessary.
Holywell-cum-Needingworth	<ul style="list-style-type: none"> <li>• Welcomed the end of the old Neighbourhood Forums and hope that the changes will lead to a less expensive and more productive way forward.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>
Ramsey	<ul style="list-style-type: none"> <li>• Expressed concerns over the size of their respective area (Area 7) which is regarded to be too large and have suggested that their area should comprise the Parishes of Ramsey, Bury and Upwood. Comments has been made that no account seems to have been given to proportional representation across each area and the number of proposed seats on the LJC.</li> <li>• Concerns have been expressed over what funding will be devolved and the Parish have questioned to whom the proposed LJCs will be accountable.</li> </ul>	<ul style="list-style-type: none"> <li>• The new areas are smaller than the previous Neighbourhood Forums. A scheme has been devised that enables all tiers of local government to be represented without creating meetings that are unwieldy. Boundaries that are proposed have taken into account the views of those Town and Parish Councils who responded to the earlier consultation undertaken in September/October 2011. The number of seats for each LJC ensures that each tier of local government is represented through a model which can be adopted Districtwide.</li> <li>• The LJCs will not have a budget. It is the decision making responsibility that will be devolved to the LJC. The authority that delegates the decision will hold that budget and it will be up to that authority to condition how funding is spent. Section 4 of the Constitution has been amended to make this clearer. Local authorities are yet to determine what decision making responsibilities are to be devolved, however there must be a mechanism in place, such as the LJCs, to enable this to happen.</li> </ul>
Buckden	<ul style="list-style-type: none"> <li>• Object to the proposals which are portrayed as creating an additional level of decision making which is regarded as being expensive, time consuming and unnecessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>

	<ul style="list-style-type: none"> <li>• Are concerned that decision making powers will be taken away from the Parishes but retained by the upper tier authorities.</li> <li>• The areas proposed are not based on communities of interest but on Electoral Wards and Divisions.</li> <li>• The proposal for twin-hatters to have 2 votes each is opposed.</li> <li>• The absence of the Police from these meetings is regrettable.</li> </ul>	<ul style="list-style-type: none"> <li>• No decision making powers will be taken away from Town or Parish Councils.</li> <li>• The boundaries that are proposed have taken into account the views of those Town and Parish Councils who responded to the earlier consultation undertaken in September/October 2011. They also reflect Shape My Place areas.</li> <li>• It has been agreed that twin-hatters will now receive one vote. The Constitution has been updated to reflect this change.</li> <li>• Please refer to Police (Cambridgeshire Constabulary) response below. There no longer is a legal requirement for the Police to hold formal public engagement meetings. Public are encouraged to contact the Police as soon as an issue arises and are not encouraged to wait until these meetings arise. They have given an undertaking that they will re-establish formal contact with Town and Parish Councils directly.</li> </ul>
Hail Weston	<ul style="list-style-type: none"> <li>• Content with the area proposed (Area 5) but would wish for Great Staughton to be included. Parish have indicated that they would wish to receive the Minutes of neighbouring LJsCs (Kimbolton and Staughton) as there may be matters discussed at these meetings which might affect the Parish.</li> </ul>	<ul style="list-style-type: none"> <li>• Boundaries that are proposed have taken into account the views of those Town and Parish Councils who responded to the earlier consultation undertaken in September/October 2011. Noted the request for Minutes of neighbouring LJsCs to be received.</li> </ul>
Spaldwick and Stow Longa	<ul style="list-style-type: none"> <li>• Content with the areas proposed for their respective Parishes.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>

	<ul style="list-style-type: none"> <li>• Who will administer the proposed LJC budget? This will be subject to audit and there will need to be some accounts.</li> <li>• 3.1 of the Constitution should be amended so that “Overview and Scrutiny” is deleted as another Committee/Panel may be relevant. “LJC” should be inserted before the word “Chairman” to avoid doubt.</li> <li>• 5.1 of the Constitution should state who should initiate a request and to whom it should be sent. Perhaps it should state that any Member wishing to call an extra meeting must obtain the prior agreement of the Chairman or more than half the membership and then inform the Officer identified in 11.2 of the Constitution to make the arrangements.</li> <li>• Second sentence of 7.1 of the Constitution should be amended to read “All Members (or their substitutes) are entitled to vote at LJC meetings”.</li> <li>• 7.4 of the Constitution re decisions that are delegated to an Executive Member of CCC and HDC – this needs to be made clearer.</li> <li>• 8.1 of the Constitution re quorum for meetings. Suggest replacing the words “voting Members” with “the membership”.</li> <li>• 10.1 of the Constitution re secretarial functions being shared between the Members of the LJC. Does this mean that for each meeting a different Member (i.e Councillor) will be invited as Secretary, or that a different Council will be invited to provide secretarial services (e.g. the Clerk)?</li> </ul>	<ul style="list-style-type: none"> <li>• Budgets will be administered by the delegating authority.</li> <li>• Agreed – Constitution amended.</li> <li>• Agreed – Constitution amended.</li> <li>• Agreed – Constitution amended.</li> <li>• Agreed – Constitution amended.</li> <li>• Agreed – Constitution amended.</li> <li>• For clarity and to comply with the requirement to take delegated decisions, this is not agreed.</li> <li>• This should have been made clearer. It was intended that the Clerks/Officers of participating authorities should provide these functions. Constitution has been amended.</li> </ul>
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	<ul style="list-style-type: none"> <li>The functions of the Secretary in 10.2 (a) and (b) of the Constitution appear to duplicate those of Officer support in 11.2.</li> <li>12.3 of the Constitution re failure of a Member or their substitute to attend 2 consecutive meetings and the seat being declared vacant thereafter – Who will be responsible for declaring the vacancy and notifying the Town or Parish Council of the need to appoint a replacement?</li> </ul>	<ul style="list-style-type: none"> <li>The Secretary and the Officer providing support are encouraged to liaise with one another. There may be instances when requests for advice and support and discussion around the Agenda setting for the meeting are considered by both the Secretary and the Officer outside of meetings. It is important therefore that dialogue is maintained during these times to avoid duplication.</li> <li>No longer in Constitution – see elsewhere.</li> </ul>
Warboys	<ul style="list-style-type: none"> <li>Not in favour of the proposals. Creating a formally constituted body under local government administrative legislation would add a further tier of local government decision making which would confuse the public and add complexity.</li> <li>If formally constituted, only local authority Members should be entitled to speak at meetings. An Open Forum session could act as a mechanism to enable the Police and public and voluntary sector Partners to speak during this part of the meeting, with contributions from the public being sought at this stage.</li> <li>Budgets would also require separate accounts to be maintained whilst also being subject to external audit. This will incur additional audit fees at a time when local authorities are facing budgetary cuts.</li> </ul>	<ul style="list-style-type: none"> <li>There are already Neighbourhood Forums. Decisions will only be taken where the LJs are the most appropriate forum. The principle of delegating matters to the lowest appropriate will apply.</li> <li>Members of the public can speak at meetings. Members of the public cannot legally speak when deliberations on delegated decisions have commenced.</li> <li>Decisions can be delegated. The authority that delegates the decision will hold the budget. There will not be a need for separate accounts.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Parish Council is opposed to the dissemination of the Community Infrastructure Levy and New Homes Bonus as it is felt that this should be targeted to the Parish Council and not be subject to competition from neighbouring Parishes. There will always be a danger that money will be spent in the largest community within an LJC area.</li> <li>• Twin hatters having two votes each is not permissible under local government law.</li> <li>• Clarification is needed on 10.1 of the Constitution re secretarial functions being shared between the Members of the LJC. Does this mean Elected Councillors or Officers of the local authorities that form each LJC? If the former, Members are not best suited to carry out these functions. If the latter, none bar a handful of Town and Parish Councils in Huntingdonshire employ more than a part time Clerk, most of whom do not have spare capacity to share the secretarial role. Town and Parish Councils will be reluctant for their Clerk's limited time to be diverted to servicing the LJC meetings.</li> <li>• The County and District Councils struggle to support the existing 5 Neighbourhood Forums and the Police were opposed to a sixth Forum when the latter were</li> </ul>	<ul style="list-style-type: none"> <li>• It is for the delegating authority to determine whether it is appropriate to delegate a particular matter to the LJC.</li> <li>• It had been intended to allow twin-hatters to have two votes to try to equalise voting imbalances between the tiers of local government during discussion on matters that are not formally delegated decisions. Legally individual Members can only have one vote in respect of delegated decisions. Rather than having this voting system it is suggested that all Members should have one vote at all times (except the LJC Chairman's casting vote).</li> <li>• This should have been made clearer but it was intended that the Clerks/Officers of participating authorities should provide these functions and not the Elected Members. Constitution has been amended. Concerns with regard to the capacity of Parish Clerks has been noted.</li> <li>• Please refer to the Police (Cambridgeshire Constabulary) and Cambridgeshire County Council response below.</li> </ul>
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	<p>established. There will be little inclination to support 9 LJs.</p> <ul style="list-style-type: none"> <li>Section 11 of the Constitution makes provision for only the County and District Councils to provide Officer support. Some of the duties listed in this section are administrative tasks which should be the responsibility of the Secretary. The section excludes any reference to Officers of Parish Councils and there is no mention of financial accounting, budgetary control etc which will be required if budgets are delegated.</li> <li>12.3 of the Constitution states that if a Town or Parish Councillor fails to attend consecutive meetings, the seat will be declared vacant with a replacement being sought. There is not such restriction on a County or District Member who may miss several meetings.</li> <li>The existing Neighbourhood Forums have provided a satisfactory mechanism for the public to raise issues with their elected representatives. The proposed LJs will not encourage public participation, will be more costly and time consuming and would generate even greater confusion in the minds of the public about who does what in local government within Huntingdonshire.</li> </ul>	<ul style="list-style-type: none"> <li>These comments have been noted and reviewed. It is intended that Officers/Clerks of participating authorities should provide secretarial functions. There may be instances where an individual Officer/Clerk may be able to carry out both functions. The LJs will not have a budget and separate accounts will not be required.</li> <li>Agreed that this reference should be deleted from the Constitution which has been amended accordingly.</li> <li>It will still be possible for LJs to discuss matters of public interest. It will be for the LJC to determine how best to do this.</li> </ul>
Bury	<ul style="list-style-type: none"> <li>Concerned that the size of the proposed areas are too unwieldy.</li> <li>The frequency of meetings is too infrequent and that they should be held quarterly.</li> </ul>	<ul style="list-style-type: none"> <li>Boundaries that are proposed have taken into account the views of those Town and Parish Councils who responded to the earlier consultation undertaken in September/October 2011. The LJC areas are considerably smaller than the previous Neighbourhood Forum areas.</li> <li>5.1 of the Constitution enables LJs to call more meetings if required. The Constitution states that</li> </ul>

	<ul style="list-style-type: none"> <li>• That regular Police attendance should be provided at the LJC meetings.</li> </ul>	<p>“Each LJC should meet at least two times a year”.</p> <ul style="list-style-type: none"> <li>• Please refer to Police (Cambridgeshire Constabulary) response below. There no longer is a legal requirement for the Police to hold formal public engagement meetings. Public are encouraged to contact the Police as soon as an issue arises and are not encouraged to wait until these meetings arise. They have given an undertaking that they will re-establish formal contact with Town and Parish Councils directly.</li> </ul>
Houghton and Wyton	<ul style="list-style-type: none"> <li>• Houghton and Wyton borders on to the two towns of Huntingdon and St Ives. Is it possible for the Parish to sit on both proposed areas?</li> </ul>	<ul style="list-style-type: none"> <li>• Formal membership of LJCs shall be restricted to the Parishes within its boundaries. LJC meetings are public meetings so interested parties can attend if desired.</li> </ul>
Earith	<ul style="list-style-type: none"> <li>• Happy to accept the group of Parishes that we have been allocated to and feel that the new LJCs will help each parish to work together.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>
Catworth	<ul style="list-style-type: none"> <li>• Concerned that the proposals would add another layer of bureaucracy.</li> <li>• Concerned over the loss of police involvement with local communities.</li> </ul>	<ul style="list-style-type: none"> <li>• The bureaucracy will be less than under the existing system of Neighbourhood Forums.</li> <li>• Please refer to Police (Cambridgeshire Constabulary) response below. There no longer is a legal requirement for the Police to hold formal public engagement meetings. Public are encouraged to contact the Police as soon as an issue arises and are not encouraged to wait until these meetings arise. They have given an undertaking that they will re-establish formal contact with Town and Parish Councils directly.</li> </ul>
	<ul style="list-style-type: none"> <li>• Clarification has been sought on what budgetary and</li> </ul>	<ul style="list-style-type: none"> <li>• It will be for the delegating authorities to determine</li> </ul>

	<p>financial decisions will be devolved down, together with the level of budget held.</p> <ul style="list-style-type: none"> <li>• Furthermore, clarification has been sought on what secretarial services would be shared and made comment that the Agenda should be co-ordinated centrally.</li> <li>• It is however accepted that the proposed area for Catworth would be more suitable than at present, given the commonalities with other Parishes proposed for their respective area.</li> </ul>	<p>which decisions will be delegated.</p> <ul style="list-style-type: none"> <li>• Clerks/Officers of participating authorities should provide these functions. Agree with the central co-ordination of the Agenda.</li> <li>• Noted.</li> </ul>
Chesterton	<ul style="list-style-type: none"> <li>• A general consensus on the proposals has been reached by the Parish, particularly to have smaller, more localised areas. The Parish Meeting also favour the “bottom up” approach proposed and welcome the existence of a comprehensive Constitution at this stage in time.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>
Waresley-cum-Tetworth	<ul style="list-style-type: none"> <li>• Broadly welcomed by the Parish. Proposals will make it much easier for Parish Councillors to attend and to contribute to discussion on more localised issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> </ul>
Hemingford Abbots	<ul style="list-style-type: none"> <li>• Parish Council has expressed concerns over the membership. Localism intends to pass greater responsibility to communities as represented by the lowest tier of local government. This will not be the case if an LJC has been established with voting majority of higher tier District and County Members. District Councillors are required by their own Constitution to “effectively represent the interest of their Ward and individual constituents”. A perception will exist that District and County Members have divided loyalty when casting their votes.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions will be delegated to the lowest possible level. The tier with the voting majority varies across the District.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reference to 3.1 (k) of the Constitution – LJs acting as a formal consultation mechanism for various bodies, given the arrangement of voting rights, in those LJs having a large number of District Members, effectively leads to HDC consulting with itself.</li> <li>• Questions have arisen about matters delegated to the proposed LJs. Given that decisions often have a cost implication, there should be powers for the LJs to reject the delegation in the absence of agreed sufficient funding.</li> <li>• Comment has been made about claiming travel expenses. Whilst these may be minor, it is in fact a further call upon electors to fund local government expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>• All Members will represent the views of their communities. There are only two LJs which District Members have more than 50% of votes.</li> <li>• This can be done by formal resolution.</li> <li>• Noted. The proposals are intended to embrace the localism concept and encourage greater levels of partnership working between the three tiers of local government for the benefit of the local community.</li> </ul>
Little Paxton	<ul style="list-style-type: none"> <li>• Clarification sought on the term “Partner” referred to in para 2 of the covering letter to Town and Parish Councils. Does this include all Members of the LJC?</li> <li>• The proposed LJC area for Little Paxton (Area 5) proposes 3 Parishes, 11 District Members and 5 County Members. Basically, Little Paxton will have one vote to give us a maximum of two votes, if the Ward Councillor supports us, against 17 other voters.</li> <li>• The proposed area has the lowest Parish</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of the LJC is outlined in 2.1 of the Constitution – CCC, HDC and Town and Parish Councils. The term “Partner” refers to other public, voluntary and community organisations such as the Police, Fire and Rescue Service, NHS Cambridgeshire, local Community Groups, etc.</li> <li>• All Members will represent the whole of the LJC area. The number of seats for each area ensures that each tier of local government is represented through a model which can be adopted Districtwide. Little Paxton is in fact represented by 4 Members – 1 Parish, 1 District Member and 2 County Members.</li> <li>• Please refer to the response above.</li> </ul>

	<p>representation at 16% compared to all other areas and should therefore be based upon the population residing within the area. This would enable greater representation as the present proposals mean that Little Paxton would have very little say in decisions passed by the LJC's.</p> <ul style="list-style-type: none"> <li>• Budgetary and financial decisions – are these at District level affecting our precept?</li> <li>• Frequency of meetings – the Parish Councils only need to assist once every two or three years. This implies the LJC are utilising Parish resources for which they have no control.</li> <li>• Voting rights – not proportionally represented and closer working will not be facilitated when the proposed LJC is dominated by the District and County Members.</li> <li>• Does “determine expenditure of any delegated budget” mean the Parish precept and how this is spent?</li> </ul>	
<ul style="list-style-type: none"> <li>• The LJC's will not be taking decisions that affect the precept.</li> <li>• Noted - all three tiers of local government should embrace partnership working and work effectively and efficiently together for the good of local communities to whom they are accountable. It is not just the Parishes that will be providing resources, but the District and County as well.</li> <li>• Please refer to the response at the second bullet point above. Those appointed to sit on the LJC are there to represent their communities and are encouraged to work together to achieve this aim.</li> </ul>		
<ul style="list-style-type: none"> <li>• The LJC's will not be taking decisions on the precept. The LJC's will not hold funding. It is the decision making responsibility that will be devolved to the LJC. The authority that delegates the decision will hold that budget and it will be up to that authority to condition how funding is spent. Section 4 of the Constitution has been amended to make this clearer. Local authorities are yet to determine what decisions they would wish to delegate, however there is a need to ensure that there is a mechanism in place to enable this to happen.</li> </ul>		

	<ul style="list-style-type: none"> <li>• CIL and New Homes Bonus should be determined by the Parish Council and not the LJC.</li> <li>• CCC and HDC will be able to delegate functions for the Parish Council to carry out – the Parish Council will have no say in this. This may have serious financial implications and affect how the Parish can utilise its precept.</li> <li>• Clarification is required – is there an additional budget delegated to the whole LJC by CCC and HDC or does this refer to the Parish Councils’ individual precepts.</li> <li>• Parish Councils are stretched for resources already – they would be unable to satisfactorily share secretarial functions between members of the LJC.</li> <li>• Officer support – does this refer to Ward Councillors?</li> <li>• Chairman has the final say in the interpretation of the Constitution – no matter what all other views Members may have. This appears not to be very democratic.</li> <li>• The proposals appear not to allow members of the public an opportunity to speak.</li> <li>• Many Parish Councils are non-political. District and County Members will not be entirely non-political and this will subsequently impact upon decision making and</li> </ul>	<ul style="list-style-type: none"> <li>• The delegating authority will determine which decisions should be taken by LJCs. Local authorities are yet to determine what decisions could be devolved down.</li> <li>• Decision making responsibilities will be devolved to the most appropriate level. This will be made clearer in the Constitution. The proposals will not affect Parish Council responsibilities/precept.</li> <li>• Delegations will be determined by delegating authorities. There are no implications for Parish precepts.</li> <li>• Concerns have been noted. Membership of the LJC comprises not only Town and Parish Councils but the District and County as well. Officers/Clerks of all authorities are all encouraged to provide this support.</li> <li>• 11.1 of the Constitution states clearly who Officer Support is – CCC and HDC Officers.</li> <li>• The Constitution will be amended to include the words “after consultation with the HDC/CCC Officer providing support to the LJC”.</li> <li>• There will be an opportunity for members of the public to speak at these meetings. Please refer to 3.1 (a) and Section 6 of the Constitution.</li> <li>• Members of the LJC are there to represent the interests of their communities, not just a Parish. The LJCs are not intended to be utilised as a</li> </ul>
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	<p>its relevance and benefit to a Parish.</p> <ul style="list-style-type: none"> <li>• Is the Working Group aware of the Parish Charter Working Group? They should work more closely together.</li> <li>• The proposals add another layer of bureaucracy and costs. Why should costs be borne by Town and Parish Councils during these “tight” economic times?</li> <li>• Police are not involved in the proposed LJCs which is what the Neighbourhood Forums were originally set up for. We understand the Police will not be attending these meetings.</li> <li>• Will meaningful budgets be set and where will the money come from? What functions will be delegated? If functions are delegated there needs to be a monetary saving of County/District budgets which can be quantified.</li> <li>• There are already adequate channels of communication for Parishioners. The functions identified for LJCs are concocted and duplicate the existing roles of Town and Parish Councils. Overall, the Parish oppose the LJC proposals.</li> </ul>	<p>political platform for any elected Members.</p> <ul style="list-style-type: none"> <li>• Yes – both are District Council initiatives.</li> </ul>
<p>Abbots Ripton</p>		<ul style="list-style-type: none"> <li>• There will be less bureaucracy than the Neighbourhood Forums. The only addition cost to Towns and Parishes would be through attendance by an Officer at meetings say once every three years to take Minutes. This is still under negotiation.</li> <li>• Please refer to Police (Cambridgeshire Constabulary) response below. There no longer is a legal requirement for the Police to hold formal public engagement meetings. Public are encouraged to contact the Police as soon as an issue arises and are not encouraged to wait until these meetings arise. They have given an undertaking that they will re-establish formal contact with Town and Parish Councils directly.</li> <li>• This will be for the delegating authorities to determine.</li> <li>• The principle behind the LJCs is to embrace the localism concept and to provide a forum that enables all three tiers of local government to vote together.</li> </ul>

Somersham	<ul style="list-style-type: none"> <li>Supportive of the proposals however there is concern over the secretarial provision. View expressed that this should be provided by HDC to ensure continuity and efficiency especially as there will not be a great number of meetings through the year.</li> </ul>	<ul style="list-style-type: none"> <li>Noted Parish's concerns. Section 10.1 of the Constitution has been amended to make it clear that it will be Officers/Clerks of the LJC that will provide these functions – this includes HDC.</li> </ul>
Upwood and The Raveleys	<ul style="list-style-type: none"> <li>The current system works well so why should it be changed. The Parish Council considered that if changes were to be made to the current system then the mapped out area on your proposed local joint committee plan would be more preferable.</li> </ul>	<ul style="list-style-type: none"> <li>The proposals are intended to introduce smaller more localised areas whilst being mindful of localism and the opportunities that this would present. The proposals will allow the existing Neighbourhood Forums to evolve, one of the mechanisms for which will be to devolve decision making responsibilities, thereby giving represented communities more power.</li> </ul>
St Ives	<ul style="list-style-type: none"> <li>What is the purpose of the LJC and its remit? It appears we are introducing another level of local government. Will this body have decision making powers? If so what on? What powers are the District and County Council divesting themselves of?</li> <li>The make-up of the Committee is top heavy with District Councillors. There should be one appointed to vote for each Ward. Under the current model, both Councillors could vote if there are two in a Ward. This is disproportionate in comparison to the voting rights of Town and Parish representatives.</li> <li>Each Parish and Each Town has one representative. This means that the representative of St Neots will be representing 27,000 people and the representative of Houghton will be representing some 2,000. This is problematic and certainly is weighted against the Market Towns.</li> </ul>	<ul style="list-style-type: none"> <li>Purpose and remit is set out in the Constitution. The proposals build upon the existing Neighbourhood Forums and will be able to take decisions. HDC and CCC will decide whether to delegate decisions.</li> <li>The respective levels of representation between the tiers of local government vary across the LJCs. The overriding principle is that LJC boundaries reflect communities and are of a more manageable size than the Neighbourhood Forums. All Members represent the community regardless of who appointed them.</li> <li>Please refer to the response above. All Members will represent the whole of the LJC area. The number of seats for each area ensures that each tier of local government is represented through a model which can be adopted Districtwide. St Ives is in fact represented by 8 Members – 1 Town, 5</li> </ul>



	<ul style="list-style-type: none"> <li>• Town and Parish Councils are corporate bodies. Council's must receive the Agenda with enough advance notice that they are able to discuss their issues to enable their representative to reach a decision. This could be difficult to organise, but is not insurmountable.</li> <li>• Members of the LJC who sit on two bodies will be given two votes. This is profoundly undemocratic. It should be stipulation that one Member should represent one body, that being the most senior. That being, if a Member is a County Councillor and a District Councillor, then someone else should represent the District Council.</li> <li>• It is envisaged that Town and Parish should keep the Minutes and act in a secretarial capacity. Such a role prevents them from taking part in the meeting properly. The representative from St Ives Town Council would not be in a position to do this. Officers are present at the meeting and that should be their role.</li> <li>• It is envisaged to drop the meetings from quarterly to twice yearly. This is certainly a retrograde step or is the Agenda going to be so minimalist that further meetings are not deemed necessary? If this is the case, then once again we must question the role of the AJC.</li> <li>• Whilst some aspects are welcomed, we would welcome the Overview and Scrutiny Panel to revisit the consultation document in light of the localism act and maybe join us at a Town Council meeting to explain it.</li> </ul>	<p>District and 2 County Members.</p> <ul style="list-style-type: none"> <li>• Noted.</li> <li>• It has been agreed that twin-hatters will now receive one vote. The Constitution has been updated to reflect this change. Given that all District and County Members for an LJC area will form part of the membership for an area, it will not be acceptable to have a Member representing the interests of a local community that he/she may not serve.</li> <li>• This should have been made clearer but it was intended that the Clerks/Officers of participating authorities should provide these functions and not the Elected Members. Constitution has been amended to make this clearer.</li> <li>• There will be matters that progress outside of LJC meetings. 5.1 of the Constitution enables LJC's to call as many meetings as they require. CCC are already reviewing the role of the AJCs.</li> <li>• Noted.</li> </ul>
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Kimbolton	<ul style="list-style-type: none"> <li>Parish considers the establishment of LJsCs to be an excellent idea and would be interested to learn more in due course.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
Huntingdon	<ul style="list-style-type: none"> <li>It is this Council's view that in the pursuit of localism, there is already a mechanism in Town and Parish Councils to ensure grass roots involvement in local democracy. There is a strong feeling that mechanisms should be driven from the bottom up and not from the top down and that Town and Parish Councils should be given power to enable them to facilitate this more.</li> <li>Members consider that low public participation in the Neighbourhood Forums was a key failure and that the public are no more likely to attend the meetings of Joint Committees. Members support simple ways of achieving localism, avoiding the creation of mere talking shops.</li> <li>Councillors are keen to understand how the District Council views the contribution that Town and Parish Councils can make to achieving the aims of increased localism.</li> </ul>	<ul style="list-style-type: none"> <li>The proposals do not wish to detract public engagement from Town and Parish Councils. The first point of contact for any member of the public should be Town or Parish Councils. Furthermore, the Police have indicated that they will re-establish contact with Town and Parish Councils directly – please see Cambridgeshire Constabulary response below. One of the main principles of the LJsCs is to promote the localism agenda through the upward transmission of views to the District and County Councils as well as enhancing the existing Neighbourhood Forums by introducing delegated decision making powers – these are to be delegated to the lowest appropriate level.</li> <li>It is not desirable to create "talking shops". Extending the remit of the existing Neighbourhood Forums to enable them the ability to take decisions will enhance their effectiveness. Members accept that the LJsCs will not generate high levels of public attendance, unless there is a significant matter of local concern.</li> <li>The LJsCs as a whole will promote the localism agenda by :- <ul style="list-style-type: none"> <li>building on the ways of working already established and the achievements of the Neighbourhood Forums;</li> <li>extending the remit and responsibilities of the Neighbourhood Forums;</li> <li>providing a mechanism for all tiers of local</li> </ul> </li> </ul>

		<p>government to work together;</p> <ul style="list-style-type: none"> <li>◆ allowing the LJsCs to engage with their communities in the most appropriate way;</li> <li>◆ allowing the LJsCs to develop in a way that suits them;</li> <li>◆ enabling there to be greater flexibility to operate in a way that suits local need; and</li> <li>◆ providing an opportunity for local democratic decision making to take place on a range of possible matters where appropriate.</li> </ul>
<b>DISTRICT MEMBER RESPONSES</b>		
Cllr B S Chapman	<b>COMMENTS</b>	<b>WORKING GROUP'S RESPONSE</b>
	<ul style="list-style-type: none"> <li>• Concerned that there is no proportionality of representation for Parishes, that there isn't any adequacy of representation and that there is no distinction between Town and Parish Councils. It is felt that the proposals disenfranchise the population of St Neots by limiting to a minimum, representation by Town Council Members who deal with far more complex issues than those managed by other Parishes. It is suggested that 1 Member per Parish Ward would be a fair compromise. Many of the Parish Councils are even smaller than Hail Weston and yet are proposed to each have the same representation as St Neots. The voice of St Neots is often not heard at District and County and the LJC proposals forego a golden opportunity to engage locally.</li> </ul>	<ul style="list-style-type: none"> <li>• The number of seats for each LJC ensures that each tier of local government is represented through a model which can be adopted Districtwide, which is not of a complex nature. Area 5, which includes St Neots, proposes 1 Parish representative, 9 District representatives and 5 County representatives. This means that out of the 20 seats proposed (albeit there being 3 twin-hatted Members) St Neots is represented by 15 (out of 20) Members – 12 in real terms when taking into account twin-hatted Members.</li> </ul>

<p>Cllr Mrs Longford P</p>	<ul style="list-style-type: none"> <li>The current proposals omit the County Division of Buckden, Gransden and The Offords.</li> <li>Unsure how Hail Weston fits in with the identities of St Neots and Little Paxton (Area 5). A larger number of representatives at Parish level would be more appropriate and it is suggested that each of the Parish Wards of St Neots be represented along with a Parish representative from Little Paxton. Hail Weston should be transferred across to Area 3. In general, the current proposals for Area 5 would result in a “top heavy” representation on a Committee designed to promote localism.</li> </ul>	<ul style="list-style-type: none"> <li>Noted – schedule updated accordingly.</li> <li>Please refer to the response to Councillor B S Chapman above re representation. Please also refer to Hail Weston’s comments outlined above – the Parish have expressed their contentment at being included within Area 5.</li> </ul>
<b>PARTNER RESPONSES</b>		
<p>Cambridgeshire Constabulary</p>	<b>COMMENTS</b>	<b>WORKING GROUP’S RESPONSE</b>
	<ul style="list-style-type: none"> <li>Proposals are a positive opportunity for local people to engage with their elected representatives, other agencies and service providers, including the Police. Frequency of meetings is appropriate and realistic. This also risks usurping the role of the Town and Parish Councils. Nine areas meeting twice yearly is acceptable – any more will present agencies some challenges to attend.</li> <li>There is no longer a legal requirement for the Police to set local priorities as they have done previously. Public are encouraged to contact the Police as soon as an issue arises and are not encouraged to wait until these meetings arise. The new ethos of local policing is to ensure that there are as many ways as possible for the</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>Noted.</li> </ul>

	<p>public to engage with the Police, raise issues of concern and find out about local policing in their area. The LJsCs could be utilised to review progress against issues that haven't been resolved to peoples satisfaction or to link together on cross boundary issues.</p> <ul style="list-style-type: none"> <li>• It would be good to see a broader range of agencies represented at the LJC meetings. In more recent times some of the meetings had become Police and Luminus (outside of Elected Members). Encouraging other Partners to attend would be a benefit to the LJsCs.</li> <li>• The Police will support community engagement within Huntingdonshire as much as possible and as much as is reasonable with the available resources. HDC's new venture is certainly supported.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> <li>• Noted.</li> </ul>
Cambridgeshire Police Authority	<ul style="list-style-type: none"> <li>• The existing Neighbourhood Forums worked extremely well, with issues being dealt with appropriately when they occurred and in partnership with other agencies.</li> <li>• The proposed number of areas are acceptable however concerns do arise with regard to the frequency of meetings which are regarded as being insufficient to adequately address any concerns that arise between meetings. However, having seen the Constabulary's response to the proposals the Authority is satisfied with the measures that will be in place to resolve such issues as and when they arise.</li> <li>• It is proposed that the notice for calling meetings should be extended to three months notice, with one month as an absolute minimum. The current proposal is for ten days.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> <li>• Noted.</li> <li>• The expectation is that longer than 10 days' notice of a meeting will be given. Please refer to 11.2 (i) of the Constitution which states that a schedule of dates and venues for meetings will be produced.</li> </ul>

	<ul style="list-style-type: none"> <li>The Authority is supportive of the proposal to encourage a broader range of agencies and community group representation at LJC meetings. Whilst the Police Authority will cease to exist on 22nd November, the Authority will continue to work positively with HDC, CCC and other agencies to see the joint Constabulary/Authority Engagement Strategy embed prior to the arrival of the Police and Crime Commissioner, who will have overall responsibility for crime and community safety.</li> </ul>	<p>This in turn will be circulated to the LJC membership as soon as it is available, thereby giving longer notice period. The Agenda for the meeting will be circulated at least five days before the meeting.</p> <ul style="list-style-type: none"> <li>Noted.</li> </ul>
Cambridgeshire Fire and Rescue Service	<ul style="list-style-type: none"> <li>Cambridgeshire Fire and Rescue Service will continue to serve the communities we serve by working with whatever structures exists where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
Cambridgeshire County Council	<ul style="list-style-type: none"> <li>Supportive of the aim and intention to promote the localism agenda and concur there is a greater need for flexibility to suit local need. Keen to meet with HDC representatives to discuss further and believe that effective working between the three tiers of local government would be the best way to service local communities in a simple and effective manner. Specific comments are as follows:- <ul style="list-style-type: none"> <li>❖ We are unsure as to whether extending the remit of Panels is a good thing. It would be fair to say that in their current configuration we do not believe Panels to be working particularly well. We therefore applaud the intention to review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Noted. A meeting between HDC and CCC is currently being arranged.</li> <li>Meeting being arranged between CCC and HDC to discuss this further.</li> </ul>

	<p>Panels, but if they are to remain, we need clarity as to their purpose. We therefore welcome the attention paid to the potential functions of Local Joint Committees, and inevitably some of the functions we would see as legitimate aspirations, but some require more definition.</p> <ul style="list-style-type: none"> <li>❖ We would agree that the LJC could indeed facilitate closer working relationships between the three tiers of Local Government; something that we believe would be a welcome development. We also agree that the LJC, because of this tri-partite approach, could act as the appropriate point to commission and receive local Parish Plans, and monitor progress against targets set. (3.1.c,d,e)</li> <li>❖ We would however be concerned if the LJC were to operate in a “semi scrutiny” function, or indeed acted as a referral point to the existing democratic scrutiny functions. We are not aware of any experience currently sitting with Parish Councils that might make this a wise option. (3.1.h)</li> <li>❖ We would be concerned about LJC being given responsibility for determining expenditure on delegated budget without much greater clarity about the remit of the budget concerned. Whilst we do believe in greater delegation, the decision making process has to be fit for purpose, and until we have decided what budgets will be delegated and by whom, it is problematic to put the structure in place first. (3.1.g)</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. It is up to each LJC area to develop their own Agenda.</li> <li>• Agreed – see earlier response.</li> <li>• The delegating authority will condition how funding is spent.</li> </ul>
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	<ul style="list-style-type: none"> <li>❖ This is compounded by the proposed make up of the LJsCs. If the County Council were to delegate decision making responsibilities to the LJsCs, their proposed make up would mean that the local County Councillor would be in a clear minority, despite the fact that the Councillor concerned would have the responsibility for that service. We believe that we would need to find some way of balancing this inequity, particular at the early stages of implementation. (7.1,2)</li> <li>❖ The concerns outlined above would be echoed in concerns over the proposals over quoracy. We would argue all tiers of Local Government have to be there to achieve quoracy (8.1)</li> <li>❖ We share your desire to make local Councillors the “champions” of their communities. We believe in strengthening local democracy. However your proposals raise questions over the democratic mandate of some Parish Councillors, and significantly over the training and development opportunities available to Councillors at all levels of Local Government. We would argue that we have to enable local Councillors to be seen to be more representative of the communities they serve, an issue facing us all. We therefore believe it might be helpful to make reference to other engagement techniques, as recently evidenced at the recent Somersham NESTA pilot, to enable LJsCs to develop.</li> <li>❖ The County Council would argue that rather than</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed LJsCs seek to promote localism. Members that sit on the LJsCs are there to represent the interest of their communities. Voting arrangements have been discussed above. If this is a genuine concern then CCC would delegate a decision to an Executive Councillor after consultation with the LJC. Matter to be reviewed at the meeting between CCC and HDC.</li> <li>• Agreed – this is already in the Constitution.</li> <li>• Noted. The proposals allow such practical matters to be implemented if required.</li> <li>• The new LJsCs build on the Neighbourhood</li> </ul>
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	<p>having standing local Committees, the key is to provide the structure to enable formal contact between the community and its publically elected servants. It is having the facility available should an issue arise that exercises the concerns of local people. Whilst it is problematic to have this flexibility in formal structures, we would worry that the LJsCs structured as proposed, do not learn sufficiently from our shared experiences of Neighbourhood Panels.</p> <ul style="list-style-type: none"> <li>❖ We are not sure we understand why the Chair of the LJC should preferably come from the Parish or Town Council (5.2)</li> <li>❖ We would argue that a nominated person becomes Secretary for the LJC, potentially for a designated period, although this does raise issues over capacity. To do otherwise would, we believe, lead to confusion (10.1)</li> <li>❖ We would wish to have a more detailed discussion over the Officer support available for each LJC, and this might be linked to the discussion over Secretarial duties above (11.1)</li> <li>❖ Who will be party to the Annual Review of the LJsCs? If this is to occur we would argue that all Huntingdonshire County Councillors should also be present (14.1)</li> <li>❖ We do not understand who the Chairman referred to in 15.1 is.</li> </ul>	<p>Forums. Most of the intent has been in the introduction of the ability to take delegated decisions; however, this is only one of the ways in which they will be able to operate. The Constitution provides a flexible framework that will permit LJsCs to operate in the way they see fit and to develop their way of working.</p> <ul style="list-style-type: none"> <li>• It is intended to encourage greater Town and Parish involvement and promotes the localism concept.</li> <li>• Concerns noted.</li> <li>• Matter to be discussed at meeting between CCC and HDC.</li> <li>• Noted.</li> <li>• 15.1 refers to the Chairman of the LJC. The Constitution has been updated for clarification purposes.</li> </ul>
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<b>PUBLIC RESPONSES</b>		<b>WORKING GROUP RESPONSE</b>
	<b>COMMENTS</b>	
Public No 1	<ul style="list-style-type: none"> <li>The District Council needs to make up its mind whether they want Town and Parish Councils or Neighbourhood Forums. Many Parish Councillors believe they are being compromised by these “quangoes”. They have no responsibilities to tax payers whatsoever.</li> </ul>	<ul style="list-style-type: none"> <li>Other responses do not reflect this view. All Members of LJs would be elected Councillors and would be accountable to the taxpayer for their decisions.</li> </ul>
Public No 2	<ul style="list-style-type: none"> <li>The existing Neighbourhood Forums work so why reinvent the wheel? Improved advertising and videoing sessions could possibly improve knowledge and participation.</li> </ul>	<ul style="list-style-type: none"> <li>The proposals are intended to introduce smaller more localised areas whilst being mindful of localism and the opportunities that this would present. The proposals seek to build on the existing Neighbourhood Forums, one of the mechanisms for which will be to devolve decision making responsibilities, thereby giving represented communities more power and flexibility. The proposals are designed to provide more efficient use local authority resources.</li> </ul>
Public No 3	<ul style="list-style-type: none"> <li>There is a fear that some isolation of community groups such as Neighbourhood Watch may occur. I will however give the proposals time to bed in before my fears are recognised over time.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
Public No 4	<ul style="list-style-type: none"> <li>The existing Neighbourhood Forums do not work as they are only attended by Town and District Councillors, the Police and a few very dedicated Neighbourhood Watch members.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
Public No 5	<ul style="list-style-type: none"> <li>A separate Hartford Forum should be established as a precursor to a formal Hartford Parish Council. Hartford</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>

Public No 6	<p>should be given a real voice.</p> <ul style="list-style-type: none"> <li>• The existing Forums provide a great opportunity to discuss, with Partners, areas of local concern. The proposals appear to be very bureaucratic with almost no opportunity for public comment.</li> <li>• Is there any place for the public and community groups to have an input? If so, what is the route by which this closer working/consultation will be facilitated? Will there be a reporting mechanism to these groups and if so who will be responsible for them?</li> <li>• Twice yearly meetings appear to be insufficient.</li> <li>• Agendas and Minutes will only be sent to Members five working days before each meeting. How are members of the public and other groups expected to raise issues if they have not had the opportunity to read these beforehand?</li> <li>• How will public participation be achieved? Will there be a time limit on how long members of the public can contribute to discussion on various issues? How can public participation be decided at each LJC in advance when the Agenda is not known?</li> </ul>	<ul style="list-style-type: none"> <li>• LJCs can engage with the public in the way they see fit. There will be less bureaucracy than the Neighbourhood Forums required.</li> <li>• Please refer to the response above.</li> <li>• The proposals are intended to be flexible to enable each area to develop their own LJC in accordance with local need. Section 5 of the Constitution (para 5.1) contains a provision for LJCs to call more meetings if necessary.</li> <li>• 5.4 of the Constitution will be amended to include reference to interested parties and members of the public.</li> <li>• Please refer to the first bullet point and the immediate response above. There will not be a time limit on the length of time members of the public can speak – it will be at the LJC Chairman's discretion as to how long he/she will permit them to speak.</li> </ul>
Public No 7	<ul style="list-style-type: none"> <li>• Support of the proposals however view has been expressed that both a Neighbourhood Forum and a Local Joint Committees is needed for each area. The</li> </ul>	<ul style="list-style-type: none"> <li>• The LJCs can still operate as the Neighbourhood Forums did if they want. There is, therefore, no need for both. LJCs can engage with the public as</li> </ul>

Public No 8	<p>proposals appear to reduce public participation which should be encouraged.</p> <ul style="list-style-type: none"> <li>• The existing Forums work well so why change them? A review of them was undertaken last year where it was agreed that they would remain the same. There is no purpose to changing to a new structure and is an attempt to engage with more Councillors and Parish Councillors who already are in attendance at these meetings.</li> <li>• Presently, the Forums are very informal which encourages public participation.</li> <li>• Waiting 6 months in between meetings loses some momentum – it is suggested that 4 monthly meetings should be held. This would also help to balance the costs of Partner and Officer time at meetings and thereby generate some form of saving.</li> </ul>	they see fit.
		<ul style="list-style-type: none"> <li>• The proposals seek to build on and enhance the existing Neighbourhood Forums.</li> <li>• The LJsCs will engage with the public in the way they see fit.</li> <li>• The proposals are intended to be flexible to enable each area to develop their own LJC in accordance with local need. Section 5 of the Constitution (para 5.1) contains a provision for LJsCs to call more meetings if necessary.</li> </ul>

CABINET

19 JULY 2012

## NEW HUNTINGDONSHIRE LOCAL PLAN CONSULTATION AND ENGAGEMENT PROCESS (Report by Head of Planning Services)

### 1. INTRODUCTION

- 1.1 The purpose of this report is to update Cabinet on the intended consultation and engagement process to support the preparation of the new Huntingdonshire Local Plan to 2036 and to advise on the documents being prepared for the next consultation phase.

### 2. BACKGROUND

- 2.1 At its meeting on 8<sup>th</sup> December 2011, Cabinet formally confirmed the Council's intentions to roll forward the Huntingdonshire Core Strategy in the light of changing national and local circumstances, and endorsed the proposal to produce a new Local Plan in order to achieve this.

- 2.2 Since then, Cabinet has endorsed a suite of documents that underpin the process of preparing the new Local Plan, each of which was subject to public consultation, as follows:

- The Local Development Scheme (LDS) that outlines the timetable for preparing and delivering the new Local Plan, approved at Cabinet on 16<sup>th</sup> February 2012.
- The Statement of Community Involvement (SCI) that outlines the ways in which the District Council will engage with stakeholders and the community on planning issues, approved by Cabinet on 19<sup>th</sup> April 2012.
- The Draft Sustainability Appraisal Scoping Report (SA) that outlines the sustainability issues that need to be addressed by the new Local Plan, approved by Cabinet on 19<sup>th</sup> April 2012.

### 3. CONSULTATION AND ENGAGEMENT PROCESS

- 3.1 The new Local Plan preparation process will include a number of key stages, all of which include opportunities for consultation and engagement. The key stages in the process are set out in Table 1 below.

<b>Table 1: Key Stages in the new Local Plan consultation and engagement process</b>	
<b>Dates</b>	<b>Key Stages</b>
<b>Stage 1:</b> 21 <sup>st</sup> May to 24 <sup>th</sup> June 2012	<b>Initial Issues and Options Consultation:</b> This was a non statutory initial introductory consultation designed to raise awareness of key issues and potential options focused on housing growth.

<b>Stage 2:</b> 27 <sup>th</sup> July to 1 <sup>st</sup> October 2012	<b>Strategy and Policy Consultation:</b> This is the first consultation which will seek views on the strategy options set out in Stage 1, place-based policies, potential allocations and Development Management policies. There will also be accompanying evidence and appraisal documents.
<b>Stage 3:</b> January – February 2013	<b>Draft Local Plan:</b> The first full draft of the Local Plan will be published for consultation taking into account responses received during stage 2 and incorporating alternative sites and policies put forward where they contribute to the most sustainable option. This will be the last non-statutory stage seeking views on the content of the draft Local Plan.
<b>Stage 4:</b> June – July 2013	<b>Proposed submission draft Local Plan:</b> This is the formal publication of the Local Plan under Regulation 19 <sup>1</sup> ; complemented with statutory consultation under Regulation 20 seeking representations concerned with the soundness of the Local Plan. Representations received at this stage are forwarded to the Planning Inspectorate for examination. Formal approval of this Plan will be required from the Council.
<b>Stage 5:</b> October – November 2013	<b>Independent examination:</b> Consideration by the Planning Inspectorate of the soundness of the Local Plan including, but not limited to, issues raised during the Regulation 20 consultation.
<b>Stage 6:</b> February – March 2014	<b>Publication of recommendations of the Planning Inspector:</b> Formal publication of the Inspector's recommendations for any amendments to the Local Plan.
<b>Stage 7:</b> May – June 2014	<b>Adoption:</b> Formal adoption of the Local Plan as the statutory development plan for Huntingdonshire superseding all current development plan documents.

- 3.2 Engagement with partners and local communities is obviously critical to the preparation of an effective Local Plan.
- 3.3 An extensive variety of forms of engagement will be utilised throughout the preparation of the Local Plan as appropriate to the nature of the specific consultation stages. The Town and Country Planning (Local Planning) (England) Regulations 2012 have no prescribed requirements for consultation until stage 4: proposed submission draft Local Plan. Until then consultation is expected to be ongoing and appropriate to the pertinent circumstances.
- 3.4 To ensure the widest possible participation a combination of electronic, active engagement and published material is intended to be produced.
- 3.5 As required by Regulation 35 all consultation material will be positively promoted and published on the Council's website. A database is maintained of some 5,000

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<sup>1</sup> Town and Country Planning (Local Planning) (England) Regulations 2012

organisations and individuals who have expressed an interest in planning policy matters. Everyone registered on this will be notified at each stage of the Local Plan preparation and invited to participate as appropriate.

- 3.6 Active engagement performs a useful role in facilitating discussion and responding to individual queries. In particular seminars are beneficial in engaging parish and town councils and will be offered throughout stages 1-4. Seminars will also be ongoing with key stakeholders such as neighbouring authorities, community and environmental organisations and infrastructure providers. To reach our wider communities exhibitions will be held across the district, particularly in areas of potential growth, giving people the opportunity to discuss their concerns on an individual basis.
- 3.7 A variety of published material will be provided at each stage of the Local Plan preparation. In accordance with Regulation 36 printed copies of all documents will be available on request but may be charged for as appropriate.
- 3.8 At the next stage of strategy and policy consultation a leaflet will be produced and delivered to all residential and commercial properties in Huntingdonshire to try to engage as wide a range of residents and businesses as possible at an early stage.
- 3.9 Local media, particularly the Hunts Post and News & Crier, will be engaged at each main stage of the Local Plan preparation to provide widespread cost-effective dissemination of proposals. Exhibitions or posters will be placed in libraries and information points providing headline information and signposting people to more detailed sources at stages 2-4 as appropriate.
- 3.10 Within the Council the Overview and Scrutiny Panel (Environmental Well-being), Development Management Panel and Cabinet will be engaged at all stages of the Local Plan's preparation. The Development Plan Policy Advisory Group (DPPAG) will provide detailed advice on the draft content of the Local Plan and be actively engaged in its preparation.
- 3.11 A statutory 'duty to co-operate' on plan preparation issues was introduced by the Localism Act 2011. This reflects the requirement to co-operate, although not necessarily agree, with key stakeholders such as neighbouring authorities and infrastructure providers. Seminars and electronic communications will be used along with joint working on production of evidence material as appropriate.

#### **4. INITIAL ISSUES AND OPTIONS CONSULTATION – STAGE 1**

- 4.1 Stage 1 of the consultation and engagement process (from 21<sup>st</sup> May to 24<sup>th</sup> June 2012) was a non-statutory consultation seeking views on initial issues and options for the new Local Plan. The consultation material included a concise document that summarised the key issues and particularly focused on potential options for additional housing growth based on possible low, medium and high growth scenarios. These differing potential scenarios were based on official statistics obtained from Cambridgeshire County Council and the Office of National Statistics.

- 4.2 As well as being widely publicised through the District Council's consultation portal, the process involved a series of briefings and seminars for 'Duty to Co-operate' stakeholders, District Council Members, Parish and Town Councils, developers and environmental / community groups and newspaper articles and public notices in the Hunts Post and News & Crier. The consultation seminars held as part of this process are listed in Table 2 below.

<b>Table 2: Initial Issues and Options Consultation Seminars</b>	
<b>Date</b>	<b>Briefing Seminar</b>
25 <sup>th</sup> April 2012	Statutory 'Duty to Co-operate' seminar on plan preparation process for key stakeholders, agencies, infrastructure providers and neighbouring authorities held at the HDC Civic Suite, Pathfinder House, Huntingdon
16 <sup>th</sup> May 2012	Member briefing on the plan preparation process and the Initial Issues and Options by the Head of Planning Services following Full Council held at the HDC Civic Suite, Pathfinder House, Huntingdon
21 <sup>st</sup> May 2012	Parish and Town Council Seminar hosted by the Strategic Planning and Housing Portfolio Holder and held at the Priory Centre, St Neots
22 <sup>nd</sup> May 2012	Parish and Town Council Seminar hosted by the Strategic Planning and Housing Portfolio Holder and held at the HDC Civic Suite, Pathfinder House, Huntingdon
23 <sup>rd</sup> May 2012	Parish and Town Council Seminar hosted by the Strategic Planning and Housing Portfolio Holder and held at the Abbey College, Ramsey
23 <sup>rd</sup> May 2012	Developers and Agents Seminar held at the HDC Civic Suite, Pathfinder House, Huntingdon
24 <sup>th</sup> May 2012	Environmental and Community Groups Seminar held at the HDC Civic Suite, Pathfinder House, Huntingdon

- 4.3 A total of 114 written consultation responses have been received on this initial consultation. The key outcomes of these are presented within the Strategy and Policy consultation material and further analysis will be incorporated in the statement of consultation provided to the Planning Inspector at the examination stage. A summary of the consultation themes that were raised during the Stage 1 Initial Issues and Options consultation is set out in Table 3 below.



**Table 3: Summary of themes arising from Stage 1 Initial Issues and Options Consultation responses**

Consultation Response Theme	Details
<b>Infrastructure provision</b>	<ul style="list-style-type: none"> <li>• Infrastructure is already failing to keep pace with growth - better planning in advance of growth is essential.</li> <li>• Pressure on roads, public transport, hospitals, water supply/sewerage, drainage, schools (especially secondary school capacity) - all major issues already and will be exacerbated by more development.</li> <li>• No more houses should be built until the A14 is upgraded.</li> <li>• A lower rate of house-building is now required to allow communities to assimilate the recent high rates of growth.</li> <li>• Concept of strategic green space is supported.</li> </ul>
<b>Dispersal of growth to around Key Service Centres and larger villages</b>	<ul style="list-style-type: none"> <li>• Adopt a more balanced spatial approach across the district.</li> <li>• Too much development in the east of the district – send more to the west and north west.</li> <li>• Would allow other areas to develop and attract new businesses and families.</li> <li>• Would relieve traffic bottlenecks.</li> <li>• Would increase choice of housing.</li> <li>• Smaller sites are easier to build out.</li> <li>• Would respect rural nature of district.</li> <li>• More growth in villages would protect local services/facilities and provide new homes for local young people who want to stay near their families.</li> <li>• Should not allow urban sprawl around villages.</li> </ul>
<b>Our urban areas</b>	<ul style="list-style-type: none"> <li>• Growth should be concentrated around existing conurbations – most sustainable option.</li> <li>• Build where employment and transport links exist and minimise development in small settlements.</li> <li>• Development within market towns/key service centres will maintain their prosperity.</li> <li>• Don't build new conurbations like Wyton – should infill around towns and key service centres.</li> <li>• Protect rural nature of district.</li> </ul>
<b>Meeting housing need</b>	<ul style="list-style-type: none"> <li>• More explanation needed of how the growth scenarios have been derived.</li> <li>• Need a mix of housing types / tenures and sizes.</li> <li>• Maintain a balance between jobs and housing.</li> </ul>

<b>Developing brownfield sites</b>	<p>Alconbury:</p> <ul style="list-style-type: none"> <li>• Development should be focused here – a brownfield site with good transport links.</li> <li>• Would reduce disruption to rest of district.</li> <li>• Has been an employment commitment for some time and no development has occurred – unlikely to change with designation of Enterprise Zone</li> <li>• Don't put all the eggs in one basket i.e. Alconbury.</li> </ul> <p>Wyton:</p> <ul style="list-style-type: none"> <li>• Only suitable for limited development.</li> <li>• Not a sustainable location.</li> <li>• Don't merge Wyton on the Hill with St Ives.</li> </ul> <p>Look at other brownfield sites also such as RAF Upwood – in need of redevelopment.</p>
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## 5. STRATEGY AND POLICY CONSULTATION – STAGE 2

5.1 Stage 2 of the consultation and engagement process on the new Local Plan is now planned for the period between 27<sup>th</sup> July and 1<sup>st</sup> October 2012. As part of the iterative process of consultation on the Local Plan, more information will be made available for comment than at Stage 1. Widespread involvement in the Stage 2 consultation will be encouraged responses through publicity, exhibitions and seminars, as per section 3 of this report.

5.2 Table 4 below summarises the proposed consultation documents for Stage 2 of the Local Plan process which consists of a consultation on Strategy and Policy matters.

<b>Table 4: Stage 2 Strategy and Policy Consultation documents</b>	
<b>Document</b>	<b>Summary</b>
<b>Introduction and Strategy</b>	<ul style="list-style-type: none"> <li>• This document will set out the overall context for the consultation.</li> <li>• The potential strategic options presented at the Stage 1 are presented again together with a summary of the comments received to date to inform further debate.</li> <li>• Consultation responses, together with further research and evidence, will enable analysis of the scale of growth to be considered at Stage 3 of the consultation process.</li> <li>• Additional evidence will be prepared, in co-operation with Cambridgeshire County Council, the Joint Strategic Planning Unit and others. It is expected that the East of England Regional Plan and its targets will be revoked during this consultation stage.</li> </ul>

<b>Place-based policies</b>	<ul style="list-style-type: none"> <li>• This document will set out draft place based policies to indicate how the need for sustainable development will be addressed in the Huntingdon, St Neots, St Ives and Ramsey Spatial Planning Areas, the Key Service Centres, the smaller settlements and the countryside.</li> <li>• Issues related to planning for Gypsy and Traveller sites will be identified recognising the new Planning Policy for Traveller Sites, which is to be read in conjunction with the National Planning Policy Framework. It is anticipated that no site allocations will be considered necessary for this specific use.</li> </ul>
<b>Potential allocations</b>	<ul style="list-style-type: none"> <li>• Potential allocations will be identified and a draft allocation policy will be included for each potential site.</li> <li>• Landowners will be particularly interested in responding to this material, which builds on previous Strategic Housing Land Availability Assessments.</li> <li>• An Environmental Capacity Study providing more detailed evidence onsite selection matters will also be available as part of the consultation process.</li> <li>• Additional sites put forward during the Stage 1 and Stage 2 consultations will be considered for inclusion as potential allocations in the draft Local Plan.</li> </ul>
<b>Development Management policies</b>	<ul style="list-style-type: none"> <li>• Draft policies to manage development will be provided for consultation.</li> <li>• These draft policies will build on those in the Development Management DPD: Proposed Submission 2010, and they also reflect new national planning policy (NPPF and related documents) and changes in circumstances.</li> </ul>

## 6. RECOMMENDATION

6.1 It is recommended that Cabinet:

1. Notes the progress made to date on preparing the new Local Plan, the nature of the summarised responses to the initial non-statutory Local Plan Issues and Options consultation, and the anticipated next steps in the consultation and plan making process.
2. Agrees to move on to the Strategy and Policy consultation stage, using appropriate consultation material (as set out in Table 4), the exact content of which to be agreed by the Head of Planning Services and Housing Strategy in consultation with the Executive Member for Strategic Planning and Housing.

**Background Papers:**

Cabinet Report and Minutes, 8 December 2011, 16 February 2012, 19 April 2012  
Initial Issues and Options consultation paper, May 2012

**CONTACT OFFICER:** Enquiries about this report to Steve Ingram, Head of Planning Services, on 01480 388400

**NEW HUNTINGDONSHIRE LOCAL PLAN CONSULTATION AND ENGAGEMENT  
PROCESS**

**(Report by the Overview and Scrutiny Panel (Environmental Well-Being))**

**1. INTRODUCTION**

- 1.1 At its meeting held on 10th July 2012, the Overview and Scrutiny Panel (Environmental Well-Being) considered the report by the Head of Planning and Housing Strategy on the new Huntingdonshire Local Plan Consultation and Engagement Process. The following paragraphs contain a summary of the Panel's discussions on the report.

**2. THE PANEL'S DISCUSSIONS**

- 2.1 Given the importance of the new Local Plan, the Panel has endorsed the principle that every means possible should be employed to engage local communities on it.
- 2.2 Area meetings will be held to help identify local issues that might be incorporated into the Plan. Members have asked for details of the location of these events. A workshop will be then arranged for Members of the Environmental Well-Being Overview and Scrutiny Panel to review the draft Plan.
- 2.3 It is suggested that the Peterborough Evening Telegraph should be included in paragraph 3.9 of the report by the Head of Planning and Housing Strategy as a further way of disseminating proposals. This will ensure the whole of the District is covered.

**3. CONCLUSION**

- 3.1 The Cabinet is requested to take into consideration the views of the Overview and Scrutiny Panel (Environmental Well-Being) as set out above when considering this item.

**Contact Officer: A Roberts, Scrutiny and Review Manager 01480 388015**

**Background Documents** - Reports and Minutes of the meeting of the Overview and Scrutiny Panel (Environmental Well-Being) held on 10th July 2012.

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CABINET

19 JULY 2012

## **LOCALISATION OF BUSINESS RATES (Report by the Head of Financial Services)**

### **1. PURPOSE**

- 1.1 A commitment to review local government finance was part of the Coalition Agreement when the Government came to office. Reform of the system of business rates, with some element of the rates being retained by local authorities rather than all rates being retained centrally and redistributed as a part of Formula Grant is the first part of that reform.
- 1.2 Following consultation, the Government published its plans for the rates retention scheme in December 2011 with the scheme coming into effect in April 2013.
- 1.3 The scheme includes an option for local authorities to come together to form local pools for business rates income. If they wish to do this the authorities must express an interest by 27 July though final confirmation is not required until later in the year.
- 1.4 This report explains how the both the retention system and pooling will work, based on information received to date, and seeks Cabinet approval to the Council “expressing an interest” in pooling with the County Council and other Cambridgeshire districts.

### **2. THE BASIS OF THE NEW SYSTEM**

- 2.1 The proposals focus on the distribution of business rate income, rather than changes to the system of business rate taxation. Businesses will see no difference in the way they pay tax or the way the tax is set. Rate setting powers will remain under the control of central government and the revaluation process will be unchanged.
- 2.2 The overall position will be that each authority will receive in 2013/14 the level of funding from Business Rates and Grant that the Government would have provided if there had been no change to the system. These sums are not yet known and the Government will have to take account of a range of economic pressures in arriving at these figures. There is certainly concern that these could be lower than previously forecast.

- 2.3 Of the Business Rates collected by each “collection authority” (i.e. District Councils in Cambridgeshire) the first 50% will be passed to the Government, 10% will go to the County, 1.25% to the Fire Authority and the remaining 38.75% goes initially to the District Council as its “**Business Rates baseline**”. Thus, if it were not for the levy, see 2.6 below, the District Council would gain 38.75% of any increase in Business rates and lose 38.75% of any reduction in Business Rates.

<b>Total Business Rates Collected by District</b>	<b>100.00%</b>
Proportion to Government	50.00%
Proportion to County and Fire	11.25%
Proportion to “collection authority” <b>= Business Rates Baseline</b>	<b>38.75%</b>

- 2.4 However, the Government will then decide how much funding an authority should receive and how much of this should be funded from grant and how much from retained Business Rates (the “**Spending Baseline**”). If the **Spending Baseline** is higher than the **Business Rates Baseline** then the authority will receive a **Top Up** from the Government from the Business Rates pool (most if not all County Councils will be **Top Up** authorities). Conversely if the **Spending Baseline** is lower than the **Business Rates Baseline** then the authority will pay a **Tariff** to the Business Rates pool (most Districts will be **Tariff** authorities).

authority	FUNDING			Business Rates Base Line	Top Up from Gov't	Tariff To Gov't
	From Grant and Business Rates	From Grant	From Business Rates Spending Base Line			
A	£9M	£4M	£5M	£23M		£18M
B	£30M	£8M	£22M	£20M	£2M	

- 2.5 The **Top Ups** and **Tariffs** will automatically increase for inflation. This gives **Top Up** authorities a guaranteed increase in part of their resources and means that a **Tariff** authority will lose resources if there is any reduction in the **volume** of Business Rates (the Business rate poundage itself rises by the rate of inflation).
- 2.6 In addition there will be a **Levy** on what the Government refers to as “disproportionate growth” which will be used to provide a safety net for those authorities experiencing reductions. The levy rate is based on the relationship between the **Business Rates Base Line** and the **Spending Base Line**. The result is that for each 1% extra in



Business Rates a **Tariff Authority** will only receive 1% of their **Spending Baseline**.

<b>Levy = 1 - (Spending Base Line/Business Rates Base Line)</b>
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authority	Spending Base Line	Business Rates Base Line	Levy
A	£5M	£23M	78%

2.7 Thus if a District Council's Business Rates were to increase it would not keep 38.75% because it would have to pay 78% of this to the Government as a **Levy** leaving it with just 8.3%. However if its Business Rates were to fall it would lose 38.75% unless protected by the Safety Net (see below).

IMPACT ON DISTRICT COUNCIL A		
Real terms change in Business Rates Collected	+£3M	-£3M
Business Rates Base Line	£23M	£23M
Spending Base Line	£5M	£5M
Levy rate	78%	78%
<b>Impact on District Council</b>	<b>+£250k</b>	<b>-£1,163K</b>

2.8 If an authority's income drops below the safety net threshold, the authority will receive safety net payments to take income back up to that threshold level. The Government proposes to set the safety net threshold between 7.5% and 10% below the authority's **Spending Baseline**. For example, a 10% safety net threshold would mean that no authority would see more than a 10% drop in their retained income from business rates. However, even a 7.5% loss could have severe implications for any authority.

SAFETY NETS	
Spending Base Line	£5M
Maximum loss if Safety net:	
7.5%	£375k
10%	£500k

2.9 Local authorities may combine to form Business Rate pools. Where local authorities enter into pooling arrangement individual **Top Ups** and **Tariffs** will be combined as will **Levy** arrangements. Authorities in pooling arrangements will need to agree how they will share risks and potential rewards between the individual.

- 2.10 The Government share of Business rates, referred to above, will be fixed at 50% until any reset of the system. It is intended that this share will remain unaltered for seven years to 2020 in order to provide authorities with the certainty that they need to plan and budget. Longer term, the Government remains committed to its aspiration for 10 year reset periods though it would still retain flexibility for more frequent resets in exceptional circumstances.
- 2.11 Business Rate growth in Enterprise Zones is dealt with separately and allocated via the LEP. Large pre-agreed Tax Increment Financing Schemes (TIFS) are excluded from the reset mechanism and the levy. These will be where an authority intends to invest significant sums to support economic development and obtains DCLG consent to keeping the extra Business Rates to fund the borrowing costs of the investment.
- 2.12 Business rates income from new renewable energy projects will be retained in full by the Council that approves the planning application which will normally be the District Council.

### **3. POOLING**

- 3.1 The Government considers that pooling offers opportunities for encouraging joint working, sharing the benefits from economic growth investment across a wider area, managing volatility in Business Rate income levels and potentially supporting the delivery of further economic growth.
- 3.3 Pooling combines the Tariffs/Top Ups of individual authorities within the pooling area and treats the area as a single authority (although individual authorities would still be notified of their Tariffs/Top Ups). A single levy rate applies to the sum of the pool's income and growth levels. Similarly, safety net eligibility is also calculated at aggregate pool level.
- 3.4 Pool members will determine their own governance arrangements including how to distribute resources amongst pool members; for example, authorities could decide that each member will receive at least the same amount as they would have if a pool had not been in place, and additional resources could be distributed in whatever way they wished.
- 3.5 Authorities need to inform the Government if they are interested in Pooling by 27 July. The government intends to allow authorities the chance to withdraw from pooling arrangements once the draft Local

Government Finance Report is published (if the request is made within 28 days of the draft report being published).

- 3.6 Apart from the perceived benefits of pooling referred to in 3.1 above there can be financial benefits. If one, or more, Tariff authorities combine with a Top Up authority the net result is that a lower Levy rate results and so a greater share of any growth in Business Rates will be retained locally. At a recent meeting of the Cambridgeshire Public Services Board there was support from all authorities for the principle of pooling on a countywide basis.
- 3.7 The County Council have modelled a range of scenarios using the Society of County Treasurer's model and consider that there is a net benefit as long as there is not an overall reduction in the pooled Business Rates of more than 0.25%.
- 3.8 The table below provides the assumptions on Spending Baselines that the County Council have derived from their model. It shows that the levy rate changes from a range of 0% to 89% without pooling to 36% with pooling. Because the levy rate is applied to the Business Rates Baseline where only 20% is allocated to the County Council the reductions to 36% for the Districts exceeds the impact of the County rising to 36%.

Authority	Business Rates Baseline (£m)	Spending Baseline (£m)	Tariff (-) Top-up (+) (£m)	Levy Rate No Pool	Levy Rate With Pool
Cambridgeshire	25.950	61.740	+35.791	0%	<b>36%</b>
Cambridge City	34.958	4.689	-30.269	87%	<b>36%</b>
East Cambridgeshire	6.957	2.747	-4.210	61%	<b>36%</b>
Fenland	8.812	3.897	-4.915	56%	<b>36%</b>
Huntingdonshire	23.202	5.166	-18.036	78%	<b>36%</b>
South Cambridgeshire	26.626	2.951	-23.675	89%	<b>36%</b>
<b>Total</b>	<b>126.505</b>	<b>81.191</b>	<b>-45.314</b>		<b>36%</b>

- 3.9 Using these figures the following tables illustrate the impact of 2% real terms growth **for one year** with or without pooling. They show that the total growth in rates retained within a Pool would be £1.7M as opposed to £1M without pooling.

<b>2% GROWTH NO POOLING</b>	<b>Gross Business Rates Increase</b>	<b>Less Gov't Share</b>	<b>County/Fire Transfer</b>	<b>Business Rates Baseline</b>	<b>Less Levy</b>	<b>Growth retained</b>	<b>Levy Rate</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Fire			0.065	0.065	0.000	<b>0.065</b>	0%
Cambridgeshire			0.519	0.519	0.000	<b>0.519</b>	0%
Cambridge City	1.804	-0.902	-0.203	0.699	-0.608	<b>0.091</b>	87%
East Cambridgeshire	0.359	-0.180	-0.040	0.139	-0.085	<b>0.054</b>	61%
Fenland	0.455	-0.227	-0.051	0.176	-0.099	<b>0.078</b>	56%
Huntingdonshire	1.198	-0.599	-0.135	0.464	-0.362	<b>0.102</b>	78%
South Cambridgeshire	1.374	-0.687	-0.155	0.533	-0.474	<b>0.059</b>	89%
<b>Total</b>	<b>5.190</b>	<b>-2.595</b>	<b>0.000</b>	<b>2.595</b>	<b>-1.628</b>	<b>0.967</b>	

<b>2% GROWTH WITH POOLING</b>	<b>Gross Business Rates Increase</b>	<b>Less Gov't Share</b>	<b>County/Fire Transfer</b>	<b>Business Rates Baseline</b>	<b>Less Levy</b>	<b>Growth retained</b>	<b>Levy Rate</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Fire			0.065	0.065	-0.023	<b>0.042</b>	36%
Cambridgeshire			0.519	0.519	-0.187	<b>0.332</b>	36%
Cambridge City	1.804	-0.902	-0.203	0.699	-0.252	<b>0.447</b>	36%
East Cambridgeshire	0.359	-0.180	-0.040	0.139	-0.050	<b>0.089</b>	36%
Fenland	0.455	-0.227	-0.051	0.176	-0.063	<b>0.113</b>	36%
Huntingdonshire	1.198	-0.599	-0.135	0.464	-0.167	<b>0.297</b>	36%
South Cambridgeshire	1.374	-0.687	-0.155	0.533	-0.192	<b>0.341</b>	36%
<b>Total</b>	<b>5.190</b>	<b>-2.595</b>	<b>0.000</b>	<b>2.595</b>	<b>-0.934</b>	<b>1.661</b>	

3.10 The County modelling includes a significant number of further assumptions and suggests higher benefits but the benefit illustrated above would still be a significant and welcome benefit.

3.11 Before the deadline for withdrawal (potentially November) the following points would need to be determined:

- The basis for allocating any gain (or loss) from pooling
- The likelihood of Business Rates growth in 2013/14.
- The financial benefit incorporating the final details of the scheme modelled for a range of potential growth and reduction scenarios.

This would allow each authority to make their final decision as to whether to withdraw from the Pooling at that stage.

#### **4. CONCLUSION**

- 4.1 Businesses should see no changes from the proposed changes unless it is via a greater local authority interest in business growth.
- 4.2 The localisation of business is not intended to change the resources available to authorities in 2013/14 but it will, over time, result in a higher proportion of resources going to growth areas.
- 4.3 It is extremely difficult to forecast what the Council's level of Business Rate growth will be especially as the Enterprise Zone is excluded.
- 4.4 A Levy system results in District Councils only getting a small share of any growth in Business Rates.
- 4.5 Safety nets exist but are not expected to apply until an authority has lost 7.5% or more of its Spending Baseline.
- 4.6 Based on current knowledge, Pooling will provide a benefit where one, or more, Tariff authorities pool with a Top Up authority in a growth situation.
- 4.7 Any pooling arrangement should be based on ensuring that no authority loses as a result of pooling.
- 4.8 Interest in pooling must be notified by 27 July but withdrawal will then be allowed up until a date to be specified.

## **5. RECOMMENDATION**

### **5.1 Cabinet is recommended to:**

- Note the planned basis for the localisation of Business Rates
- Express to the DCLG the Council's interest in pooling with the County Council and other Cambridgeshire Districts on the understanding that the governance arrangements will be based on no authority losing from pooling and noting that there will be the opportunity to review that decision later in the year.

### **ACCESS TO INFORMATION ACT 1985**

Government proposals and PSB report held by Head of Financial Services.

### **Contact Officers:**

Steve Couper, Head of Financial Services ☎ 01480 388103

## 2011/12 OUTTURN AND 2012/13 REVENUE BUDGET MONITORING (Report by the Head of Financial Services)

### 1 INTRODUCTION

- 1.1 The 2011/12 accounts have now been completed and submitted for audit. This report highlights the variations leading to a saving of £2.5M. It then considers the initial variations in the current year's budget.
- 1.2 Finally it reports on the amounts collected and debts written off in the first quarter of 2012/13.

### 2 GENERAL FUND OUTTURN 2011/12

- 2.1 The table below compares the final outturn with the original budget and the forecast assumed in the 2012 MTP approved in February. It also shows the variations in more detail – firstly at controllable level by Senior Manager (Annex A) and then at service level (Annex B).

	Original Budget £000	Forecast for MTP £000	Outturn £000
Approved budget	22,615	22,615	22,615
Delayed spending from 2010/11	370	559	559
Variations	0	(1,180)	(2,321)
Projects delayed to 2012/13	(370)	(559)	(749)
<b>Net spending</b>	<b>22,615</b>	<b>21,435</b>	<b>20,104</b>
<b>Funded by:</b>			
Government support	(11,538)	(11,538)	(11,538)
Council tax	(7,383)	(7,383)	(7,383)
Collection fund adjustment	(105)	(105)	(105)
<b>Reserves</b>			
Use of delayed projects reserve	(370)	(559)	(559)
Contribution to delayed projects reserve	370	559	749
Special reserve	0	0	(100)
General reserves	(3,589)	(2,409)	(1,168)
<b>Total use of reserves</b>	<b>(3,539)</b>	<b>(2,409)</b>	<b>(1,078)</b>
<b>Total</b>	<b>(22,615)</b>	<b>(21,435)</b>	<b>(20,104)</b>

- 2.2 The outturn of £20.1M was £2.5M below the original budget. This included the deferral to the current year of items amounting to £0.7M and the spending of £0.1M on redundancies which is

funded from the Special Reserve. As a result £1.2M will be taken from the general fund reserve to meet the budget deficit.

**2.3** A major part of this saving is due to service managers continuing to recognise the financial pressures facing the Council by holding posts wholly or partly vacant where feasible and generally avoiding any spending that is not strictly necessary. £0.7M was due to approved projects not happening as quickly as planned due to circumstances beyond managers control and they will take place in the current year with the cost met from the reserve created to fund them.

**2.4** The main savings result from:

	<b>£m</b>
Reduced operating costs for One Leisure	(0.6)
Staff vacancies and savings	(0.7)
Interest	(0.1)
Recycling gate fees	(0.3)
Retendering savings on insurance premiums	(0.2)

In addition, there were some extra costs where income was not achieved:

	<b>£m</b>
Development management fees	0.2
Car parking charges	0.2
Commercial rents	0.2

**2.5** For the future, the key element is the variation from the assumed use of reserves on which the MTP was based as this highlights the future impact on the Council. The MTP was based on a £2.4M use of revenue reserves to meet the budget deficit and so the Council will now have an extra £1.2M in its reserves.

**2.6** Cabinet have received monitoring reports at regular intervals throughout the year. The last was in April and forecast a £1.7M use of reserves.

**2.7** Variations can, and will, emerge right up until the accounts are finalised each year but it is important that a better indication is achieved by December when the draft MTP is prepared. Discussions have taken place at the Senior Management Group (Managing Directors and Heads of Service) with a view to achieving a less cautious forecast by December.

**2.8** However, the reduced need to use reserves is clearly of significant benefit to the Council as it allows some extra flexibility in the speed with which the future savings target will have to be achieved and an extra cushion if any risk assumptions turn out to be low. The Financial Strategy report in September will report on the progress with already identified savings and progress in finding extra required savings.



### 3. REVENUE MONITORING 2012/13

3.1 Only limited budget monitoring takes place in April and May due to the priority to complete the final accounts, the need to wait for adjustments for debtors and creditors to be dealt with in the new financial year and the difficulty of making assumptions on very limited evidence.

3.2 This first monitoring therefore concentrates on the impact of items that occurred last year plus a few significant ones that are already emerging in the current year.

3.3 The Government has indicated that planning fees will increase by 15% in the Autumn whereas the MTP assumed that the increase would happen in April 2012, which gives rise to an estimated loss of income of £73K; the impact will become clearer when the date of implementation is known.

3.4 The following table provides an initial view of the forecast:

REVENUE BUDGETARY CONTROL 2012/13	Original Budget	Forecast outturn	Variation
	£000	£000	£000
Approved budget	21,722	21,722	0
Delayed spending from 2011/12	250	749	499
Delayed spending to 2013/14	(250)	(250)	0
<b>Variations</b>			
Additional income due to delay in multi-storey car park		(77)	(77)
Schemes to be financed from capital		(44)	(44)
Housing benefits caseload changes		(36)	(36)
Pathfinder House running costs		(35)	(35)
Pension fund contribution		(33)	(33)
Miscellaneous grants		(22)	(22)
Document centre		(17)	(17)
Hinchingbrooke Country Park cafe		(15)	(15)
Street nameplates		(11)	(11)
Planning fees – delay in increase in fees		73	73
Delay in car park fee increases		113	113
Human resources contract		38	38
Refuse collection round rescheduling delay		32	32
Countryside saving not achievable		26	26
CCTV reduced income		22	22
Other variations		47	47
<b>Total variations</b>		<b>61</b>	<b>61</b>
<b>Forecast net spending</b>	<b>21,722</b>	<b>22,282</b>	<b>560</b>

	£000	£000	£000
<b>Financed from</b>			
Government support	(11,385)	(11,385)	0
Collection fund adjustment	(63)	(63)	0
Council tax	(7,727)	(7,727)	0
<b>General Reserves</b>			
Use of delayed projects reserve	(250)	(749)	(499)
Contribution to delayed projects reserve	250	250	0
General reserves	(2,547)	(2,608)	(61)
<b>Total use of reserves</b>	<b>(2,547)</b>	<b>(3,107)</b>	<b>(560)</b>
<b>Total</b>	<b>(21,722)</b>	<b>(22,282)</b>	<b>(560)</b>

#### 4. Collection of debts

4.1 Annex C reports on sums collected and debts written off in the last quarter.

#### 5. CONCLUSION

5.1 Due to savings of £2.5M In 2011/12 only £1.2M was required from General Reserves leaving a balance of £12.7M. £0.1M of the special reserve was used leaving a balance of £0.3M

5.2 The reduced use of reserves will provide increased flexibility for the speed with which further savings are required or to cushion the Council from any additional risks. Overview and Scrutiny are also considering whether reserve levels should be set at a higher level than allowed for in the current MTP.

5.3 Some variations to the original budget for 2012/13 have emerged giving a net increase of £61K. A more reliable position will emerge as the year progresses.

#### 6. RECOMMENDATION

6.1 The Cabinet is requested to note:

- the outturn for 2011/12.
- the variations identified so far for the current year.
- the position on debts collected and written-off in the first quarter of this financial year.

#### BACKGROUND INFORMATION

- 1 2011/12 and 2012/13 Budget Files
- 2 2011/12 Closedown Files

#### Contact Officers:

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		Original Budget	Updated Budget	Outturn	Outturn variation from updated	
		£000	£000	£000	£000	
<b>MD Resources</b>		131	164	162	(2)	
<b>MD Resources</b>		<b>131</b>	<b>164</b>	<b>162</b>	<b>(2)</b>	
<b>MD Communities, Partnerships and Projects</b>		178	199	194	(5)	Training
<b>MD Communities, Partnerships and Projects</b>		<b>178</b>	<b>199</b>	<b>194</b>	<b>(5)</b>	
<b>CUSTOMER SERVICE</b>						
Planning	NNDR Discretionary Relief	29	29	22	(7)	Lower relief awarded
Housing Services	Housing Benefits Admin	(461)	(550)	(607)	(57)	Lower bad debt provision (£27k); Additional costs awarded/recovered (£29k)
	Rent Allowance	(271)	(271)	(356)	(85)	Impact of caseload changes
	Temporary Accommodation	140	140	177	37	Higher caseloads in B&B
Corporate Services	Council Tax & Benefits	(696)	(727)	(729)	(2)	
	NNDR Administration	(247)	(250)	(247)	3	
Call Centre		641	624	565	(59)	Savings in Staff Costs (£45k); Supplies & Services (£13k)
Customer services Centres		622	622	569	(53)	Savings in Staff Costs (£34k); Premises (£4); Supplies & Services (£4k)
Management Units		2,204	2,161	2,114	(47)	Savings in Travel Costs (£12k); from staff (£32k)
<b>Total for Customer Service</b>		<b>1,961</b>	<b>1,778</b>	<b>1,508</b>	<b>(270)</b>	

		Original Budget	Updated Budget	Outturn	Outturn variation from updated	
		£000	£000	£000	£000	
<b>FINANCIAL SERVICES</b>						
<b>Highways &amp; Transportation</b>	Environmental Improvements	0	7	4	(3)	
Corporate Services	Treasury Management	51	51	54	3	
	External Audit	155	155	244	89	Additional audit costs
	Redundancy	0	0	100	100	2012/13 redundancies accounted for in 2011/12 and funded from Special Reserve
	Other	3	4	2	(2)	Staff Turnover over-achieved
<b>Other Expenditure</b>	Savings & Contingencies	(561)	318	0	(318)	Saving on MRP
	Minimum Revenue Provision	682	682	618	(64)	
	Other	40	761	639	(122)	Bad debt provision lower than estimated (£40k); Saving on Pension Lump Sum Contribution (£61k)
	Capital Charges	0	0	4	4	
	Investment Interest	(93)	(93)	(169)	(76)	Increased balances available for investment and higher returns
Area Based Grants		(78)	0	0	0	
Internal Services	Financial Services	90	91	(25)	(116)	Mesothelioma claim (£67k); risk management (£17k) Saving on Training budget (£7k)
	Insurance Premium Holding Account	395	380	405	25	Provision for MMI Clawback £200k; Saving from Insurance tender (£175k)
Management Unit		1,190	1,172	1,088	(84)	Head of Service (£22k); Audit saving (£61k)
<b>Total for Financial Services</b>		<b>1,874</b>	<b>3,528</b>	<b>2,964</b>	<b>(564)</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>INFORMATION MANAGEMENT DIVISION</b>						
Other Operating Income/Expenditure		(10)	(10)	(52)	(42)	Increased Income
Internal Services	Helpdesk	379	350	328	(22)	Savings on Staff, Transport and Supplies & Services Costs (£15k);
	Network Services	634	709	533	(176)	Savings on Staff, Transport and Supplies & Services Costs (£176k)
	Development Team	254	255	264	9	Increase in Staff Costs £14k and Income (£2)k, Saving on Transport (£2k)
	Information Manager	242	237	222	(15)	Savings on Staff and Supplies & Services (£15k)
	Business Analysis	412	420	389	(31)	Savings on Staff and Supplies & Services (£31k)
	Head of MD	192	184	163	(21)	Savings on Staff Costs (£20k)
<b>Total for Information Management Division</b>		<b>2,103</b>	<b>2,145</b>	<b>1,847</b>	<b>(298)</b>	
<b>LEGAL &amp; DEMOCRATIC</b>						
<b>Environmental Health</b>	Licences	(267)	(267)	(281)	(14)	Saving on Vehicle Testing (£7k); Increase in business volumes (£7k)
<b>Corporate Services</b>	Corporate Committees	47	47	29	(18)	Savings on Overview & Scrutiny (£12k); Software Costs (£5k)
	Member Allowances & Support	487	499	444	(55)	Savings on Allowances and fewer Cabinet Members (£31k); Twinning (£15k) and Telephony Costs (£15k)
	Elections	163	158	108	(50)	Cost recovery (£38k); Registration Savings (£12k)
	Land Charges	(153)	(153)	(149)	4	
Internal Services	Document Centre	604	486	445	(41)	Increase in printing income for external organisations (£20k); Savings on Maintenance Costs (£12k) and Materials (£10k)
Management Units	Legal & Democratic Services	1,137	1,079	1,055	(24)	Savings on Staffing Costs (£24k)
<b>Total for Legal &amp; Democratic</b>		<b>2,018</b>	<b>1,849</b>	<b>1,651</b>	<b>(198)</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>LEISURE</b>						
<b>Leisure Centres</b>	One Leisure:					
	Huntingdon	230	194	122	(72)	Staff Savings
	Ramsey	194	182	133	(49)	Savings on Staff (£36k), Premises (£34k) and Supplies & Services (£18k); reduction on income £40k
	Sawtry	235	221	177	(44)	Savings on Staff (£45k), Premises (£19k) and Supplies & Services (£12k); reduction on income £33k
	St Ives	143	58	(44)	(102)	Savings on Staff (£45k), Premises (£19k) and Supplies & Services (£12k); reduction on income £33k
	St Neots	224	163	44	(119)	Savings on Staff (£39k), Increase in income (£158k)
	Leisure Centres Overall	6	24	31	7	
<b>Total for Leisure</b>		<b>1,032</b>	<b>842</b>	<b>463</b>	<b>(379)</b>	
<b>HOUSING</b>						
Housing Services	Including: Choice Based Lettings, Housing Services Other and Waiting List	(5)	(7)	(22)	(15)	
Private Housing Support	Home improvement agency	22	11	(82)	(93)	Higher fee income
	Housing Associations	(43)	(43)	(11)	32	Loss of interest due to redemption of mortgage redeemed by Granta
	Housing Surveys	15	15	10	(5)	
	Renovation Grants	11	13	11	(2)	
	Safer Homes Schemes	25	25	28	3	
Homelessness	Accommodation for Homeless	23	81	59	(22)	Reduction in bad debt provision
	Homelessness Management	(85)	(85)	(84)	1	
	Prevention	131	103	3	(100)	Reduction in bad debt provision (£31k), Grant (£60k) One off saving (£28k) and impact of previous year accrual.
	Hostels	104	104	11	(93)	
Management Units		1,095	1,058	1,013	(45)	
<b>Total for Housing</b>		<b>1,293</b>	<b>1,275</b>	<b>936</b>	<b>(339)</b>	

		Original Budget	Updated Budget	Outturn	Outturn variation from updated	
		£000	£000	£000	£000	
<b>ENVIRONMENT &amp; COMMUNITY HEALTH</b>						
Environmental Health	Animal Welfare	85	87	70	(17)	Savings in Staff Costs
	Contaminated Land	18	18	5	(13)	General service savings
	Food Safety	10	10	(7)	(17)	Additional Income
	Pest Control	32	26	16	(10)	General service savings
	Other	55	50	37	(13)	
Planning	Neighbourhood Plans	8	8	4	(4)	
Community Services	Miscellaneous Grants	375	375	363	(12)	One-off saving
	Leisure Development	201	246	223	(23)	
	Other	46	46	48	2	
Community Safety		113	48	31	(17)	General service savings
Internal Services	Management Units	1,493	1,400	1,319	(81)	Savings on Staff (£47k); Travel (£14k) and Other General service savings (£20k)
	Health & Safety Contract	0	33	23	(10)	One-off saving
<b>Total for Environment &amp; Community Health</b>		<b>2,436</b>	<b>2,347</b>	<b>2,132</b>	<b>(215)</b>	

		Original Budget	Updated Budget	Outturn	Outturn variation from updated	
		£000	£000	£000	£000	
<b>OPERATIONS</b>						
Refuse Collection	Domestic Waste	2,130	2,015	2,027	12	Reduction in income from bulky waste £40k; Increased costs of Diesel £13k and developers contributions (£22k); Saving on Advertising (£17k)
	Other (including Trade Waste)	(47)	(27)	(43)	(16)	Additional income.
Recycling	Recycling	201	(33)	(116)	(83)	Additional gate fee income (£268k); Increased costs for Recycling Credits £61k, Residual Waste £26k, General expenditure £98k
	Recycling Sites	(97)	129	28	(101)	Saving from kerbside collections.
Drainage & Sewers	Nightsoil Collection	11	11	6	(5)	
Street Cleaning & Litter	Littering	88	86	53	(33)	Savings on Service delivery costs (£18k) and Transport (£10k)
	Street Cleaning	914	868	822	(46)	Savings from staff (£38k) and vehicles (£12)k
Economic Development	Markets	(165)	(166)	(115)	51	Reduction in income
Community Safety	CCTV	365	363	334	(29)	Savings on Staff (£10k); Equipment (£15k)
Countryside	Countryside Management	72	70	60	(10)	Savings from Management Costs (£7k) and Grants (£2k)
	Hinchingbrooke County Park	189	148	155	7	
	Countryside Sites	28	41	39	(2)	
	Paxton Pits	95	102	84	(18)	Savings from Agricultural Grants (£18k)
Parks	Parks & Open Spaces	(25)	(25)	(65)	(40)	Commuted sums and contributions (£24k) and other income (£13k)
	Pavilions	36	36	27	(9)	Savings on Premises Costs
Car Parks		(1,220)	(1,249)	(1,012)	237	Delay in fees increase £124; reduced usage £70k; VAT adjustment £40k
Corporate Services	Emergency Planning	30	28	9	(19)	Agreement with CCC ended
Internal Services	Fleet Management	224	213	219	6	Saving on vehicle maintenance
	Grounds Maintenance	917	815	778	(37)	Savings on Hired Staff (£10k); Overtime (£10k) and Vehicle Maintenance (£14k)
Management Units	Depots	13	13	9	(4)	
	Operations	1,186	1,089	1,010	(79)	Savings on Staff (£36k); Conferences (£8k) and Transport (£22)
<b>Total for Operations</b>		<b>4,945</b>	<b>4,527</b>	<b>4,309</b>	<b>(218)</b>	



		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>CORPORATE OFFICE</b>						
Economic Development	Business & Enterprise Support	65	136	112	(24)	East of England International Liquidation
	Town Centre Management	43	43	43	0	
	Property Development & Management	(1,529)	(1,526)	(1,373)	153	Increase in Rents £108k;
Tourism		45	0	0	0	
Community Initiatives	Equal Opportunities	12	7	7	0	
	Community Projects	24	56	56	0	
Corporate Management	Public Accountability	59	52	34	(18)	Savings from website development (£10k) and Kiosks (£8k)
	Asset Management	2	2	9	7	
Non-Distributed Costs	Pensions	218	218	187	(31)	Reduced demand from Pension Fund
Internal Services	Human Resources	186	174	225	51	HR consultancy £76k; Savings in Training (£18k); Recruitment & Retention (£7k)
	Payroll	16	24	20	(4)	
Management Units	Policy People & Partnerships	1,212	1,014	1,011	(3)	
	Corporate Office	341	287	298	11	HR costs
<b>Total for Corporate Office</b>		<b>694</b>	<b>487</b>	<b>629</b>	<b>142</b>	

		Original Budget	Updated Budget	Outturn	Outturn variation from updated	
		£000	£000	£000	£000	
<b>PLANNING</b>						
Development Management	DM Advice	(6)	(6)	(28)	(22)	Additional income from pre-application advice/discharge of conditions (£18k)
	DM Application Processing	(946)	(946)	(520)	426	CIL MTP Bid £111k; Lower DM Fees £260k and Appeals Costs MTP bid £72k
Planning Policy & Conservation	DM Enforcement	4	4	1	(3)	
	Conservation & Listed Buildings	40	40	38	(2)	
	Local Development Framework	284	329	10	(319)	LDF slippage to 2012/13 (£309k)
	Project Contributions	61	81	37	(44)	Ramsey barge dock slippage to 2012/13 (£20k); No contribution to Enterprise Partnership (£20k)
	Trees	24	40	17	(23)	Tree survey work slippage to 2012/13 (£15k)
Economic Development	Huntingdon Town Centre Redevelopment	2	88	0	(88)	Revenue contribution to Capital slippage to 2012/13
	St Neots Development	0	0	1	1	
Planning Delivery Grant	Planning & Housing Grant Unallocated	9	9	0	(9)	Carry Forward for funding to 2012/13 to fund student post
Transportation Strategy	Cycling	5	5	2	(3)	
	Transportation Schemes & Management	91	67	61	(6)	
Public Transport	Concessionary Fares	10	10	5	(5)	
Car Parks	Car Park Policy	0	2	1	1	
Internal Services		11	7	26	19	
Management Units		2,240	2,151	1,896	(255)	Savings in Staff (£200k), training costs (£5)k and travel expenses (£16k)
<b>Total for Planning</b>		<b>1,829</b>	<b>1,881</b>	<b>1,549</b>	<b>(334)</b>	

		Original Budget £000	Updated Budget £000	Outturn £000	Outturn variation from updated £000	
<b>ENVIRONMENT MANAGEMENT</b>						
Drainage & Sewers	Internal Drainage Boards	361	361	372	11	Increase in Levies
	Watercourses	64	64	62	(2)	
Public Conveniences		20	20	14	(6)	
Environmental Health	Energy Efficiency	83	132	49	(83)	Delays to environmental projects: St Neots District Heating (£28k), Energy & Water (£25k), Environmental Strategy Projects (£22k)
Closed Churchyards		5	5	6	1	
Building Control	BC Promotion & Efficiency	(38)	(39)	(49)	(10)	BC income down £131k. Change in staff time between fee and non-fee earning work, thus requiring additional costs to be met from a contribution from reserves and the General Fund.
	BC Regs Applications	(492)	(499)	(373)	126	
Community Initiatives	Sustainable Communities	6	0	0	0	
Public Transport	Bus Shelters & Stations	101	102	76	(26)	Savings on Premises costs (£25k)
Highways Services	Street Naming	45	45	24	(21)	Reduction in the replacement programme
Car Parks	Assets	45	45	26	(19)	
Environmental Improvements		42	42	(2)	(44)	Reduced contribution to the Repairs and Maintenance Fund.
Management Unit		1,699	1,497	1,405	(92)	Savings from Staff (£58k); Printing, Stationery and Phones (£4k); Transport (£17k) and Training (£12k) costs
HDC Offices	Pathfinder House Site	743	734	600	(134)	Savings from Office Cleaning (£15k); Electricity (£32k); Rates (£60) and Maintenance (£35k)
	Eastfield House	231	231	211	(20)	
Internal Services	Restaurant	38	38	50	12	Savings from Contract and Repairs
	Pooled Care	19	19	17	(2)	
<b>Total for Environment Management</b>		<b>2,972</b>	<b>2,797</b>	<b>2,488</b>	<b>(309)</b>	
<b>TOTAL DIRECT AND INDIRECT SERVICES</b>		<b>23,466</b>	<b>23,819</b>	<b>20,832</b>	<b>(2,987)</b>	
Less recharges to non-revenue accounts		(851)	(820)	(728)	92	
<b>COUNCIL TOTAL</b>		<b>22,615</b>	<b>22,999</b>	<b>20,104</b>	<b>(2,895)</b>	

<b>Service Variations 2011/12</b>	<b>Original Budget</b>	<b>Updated Budget</b>	<b>Outturn</b>	<b>Outturn variation from updated</b>	
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	
<b>Environmental Services</b>					
Refuse Collection	3,253	3,094	3,083	-11	
Recycling	533	475	251	-224	Lower gate fees
Drainage & Sewers	589	579	536	-43	
Public Conveniences	53	53	60	7	
Environmental Health	2,214	2,222	1,881	-341	Energy efficiency, food safety, health & safety
Street Cleaning & Litter	1,474	1,364	1,263	-101	Employees, vehicle maintenance
Other services	20	17	6	-5	
	<b>8,136</b>	<b>7,804</b>	<b>7,086</b>	<b>-718</b>	
<b>Planning</b>					
Development Control	1,193	1,214	1,494	280	Fee income not achieved
Building Control	195	159	229	70	
Planning Policy & Conservation	1,332	1,243	754	-489	Local development framework slipped to 2012/13
Markets	-44	-41	-49	-8	
Economic Development	-320	-262	-733	-471	Lower capital charges, supplies & services, reduced rent income
Planning Government Grants	9	9	0	-9	
	<b>2,365</b>	<b>2,322</b>	<b>1,695</b>	<b>-627</b>	
<b>Community Services</b>					
Countryside	575	492	426	-66	Increased income and reduced central recharges
Tourism	100	0	0	0	
Community Initiatives	1,019	963	823	-140	Increased income and reduced central recharges
Parks	1,825	1,638	1,509	-129	Increased income and reduced central recharges
Leisure Policy	391	388	353	-35	
Leisure Centres	2,856	2,668	2,936	268	Increased capital charges, reduced income. lower cost of staff and supplies & services,
Community Facilities	25	26	27	1	
	<b>6,791</b>	<b>6,175</b>	<b>6,074</b>	<b>-101</b>	
<b>Community Safety</b>	<b>908</b>	<b>578</b>	<b>474</b>	<b>-104</b>	Recharges, and supplies & services

<b>Service Variations 2011/12</b>	<b>Original Budget £000</b>	<b>Updated Budget £000</b>	<b>Outturn £000</b>	<b>Outturn variation from updated £000</b>	
<b>Housing Services</b>					
Housing Services	884	1,006	895	-111	Increased home improvement agency fee income
Private Housing Support	1,664	1,416	1,937	521	Capital charges
Homelessness	587	560	349	-211	Increased grant received, reduced supplies & services
Housing Benefits	1,380	1,281	1,059	-222	Impact of change in caseload
	<b>4,515</b>	<b>4,263</b>	<b>4,240</b>	<b>-23</b>	
<b>Highways &amp; Transportation</b>					
Transportation Strategy	368	375	1,051	676	Increased capital charges, reduced central recharges
Public Transport	229	205	196	-9	
Car Parks	-608	-241	-266	-25	
Environmental Improvements	344	332	279	-53	
Street Naming	129	141	117	-24	
	<b>462</b>	<b>812</b>	<b>1377</b>	<b>565</b>	
<b>Corporate Services</b>					
Local Taxation & Benefits	1,272	1,235	1,122	-113	Reduced central recharges and increased grant
Corporate Management	1,490	1,395	1,378	-17	
Democratic Services	1,434	1,544	1,382	-162	Reduced central recharges, lower cost of members' allowances
Non Distributed Costs	218	279	342	63	Redundancy costs
Other Operating Expenditure	34	31	-8	-39	Recovery of costs
Legal & Democratic Services	612	484	404	-80	Reduced cost of elections and emergency planning
	<b>5,060</b>	<b>4,968</b>	<b>4,620</b>	<b>-348</b>	
Contingency	-90	352	0	-352	Increased saving from turnover of staff
Other Expenditure	-5,439	-4,182	-5,289	-1,107	Reversal of capital charges is higher; provision for repaying claims to Municipal Mutual Insurance
Investment Interest	-93	-93	-173	-80	Increased funds to invest
	<b>-5,622</b>	<b>-3,923</b>	<b>-5,462</b>	<b>-1,539</b>	
	<b>22,615</b>	<b>22,999</b>	<b>20,104</b>	<b>-2,895</b>	

**AMOUNTS COLLECTED AND DEBTS WRITTEN OFF****Collected**

The total amount of payments received, less customer refunds and transfers to other debts:

	April to June 2012	Total
	£000	£000
<b>Type of Debt</b>		
Council Tax	25,061	<b>25,061</b>
NNDR	18,911	<b>18,911</b>
Sundry Debtors	1,449	<b>1,449</b>
Excess Charges	33	<b>33</b>

**Amounts written off**

Whilst the amounts have been written-off in this financial year, much of the original debt would have been raised in previous financial years.

	Up to £5k		Over £5k		TOTAL
	April to June 2012	Total	April to June 2012	Total	Total
	£000	£000	£000	£000	£000
<b>Type of Debt</b>					
Council Tax	33.8	<b>33.8</b>	0.0	<b>0.00</b>	<b>33.8</b>
NNDR	7.8	<b>7.8</b>	36.0	<b>36.0</b>	<b>43.8</b>
Sundry Debtors	37.7	<b>37.7</b>	6.6	<b>6.6</b>	<b>44.3</b>
Excess Charges	2.2	<b>2.2</b>	0.0	<b>0.00</b>	<b>2.2</b>

**Authority to write off debts**

The Head of Customer Services is authorised to write-off debts of up to £5,000, or more after consultation with the Executive Councillor for Finance, if she is satisfied that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. The Head of Financial Services deputises in her absence.

CABINET

19 JULY 2012

**CAPITAL PROGRAMME MONITORING  
2011/12 OUTTURN and 2012/13 BUDGET  
(Report by the Head of Financial Services)**

**1. PURPOSE**

1.1 This report gives the outturn position for 2011/12 and highlights the variations from the original Capital Programme approved in February 2011 adjusted for any member or officer decisions already taken in accordance with the Code of Financial Management. It then adjusts the 2012/13 Capital Programme for the resulting deferrals and any variations that are already forecast.

**2. OUTTURN 2011/12**

2.1 The following tables show the outturn compared with the original Capital Programme (February 2011) and the revised Capital Programme used to produce the current year's budget and MTP.

<b>Capital Programme 2011/12</b>	<b>Gross Budget</b>	<b>External Contributions</b>	<b>Net Budget</b>
Comparison with Original budget (February 2011)	£000	£000	£000
<b>Original 2011/12 Budget</b>	<b>15,366</b>	<b>3,433</b>	<b>11,933</b>
Adjust for actual brought forward from 2010/11	5,659	4,564	1,095
	<b>21,025</b>	<b>7,997</b>	<b>13,028</b>
Cost Variations (Annex A)	780	-407	1,187
Capital from Revenue Variations (Annex B)	354	0	354
Timing Changes (Annex C)	-13,759	-4,637	-9,122
<b>Outturn</b>	<b>8,400</b>	<b>2,953</b>	<b>5,447</b>

2.2 The table below shows how the expenditure was financed. Capital Reserves are now depleted and capital spending is funded from borrowing and any in-year Capital Receipts.

<b>Funding</b>	<b>£000</b>
<b>Gross Spending</b>	<b>8,400</b>
External Grants and Contributions	2,953
<b>Net Spending</b>	<b>5,447</b>
<b>FINANCING</b>	
Borrowing	4,217
Capital Receipts	1,230

- 2.3** Annexes A, B and C respectively shows the cost variations, the capital to revenue variations and the timing changes. Below highlights the significant changes identified since the last report.
- 2.4** The One Leisure St Ives – Outdoor Centre incurred an overspend of £33k and a loss of Section 106 agreement income (£77k), on a total spend of £1.4m.
- 2.5** Car park repairs, extra works were needed to replace the damaged drainage system at Riverside Car Park St Neots before resurfacing works commenced.
- 2.6** PV (Solar) Panels are now fitted to Eastfield House from an invest to Save scheme, the final costs were £18k higher than those reported at the last report.
- 2.7** Perry Cycleway S106 income has been rephased, and will be received as the scheme is completed.
- 2.8** Grants received for Salix Funding and Decent Homes Insulation were received in previous years and have been accounted for as part of capital financing.

### **3. MONITORING OF THE 2012/13 CAPITAL PROGRAMME**

- 3.1** The Budget approved in February 2012 started with £10.8m and forecast schemes brought forward of £0.4m and £0.5m carried forward to 2013/14. Subsequent adjustments are shown below:-

<b>Capital Programme</b>	<b>2012/13 Capital Expenditure</b>		
	<b>Gross Budget</b>	<b>External Contributions</b>	<b>Net Budget</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Approved Total Budget (February 2012)</b>	<b>19,447</b>	<b>8,677</b>	<b>10,770</b>
Add brought forward from 2011/12	2,226	428	1,798
Less Provision	-500	0	-500
	<b>21,173</b>	<b>9,105</b>	<b>12,068</b>
<b>Variations</b>			
Revenue to capital	76	0	76
<b>Current Forecast</b>	<b>21,249</b>	<b>9,105</b>	<b>12,144</b>



**3.2** Revenue to capital variation represent the IMD officer time allocated to Business Systems projects.

**3.3** The revenue impact on the current MTP of the 2011/12 outturn and subsequent variations is shown below.

<b>Revenue Impact</b>	<b>2012/ 2013</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2016/ 2017</b>
	£000	£000	£000	£000	£000
Timing Changes 2011/12 to 2012/13	-40	0	0	0	0
Cost Variations	53	29	31	33	36
Revenue/Capital Transfers	24	33	36	38	41
<b>TOTAL FORECAST VARIATION</b>	<b>37</b>	<b>62</b>	<b>67</b>	<b>71</b>	<b>77</b>

*N.B. Based on indicative assumptions for asset lives and interest rates.*

#### **4. RECOMMENDATIONS**

**4.1** It is **RECOMMENDED** that Cabinet note the contents of this report.

#### **BACKGROUND PAPERS**

Capital programme and monitoring working papers.

Previous Cabinet reports on capital expenditure.

**Contact Officer – Steve Couper ☎ 01480 388103**

Cost Variations	2011/12 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
<b>Variations approved in MTP</b>			
<b>Cost Variations Previously Reported</b>			
Public Conveniences	5	0	5
Building Efficiency – Salix Funding	-17	0	-17
Sustainable Homes Retrofit	0	70	70
Pathfinder House	-2	0	-2
Vehicles and Plant	11	0	11
Disabled Facilities Grants	401	148	549
Community Facilities Grants	-20	0	-20
Call Centre Replacement	20	0	20
Town Centre Developments	-5	0	-5
Community Infrastructure Levy	23	0	23
Wheeled Bins	-88	0	-88
<b>Invest to save</b>			
Solar Panels – Eastfield House	374	0	374
<b>Variations since last report</b>			
<b>Cost Variations since last report</b>			
<b>Invest to save</b>			
Solar Panels – Eastfield House	18	0	18
<b>Cost Variations</b>			
Public Conveniences	-5	0	-5
One Leisure St Ives – Outdoor Centre	33	77	110
One Leisure St Neots	9	0	9
Huntingdon Bus Station	2	0	2
Safe Cycle Routes	5	0	5
Yaxley Cycleways	0	-1	-1
St Neots Pedestrian Bridges	1	0	1
Sustainable Homes Retrofit	5	0	5
Tourist Information Kiosks	-6	0	-6
Car Park Repairs	14	0	14
Perry Cycleway (S106 income not yet received)	2	44	46
<b>Grants Received in Previous Year</b>			
Building Efficiency – Salix Funding	0	37	37
Decent Homes Insulation	0	32	32
	<b>780</b>	<b>407</b>	<b>1,187</b>

## ANNEX B

Capital/Revenue Variations	2011/12 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
<b>CAPITAL/REVENUE VARIATIONS</b>			
One Leisure St Ives	42	0	42
One Leisure Huntingdon	12	0	12
GIS	15	0	15
EDM	2	0	2
Operations Business System	2	0	2
CRIMP	6	0	6
Uniform	14	0	14
Encryption and Control	8	0	8
Government Connect	6	0	6
Server Virtualisation and Network	18	0	18
ICT Replacement	6	0	6
My Council System	21	0	21
e-forms	43	0	43
Automated Phone Payments	3	0	3
Call Centre Replacements	20	0	20
Share Point	6	0	6
Transportation Grants	22	0	22
Railway Station Improvements	3	0	3
Revenue staff charged to capital	105	0	105
	<b>354</b>	<b>0</b>	<b>354</b>

**ANNEX C**

Timing Changes to 2012/13 and beyond	2011/12 Capital Expenditure			2012/13 ##
	Gross Budget	External Contributions	Net Budget	Net Budget
	£000	£000	£000	£000
Building Efficiency Improvements	-65	0	-65	65
Environment Strategy Funding	-40	0	-40	40
Sustainable Homes Retrofit	0	-415	415	0
Wheeled Bins	5	0	5	-5
Housing Private Sector Grants	-34	0	-34	34
Disabled Facilities Grants	-36	0	-36	36
Social Housing Grant	-239	0	-239	2
Decent Homes Insulation	-212	151	61	3
CCTV - Camera Replacements	-153	0	-153	14
Ramsey Community Information Centre	-4	0	-4	4
Ramsey Library Development	-40	0	-40	40
Loves Farm Community Centre	-17	0	-17	17
One Leisure St Ives – Impressions Equipment	-37	0	-37	0
One Leisure St Ives – Outdoor Centre	0	-78	78	-78
One Leisure St Ives – Redevelopment	-2,984	0	-2,984	34
One Leisure Call Centre	-39	0	-39	39
One Leisure Ramsey – Fitness Equipment	-200	0	-200	0
One Leisure Sawtry – Fitness Equipment	-200	0	-200	0
One Leisure Future Maintenance	-468	0	-468	58
One Leisure Future Maintenance	0	-318	318	-318
One Leisure CCTV	-12	0	-12	12
Play Equipment	-25	0	-25	25
Play Equipment S106	-40	0	-40	40
Pathfinder House	0	-150	0	0
VAT Partial Exemption	-139	0	-139	11
Multi-functional Devices	-49	0	-49	1
Document Centre Equipment	-76	0	-76	0
Human Resources Payroll System	-15	0	-15	15
GIS	-10	0	-10	10
Customer First/Working Smarter	-13	0	-13	13
Business Systems General	-11	0	-11	11
Operations Business System	-4	0	-4	4
Housing Benefits Mobile Working	-5	0	-5	5
Server Virtualisation and Network	-28	0	-28	28
ICT Replacement	-95	0	-95	95
E-forms	-25	0	-25	25
Call Centre Replacement	-8	0	-8	8
Share Point Systems	-7	0	-7	7
Email Archive	-34	0	-34	34
Vehicles and Plant	-462	0	-462	462
Town Centre Developments	-210	0	-210	210
Rural Renewal	-62	0	-62	0
Community Infrastructure Levy	-23	0	-23	23
Industrial Estates Repairs	-8	0	-8	8
Huntingdon Town Centre Development	-9	0	-9	9
Sapley Square	0	-1,366	1,366	0
Huntingdon West Development	-7,184	-2,461	-4,723	0
St Neots Cambridge Road Car Park	-89	0	-89	0
Huntingdon Town Centre Car Parking	-706	0	-706	706
Railway Station Improvements	-38	0	-38	18
Perry Cycleway	-33	0	-33	33
	<b>-13,759</b>	<b>-4,637</b>	<b>-9,122</b>	<b>1,798</b>

**## The 2011/12 column shows the additional variations that were not already included in the current approved MTP.**



Revised 2012/13 Capital Programme	Updated 2012/13 Capital		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Fixed Air Quality Monitoring	30	0	30
Building Efficiency improvements	123	0	123
St Neots District Heating	30	0	30
Environment Strategy Funding	95	0	95
Sapley East	0	-15	-15
Public Conveniences – South St St Neots	0	-15	-15
Wheeled Bins	171	0	171
Housing Private Sector Grants	134	0	134
Disabled Facilities Grants	1,734	-400	1,334
Social Housing Grants	238	0	238
Decent Homes Insulation	56	-54	2
CCTV Camera Replacements	41	0	41
Ramsey Community Information Centre	4	0	4
Ramsey Library Development	40	0	40
Loves Farm Community Centre	552	-580	-28
One Leisure St Ives Outdoor Centre	0	-78	-78
One Leisure St Ives Redevelopment	3,714	0	3,714
One Leisure St Ives Redevelopment	0	-318	-318
One Leisure Call Centre	39	0	39
One Leisure Ramsey Development	560	0	560
One Leisure Ramsey Fitness Equipment	10	0	10
One Leisure Sawtry Fitness Equipment	10	0	10
Leisure Centres Improvements	70	0	70
One Leisure CCTV	12	0	12
Replacement Fitness Equipment	59	0	59
Play Equipment	45	0	45
Play Equipment – Section 106	40	0	40
Printing Equipment	70	0	70
Pathfinder House Project	0	-900	-900
Vat Exempt Capital	173	0	173
Multi-Functional Devices	1	0	1
Document Centre Equipment	70	0	70
Legal Case Management System	35	0	35
HR System	15	0	15
GIS Corporate	39	0	39
Customer First/Working Smarter	36	0	36
Business Systems General	92	0	92
Operations Business Systems	4	0	4
Mobile Working	5	0	5
Server Virtualisation	317	0	317
ICT Replacement	152	0	152
E-forms	26	0	26
Call Centre Replacement	149	0	149
Share Point Systems	26	0	26
Email Archive	34	0	34
Flare Replacement	32	0	32
Income Management	70	0	70
Vehicles and Plant	1,254	0	1,254
Town Centre Development	290	0	290
Rural Renewals	63	0	63
Community Infrastructure Levy	48	0	48
Industrial Estate Repairs	8	0	8
Huntingdon Town Centre Development	9	0	9
Sapley Square	0	-1,366	-1,366

Huntingdon West Development	6,031	-5,129	902
Cambridge Street Car Park St Neots	89	0	89
Car Park Repairs	60	0	60
Huntingdon Multi-Storey Car Park	4,723	-250	4,473
Railway Station Improvements	38	0	38
Perry Cycleway	33	0	33
Revenue Staff Charged To Capital	-50	0	-50
Provision For Carry Forward to 2012/13	-500	0	-500
	<b>21,249</b>	<b>-9,105</b>	<b>12,144</b>

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<b>COMT</b>	<b>25<sup>TH</sup> JUNE 2012</b>
<b>OVERVIEW AND SCRUTINY ENVIRONMENTAL WELL-BEING</b>	<b>10<sup>TH</sup> JULY 2012</b>
<b>CABINET</b>	<b>19th JULY 2012</b>

## **WASTE COLLECTION POLICIES (Report by the Head of Operations)**

### **1. INTRODUCTION**

- 1.1 The waste collection policies have previously been held in a number of different documents. The document in Annex A brings together the waste polices whilst updating them and suggesting some changes. A recommendation for the approval of this document is set out in Section 5.

### **2. BACKGROUND**

- 2.1 There are 29 policies in total relating to waste ranging from collection receptacles to clinical waste and all are required to ensure the service is run efficiently and effectively. In addition the policies provide clarity to the residents as to the type and extent of the service they can expect.
- 2.2 A number of changes have been made to the policies in order to provide clarity but also to resolve some of the issues which have arisen in respect of the policies. One of the main problems is in respect of those properties which receive, for a variety of different reasons weekly bag collections. An alternative being investigated is if we provided a paper sack for food / green waste the properties could be collected fortnightly so as to fit in with the normal collections and save an additional vehicle and crew having to go and collect every other week. The cost saving of doing this is being evaluated and should be available in time for the Overview and Scrutiny meeting.
- 2.3 The other main issue is in respect of clinical waste where currently we are picking up non hazardous clinical waste separately to the normal grey bin collection, when we could collect this type of waste in the bin. To accommodate this part of the policy is in respect of allowing additional bins where necessary. If we did this it would result in cost savings from the need to have 2 separate collections.

### **3. CONCLUSION**

- 3.1 The drawing together of the waste policies into one document and hyper linking them to the list of contents on the Website will enable residents to see clearly what the Council's Waste Policies are.
- 3.2 The suggested changes are considered necessary to provide clarity in the policies.

### **4. RECOMMENDATIONS**

- 4.1 It is recommended that COMT:-
  - endorse the policies for approval at Cabinet, and
  - that the policies are sent to the Environmental Overview and Scrutiny Committee for comment.

**Contact Officer:** Beth Gordon, Operations Manager  
 01480 388720

**HUNTINGDONSHIRE DISTRICT COUNCIL**  
**WASTE COLLECTION POLICIES**

**Contents**

<b>Policy Number</b>	<b>Description</b>
1	<a href="#"><u>Standard Service for individual properties</u></a>
2	<a href="#"><u>Exemptions from the standard service</u></a>
3	<a href="#"><u>Multi-occupancy properties (flats blocks etc)</u></a>
4	<a href="#"><u>Mixed Domestic / Commercial properties (Heraditament properties)</u></a>
5	<a href="#"><u>Collection frequency</u></a>
6	<a href="#"><u>Number of wheeled bins &amp; sacks provided</u></a>
7	<a href="#"><u>Provision of smaller bins</u></a>
8	<a href="#"><u>Additional bins for residual domestic waste</u></a>
9	<a href="#"><u>Materials allowed in the wheeled bins / sacks</u></a>
10	<a href="#"><u>Items prohibited from the wheeled bins / sacks</u></a>
11	<a href="#"><u>Collection day &amp; time</u></a>
12	<a href="#"><u>Collection point for wheeled bins / sacks</u></a>
13	<a href="#"><u>Return of bins</u></a>
14	<a href="#"><u>Ownership of wheeled bins / sacks</u></a>
15	<a href="#"><u>Excess waste / Side waste</u></a>
16	<a href="#"><u>Bin Lids</u></a>
17	<a href="#"><u>Rejected / contaminated wheeled bins and sacks</u></a>
18	<a href="#"><u>Missed collections</u></a>
19	<a href="#"><u>Assisted collections</u></a>
20	<a href="#"><u>Frozen green waste bins</u></a>
21	<a href="#"><u>Overweight wheeled bins and sacks</u></a>
22	<a href="#"><u>Stickers on wheeled bins</u></a>
23	<a href="#"><u>Provision of new / replacement wheeled bins</u></a>
24	<a href="#"><u>Stolen wheeled bins</u></a>
25	<a href="#"><u>Lost &amp; damaged wheeled bins</u></a>
26	<a href="#"><u>Sharing wheeled bins</u></a>
27	<a href="#"><u>Severe weather</u></a>
28	<a href="#"><u>Access issues</u></a>
29	<a href="#"><u>Offensive / hygiene waste</u></a>
30	<a href="#"><u>Clinical waste – Infectious or hazardous waste</u></a>

**Policy 1 - Standard service for individual properties**

The standard service for the collection of residual domestic waste, green waste and food waste from individual properties will be an alternate weekly service using 240l wheeled bins. The dry recycling will be collected fortnightly using a 240l wheeled bin. The bins provided are as follows:

- Residual domestic waste (which cannot be recycled) – grey wheeled bin. Food waste can be placed in this bin as well as the green waste bin to enable a weekly collection of food waste.
- Dry recycling waste – blue wheeled bin (please note some areas still have green bins for dry recycling waste)
- Green waste and food waste – green wheeled bin

The correct bin must be used for the right type of waste.

Exemptions may be made subject to certain criteria (see [Policy 2](#)).

Where a property is provided with the standard service only waste presented in wheeled bins provided by Huntingdonshire District Council will be collected.

Where residents only have room for one wheeled bin, priority will be given to the provision of a residual domestic waste bin which will be collected fortnightly

**Policy 2 – Exemptions from the standard service**

To qualify for an exemption from using wheeled bins you must meet one or more of the following criteria:

- A. All the adults living in a property have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin and are therefore not able to use the assisted collection service
- B. There is no reasonable rear or side access and the useable front area is too small to accommodate the bins
- C. The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins
- D. The bins would have to be wheeled through the house to the collection point
- E. It is impractical to pull wheeled bins out for collection e.g. a considerable distance
- F. The household produces excessive quantities of offensive / hygiene waste
- G. Any other exceptional circumstance as agreed by the council

Where properties have space for one wheeled bin, then a residual domestic waste bin will be delivered and collected fortnightly.

If your property meets at least one of the exemption criteria we will deliver you with 26 blue sacks for residual domestic waste, 13 paper sacks for green / food waste and 26 clear sacks for dry recyclables every quarter.

For the residual domestic waste service we will only collect blue sacks provided by Huntingdonshire District Council. If non-recyclable waste is presented for collection in other sacks/containers it will not be collected. No additional blue sacks will be provided between the quarterly delivery dates.

Additional clear recycling sacks can be provided for excess recycling or the customer can provide their own sack/liner which must be in a clear sack or bag so the waste can be identified. Excess recyclable waste put out for collection in black or dark coloured sacks will not be collected.

Additional paper sacks will be provided up to a maximum of 1 per week.

The collection frequency will be as detailed in [Policy 5](#).

### **Policy 3 - Multi-occupancy properties (flat blocks etc)**

Properties such as flat or accommodation blocks will normally be collected using communal 1100l wheeled bins wherever possible. The number of bins provided will depend on the number of properties. Bins will normally only be provided for the collection of residual domestic waste and dry recyclables.

Where bins cannot be provided sacks will be delivered and provided. Residents will be provided with the same quantities of sacks as detailed in [Policy 6](#).

Bins will be collected from the bin storage or other area as agreed by the Council and returned to the same location.

The frequency of collection from multi-occupancy properties will be as per [Policy 5](#).

For multi-occupancy properties, where the bin is contaminated it will be rejected and not emptied. It will be the responsibility of the residents / managing agents to arrange for the offending materials to be removed before the bin will be emptied on the next scheduled collection day. Only items detailed in [Policy 9](#) will be collected. No loose rubbish or sacks around the bins will be collected or any other items and it will be the responsibility of the residents / managing agents to remove or clear any such items. Where a bin is blocked in with loose rubbish / sacks it will not be emptied until this has been removed. The bin will then be collected on the next scheduled collection day.

A limited number of flat blocks have chute collections which are collected twice per week. All waste must be put down the chute for collection and contained within the chute bags. Excess waste dumped around the collection area will not be collected.

### **Policy 4 – Mixed Domestic / Commercial Properties (Heraditament properties)**

Mixed heraditament properties are generally business properties with living accommodation attached e.g. a flat above a shop. Such properties will be provided with the standard service ([Policy 1](#)) unless an exemption applies. The bins provided must not be used to dispose of business waste and anyone found using bins in this way may have them removed and may be subject to prosecution under the Environmental Protection Act 1990

**Policy 5 – Collection frequency**

The following collection frequencies will apply

<b>Policy</b>	<b>Service</b>	<b>Collection Frequency</b>
<a href="#"><u>1</u></a>	Standard Service	Alternate weekly
<a href="#"><u>2A</u></a>	All the adults living in a property have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin and are therefore not able to use the assisted collection service	Fortnightly
<a href="#"><u>2B</u></a>	There is no reasonable rear or side access and the useable front area is too small to accommodate the bins	Fortnightly
<a href="#"><u>2C</u></a>	The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins	Fortnightly
<a href="#"><u>2D</u></a>	The bins would have to be wheeled through the house to the collection point	Fortnightly
<a href="#"><u>2E</u></a>	It is impractical to pull wheeled bins out for collection e.g. properties located a considerable distance from the highway	Fortnightly
<a href="#"><u>2F</u></a>	The household produces excessive quantities of offensive / hygiene waste	Fortnightly
<a href="#"><u>2G</u></a>	Any other exceptional circumstance as agreed by the council	To be agreed
<a href="#"><u>3</u></a>	Multi-occupancy properties	Weekly (residual domestic waste) Fortnightly (dry recycling waste)
<a href="#"><u>4</u></a>	Mixed domestic/commercial properties (hereditament properties)	Fortnightly

Site visits may need to be carried out in some cases to agree frequency and method of collection.

**Policy 6 - Number of wheeled bins & sacks provided**

<b>Service Type</b>	<b>Container type</b>	<b>Standard provision</b>	<b>Provision of extra receptacles</b>
Residual domestic waste	Grey wheeled bin	1 x 240l bin	No further receptacle provided unless the criteria is met for an additional bin (see <a href="#">Policy 8</a> ).
Residual domestic waste	Blue sack	26 sacks per quarter	No further sacks provided and waste presented in non-HDC sacks will not be collected.
Dry recycling	Blue wheeled bin (please note some areas still have green bins for dry recycling waste)	1 x 240l bin	1 additional 240l bin provided on request.
Dry recycling	Clear sack	26 sacks per quarter	Further clear sacks will be provided or residents may use their own clear sacks (as long as waste is clearly visible). Requests for excessive quantities of sacks may be refused and residents required to provide their own bags for additional recycling.
Green waste and food waste	Green wheeled bin	1 x 240l bin	1 additional 240l bin can be provided on request.
Green waste and food waste	Paper sacks	13 sacks per quarter	Further paper sacks will be provided up to a maximum of 1 per week.

**Policy 7 - Provision of smaller bins**

Where space is limited or a resident requests they can be provided with a smaller 140l wheeled bin for residual domestic waste, recycling or green waste. These will be collected on the same frequency as the standard service ([Policy 5](#)) and requests will be considered on an individual basis.

**Policy 8 - Additional bins for residual domestic waste**

All households will be provided with a 240l capacity bin. Residents can request one additional grey residual domestic waste bin (240l) if they meet one of more of the criteria as follows:

- There are 6 or more permanent residents in the household, and excessive residual domestic waste that cannot be recycled.

- There are 5 permanent residents in the household including children in full time nappies
- There are 4 permanent residents in the household with more than one child in full time nappies
- A resident in the household has special circumstances creating an unusual amount of waste to be produced on a regular basis
- A household where a large quantity of offensive hygiene waste is being produced

All households that request additional capacity will have to complete a declaration as to how they meet the criteria. Checks are likely to be made on any application and may include

- A waste audit to ensure the household is utilising the recycling bins as much as possible. A second recycling bin may be provided before an additional residual domestic bin is provided if the waste is mainly recyclable.
- A check on the names listed permanently residing at the property
- Site visits to ensure the information is still relevant

Additional capacity is approved on the agreement that the household makes full use of the recycling service. We may carry out random spot checks to ensure this is being complied with.

If additional capacity is authorised due to babies in nappies then the maximum duration of the additional capacity period is two years. After two years the household will revert back to a standard 240l bin unless they then meet the criteria for the number of adults/children in the household or for some other exceptional reason.

Additional bins are supplied on a conditional basis, which will be reviewed periodically. If circumstances have changed, the additional bin may be removed.



**Policy 9 - Materials allowed in the wheeled bins / sacks**

<b>GREY RESIDUAL DOMESTIC BIN &amp; BLUE SACKS</b>	<b>BLUE RECYCLING BIN (Green in some areas) &amp; CLEAR SACKS</b>	<b>GREEN RECYCLING BIN &amp; PAPER SACKS</b>
<ul style="list-style-type: none"> <li>• Plastic waste (except plastic bottles)</li> <li>• Nappies and sanitary products</li> <li>• Polystyrene</li> <li>• Broken toys</li> <li>• Any items which cannot be put in the blue and green recycling bins unless prohibited (see below)</li> </ul>	<ul style="list-style-type: none"> <li>• Newspapers and magazines</li> <li>• Junk mail and flyers</li> <li>• Holiday brochures</li> <li>• Directories</li> <li>• Cardboard</li> <li>• Packaging Card</li> <li>• Tetra pack (milk, juice and squash cartons)</li> <li>• Plastic bottles</li> <li>• Cans, tins &amp; foil</li> <li>• Glass bottles and jars</li> <li>• Aerosols</li> </ul>	<ul style="list-style-type: none"> <li>• Loose shredded paper</li> <li>• Grass cuttings</li> <li>• Prunings from hedges, shrubs &amp; trees</li> <li>• Leaves and bark</li> <li>• Untreated wood (i.e., no nails, paint or varnish)</li> <li>• Straw and sawdust</li> <li>• Windfall</li> <li>• Raw or cooked vegetable and fruit peelings</li> <li>• Dairy products</li> <li>• Meat</li> <li>• Fish</li> <li>• Bones</li> <li>• Tea bags and coffee grinds</li> <li>• Compostable paper liners for food waste</li> </ul>

**Policy 10 - Items prohibited from the wheeled bins / sacks**

<b>GREY RESIDUAL DOMESTIC BIN &amp; BLUE SACKS</b>	<b>BLUE RECYCLING BIN (Green in some areas) &amp; CLEAR SACKS</b>	<b>GREEN RECYCLING BIN &amp; PAPER SACKS</b>
<ul style="list-style-type: none"> <li>• Dry recyclables and compostable organic waste (that is accepted in the blue or green recycling bin)</li> <li>• Hot ashes</li> <li>• Car parts</li> <li>• Builders rubble / soil</li> <li>• Corrosive materials and liquids such as oil and paint</li> <li>• Fluorescent tubes / low energy light bulbs</li> <li>• Electrical and electronic equipment</li> <li>• Pesticides</li> </ul>	<ul style="list-style-type: none"> <li>• Black sacks (with or without recyclable waste in them)</li> <li>• Carrier bags</li> <li>• Textiles (clothes, bedding, duvets etc)</li> <li>• Egg boxes</li> <li>• Flower pots, yoghurt pots or cling film</li> <li>• Food waste</li> <li>• Polystyrene</li> <li>• Broken toys</li> <li>• Any other plastics except plastic bottles</li> </ul>	<ul style="list-style-type: none"> <li>• Green waste or food waste contained in any type of plastic bag</li> <li>• Any type of degradable / biodegradable bag/sack (including corn starch bags)</li> <li>• Garden items such as plastic flower pots / trays</li> <li>• Any items that should be in the recycling or residual domestic bin</li> <li>• Soil</li> <li>• Stones / hardcore / rubble</li> </ul>

**Policy 11 - Collection day & time**

Details of your day of collection can be found here

<http://applications.huntsdc.gov.uk/applications/refusecollection/>.

The bins/sacks must be available at the collection point by 6.30am on the day of collection.

Waste must not be placed out for collection before 6pm on the day before collection.

**Policy 12 - Collection point for wheeled bins / sacks**

The waste should be presented at the edge of a resident's property, where the premise meets the public highway. If properties are located down a private driveway then the bins must be presented where the private access road / driveway meets the public highway.

In a small number of cases due to the access or location of a property it may not be possible for residents to place bins near the public highway for collection. Each case will be looked at on an individual basis to agree a suitable location point. Where the collection vehicle has to travel over a private / road drive we will require an indemnity from the owner/s that we will not be liable for any damage due to wear and tear to the road surface which is unlikely to have been built to highway standard.

**Policy 13 - Return of bins**

Bins will be returned to the collection point where possible or another safe place within a reasonable distance to the property and should be removed by the householder as soon as reasonably possible after collection has been made.

Where a bin store has been provided the bins will be returned to the bin store wherever possible.

**Policy 14 - Ownership of wheeled bins / sacks**

All wheeled bins and sacks provided remain the property of the council and should be left at the property when moving out with the exception of any additional bin provided for residual domestic waste. This bin should be taken with you if you are moving to a property in Huntingdonshire. Please ensure the bin is empty before moving it. You must notify us of your change of address otherwise the bin may not be emptied.

Wheeled bins and sacks provided must only be used for the collection of waste and recycling.

The householder is responsible for keeping the bins / sacks safe whilst they are on their property and to protect them from misuse. The Council will charge for the replacement of any wheeled bin that has been misused.

**Policy 15 - Excess waste / Side waste**

<b>GREY RESIDUAL DOMESTIC BIN &amp; BLUE SACKS</b>	<b>BLUE RECYCLING BIN (Green in some areas) &amp; CLEAR SACKS</b>	<b>GREEN RECYCLING BIN &amp; PAPER SACKS</b>
Excess waste beside or piled on top of the grey residual domestic wheeled bin will not be taken. Where possible excess waste will be placed inside the bin after it has been emptied and the bin sealed with a HDC excess waste sticker. Persistent excess waste may result in an officer visit to advise on management of waste and could ultimately result in legal action being taken against the householder.	Additional recycling materials for the blue bin will be collected as long as these are contained in a clear sack / bag or cardboard box. Any excess waste put out for collection in black / or dark coloured sacks will not be collected. Please do not use your own recycling boxes only HDC provided ones.	Excess waste will not be collected with the exception of real Christmas trees which should be cut down to the same size as the wheeled bin and left separately.

**Policy 16 – Bin Lids**

Wheeled bins will only be collected if the bin lid is closed otherwise it will not be emptied. This is to limit the potential for waste to fall or blow out of the bin when it is being lifted by the bin lift.

**Policy 17 - Rejected / contaminated wheeled bins and sacks**

Where wheeled bins are found to be contaminated, residents will be notified by means of a sticker or hanger placed on the relevant bin (if possible) requiring them to remove the offending material and dispose of it in a responsible manner. Sacks will have a sticker placed on them (if possible). Once the offending material has been removed from the bin or sack they will be collected on the next scheduled collection date. We will not return to empty the bin or collect the sack before the next scheduled collection date.

**Policy 18 - Missed collections**

We will only return for missed collection bins in the following circumstances

- The bin / sack was placed out before 6.30am on the day of collection
- The right collection point was used
- In the case of assisted collections there was access to get the bin e.g. gate unlocked
- A rejected sticker / hanger has not been put on the bin
- A crew report has not been received regarding the bin e.g. heavy, excessive waste

A missed collection must be reported within 4 days of your normal day of collection. Any missed collections reported after this time will not be collected until the next

scheduled collection day unless there are exceptional circumstances. In this instance if the bin has been genuinely missed and the resident cannot store all their waste until their next collection day they will be sent HDC sacks so they can manage until their next collection.

Missed collections reported within the timescales above will be collected within 3 working days of a report being received.

#### **Policy 19 - Assisted collections**

Assisted collections are available to anyone with a disability or mobility problem where no-one in the household is able to take the bins to the normal collection point (see [Policy 12](#)). The collection team will collect the waste or recycling from its normal storage point, empty the container and return it back to the householder's storage point.

The bins/sacks must be easily accessible for the crews, gates left unlocked where necessary and the crew should be easily able to manoeuvre the bins from the property. Please ensure there are no overhanging branches or shrubs as we may be collecting in the dark. Wherever possible the bins should be stored at the front of the property to enable easy collection.

Where a property on an assisted collection is located a long way from the public highway on a private driveway / road we may require an indemnity from the owner/s of the road to enable our vehicle to access the property where it is not suitable for our crews to walk to collect the waste.

Checks may be carried out by the Council from time to time on resident's suitability for the collection and evidence requested from the householder. Any change in circumstance must be notified to the council as soon as possible.

#### **Policy 20 - Frozen green waste bins**

When green waste is frozen in the bin, if the waste does not empty when lifted by the vehicle mechanism the bin will be left with the contents still in it. The lid of the bin will be left open to indicate the crew have tried to empty the bin. The resident should ensure that the waste is loosened within the bin when presenting it for collection on their next scheduled collection day. We will not return to empty frozen bins before the next scheduled collection.

#### **Policy 21 - Overweight wheeled bins and sacks**

Where a crew member cannot safely manoeuvre and position a wheeled bin onto the vehicle, or where the vehicle cannot lift the bin due to the weight of the bin, then it will be left un-emptied and reported by the collection crew. By law all the vehicle bin lifts have a safe working weight limit which crews cannot override.

When collecting sacks the employee will assess the weight of the bag. If this is too heavy to carry safely to the vehicle, the bag is likely to split or the employee cannot safely lift it into the vehicle it will not be collected.

Where any bin or sack is found to be too heavy the householder will be required to remove sufficient material from the bin and dispose of it in a responsible manner.

Once sufficient weight has been removed, the bin or sack should be presented on the next scheduled collection date. We will not return to empty the bin or collect the sack before the next scheduled collection date.

**Policy 22 - Stickers on wheeled bins**

Only stickers provided by HDC will be allowed on bins, or stickers which residents use to identify their bin e.g. house number. No other advertising / promotional stickers will be put on the bins without the permission of the council.

**Policy 23 - Provision of new/replacement wheeled bins**

If you are moving into a new build/renovated property, or a property where the previous occupier has not left the bins, please contact us to arrange delivery of a set of bins. Please note bins will not be put on our delivery schedule until the property is occupied and registered with Council Tax. Delivery can take up to six weeks. We will provide residents with sacks for residual domestic, dry recycling and green waste as appropriate until the bins are delivered.

**Policy 24 - Stolen wheeled bins**

In the event that a bin has been stolen then the householder will be required to report the theft to the Police and obtain a crime number before a new bin will be provided. Please contact us to request a replacement bin. Delivery will take up to six weeks; however sacks will be provided in the meantime for residual domestic, dry recycling and green waste as appropriate until the bins are delivered.

**Policy 25 - Lost & damaged wheeled bins**

If you suspect your bin has been lost please check the surrounding area before requesting a new bin. If the bin has been lost because it has been left out on the highway for a number of days following collection you may be charged the cost of delivery and replacement for a new bin.

**Policy 26 - Sharing wheeled bins**

If residents request to do so, then they may share bins with their neighbour if both are in agreement. One resident must claim overall responsibility for the bin as a bin can only be allocated to one address. It is the responsibility of the named householder if the bin is contaminated, misused or needs replacing.

**Policy 27 - Severe weather**

During severe weather we will

- Continue to undertake the regular scheduled collection of waste wherever it is deemed safe to do so. The decision on whether it is safe for a refuse collection vehicle to access a specific location/street has to be determined locally by the driver of that vehicle. Among key factors that apply are: road conditions, weather conditions, access past parked cars, risks to public and/or the crew.
- We will try to return and collect missed bins as soon as possible after the scheduled collection date. If this is not possible due to continuing bad weather conditions we may make alternative arrangements such as providing sacks to properties so they can store their waste until the next scheduled collection day.
- If significant disruption occurs we will update the Council's website with the information on what is happening and may decide to prioritise which services

are caught up. First priority will normally be given to the residual domestic waste service.

**Policy 28 - Access Issues**

Where we have on a number of occasions attempted to gain access to a road but were unable to do so for reasons such as parked cars, roadworks, building works, road closures etc we may make alternative arrangements such as the delivery of sacks to properties for residual domestic, recycling or green waste to enable households to have sufficient capacity to last until their next scheduled collection day.

**Policy 29 - Offensive / hygiene waste**

The Council does not offer a separate collection for low grade offensive / hygiene waste, i.e. non-infectious waste such as incontinence pads, nappies, feminine hygiene products etc unless excessive quantities are produced. This waste should be double wrapped and placed in the non-recyclable (grey wheeled bin). Where a large quantity is being produced then the household may be eligible for an additional grey wheeled bin under [Policy 8](#).

Sharps must never be placed in the grey wheeled bin but disposed of in special sharps boxes as advised by the PCT.

**Policy 30 - Clinical waste - Infectious or hazardous waste**

Patients producing infectious or hazardous waste must contact the PCT for the correct disposal procedure.

HDC only offer a collection service for dialysis waste and will only accept referrals from the PCT or dialysis nurse.

**WASTE COLLECTION POLICIES**  
**(Report by the Overview and Scrutiny Panel (Environmental Well-Being))**

**1. INTRODUCTION**

- 1.1 At its meeting held on 10th July 2012, the Overview and Scrutiny Panel (Environmental Well-Being) considered the report by the Head of Operations on the Council's Waste Collection Policies. The following paragraphs contain a summary of the Panel's discussions on the report.

**2. THE PANEL'S DISCUSSIONS**

- 2.1 The Panel has welcomed the fact that the Council's waste collection policies will now be available in a single document. Members have, however, suggested that they will form the basis for further policy development. In that respect, they have made some initial suggestions that might be considered.
- 2.2 Members have endorsed the proposed changes referred to in paragraphs 2.2 and 2.3 of the report by the Head of Operations.
- 2.3 It is recommended that the Council should produce guidance on how those items that the Council will not collect (Policy 10) should be disposed of. This guidance should be publicised. In addition, a comment has been made that advice should be made available on how to dispose of batteries and razor blades through the Council's service.
- 2.4 The Panel has discussed Policy 22 which, at present, prohibits stickers on bins. Members are of the view that this provides an opportunity to convey messages such as local speed restrictions. This is something that happens in South Cambs and it is supported by the Police. A pilot initiative is currently taking place in Huntingdonshire. The Panel recommends that, subject to feedback from the local community, this practice should be adopted in Huntingdonshire.
- 2.5 On a similar subject, the Panel has discussed the feasibility of removing the purple stickers on wheeled bins that identify residents who require assistance. It is Members' view that this identifies vulnerable residents and potentially creates a crime hazard. Members have been advised that the introduction of in-cab technology will enable collection crews to identify properties where residents require assistance so the need for purple stickers would be removed. Work on introducing in-cab technology will commence once route optimisation has been completed.
- 2.5 Generally, the Panel supports improved communications in relation to waste collection. It has been noted that a comprehensive communication exercise will take place towards the end of the year to explain new collection arrangements. The Panel's Waste Collection Working Group will be looking at ways of improving general communications in relation to waste collection.

### **3. CONCLUSION**

- 3.1 The Cabinet is requested to take into consideration the views of the Overview and Scrutiny Panel (Environmental Well-Being) as set out above when considering this item.

**Contact Officer: A Roberts, Scrutiny and Review Manager 01480 388015**

**Background Documents** - Reports and Minutes of the meeting of the Overview and Scrutiny Panel (Environmental Well-Being) held on 10th July 2012.



**GROWING AWARENESS – A PLAN FOR OUR ENVIRONMENT  
ANNUAL REVIEW 2011/12  
(Report by Head of Environmental Management)**

**1. INTRODUCTION**

- 1.1 This report accompanies the annual review of Growing Awareness – A Plan for Our Environment, the Council's Environment Strategy, covering the financial year 2011/12.
- 1.2 The strategy provides the framework for the Council to make continual, measurable progress in reducing its own resource use and in stimulating environmental improvement in the wider District. The strategy covers a five year period to the end of 2013/14, and improvements are measured against a baseline year of 2008/09.

**2. BACKGROUND**

- 2.1 Growing Awareness is now three years old. The tables contained within the attached review document chart progress to date against the Strategy's five year targets. The review also contains an action plan for the remainder of the strategy period ensuring the strategy remains current and that our targets are challenging but realistic.
- 2.2 During the annual review of the strategy covering 2010/11, the structure of the document was adjusted to take into consideration central government and the Councils changing environmental priorities. The document now groups projects and indicators under the following priorities:
- Managing a resource efficient Council
  - Improving the environmental efficiency of existing homes
  - Providing environmental advice to local businesses, schools and community groups
  - Shaping sustainable growth
  - Sustainable water management
  - Sustainable waste management
  - Clean & safe Huntingdonshire
- 2.3 Wherever possible, national indicators have been used to track the progress of the strategy, where no national indicator exists, we have created indicators of progress that are simple to understand and easy to gather.
- 2.4 Performance against the objectives of the Environment Strategy, and the specific targets contained within this review document, show that the Council

continues to make real progress in reducing its own environmental impact and in encouraging others to do the same.

- 2.5 The range of projects outlined within this review show that the Council is performing well against the majority the priorities in Growing Awareness with 70% of all indicators contained within the environmental performance tables exceeding target expectations and only 15% of indicators having failed to be met.
- 2.6 Internally, there have been a number of extremely successful projects completed in 2011/12. The installation of one of the largest arrays of solar photovoltaic (PV) panels on a public building anywhere in the UK, on our Eastfield House Operations Centre, will not only generate a profit in excess of £300,000 over its operational lifespan, but will reduce mains electricity use at the site by approximately 30% per annum. It will be critically important to continue to implement and such innovative projects to maximise revenue saving opportunities and environmental benefits.
- 2.7 The projects outlined and work contained within our action plan to 2013/14, will further reduce the Council's environmental impact and will result in significant cost savings. Energy use, carbon reduction, water usage and employee travel, will all be key areas of focus for the remainder of the strategy.
- 2.8 Externally, 2011/12 has seen a major increase in the uptake of micro-generation technology across the District. Despite a reduction in the government's feed-in-tariff, the planned introduction of the Renewable Heat Incentive in 2013 and the Government's new 'Green Deal' loan scheme should further stimulate demand. The Council is well placed to maximise uptake locally through its Green House Demonstration property in St Ives and to generate revenue funding by working in partnership with a Green Deal Provider.
- 2.9 Rising energy prices are contributing to a sharp increase in the number of local householders accessing energy efficiency grants for loft and cavity wall insulation with help from of the Council. Further changes in Government funding streams, and a revamping of the Home Energy Conservation Act (HECA) in 2012, will mean this must also remain a priority for the remainder of the Strategy period.
- 2.10 In the wider District, a great deal of groundwork has been undertaken to help Huntingdonshire begin its transition towards a low carbon economy. Progress has been made to investigate the ability of the District to deliver low carbon energy technologies via the Carbon Reduction Infrastructure Framework (CRIF). The possible development of a District Heating Network for St Neots will provide a platform for the long term sustainable future of the town and a long term revenue generation opportunity for the Council.
- 2.11 The Council continues to deliver a high quality waste management and street cleansing service to the residents of the district ensuring a clean and safe local environment which contributes to the good quality of life experienced by local residents. The Council also remains one of the top ten local authorities in the UK for recycling with a rate of 57%. Maintaining such a high level of recycling is not an easy task, and effective promotion and publicity to residents will be vital to further success.

### **3. FINANCIAL/ RESOURCE IMPLICATIONS**

- 3.1 Growing Awareness is supported by a limited capital budget of £50k per annum. This is used to fund projects in line with the aims and priorities of the Strategy. In both 2010/11 and 2011/12, the allocation was used to make a

contribution towards the total cost of the solar PV installation at Eastfield House. In the coming year, funding will be used to finance a biomass boiler at Hinchingsbrooke Country Park, sustainability features at Love's Farm Community Centre, in addition to some smaller scale projects at the Council's main sites.

- 3.3 In 2010 the Council successfully applied for Government Salix Energy Efficiency grant funding receiving £75k which was match funded to provide an initial £150k for energy efficiency projects at the Council's main sites. Savings generated from the projects implemented are recycled into the fund which will ultimately provide a maximum of £450k towards energy efficiency projects across the Council's estate.
- 3.4 To date, £150k of Salix funding has been allocated to projects and spending is detailed in the annual review of the Council's Carbon Management Plan.

#### **4. CONCLUSIONS**

- 4.1 Growing Awareness continues to provide the framework for Huntingdonshire District Council to deliver its environmental objectives and never has the need for effective local delivery been more critical. In the face of rising energy prices and increasing pressure on water availability the strategy has already delivered a series of very significant 'wins' for the Council and has engaged employees across all service areas to consider revenue saving opportunities associated with the environmental agenda.
- 4.3 The drive for energy efficiency and carbon reduction remains a growth area even in a time of recession and there is the potential for the local economy to benefit directly from the business created. It is therefore critical that the strategy continues to underpin the Council's internal and wider district activities in order to deliver both sustainable growth and resource efficient management of our internal estate.

#### **5. RECOMMENDATIONS**

- 5.1 It is recommended to:
- (a) Note the significant progress towards the implementation of Growing Awareness contained within the annual update 2011/12.
- (b) Continue to support the role of the strategy as the main means for the Council to monitor and improve its own environmental performance, whilst acting as a community leader, to encourage improved environmental practice in the District as a whole.

#### **BACKGROUND INFORMATION**

**Contact Officer: Chris Jablonski (Environment Team Leader)**  
**Tel: Ext. 8368**

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**GROWING AWARENESS – A PLAN FOR OUR ENVIRONMENT ANNUAL  
REVIEW 2011/12  
(Report by the Overview and Scrutiny Panel (Environmental Well-Being))**

**1. INTRODUCTION**

- 1.1 At its meeting held on 10th July 2012, the Overview and Scrutiny Panel (Environmental Well-Being) considered the annual report by the Head of Environmental Management on the Council's Environment Strategy – Growing Awareness – A Plan for Our Environment. The following paragraphs contain a summary of the Panel's discussions on the report.

**2. THE PANEL'S DISCUSSIONS**

- 2.1 The Panel has questioned whether there are any plans to increase the types of materials that can be recycled. In response, Members have been pleased to note that the Council is hoping to expand the range of items that can be recycled, and that work is ongoing with other authorities in order to determine the cost effectiveness of offering an enhanced service.
- 2.2 Having questioned whether it is still worth installing PV Panels and other energy savings measures given the reduction in the Government Feed-in-Tariff, Members have been advised that as there has also been a decline in the capital cost of their installation, they still offer a favourable rate of return and as such should still be encouraged.
- 2.3 The Panel has discussed the Green Deal, which is due to be launched in the coming months. Having been advised that Councils will be best placed to promote this scheme, Members have stressed the importance of ensuring that the Council provides the best value options for householders. It is also recommended that, as far as possible, local traders should be used to deliver installations. A procurement exercise will be undertaken and a report will be delivered back to the Panel in due course on the precise details of the scheme.
- 2.4 The Panel has highlighted the fact that the Council has not achieved its target of a 5% reduction in the cubic metres of water consumed by Council buildings, noting a 5.7% increase on 2008/09. Members have been assured that this will become a priority of the Environment Team and it will continue to be carefully monitored. They have also drawn attention to the increase in the percentage of Council employees travelling to work by car and the slow progress in reducing the amount of waste recycled from the Council's headquarters. The key lesson to learn from these results is that continual efforts need to be made to reinforce the activities that are designed to achieve targets. In particular, reference has been made to the need to promote the Council's home-working policy and its travel Plan.

**3. CONCLUSION**

- 3.1 The Cabinet is requested to take into consideration the views of the Overview and Scrutiny Panel (Environmental Well-Being) as set out above when considering this item.

**Contact Officer: A Roberts, Scrutiny and Review Manager 01480 388015**

**Background Documents** - Reports and Minutes of the meeting of the Overview and Scrutiny Panel (Environmental Well-Being) held on 10th July 2012.

## **RISK REGISTER (Report by the Audit & Risk Manager)**

### **1. INTRODUCTION**

- 1.1 In line with the Council's Risk Management Strategy, a risk register has been developed that holds details of the significant risks faced by the Council. Details of progress made in identifying and managing risks is reported regularly to the Corporate Governance Panel.
- 1.2 The Risk Management Strategy requires the Cabinet to consider each of the very high or 'red' residual risks to identify whether they should be further mitigated by cost-effective and affordable actions. This report provides information in respect of each of the six 'red' risks currently on the register.

### **2. RISK TREATMENT OPTION FORMS**

- 2.1 Each manager responsible for a 'red' risk has considered the options available to further mitigate their potential impact on the Council. COMT have also reviewed their proposals.

For each 'red' risk an option form has been prepared.

Only one risk, risk register entry 6, which deals with IT business continuity, has any additional mitigation proposed and is attached at Annex A. Funding for the additional controls listed on the option form has already been made available. The mitigation that is being planned reduces the residual risk from 'Very High' to High" which falls within the Council's risk appetite as outlined by the risk management strategy.

- 2.2 Business continuity is often seen as being about maintaining IT services and supporting infrastructure. Whilst IT does play a major role in the delivery of services, there are many scenarios that would require business continuity plans to be implemented whilst IT services remained available. For example during the past year, managers have had to prepare and/or deal with industrial action, snow and fuel shortages. Each of these events impacts on services in different ways.
- 2.3 Heads of Service are currently reviewing their service business continuity plans and considering the criticality of service. Following this review, it is intended to consider the overall non-IT related business continuity risks and update the risk register accordingly. The Head of Information Management is leading this exercise and intends to report to Members via Overview & Scrutiny Panel (Economic Well-Being) before the end of the year on the current readiness for managing continuity issues.

2.4 Of the remaining five risks, managers consider that either no further controls can be introduced, or that the cost of implementing further controls cannot be justified compared to the risk reduction benefits expected. A summary of these five risk areas is attached at Annex B.

### **3. RECOMMENDATION**

Cabinet is recommended to:

- Note the proposed actions 'within existing resources' for risk 6;
- decide what action it wishes to take if any, to further mitigate against the risks 15, 47, 58, 130 and 223.

### **BACKGROUND INFORMATION**

Risk Register

**Contact Officer:** David Harwood, Audit & Risk Manager 📞 **01480 388115**



## Risk Treatment Option Form - 6

Risk Treatment – Action Plan						
Description of risk from register:	Risk ID No:	<b>6</b>	Current residual risk score: Likelihood x Impact	4	4	
IT Business Continuity plans are inadequate resulting, over both the short and medium term, in the Council's inability to provide an appropriate service.						
Controls already in place as listed on the risk register:						
<ul style="list-style-type: none"> <li>Server suite at Eastfield House in addition to Pathfinder House</li> <li>2 telecoms switches in new accommodation and at Eastfield House</li> </ul>		<ul style="list-style-type: none"> <li>IT recovery agreement in place; data is backed up for each site and is stored off site on a weekly basis; physical environment – air conditioning</li> <li>UPS - allows 10 minutes closing down time</li> </ul>				
Are these controls operating effectively? <b>Yes</b>						
Risk Action Plan (All actions listed in priority order)						
Proposed actions to reduce risk using existing resources	New residual risk score <sup>1</sup>			Extra resources required <sup>2</sup>		
	L	I				
<b>Reduction in IT BC risks</b>						
a. Improved remote access via Network Enhancement project	4	4				
b. Improve resilience in terms of networking – migration to CPSN network	4	4				
c. Introduction of a SAN and virtual servers	3	3				
d. Introduction of Virtualised Desktop	3	3				
e. IT BC plans in place	3	3				
<b>Actions requiring additional resources</b>						
1.						
2.						
Decision						
Agreed Option:	Implementation Date		Risk Owner			
Decision taken by:		on:				

<sup>1</sup> **New Residual Risk Score:** after the action has been introduced

<sup>2</sup> **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time

## Risk Treatment Option Form - 6

Remember, when considering treatment options that the Council's aim is to manage risk rather than eliminate it completely – successful risk management is about improving risk taking activities whilst minimising the frequency of the event occurring.

Issues that should be considered when making the risk treatment decision are listed below.

Administration	<p>Is the option easy to implement?          Will the option be neglected because it is difficult to implement?          Do staff have sufficient expertise to introduce the option?</p>
Continuity of effects	<p>Will the effects of the risk treatment option be long term/continuous or short term?          If short term, when will further risk treatments be needed?          Does the risk need to be treated at all as it will 'disappear' in the short term (e.g. a project it refers to will be completed or in the next three months)</p>
Cost effectiveness	<p><i>Costs need to be estimated accurately as it's the base against which cost effectiveness is measured.</i></p> <p>Can the cost of implementing further control be justified compared to the risk reduction benefits expected?          What financial loss is to be expected if no action is taken?          Could the same results be achieved at lower cost by other means?</p> <p>Will running costs go up or down?          What capital investment will be needed?          What other costs will there be?</p>
Benefits	<p>What will happen to service levels?          What will happen to service quality?          What additional benefits or risk reductions will occur in other areas?          Can other controls in place be amended to deal with this risk?          How will you evaluate this option to see if it is reducing the identified risk?</p>
Objectives	<p>Will reducing risk advance the Council's overall objectives?          What will be the economic and social impacts?          What will be the impact on the environment of leaving the risk as it is?</p>
Regulatory	<p>Complying with laws and regulations is not an option.</p> <p>Does the lack of treating the risk (or the current method of control) breach any laws or regulatory requirement?          Is the treatment option proposed, including its cost, totally disproportionate to the risk?</p>
Risk creation	<p>What new risks will be created from introducing the option?</p>

## Risk treatment action plans No further controls proposed

Description of risk from register:	Risk ID No: <b>15</b>	Current residual risk score: Likelihood x Impact	2	5	
ICT Security is breached causing both the loss of data and a loss of confidence in the integrity of the data being held.					
Controls already in place as listed on the risk register:					
<ul style="list-style-type: none"> <li>• Access controls – Logical</li> <li>• Anti-virus and Firewalls preventing unauthorised access by viruses.</li> <li>• Offsite storage of backup tapes</li> <li>• Booking procedures for use of laptops away from the office</li> </ul>			<ul style="list-style-type: none"> <li>• Email filtering reduces reducing viruses, trojan software &amp; spam</li> <li>• Fire / security protection</li> <li>• Locks on notebook computers.</li> <li>• Monthly floor walk of laptops and mobile kit to check if secure.</li> <li>• Security marking of assets</li> <li>• Compliance with Government Connect including a new remote access system and an enhanced wireless system.</li> </ul>		
Are these controls operating effectively? <b>Yes</b>					

Description of risk from register:	Risk ID No: <b>47</b>	Current residual risk score: Likelihood x Impact	2	5	
Council's funds not invested appropriately leading to losses or poor returns resulting in unexpected service cuts.					
Controls already in place as listed on the risk register:					
<ul style="list-style-type: none"> <li>• Treasury strategy in place</li> <li>• Discussion of issues with Treasury Management Advisory Group</li> <li>• External consultant appointed</li> <li>• Restrict investments to counterparties that have high credit ratings and Building Societies in line with the Strategy.</li> <li>• Restrict period of investment in line with the Strategy</li> </ul>			<ul style="list-style-type: none"> <li>• Limiting maximum loan to a counterparty or group of related counterparties or country in line with the Strategy. Prompt reaction to daily notification of changes to credit ratings.</li> <li>• Suitably qualified and experienced staff</li> <li>• Half yearly reports to Cabinet, O&amp;S, and Council.</li> <li>• Internal and External Audit reviews</li> </ul>		
Are these controls operating effectively? <b>Yes</b>					

Description of risk from register:	Risk ID No: <b>58</b>	Current residual risk score: Likelihood x Impact	2	5	
Information Security Policy is not followed leading to an inability to provide an appropriate service, litigation against the Council and a failure to respond to requests for information.					
Controls already in place as listed on the risk register:					
<ul style="list-style-type: none"> <li>• Information Security Policy covers all aspects of IT and information security. Policy agreed by COMT and HoS advised that their staff must follow the training. Guidance and Training provided by IMD.</li> <li>• Online training provides staff with training and awareness of Information Security issues.</li> </ul>			<ul style="list-style-type: none"> <li>• Regular reminders / training given to staff regarding the need for confidentiality</li> <li>• The Business systems and database register keeps a log of all the databases and IT business systems which are used by the Council. By controlling this systems we are reduce the likelihood on information security issues.</li> </ul>		
Are these controls operating effectively? <b>Yes</b>					

Description of risk from register:	Risk ID No: <b>130</b>	Current residual risk score: Likelihood x Impact	3	5	
Changes in government funding leading to a reduction in income for the Council.					
Controls already in place as listed on the risk register:					
<ul style="list-style-type: none"> <li>Overview &amp; Scrutiny consider the budget at regular intervals. Close Cabinet oversight of the Budget Plan</li> </ul>			<ul style="list-style-type: none"> <li>The Council considers regularly the minimum level of reserves and ensures through the MTP process that these can be maintained.</li> </ul>		
Are these controls operating effectively? <b>Yes</b>					

Description of risk from register:	Risk ID No: <b>223</b>	Current residual risk score: Likelihood x Impact	5	3	
MMI Ltd are unable to 'run-off' outstanding liabilities from their reserves leading to a call on the Council to meet funding shortfall.					
Controls already in place as listed on the risk register: <b>None</b>					
Are these controls operating effectively? <b>No controls in place</b>					
Note: Due to the outcome of the Supreme Court decision to which the Council was a party, it may be that MMI enforce the Scheme of Arrangement which requires the Council to pay back a proportion of claims payments made since 1993. The maximum claw back is £601k.					

CABINET

19<sup>th</sup> JULY 2012

## **POLICE AND CRIME PANEL (Report of the Head of Legal & Democratic Services)**

### **1. INTRODUCTION**

- 1.2 The Police Reform and Social Responsibility Act 2011 introduced significant changes in police governance and accountability, in particular replacing the Police Authorities with directly elected Police and Crime Commissioners (commissioners).
- 1.3 The public accountability for the delivery and performance of the police service within each force area will be placed into the hands of the commissioner on behalf of their electorate. The commissioner will draw on their mandate to set and shape the strategic objectives of their force area in consultation with the chief constable. The commissioner will be accountable to their electorate; the chief constable will be accountable to the commissioner.

### **2. POLICE AND CRIME PANEL**

- 2.1 The Act also requires the local authorities in each police force area to establish a police and crime Panel ("Panel"), as a joint committee, primarily to scrutinise the commissioner. The Act also prescribes many of the arrangements with regard to the Panel and the way in which it conducts its business.
- 2.2 According to the Home Office, "Panels are not a replacement for the police authority. They will fulfil an important role in scrutinising the commissioner but we need to be clear that this reform is about reconnecting the police and the people. This will be achieved through a directly elected police and crime commissioner not through the police and crime Panel. The Panel will have an important scrutiny role in relation to the commissioner, however it is the commissioner who is taking on the role of the police authority and who the public will hold to account for the performance of their force."
- 2.3 The Panel will have the following duties and powers which must be exercised in accordance with the Act and associated Regulations:
- the power of veto, by two-thirds majority, over the commissioner's proposed budget and precept;
  - the power of veto, by two-thirds majority, over the commissioner's proposed candidate for chief constable;
  - the power to ask Her Majesty's Inspectorate of Constabulary (HMIC) for a professional view when the commissioner intends to dismiss a chief constable;
  - the power to review the commissioner's draft police and crime plan and make recommendations to the commissioner who must take account of them;

- the power to review the commissioner's annual report and make reports and recommendations at a public meeting, which the commissioner must attend;
- the power to require any papers in the commissioner's possession (except those which are operationally sensitive);
- the power to require the commissioner to attend the Panel to answer questions;
- the power to appoint an acting commissioner (from within the commissioner's staff) when the elected commissioner is incapacitated or suspended (until she/he is no longer incapacitated or suspended), or resigns or is disqualified (until a new commissioner is elected); and
- responsibility for all complaints about the commissioner, although serious issues must be passed to the Independent Police Complaints Commission (IPCC).

2.4 Terms of reference for the Panel are included at Appendix A however until the commissioner takes office on 22 November 2012, following the election on 15 November 2012, the Panel's powers will be limited to those necessary to prepare itself. The various constitutions of the Cambridgeshire authorities will require amendment in due course to incorporate the terms of reference although this will be a subsequent decision for Council

2.5 The Home Secretary has reserve powers to establish a Panel and to appoint members to the Panel, if any local authority fails to do so. The authorities are required to notify the Secretary of State of their nominations and appointment of their various councillors to the Panel by the 16 July 2012.

### **3. DEVELOPING THE PANEL ARRANGEMENTS**

3.1 It is proposed in this report that the seven Cambridgeshire local authorities each agree the Panel arrangements, establishing it as a joint committee, and appoint their member(s) of the Panel in accordance with the Panel arrangements. This will allow time for the Panel, before the commissioner is elected, to appoint co-opted independent members; agree the Panel's rules of procedure; be briefed on relevant issues; and agree the Panel's work programme for its first year.

3.2 Heads of Legal Services from the seven local authorities have recently been consulted on the arrangements for the Cambridgeshire Police and Crime Panel. These arrangements take the form of an agreement setting out the manner in which the authorities will provide support to the Panel and are included at Appendix B. The terms of the Panel arrangements are largely prescribed by Schedule 6 of the Police Reform and Social Responsibility Act 2011

#### **4. PANEL MEMBERSHIP**

- 4.1 The lead local authority for this process, Cambridgeshire County Council, has facilitated discussions between the local authorities to enable them to fulfil their duty to secure (as far as is reasonably practicable) that the appointed members represent the political make-up of the local authorities within the police area (when taken together).
- 4.2 In Cambridgeshire, it has been agreed that the Panel should comprise eleven Councillors: one from each of the District or Borough Councils, three members each from the County and Peterborough City Council.
- 4.3 Under the terms of the Act if the Panel is greater than the 10 members required, the additional member is considered to be a co-opted member and will require the approval of the Secretary for State. If approved, a subsequent resolution of the Panel will also be required. A joint application for consent for the additional member is being made to the Secretary for State by the Cambridgeshire County Council and Peterborough City Council.
- 4.4 A further two independent members (not councillors) must be co-opted by the Panel. When co-opting the independent members, the Panel must ensure that, as far as is reasonably practicable, the appointed and co-opted members together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 4.5 It is proposed that one Conservative member is nominated and appointed to the Panel.

#### **5. SUPPORT FOR THE PANEL**

- 5.1 It has been agreed that Peterborough City Council will be the host local authority for the Panel and, within the overall budget agreed annually by the seven local authorities, will support the Panel and its members. This support will be led by a lead officer from the host authority supplemented as required by additional specialist officers (eg finance officers when advising the Panel on the commissioner's proposed budget and precept, legal officers when advising the Panel on dealing with any complaints against the commissioner).
- 5.2 It is proposed that the costs of the Panel, including support for the Panel, will be contained as far as possible within the grant to be provided by the Home Secretary to the host local authority but if that grant is exceeded the excess be shared equally. The annual grant will be £53,330 plus £920 towards expenses per Panel member, subject to review by the Home Secretary in future. The LGA has lobbied the Home Office to make a transparent level of funding available on a permanent basis to ensure that there is no burden on local authorities. However, the Act requires that Panel arrangements make provision about how the local authorities are to share the costs of the Panel.

- 5.3 To avoid a burden on the budget of the Panel it is proposed that each authority determine whether and if so what allowance should be paid to its representative on the Panel.
- 5.4 The Act requires that the Panel arrangements set out how support and guidance will be given to elected members and officers of the local authorities in relation to the functions of the Panel. It is proposed that this will comprise initial briefing sessions for all elected members and relevant officers of the local authorities before the commissioner is elected and annual briefing sessions in each following year.

## **6. RECOMMENDATIONS:**

6.1 It is recommended that:

- (a) The Cabinet agrees to establish the Cambridgeshire Police and Crime Panel as a joint committee of the local authorities as defined in Section 28 of the Police Reform and Social Responsibility Act 2011.
- (b) The Cabinet nominates and appoints one member and one substitute member to the Panel.
- (c) The Cabinet agrees the substance of the Panel arrangements in accordance with schedule 6 of the Police Reform and Social Responsibility Act 2011 and agrees to delegate authority to the Head of Legal and Democratic Services to finalise the precise wording as necessary.

## **BACKGROUND PAPERS**

Appendix 1 – Terms of reference for the Cambridgeshire Police and Crime Panel  
Appendix 2 - Panel arrangements for the Cambridgeshire Police and Crime Panel

**Contact Officer: Colin Meadowcroft, Head of Legal and Democratic Services,  
(01480) 388021**



**CAMBRIDGESHIRE POLICE AND CRIME PANEL - PANEL ARRANGEMENTS**

This Agreement is dated the                      day of July 2012

The Agreement is made between the following:

1. Cambridge City Council
2. Cambridgeshire County Council
3. East Cambridgeshire District Council
4. Fenland District Council
5. Huntingdonshire District Council
6. Peterborough City Council
7. South Cambridgeshire District Council

In this Agreement the above Councils are referred to together as 'the Authorities'.

Interpretation:

*"Act"*

means the Police Reform and Social Responsibility Act 2011

*"Host Authority"*

means Peterborough City Council

*"Lead Authority"*

means Cambridgeshire County Council

*"Panel"*

means the Police and Crime Panel

*"Panel Arrangements"*

means the arrangements set out in this Agreement

*"PCC"*

means the Police and Crime Commissioner"

## **1.0 Background**

- 1.1 The Act introduces new structural arrangements for national policing, strategic police decision making, neighbourhood policing and police accountability.
- 1.2 The Act provides for the election of a PCC for a police force area, responsible for securing an efficient and effective police force for their area, producing a police and crime plan, recruiting the Chief Constable for an area, and holding him/her to account, publishing certain information including an annual report, setting the force budget and police precept and requiring the Chief Constable to prepare reports on police matters. The PCC must co-operate with local community safety partners and criminal justice bodies.
- 1.3 The Act requires the local authorities in each police force area to establish and maintain a Panel for its police force area. It is the responsibility of the Authorities for the police force area to make Panel Arrangements.
- 1.4 Cambridgeshire is a multi authority police force area. The Authorities, as the relevant local authorities within the area must agree to the making and modification of the Panel Arrangements.
- 1.5 Each Authority and each Member of the Panel must comply with the Panel Arrangements.
- 1.6 The functions of the Panel (to be known as the Cambridgeshire Police and Crime Panel) must be exercised with a view to supporting the effective exercise of the functions of the PCC for that police force area.
- 1.7 The Panel must have regard to the Policing Protocol issued by the Home Secretary, which sets out the ways in which the Home Secretary, the PCC, the Chief Constable and the Panel should exercise, or refrain from exercising, functions so as to encourage, maintain or improve working relationships (including co-operative working); and limit or prevent the overlapping or conflicting exercise of functions.
- 1.8 The Panel is a scrutiny body with responsibility for scrutinising the PCC and promoting openness in the transaction of police business in the police force area.
- 1.9 The Panel is a joint committee of the Authorities.

1. 10 The Authorities agree the Panel Arrangements.

## **2. 0 Functions of the Police and Crime Panel**

2. 1 The Panel may not exercise any functions other than those conferred by the Act.

2. 2 The functions of the Panel set out at paragraphs 2.3 - 2.8 below may not be discharged by a Committee or Sub-Committee of the Panel.

2. 3 The Panel is a statutory consultee on the development of the PCC's Police and Crime Plan and must:

- a) review the draft Police and Crime Plan (and a variation to it); and,
- b) report or make recommendations on the draft Plan which the PCC must take into account.

2. 4 The Panel must comment upon the Annual Report of the PCC, and for that purpose must:

- a) arrange for a public meeting of the Panel to be held as soon as practicable after the Panel is sent an Annual Report under Section 12 of the Act;
- b) ask the PCC at that meeting such questions about the Annual Report as the Members of the Panel think appropriate;
- c) review the Annual Report; and,
- d) make a report or recommendations on the Annual Report to the PCC.

2. 5 The Panel must undertake a review of a precept proposed by the PCC in accordance with the requirements set out in Schedule 5 of the Act, and will have a right of veto in respect of the precept in accordance with the Act and Regulations made under the Act.

2. 6 The Panel must review, make a report to and make recommendations to the PCC in relation to the appointment of a Chief Constable by the PCC in accordance with the requirements set out in Schedule 8 of the Act and will have a right of veto in respect of the appointment in accordance with the Act and Regulations made under the Act.

2. 7 The right of veto in paragraphs 2.5 and 2.6 will require that at least two-thirds of the persons who are Members of the Panel at the time when the decision is made vote in favour of making that decision.

2. 8 The Panel must review, make a report to and make recommendations to the PCC in relation to the appointment of the PCC's Chief Executive, Chief Finance Officer

and the Deputy Police and Crime Commissioner in accordance with the requirements set out in Schedule 1 of the Act.

- 2.9 The following functions must also be undertaken by the Panel but may be delegated to a Sub-Committee of the Panel:
- 2.10 The Panel shall receive notification from the PCC of any suspension of the Chief Constable, or any proposal to call upon a Chief Constable to retire or resign, and in the case of the latter must make a recommendation to the PCC as to whether or not the PCC should call for the retirement or resignation in accordance with the procedures set out in Schedule 8 of the Act.
- 2.11 The Panel must review or scrutinise the decisions or actions of the PCC in the discharge of his/her functions and make reports or recommendations to the PCC with respect to the discharge of the PCC's functions. The Panel may carry out investigations into the decisions of the PCC, and into matters of particular interest or public concern.
- 2.12 The Panel must publish any reports or recommendations made by it to the PCC in a manner which the Panel will determine and must also send copies to the Authorities.
- 2.13 The Panel may require the PCC or a member of his/her staff to attend the Panel to answer questions necessary for the Panel to undertake its functions, provided that such questions shall not:
  - a) relate to advice provided to the PCC by his/her staff;
  - b) in the view of the PCC:
    - i) be against the interests of national safety;
    - ii) jeopardise the safety of any person; or,
    - iii) prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice; or,
  - c) be prohibited by any other enactment.
- 2.14 If the Panel requires the PCC to attend the Panel, the Panel may (at reasonable notice) request the Chief Constable to attend before the Panel on the same occasion to answer any question which appears to the Panel to be necessary in order for it to carry out its functions.
- 2.15 The Panel may require the PCC to respond in writing to a report or recommendation from the Panel to the PCC.

2. 16 The Panel may suspend the PCC if he/she is charged with an offence carrying a maximum term of imprisonment exceeding two years.
2. 17 The Panel will have any other powers and duties set out in the Act or Regulations made in accordance with the Act.

### **3. 0 Membership**

#### **General**

3. 1 Cambridgeshire is a police force area comprising seven (7) Authorities. The Authorities have each agreed to provide one elected member together with the Lead Authority and the Host Authority having the power to appoint the extra Members of the Panel.
- 3.2 Appointments of elected members to the Panel shall be made by each of the Authorities in accordance with their own procedures and with a view to ensuring that the balanced appointment objective is met so far as is reasonably practicable.
- 3.3 The Lead Authority has taken steps to coordinate the Authorities with a view to ensuring that the balanced appointment objective is achieved. The balanced appointment objective requires that the local authority Members of the Panel (which includes Members appointed by the Authorities and co-opted Members who are elected Members of any of the Authorities) should:
- a) represent all parts of the police force area;
  - b) represent the political make-up of the Authorities; and,
  - c) taken together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
3. 4 The Authorities have agreed that the Panel ought to consist of eleven (11) Members appointed by each of the Authorities as set out in the attached Schedule.
- 3.5 The appointment of the eleventh Member requires
- (a) the consent of the Secretary of State and
  - (b) resolution of the Panel
- 3.6 The Lead Authority and the Host Authority have jointly agreed to seek the consent of the Secretary of State to the appointment of the eleventh Member

- 3.7 The Panel shall also include two (2) independent Members co-opted by the Panel.
- 3.8 In appointing co-opted Members who are not elected members of any of the Authorities the Panel must secure, so far as is reasonably practicable that the appointed and co-opted Members of the Panel, together have the skills, knowledge and experience necessary for the Panel to discharge its functions effectively.
- 3.9 The Panel may also resolve to co-opt further Members provided that  
(a) the further agreement of the Secretary of State is sought, and  
(b) the number of co-opted Members included in the Membership of the Panel shall not exceed twenty (20) in total.
- 3.7 Authorities may appoint a named substitute Member for each nominated Member in the event that their Appointed Member is unable to attend a meeting.

#### **Appointed Members**

- 3.8 If a nominated Member agrees to the appointment the Authority may appoint the Member as a Member of the Panel.
- 3.9 In the event that an Authority does not appoint a Member in accordance with these requirements, the Secretary of State must appoint a Member to the panel from the defaulting authority in accordance with the provisions in the Act.
- 3.10 With a view to ensuring continuity of membership as far as possible, an appointed Member shall be a Member of the Panel for four years unless s/he ceases to be an elected Member, or is removed by their Authority.
- 3.11 An Authority may decide in accordance with their procedures to remove their appointed Member from the Panel at any point and on doing so shall give notice to the Solicitor to the Council at the Host Authority.
- 3.14 An appointed Member may resign from the Panel by giving written notice to the Solicitor to the Council at the Host Authority on behalf of the Panel and to the proper officer at their Authority.
- 3.15 In the event that any appointed Member resigns from the Panel, or is removed from the Panel by an Authority, the Authority shall immediately take steps to nominate and appoint an alternative Member to the Panel.

3. 16 Members appointed to the Panel may be re-appointed to the Panel for a further term of four years.

### **3. 17 Co-opted Members**

3. 18 The following may not be co-opted Members of the Panel:

- a) the PCC for the Police Area.
- b) a member of staff of the PCC for the area.
- c) a member of the civilian staff of the Police Force for the area.
- d) a Member of Parliament.
- e) a Member of the National Assembly for Wales.
- f) a Member of the Scottish Parliament.
- g) a Member of the European Parliament.

3. 19 An elected member of any of the Authorities may not be a co-opted Member of the Panel where the number of co-opted Members is two.

3. 20 If the Panel has three or more co-opted Members an elected member of any of the Authorities may be a co-opted Member of the Panel provided that at least two of the other co-opted Members are not elected members of any of the Authorities.

3. 21 A co-opted Member shall be a Member of the Panel for four years.

3. 22 The Panel shall put in place arrangements to ensure that appointments of co-opted Members are undertaken following public advertisement in accordance with the following principles:

- a) The appointment will be made on merit of candidates whose skills, experience and qualities are considered best to ensure the effective functioning of the Panel;
- b) The selection process must be fair, objective, impartial and consistently applied to all candidates who will be assessed against the same pre determined criteria; and,
- c) The selection process will be conducted transparently with information about the requirements for the appointment and the process being publicly advertised and made available with a view to attracting a strong and diverse field of suitable candidates.

3. 23 A co-opted Member of the Panel may resign from the Panel by giving written notice to the Solicitor to the Council at the Host Authority on behalf of the Panel.

3. 24 The Panel must from time to time decide whether the Panel should exercise its power to change the number of co-opted Members of the Panel to enable the balanced appointment objective to be met, or be more effectively met, and if so, it must exercise that power accordingly.
3. 25 The Panel may decide to terminate the appointment of a co-opted Member of the Panel if at least two-thirds of the persons who are Members of the Panel at the time when the decision is made vote in favour of making that decision at any time for the reasons set out below and on doing so shall give written notice to the co-opted Member:
- a) if the co-opted Member has been absent from the Panel for more than three months without the consent of the Panel;
  - b) if the co-opted Member has been convicted of a criminal offence but not automatically disqualified;
  - c) if the co-opted Member is deemed to be incapacitated by physical or mental illness or is otherwise unable or unfit to discharge his or her functions as a co-opted Member of the Panel; or,
  - d) if the co-opted Member's membership of the Panel no longer achieves the balanced appointment objective.
3. 26 In the event that a co-opted Member resigns from the Panel or is removed from the Panel following a decision of the Panel, the Panel shall ensure that at least two independent co-opted Members remain appointed to the Panel, and in the absence of two such Members shall make arrangements to ensure that two co-opted Members are appointed.
3. 27 Co-opted Members appointed to the Panel may be re-appointed for a further term of four years provided that the balanced appointment objective is met by that re-appointment.

#### **4. 0 Budget and Costs of the Panel**

4. 1 The annual costs of the Panel, reduced by the figure of any grant from the Home Office or any other source, shall be borne between the Authorities equally.
4. 2 A draft budget for the operation of the Panel shall be drawn up by the Host Authority in February each year, and shall be approved by the Authorities. All costs will be contained within the budget.

#### **5. 0 Host Authority**

5. 1 A Host Authority shall be determined by mutual agreement of the Authorities for the Panel and shall provide such administrative and other support as will be



necessary to enable the Panel to undertake its functions. The Host Authority may be changed by agreement of the Authorities providing 12 months notice expiring on 31 March in any year is given.

## **6.0 Rules of Procedure**

The Panel shall determine its Rules of Procedure which shall include arrangements in relation to the:

- a) the appointment and removal of the Chairman;
- b) the formation of sub-committees;
- c) the making of decisions;
- d) the arrangements for convening meetings; and,
- e) the circulation of information.

## **7.0 Allowances**

- 7.1 Members shall be entitled to claim expenses incurred as a result of membership of the Panel. An allowance has been agreed by the Secretary of State of 'up to £920 per member' which is to be made available from October 2012. It will therefore be for the Panel to consider a scheme of allowances once the allocation has been fixed by the Home Office.

## **8.0 Promotion of the Panel**

- 8.1 The Panel arrangements shall be promoted by:
  - a) the establishment and maintenance of a dedicated open-access website including information about the role and work of the Panel, Panel Membership, all non-confidential Panel and sub-committee meeting papers, press releases and other publications;
  - b) the issuing of regular press releases about the Panel and its work; and,
  - c) the Authorities will each include information about the Panel on their websites, and will also include a link to the Panel website.
- 8.2 Support and guidance shall be provided to executive and non-executive elected members and officers of the Authorities in relation to the functions of the Panel as follows:
  - a) by the provision of initial briefing sessions for elected members and relevant officers of the Authorities before the election of the PCC, and

- the provision of annual briefing sessions following the PCC's appointment; and,
- b) by the provision of written briefing notes for elected members and relevant officers of the Authorities at least three times per year.

**9.0 Validity of Proceedings**

- 9.1 The validity of the proceedings of the Panel shall not be affected by a vacancy in the Membership of the Panel or a defect in appointment.
- 9.2 The conduct of the Panel and the content of these arrangements shall be subject to the legislative provisions in the Police Reform and Social Responsibility Act 2011, and any Regulations made in accordance with that Act, and in the event of any conflict between the Act or Regulations, and these arrangements, the requirements of the legislation will prevail.

**SIGNED BY THE AUTHORITIES AS FOLLOWS:**

**CAMBRIDGESHIRE POLICE AND CRIME PANEL**

**TERMS OF REFERENCE**

- 1) To review and make a report or recommendation on the draft police and crime plan, or draft variation, by the Police and Crime Commissioner.
- 2) To review, put questions to the Police and Crime Commissioner at a public meeting, and make a report or recommendation (as necessary) on the annual report.
- 3) To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments made by the Police and Crime Commissioner.
- 4) To review and make a report on the proposed appointment of the Chief Constable.
- 5) To review and make a report and recommendation (as necessary) on the proposed precept.
- 6) To review or scrutinise decisions made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the commissioner's functions.
- 7) To make reports or recommendations to the Police and Crime Commissioner with respect to the discharge of the commissioner's functions.
- 8) To support the effective exercise of the functions of the Police and Crime Commissioner.
- 9) To fulfil functions in relation to complaints about conduct matters, in accordance with the responsibilities accorded to the panel by the Police Reform and Social Responsibility Act 2011.
- 10) To appoint an Acting Police and Crime Commissioner if necessary.
- 11) To suspend the Police and Crime Commissioner if it appears to the panel that the Commissioner has been charged in the United Kingdom or Isle of Man with an offence which carries a maximum term of imprisonment exceeding two years.

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