

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 11 DECEMBER 2012** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Panel held on 13th November 2012.

**Dr A Roberts
388015**

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. NOTICE OF EXECUTIVE DECISIONS (Pages 5 - 10)

A copy of the current Notice of Executive Decisions, which was published on 14th November 2012 is attached. Members are invited to note the Decisions and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

4. CHARGING FOR A SECOND GREEN BIN (Pages 11 - 28)

To consider the decision made by the Cabinet on 22nd November 2012 on charging for a second green bin, which has been called-in by the Panel, as described in a report by the Head of Legal and Democratic Services.

**Dr A Roberts
388015**

5. WASTE COLLECTION ROUND OPTIMISATION (Pages 29 - 34)

To consider a report by the Head of Operations on the round rescheduling for the refuse, recycling and garden waste collection services.

**E Kendall
388635**

6. CARBON MANAGEMENT PLAN (Pages 35 - 46)

To receive a report by the Head of Environmental Management on the Carbon Management Plan.

**Dr P Jose
388332**

**7. OVERVIEW AND SCRUTINY (ENVIRONMENTAL WELL-BEING)
PANEL - PROGRESS** (Pages 47 - 52)

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

**Dr A Roberts
388015**

8. WORK PLAN STUDIES (Pages 53 - 58)

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

**Dr A Roberts
388015**

9. SCRUTINY (Pages 59 - 64)

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

Dated this 3 day of December
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 J Walker, Trainee Democratic Services Officer, Telephone: 01480 387049, email: jessica.walker@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

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

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

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

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

Emergency Procedure

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

This page is intentionally left blank

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 13 November 2012.

- PRESENT: Councillor D Harty – Chairman.
- Councillors M G Baker, Mrs M Banerjee, I C Bates, I J Curtis, J W Davies, D A Giles, N J Guyatt, G J Harlock and Mrs D C Reynolds.
- Co-opted Member Mr D Hopkins
- APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillor C R Hyams and Mr M Phillips.
- IN ATTENDANCE: Councillors N J Guyatt and D M Tysoe.

46. MINUTES

The Minutes of the meeting of the Panel held on 9th October 2012 were approved as a correct record and signed by the Chairman.

47. MEMBERS' INTERESTS

No declarations were received.

48. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN

The Panel considered and noted the current Notice of Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Executive Leader of the Council for the period 1st November 2012 to 28th February 2013. Having regard to the report on charging for a second green bin, the Panel was advised that the Cabinet had decided to defer this report to enable the Overview and Scrutiny Panel (Economic Well-Being) to consider it. The Economic Panel had supported the business case for charging for a second green bin, subject to it being considered as part of an assessment of all the Council's options for savings.

49. THE HOUGHTON AND WYTON CONSERVATION AREA CHARACTER ASSESSMENT AND BOUNDARY REVIEW

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

Councillor N J Guyatt introduced a report by the Head of Planning and Housing Strategy (a copy of which is appended in the Minute Book) on the Houghton and Wyton Conservation Area Character Assessment and Boundary Review. Members were advised that the Character Assessment and Boundary Review had been produced in

compliance with an undertaking given to Houghton and Wyton Parish Council. If adopted there would be comprehensive Conservation Area coverage of green space in the Ouse Valley.

The Panel congratulated officers on the quality and high standard of the documents and drew attention to the fact that the size of the conservation area would increase by 30%. Members discussed a suggestion that Area 2 of the map at Appendix 4 should be included in the Conservation Area. The Head of Planning and Housing Strategy drew attention to the fact that an appraisal indicated that this area did not meet the Conservation Area criteria. It was explained that, as a result, its inclusion might undermine the validity of the Character Assessment. Members were assured that the Character Assessment was needed to reinforce the Urban Design Framework (UDF). If the UDF was implemented, Area 2 would be of a standard that would make it eligible for inclusion in the Conservation Area. Councillor I C Bates suggested that, in this case, the opportunity should be taken to include it at this stage. However, given that this might undermine the ability of the Conservation Area Character Assessment to withstand a legal challenge, the Panel accepted that this matter should be re-visited once the obstacles to its inclusion had been removed.

RESOLVED

that the Cabinet be recommended to –

- (a) endorse the revised Houghton and Wyton Conservation Area Character Assessment and Conservation Area Boundary Review and adopt both documents; and
- (b) re-visit the inclusion of Area 2 in the Conservation Area at the appropriate time.

50. CONTROLLED WASTE REGULATIONS

(Councillor D M Tysoe, Executive Councillor for the Environment, was in attendance for this Item).

Consideration was given to a report (a copy of which is appended in the Minute Book) by the Head of Operations outlining of the changes introduced by the Controlled Waste Regulations 2012. The Panel was advised that the Regulations had revised the premises which were exempt from a charge for disposal.

Members were informed that the Council collected waste from a number of premises that were previously exempt from charges, which the County Council could now charge by for the disposal of their waste. They were assured that the majority of customers would still enjoy free disposal if they were Council customers prior to April 2012.

The Panel discussed the possibility of offering and promoting an enhanced trade waste service as a means of generating income for the Authority. It was argued that there would be a marginal cost to providing such a service as the Council already had waste collection rounds in place. Furthermore, the principle of competing in

commercial markets had already been established as the Council traded in other sectors such as leisure. Given the financial pressures on the Council, it was suggested that the development of the trade waste service should be investigated.

In response to a question, the Head of Operations advised Members that prisons were commercial premises and as such incurred the full waste disposal charge. Further to this, a Member suggested that Littlehey Prison's recycling activities should be included in the District's recycling statistics. Having concluded their discussions, the Panel

RESOLVED

that the Cabinet be recommended to approve the recovery of the full cost of waste disposal from those premises previously exempt from the charge, except where they continue to be exempt under the County Council's local policy.

51. THE CONTRIBUTION OF AGRICULTURE TO THE ENVIRONMENT AND ECONOMY IN THE CONTEXT OF PLANNING POLICIES

Further to Minute No. 12/30, Councillor Mrs M Banerjee introduced the final report by the Working Group (a copy of which is appended in the Minute Book). Members were advised that the report's recommendations had been amended following discussion with the Head of Planning and Housing Strategy.

RESOLVED

that the report of the Working Group be endorsed for submission to the Cabinet.

52. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) - PROGRESS

With the aid of the report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) the Panel was advised of progress on matters that had been previously discussed. Having been informed of the response received from Mr D McCandless regarding the trial of wheelie bin stickers, Councillor I C Bates informed the Panel that stickers had been placed on wheelie bins throughout Hilton, though he did not know how the scheme had been funded. He suggested that a Member of Hilton Parish Council should be contacted in order to gain an understanding of the benefits of Speedwatch in the village.

With regard to the study on drainage, it was reported that the Council was continuing to work with Anglian Water to resolve outstanding problems. Members noted that an assessment of progress by District and County Council and Anglian Water in Yaxley shortly would be undertaken.

The Chairman informed Members of a suggestion by Godmanchester Residents Against Bearscroft that the Panel should scrutinise the Council's approach to the proposed development of land at Bearscroft Farm, Godmanchester. A range of matters were proposed for

investigation. Councillor C R Hyams also had made a submission on the proposed study. Owing to the fact that a valid current planning application had already been received, advice had been obtained from the Council's Head of Legal and Democratic Services on whether the Panel could reasonably and legitimately involve itself in this matter at the present time. He stated that the matters raised principally related either to planning issues and the weight that should be accorded to them or to the Council's procedures. In his view, planning issues should be considered as part of the applicable planning processes and it was for Planning Officers and the Development Management Panel to decide what they considered to be material planning considerations and to determine the weight to be accorded to them. It would not be appropriate for Overview and Scrutiny to be considering these issues or expressing their views on them. With regard to any argument that the Council had not followed due process, then the normal route of challenge was through the Courts, as had happened in other areas. Considering process matters whilst there was still a possibility of judicial challenge, would seem to be premature and although ultimately this was a matter for the Panel, if it was minded to look in to the matter, he considered a more appropriate time to do this would be following the determination of the application and the expiry of any period for legal challenge.

Head of Planning and Housing Strategy reiterated that the determination of the planning application was the responsibility of the Development Management Panel. He advised that the all planning matters relating to Bearscroft Farm would be fully considered in due course. Furthermore, as part of that process, interested parties would have the opportunity to address the Development Management Panel at the appropriate time. Members accepted that they had to be mindful not to pre-empt the Development Management Panel's decision. In that, light it was decided that this matter should not be pursued at the present time but that it might be revisited if appropriate once the formal determination process had been completed and the period for any legal challenge had expired.

53. WORK PLAN STUDIES

The Panel considered and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) informing them of studies being undertaken by the other Overview and Scrutiny Panels. Having regard to the review of Neighbourhood Forums in Huntingdonshire, a Member sought an update on the pilot Norman Cross Local Joint Committee meeting. Owing to a lack of clarity surrounding the future of Neighbourhood Forums, Members requested sight of the Overview and Scrutiny (Social Well-Being) Panel's report reviewing Neighbourhood Forums in Huntingdonshire.

54. SCRUTINY

The Panel received and noted the latest edition of the Council's Decision Digest (a copy of which is appended in the Minute Book) which summarised recent discussions by the Council.

Chairman

NOTICE OF EXECUTIVE DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by Councillor J D Ablewhite
Date of Publication: 14 November 2012
For Period: 1 December 2012 to 31 March 2013

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Leader of the Council, with responsibility for Strategic Economic Development	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: Jason.Ablewhite@huntingdonshire.gov.uk
Councillor N J Guyatt	- Deputy Leader of the Council with responsibility for Strategic Planning and Housing	6 Church Lane Stibbington Cambs PE8 6LP Tel: 01780 782827 E-mail: Nick.Guyatt@huntingdonshire.gov.uk
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG Tel: 01480 212540 E-mail: Barry.Chapman@huntingdonshire.gov.uk
Councillor J A Gray	- Executive Councillor for Resources	Shufflewick Cottage Station Row Tilbrook PE28 OJY Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor D M Tysoe	- Executive Councillor for Environment	Grove Cottage Maltings Lane Ellington Huntingdon PE28 0AA Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk
Councillor T D Sanderson	- Executive Councillor for Healthy and Active Communities	29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE Tel: (01480) 412135 E-mail: Tom.Sanderson@huntingdonshire.gov.uk

Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

A notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting Mrs Helen Taylor, Senior Democratic Services Officer on 01480 388008 or E-mail Helen.Taylor@huntingdonshire.gov.uk.

Agendas may be accessed electronically at www.huntingdonshire.gov.uk.

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing Legal&DemServDemocratic@huntingdonshire.gov.uk or by writing to the Senior Democratic Services Officer. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
 - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Colin Meadowcroft
Head of Legal and Democratic Services

Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon PE29 3TN.

Notes:- (i) Additions changes from the previous Forward Plan are annotated ***
(ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Council Tax Base***	Chairman of Corporate Governance and Section 151 Officer	12 Dec 2012	None	Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		J A Gray	All
Review of Lettings Policy	Cabinet	13 Dec 2012	Overview and Scrutiny Report - 4th September 2012	Julia Barber, Head of Customer Services Tel No 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		B S Chapman	Social Well-Being
Sale of Land, St. Mary's Street, Huntingdon***###	Cabinet	13 Dec 2012	None.	Chris Allen, Project and Assets Manager Tel No. 01480 388380 or email Chris.Allen@huntingdonshire.gov.uk	Exempt under paragraph 3	J A Gray	Economic Well-Being
4 Business Plan One Leisure - Quarterly Performance Reports##	Cabinet	13 Dec 2012	None	Simon Bell, General Manager, One Leisure Tel No. 01480 388049 or email Simon.Bell@huntingdonshire.gov.uk	Exempt under paragraph 4.	T D Sanderson	Economic Well-Being
Waste Collection - Round Optimisation	Cabinet	13 Dec 2012	None	Eric Kendall, Head of Operations Tel No. 01480 388635 or e-mail Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Council Tax Support	Cabinet	13 Dec 2012	None.	Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		B S Chapman	Economic and Social Well-Being
Local Government Finance Act 2012 NNDR1 Approval	Cabinet	13 Dec 2012	None.	Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		J A Gray	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Ratification of Technical Reforms of Council Tax	Cabinet	13 Dec 2012	None.	Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		B S Chapman	Economic Well-Being
Carbon Management	Cabinet	13 Dec 2012	None.	Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or e-mail Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Draft MTP	Cabinet	13 Dec 2012	None	Steve Couper, Head of Financial Services Tel No. 01480 388103 or e-mail Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Revision of the Wind Power Supplementary Planning Document***	Cabinet	24 Jan 2013	None.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
A14	Cabinet	24 Jan 2013	None.	Steve Ingram, Head of Planning Services 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Bearscroft Farm Urban Design Framework	Cabinet	14 Feb 2013	None.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Budget and MTP	Cabinet	14 Feb 2013	Draft MTP - previous year's budget report - various annexes	Steve Couper, Head of Financial Services Tel No. 01480 388103 or e-mail Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Treasury Management Strategy and Prudential Indicators	Cabinet	14 Feb 2013	Previous year's Strategy	Steve Couper, Head of Financial Services Tel No. 01480 388103 or e-mail Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Local Plan***	Cabinet	21 Mar 2013	None	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
St. Neots Town Centre Urban Design Framework***	Cabinet	21 Mar 2013	None.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being

This page is intentionally left blank

OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)

11TH DECEMBER 2012

CHARGING FOR A SECOND GREEN BIN – CALL IN (Report by the Head of Legal and Democratic Services)

1. INTRODUCTION

- 1.1 The purpose of this item is to consider the Cabinet's decision on Charging for a Second Green Bin, which has been called in for scrutiny by the Panel.

2. BACKGROUND

- 2.1 The Cabinet at their meeting held on 22nd November 2012 considered a report by the Head of Operations detailing options for charging for a second green bin. A copy of the report is attached at Appendix 1.
- 2.2 The report had previously been considered by the Panel on 9th October 2012 and the Panel's comments were conveyed to the Cabinet by way of the report attached at Appendix 2.
- 2.3 The Cabinet deferred the matter to their meeting held on 22nd November 2012 to enable the report by the Head of Operations to be considered by the Overview and Scrutiny (Economic Well-Being) Panel. The Panel's comments were conveyed to the Cabinet by way of the report attached at Appendix 3.
- 2.4 The Cabinet approved in principle the introduction of a charge for a second green bin and delegated the timing of the implementation to the Managing Director (Communities, Partnerships and Projects) after consultation with the Executive Leader and the Executive Councillor for Environment in association with a package of other savings measures to be decided no later than April 2013. The draft Minute is attached at Appendix 4.
- 2.5 Following publication of the Cabinet's decision, Councillors I C Bates, G J Harlock and Mrs D C Reynolds have called-in the decision on the grounds that it is 'ambiguous' and 'unclear'. They have said there is an environmental impact of charging for a second bin e.g. dumping of garden waste, lighting of bonfires, driving green waste to re-cycling plants and they have questioned whether an Environment Impact Assessment been undertaken? They have also asked for a list to be provided of all the possible savings the Council is proposing to make and how this has been prioritised, as discussed at the Overview and Scrutiny Panel (Economic Well-Being).
- 2.6 The Panel is therefore invited to consider the decision of the Cabinet. The appropriate Executive Councillor, Councillor D M Tysoe, has been invited to attend the Panel's meeting.

3. CALL IN

3.1 Members are reminded of the guidance for call in as set out in paragraph 14 of the Overview and Scrutiny Procedure Rules of the Council's Constitution.

3.2 The Panel has various options which are as follows:-

- if, having considered the matter, the Panel is still concerned about the decision, then it may be referred back to the Cabinet for reconsideration, setting out in writing the nature of the concerns. The Cabinet is then required to reconsider its decision within 10 working days, amending the decision or not, before adopting a final decision;
- if the Panel decides not to refer the matter back to the Cabinet, the decision shall take effect from the date of the Overview and Scrutiny Panel meeting;
- alternatively, the Panel can refer the matter to full Council. If it is referred to full Council and the Council does not object to the decision which has been made, then no further action is necessary and the decision will become effective on the date of the Council meeting; or
- if the matter is referred to full Council and they decide to object, the Council have no ability to make decisions in respect of an executive decision unless it is contrary to the policy framework or contrary to or not wholly consistent with the budget. Unless this is the case, the Council can refer any decision to which they object back to the Cabinet, together with the Council's views on the decision. The Cabinet can then decide whether to amend the decision or not before reaching a final decision and implementing it.

4. CONCLUSION

4.1 In the event of the Panel referring the matter back to Cabinet, an item will be included on the Agenda for the meeting on Thursday, 13th December 2012.

5. RECOMMENDATIONS

5.1 The Panel is invited to consider how to respond to the call in of the decision by the Cabinet relating to charging for a second green bin.

BACKGROUND INFORMATION

Council Constitution

Charging for a Second Green Bin – report by the Head of Operations

Reports by the Overview and Scrutiny (Economic and Environmental Well-Being)

Panels and draft Minutes attached as appendices.

Contact Officer: Jessica Walker
☎ 01480 387049

**OVERVIEW & SCRUTINY
(ENVIRONMENT WELL BEING)**

9th October 2012

CABINET

18th October 2012

**Charging for 2nd Green Bin
(Report by the Head of Operations)**

1. PURPOSE

- 1.1 To set out the case for reducing the cost of the refuse and recycling service by introducing a charge for second green bins.
- 1.2 The report identifies the potential net income and seeks Cabinet approval to introduce a charge for new customers from April 2013 and for existing customers from June 2013.

2. BACKGROUND

- 2.1 The Council introduced an alternate weekly wheeled bin collection system in July 2004 in response to the EU Landfill Directive which required that a high proportion, by weight, of waste collected should be recycled or composted. As a result the service introduced sought to address that by having an alternate weekly collection system, whereby one week the residual bin was collected and the next week a garden waste bin was collected.
- 2.2 The policy in regard of bin provision allows for residents on request to be provided with a second green bin and currently 7,865 properties are benefitting from that policy. The green waste collection now accounts for 31% of the total waste collected by the Council which is a significant cost to this Council in collecting that waste and to the County Council who pay the treatment costs.
- 2.3 The charging for green waste collection is allowed under the Controlled Waste Regulations 1992 (as amended) and a growing number of councils have taken opportunity to charge for green waste collection. However, as far as I have been able to ascertain only one other council is seeking to charge for the second green bin only.
- 2.4 Following the introduction of the in vessel composters in 2010 food waste was allowed to be put in with the garden waste. As a consequence the Council was able to provide a weekly collection of food waste in that it can be placed in the residual bin one week and the green waste bin the next. The residual waste is treated by the

Microbiological Treatment plant (MBT) at Waterbeach and therefore food waste is treated whichever way it is disposed of.

2.5 The charges levied by other councils vary considerably but the mean is around £40 per annum.

2.6 There are currently 7865 households with 2 bins, 40 with 3 bins.

3. PROPOSAL

3.1 The proposal is that the first green bin collection will continue to be collected free of charge but for the 2nd green bin an annual charge of £40 is applied.

3.2 The introduction of this charge will present difficulties in a number of different areas such as identification of the charge for bins, shared bins at multiple properties, the payment and debt collection systems, and users such as churchyards and village halls.

3.3 In respect of bin identification it is proposed that either the lids are replaced with brown lids (Option 1) or brown bins are used (Option 2). It had been considered that attaching non removable labels would be the most cost effective option but from a practical point of view it is difficult for the men to identify the labels. There are no other schemes where only 2nd green bins are charged for so it has not been possible to compare other local authority schemes. There are advantages and disadvantages of both of these as the first would take more time but would reduce the capital cost by nearly 73% as a lid costs £5.20 as opposed to a new bin at £19.15. The replacement with a different coloured bin would be quicker to do and therefore save on revenue but would require more capital (£90,971 as opposed to £24,648 for the new lids). If the bins were replaced then we would return the old bins to the depot and clean them to enable them to be reissued either for new properties or as replacement bins.

3.4 Due to the time it would take to either replace the lids or change the bins it is proposed that the charge would be applied from the 1st April 2013 for extra bins issued to all new customers. In relation to existing customers it would be impossible to introduce the identification measures by the 1st April 2013, so it is intended the charging of these customers be delayed until the 1st June 2013. However existing customers will be notified to enable bin recoveries to be start from April. Additional resources will be needed to enable the work to be completed within 2 months. In respect of the replacement bins a vehicle, driver and 2 operatives would be required and 3 extra men to replace the lids. The cost of these resources are set out in the financial considerations in this report.

3.5 The payment system needs to tie in with the current system, Capita, and as a consequence there will be a one off charge of approximately

£15k (this has yet to be agreed with Capita) to set up the new payment mechanism. In addition there will need to be a link to the new CRM system and the Operations division and currently this is being investigated by IMD. In addition there would be a continuing revenue charge of £5k per annum for the continued use & support of these systems.

- 3.6 The other side of charging is what we will do if someone signs up for the service but does not pay when invoiced. In normal circumstances we would seek to recover the debt but as this is an upfront payment it is proposed that a more simpler system is used where we remove the bin instead. This would require Operational Services to send out a first reminder letter and then failure to pay will result in a second letter informing the resident that the bin will be removed if the charge isn't paid.
- 3.7 The payment could be made in a number of different ways but it is considered that an annual payment running from June to June, with new customers paying a pro rata charge for 14 months would be the best way of collecting the charge. The reason for suggesting June is to stagger the work. Currently it would not be possible to provide Direct Debit facilities as the payments could not be reconciled with who made the payment. However, the charge could be paid by credit card with the charge for using the credit being passed onto the customer, which is currently 1.6% dependant on the card used. To reduce handling costs it is proposed to incentivise on-line payments.
- 3.8 The other aspect of charging for the second green bin is how it will apply to certain premises such as churchyards, village halls and schools. If exemptions are to be applied it is worth noting that there has been a recent change to the Control of Waste Regulations 1992 which means the classification of some of these premises has changed, from being household to commercial. Consequently they are now charged for the collection and disposal of their waste. The exception to this are schools who are collected by local councils where they will be exempt still from the disposal charge. Those schools who switched to a private company will not be exempt. There is an argument that as part of our drive to educate the children we should continue to provide a free green waste service to schools where we have already provided bins for their garden waste and it is proposed therefore that schools are exempted from the charge.
- 3.9 Residents who have a second green bin currently will be informed of the charge to be imposed in June 2013 and invited to opt in, those who decline will have their second green bin recovered as soon as possible after the 1st April prior to the start of charging for existing customers in June.
- 3.10 There would be an increased administrative burden associated with this proposal as in addition to the management of the system there will

be the extra cost of invoicing, collecting the payments, dealing with the enquiries via the Call Centre, issuing new bins and chasing of payments or organising the removal of the bin. It is estimated that this will require the equivalent of 1 full time post across the various services but in particular the Call Centre and the Operational Administrative team. This has been assessed by comparing with the trade waste service and the time required administering that. The administrative work associated with this should not be underestimated because the experience of other authorities is that when you start to charge residents expect a good standard of service to be provided and for their enquiries to be dealt with quickly and efficiently.

4. RISKS

- 4.1 Introducing a charge for the second bin does present a risk that the composting performance could be affected due to residents with 2nd bins not wanting to participate. However, this drop in performance would be approximately 3.4%, even if no residents with 2nd bins took up the scheme.
- 4.2 A more realistic assumption would be that a proportion would not pay the charge but this is mitigated by introducing the charge in June when there is demand for the service. The alternatives available to residents are either to start home composting or to transport the green waste themselves. The growth in fuel costs will make the latter an expensive option and therefore it is considered that a significant proportion of the residents with a need for 2 or more bins will eventually subscribe to the scheme. The evidence from other areas is that there is a significant drift back in the following year when residents have had time to trial alternatives. However, there is no doubt there will initially be resistance and so a conservative estimate based on others experience is that on average there may be a 40% drop out rate.
- 4.3 There is a political risk in introducing this charge but this is mitigated to some extent by the fact that the majority of households do only have one or no green bins. These residents may actually support the introduction of the charge as they perceive it to be a fairer way of paying for green waste collection. The spread of location of second green bins is quite concentrated in that 8 wards have 71% of the bins. A map is attached at Appendix A showing the breakdown. It can be expected therefore that the main opposition will come from those wards where there is a high percentage of 2nd green bins such as the Hemingfords.
- 4.4 The environmental risk is that more residents could start using their cars to take their green waste to the household waste recycling centres which would result in a lot more carbon being released to the atmosphere. It has been calculated that if none of the residents with the extra bins chose to take up the new service 120 tonnes of CO₂ would be produced in people travelling to the household waste

recycling centres to dispose of their green waste. If the number of second green bins reduced there would be very little saving because the vehicle would still have to go the same route and the number of tips would in the main be the same. The round reorganisation will balance the rounds to ensure the rounds were being collected efficiently but if residents subsequently decide they want the service it will require further round reorganisation in respect of the green if there are a large number returning.

- 4.5 The costs in relation to the implications for IMD are only estimated at this time and it maybe that these could be higher once all the investigation and modelling has been completed.
- 4.6 This scheme does not cause any risk to the food waste collection as it can be placed either in the residual waste bin or the primary green waste bin, which will remain free of charge.
- 4.7 The impact of introducing this change in April 2013 for new customers may impact on other Projects currently being managed by the Council. For example the migration of the Call Centre to a new CRM system and the Round Optimisation project. These are significant projects - and will impact on the Council's resources. Delaying the application of the charge to existing residents this will be mitigated to a certain extent, but inevitably implementing these significant changes at the same time is likely to affect the delivery parallel projects and have consequence for customer service.
- 4.8 There is a risk that residents may put extra green waste in their residual waste bins which could affect the recycling performance and diversion targets but any extra will be limited by the bin size and an enforcement of the non removal of side waste.
- 4.9 The investigation of missed bins will inevitably be a problem initially and this will lead to an increased workload for supervisors and team leaders. Once the system has settled down there is it envisaged that this pressure will not be as great.

5. EQUALITY

- 5.1 A full Equalities Impact Analysis has been carried out to assess the effect on various groups. It is clear from the analysis that there are 8.8% of residents who have a second green bin are on benefits. In urban wards the percentage of second green bins is much lower than the rural wards. Only Huntingdon East (11%) having a high number of second bins but an issue here is the high number of customers (14%) who are on benefits. This could be an extra burden on those people who are already facing benefit payment reductions next year and consequently an exemption could be considered for those on Council Tax and Housing Benefits. Other groups, such as the old and disabled, could also be affected as it is more difficult for them to lift and

transport the green waste themselves. If we were to allow exemptions the complexities of the administering the system would be significant and lead to an increase in the administrative costs, whilst at the same time losing the income. Therefore it is proposed that there are no exemptions for these groups.

- 5.2 In respect of the rural wards the distance away from a household waste recycling centre can mean a greater distance to travel if they decide to dispose of their own green waste from the 2nd bin, but conversely a number of the properties have quite large gardens which could accommodate a compost bin(s). It is proposed that a campaign in respect of home composting be carried out to encourage residents to get their own composting bins.
- 5.3 A further argument is that a lot of rural properties have a high council tax banding and that the second green bin is some compensation for that.

6. FINANCIAL IMPLICATIONS

- 6.1 The refuse collection service, which includes residual and green waste collection, has a cost of £3,074k per annum and the collection of green waste accounts for 42.5% of that budget, i.e. £1,306k per annum.
- 6.2 If a charge of £40 per annum was introduced for the 2nd green bin and there was a 40% drop off in residents subscribing to the new service the Council would still receive an income of £190,000 but this would be offset by the setup costs and the extra revenue costs including 1 full time equivalent post.

Provision of Different Coloured Bin Lids/Bins

Capital (based on retaining 60% of customers)	2013/14 Option 1 Replace bin lids	2013/14 Option 2 Replace bins	2014/15	2015/16	2016/17	2017/18
New bins		91				
New bin lids	25					
Delivery of new bins		9				
Change bin lids	14					
IMD costs –payments, CRM development	20	20	28			
Total	59	120	28	0	0	0
Sensitivity						
Retaining 80%	67	150	28	0	0	0
Retaining 40%	50	90	28	0	0	0

Revenue	2013/14	2014/15	2015/16	2016/17	2017/18
Income from charges					
Based on 40% returns	-158	-190	-190	-190	-190
Set up costs					
Admin costs –postage etc	6	4	4	4	4
Collection of returns	16				
Admin staff 1FTE (<i>plus 6 months additional in 2013/14 for implementation</i>)	35	23	23	23	23
IMD costs – support		5	5	5	5
Net saving/cost Based on 40% returns	-101	-158	-158	-158	-158
Sensitivity					
20% returns	-158	-221	-221	-221	-221
60% returns	-44	-94	-94	-94	-94

Note: Income for 2013/14 based on 10 months charge for existing customers.

The Council does not receive any recycling credit from the County Council for green or for food waste collected in the green or residual waste streams. Therefore there would be no detrimental effect on recycling credits if a reduced tonnage of green waste were collected.

6.3 The set up costs are significant but the sensitivity analysis shows that even if 60% of the current customers declined the service, the scheme will, realise net savings in year 2. Therefore as an income generating scheme for the council this is a low risk scheme.

6.4 The costs provided by IMD are only estimates and when it is clearer exactly what is required they may increase.

7. CONCLUSION

7.1 It is opportune to consider this charge now before the round optimisation is completed so this variable can be included in the analysis.


7.2 The imposition of a charge for a 2nd green bin on a small proportion of residents is a fairer system in that the majority of residents do not benefit from this extra bin.

- 7.3 The concentration of the majority of second green bins in a small number of wards is a concern and from a political point of view could be a significant risk.
- 7.4 The presence of a large number of these bins 9% being in households where benefits are paid could have an impact as with impending changes to benefits they will have less income.

8. RECOMMENDATION

- 8.1 Members are invited to recommend whether or not to introduce a charge for a second green bin and whether to adopt option 1 or option 2.

Contact Officer: Eric Kendall, Head of Operations

 01480 388635

CHARGING FOR A SECOND GREEN BIN
(Report by the Overview and Scrutiny Panel (Environmental Well-Being))

1. INTRODUCTION

- 1.1 At its meeting held on 9th October 2012, the Overview and Scrutiny Panel (Environmental Well-Being) considered the report by the Head of Operations on Charging for a Second Green Bin. The following paragraphs contain a summary of the Panel's discussions on the report.

2. THE PANEL'S DISCUSSIONS

- 2.1 Councillor D M Tysoe has informed the Panel that the Council is looking at ways of increasing its income. This proposal has this purpose. It should be seen in the context of some London Councils that charge for all green waste collection. This Council is proposing to provide free collection of the first green bin for all its residents but the collection of the second green bin should be regarded as a premium service and, therefore, should attract a charge. This will be fairer to all residents and will provide a significant return for the Council.
- 2.2 Councillor P L E Bucknell has addressed the Panel on this matter. He has expressed the view that residents will not pay for the second bin and will instead put green waste in grey bins; this will have an adverse effect on the waste service budget. In addition, the change could lead to an increase in fly tipping. The charge itself is a significant amount compared to the District Council's portion of the Council Tax. He has suggested that VAT will apply because the charge is for a service. Finally, he has reported on his discussions with a representative of a London council, which has introduced such a charge, who has expressed the view that it was a mistake to do so.
- 2.3 Members of the Panel have raised further concerns about this proposal. They have stressed that the waste collection service is the most highly valued service provided by the Council. They have also drawn attention to the fact that it is a universal service and is one of the best performing in the Country. There is concern that this performance will worsen if this proposal is adopted. It will also damage public perception of the Council. It is argued that the Council should instead be promoting recycling. In this respect, the Council might take steps to encourage composting of green waste. Furthermore, it is suggested that the Council should focus on non-statutory services when looking to make savings rather than on services such as waste collection, which are a statutory requirement.
- 2.4 Councillor Tysoe has responded by pointing out that the change will not affect the majority of residents and that if every second green bin is returned there will be a reduction of 3.4% of waste collected. At the same time the Council has extended the range of materials it collects, which will increase recycling. He has further indicated that fly-tipping is a criminal offence and the Council will undertake enforcement. Advice has been received that VAT would not apply.

- 2.5 During discussion on fly tipping it has been established that the additional cost of enforcement has not been factored into the business case presented in the report. Experience at other authorities suggests that there will be an initial increase in fly tipping but this will decline over time. If it continues to be a problem there will be a need for additional resources. For this reason and to provide more relevant information on how the scheme might work in Huntingdonshire, the Panel would have preferred to have had information on how similar schemes have operated in other rural areas.
- 2.6 On being put to the vote the Panel unanimously agreed that the Council should not introduce a charge for second green bins. The main reasons for this decision are its adverse effect on recycling rates, the likely damage to the public's opinion of the Council, the potential for there to be an increase in fly tipping and the level of the charge compared with the District Council portion of the Council Tax. Representatives of the Panel will attend the Cabinet meeting when this item is considered.

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 9th October 2012.

**CHARGING FOR A SECOND GREEN BIN
(Report by the Overview & Scrutiny Panel Economic Well-Being)**

1. INTRODUCTION

- 1.1 At its meeting held on 8th November 2012, the Overview and Scrutiny Panel (Economic Well-Being) considered the report by the Head of Operations on Charging for a Second Green Bin.
- 1.2 The report had previously been considered by the Overview and Scrutiny Panel (Environmental Well-Being) who had unanimously agreed that the Council should not introduce a charge for second green bins. The Cabinet had subsequently deferred the matter for consideration by the Economic Well-Being Panel.

2. THE PANEL'S DISCUSSIONS

- 2.1 Councillor D M Tysoe has informed the Panel that the Council currently spends £1.3M on collecting green waste, which represents 40% of the Council's total costs for waste collection and for which the Council does not receive any additional funding. He has explained that a significant number of other Authorities charge a separate fee for all green waste collection. The Council is proposing to provide free collection of the first green bin for all its residents but the collection of the second green bin should be regarded as a premium service and, therefore, should attract a charge. For the majority of residents in the District this will represent no change to the current service and will also be fairer to all residents as the collection of the second bin is a premium service residents should be expected to pay for it.
- 2.2 Councillor Tysoe then sought to address the concerns which had been raised previously with regard to the impact of the changes on green waste collection levels within the District. He has suggested that although there may be an immediate reduction in the green waste collected in response to the charging proposal, he would be surprised if the level of green waste collection in the medium term is reduced. If every second green bin is returned there will be a reduction of 3.4% of waste collected. The Panel's attention has been drawn to the sensitivity analysis which has been undertaken in section 6.2 of the report. It is based on a 40% reduction in residents subscribing to the new service this is expected to generate an additional income of £190,000 for the District Council.
- 2.3 In his concluding remarks, Councillor Tysoe has reiterated that the whilst the Council has previously sought to resist making cuts to services, the current budgetary situation dictates that consideration will need to be given to a number of difficult decisions in the near future.
- 2.4 In considering the proposal, Members have asked about the experience of other Councils who have introduced a charge for the collection of a second green bin. The Panel has noted that there are currently 13 Authorities who made such a charge, which range from £15 to £140 per annum. The majority of these have not resulted in a reduction in the levels of green waste collected

and that those who are paying for the additional bin are keen to make maximum use of it. It has also been reported that there has been no related increase in fly tipping in these areas. Members have indicated that it would have been useful to have included this type of information together with the detailed financial analysis within the report.

- 2.5 In terms of the proposed level of charge for the collection of a second green bin, Members have asked how this figure has been determined. It has been explained that £40 is the median figure for other authorities. There has been no price analysis undertaken.
- 2.6 Members have expressed concerns that the proposal will result in residents putting additional green waste into their domestic waste bins. However members have been assured that waste collection operatives would not collect any bins in which green waste had been deposited and a note would be placed on the bin to this effect. The weight of a bin is normally a good indication as to whether green waste had been included.
- 2.7 Members have also enquired as to what steps the Council will take if a resident does not pay the charge for their second green bin. In response, the Head of Operations has explained that all green bins remain the property of the District Council, who would instigate a recovery procedure in these circumstances. In other areas, Councils have seen a number of residents regret their initial decision to return their second bin and have subsequently requested that it be returned. Fly tipping is a criminal offence and the Council will undertake enforcement if necessary.
- 2.8 With regard to the question of whether there is any scope to encourage residents to obtain discounted compost bins through the Council's Compost Bin Scheme, the Panel has been advised that it is not possible to discount further what already was a very good rate.
- 2.9 Members have commented that the proposal would have a particular effect in the rural areas, where a number of properties have a higher Council tax banding and, therefore it could be perceived as unfair. Particular reference has been made to the likely public reaction from residents from Wyton on the Hill, which is a private estate and the level of the charge compared to the District Council's portion of the Council Tax.
- 2.10 On the question of the set up costs associated with the implementation of the charge, efforts have already been made to reduce the capital costs and as a result, it has been decided not to pursue a proposal to fit different coloured bin lids to the existing bins. The inclusion of the cost of 1FTE within the costings for the scheme is an estimate of the time which will be required from an analysis of all the tasks involved in both the Operations, Finance and Customer Service divisions. It will not be possible to absorb the administration into existing workload.
- 2.11 Councillors Mrs M Banerjee, I C Bates and P L E Bucknell have addressed the Panel on this matter. Councillor P L E Bucknell has reported on his attendance at the Environmental Well-Being Panel on 9th October. He has expressed the view that residents will not pay for a second bin and will instead put green waste in grey bins and that the change could lead to an increase in fly tipping. He has also reiterated that VAT will apply because the charge is for a service and has indicated that he has further information on

this matter. He has reported on his discussions with a representative of a London Council, which has introduced such a charge, who has expressed the view that it was a mistake to do so. He has also reported on his discussions with other local authority representatives whose investigations have led them to conclude that it would not be in their interest to introduce a charge for the collection of the second green bin.

- 2.11 Councillor Mrs M Banerjee has reminded the Panel that the collection of green waste had been introduced in response to a European Union Directive. At that time the use of a second green bin had been encouraged. To remove this facility will be very unpopular with Huntingdonshire residents and it will also damage public perception of the Council.
- 2.12 In terms of performance targets, Members have been informed that there is no statutory requirement for the District Council to achieve any statutory composting rates and that the European Union target for recycling had been removed some time ago.
- 2.13 Councillor I C Bates has urged the Panel to consider the consequences of endorsing the proposal which were set out in the report of the Overview and Scrutiny Panel (Environmental Well-Being). He has reiterated that the Environmental Panel has unanimously agreed that the Council should not introduce a charge for a second green bin. The waste collection service is a universal service, which is valued and recognised by the Community. The introduction of a charge will have an adverse effect on recycling rates and will represent a loss of service to the public. Finally, and in recognising the need for the Council to make budgetary savings, he has expressed concern that the Panel is being asked to consider one proposal in isolation and not a range of possible options. He has suggested that savings could be achieved in staffing costs and from the Leisure Service. He has recommended that the Council should not take a decision on this matter until other options have been assessed.
- 2.14 In response, Councillor D M Tysoe has informed the Panel that the Cabinet is looking at a number of options to achieve budgetary savings for the Authority. Members have been reminded that the Council does not have a statutory responsibility to collect green waste and that the majority of Huntingdonshire residents will not see a difference in the current service they receive. He has also drawn attention to the fact that 83 Councils within the Country currently charge for the collection of the first green bin which is not something that this Council is intending to introduce. He does not believe that the introduction of this proposal will reduce recycling and has reiterated that fly tipping is a criminal offence and the Council will undertake enforcement. Advice has been received that VAT would not apply on residential collections.
- 2.15 In terms of the Council's financial position more generally, the Chairman has drawn the Panel's attention to the recent announcement by Central Government that increases in Council Tax in 2013 should be limited to 2%. This will require the District Council to find additional savings in the region of £680K to £940K. With this in mind the Chairman has indicated that he would like the Panel to give further consideration to a range of possible options for delivering these savings.

- 2.16 The Executive Leader has confirmed that the Cabinet is looking at a number of 'big ticket' items for generating further savings. For example a Business Plan for One Leisure is currently being prepared, though this has been delayed for further work to be undertaken.
- 2.17 Having agreed that the business case for the additional charge was sound Members are, however, of the opinion that it should be considered in the context of a range of other options for achieving budgetary savings. The Executive Councillor indicated that he could support this approach.
- 2.18 In view of concerns about the likely damage to the public's opinion of the Council, it has been suggested by a Member that the charge should only apply for new requests for second green bins or where there is a change of ownership. On being put to the vote this proposition has been defeated.
- 2.19 Following a further vote on the recommendation, it has unanimously been agreed that the proposal should be supported in principle, subject to it being considered as part of a package of savings.

3. CONCLUSION

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

Contact Officer: Claire Bulman
Democratic Services
(01480) 388234
email: Claire.Bulman@huntingdonshire.gov.uk

Appendix 4

Draft Minutes from the Cabinet Meeting held on 22nd November 2012

(Councillor T V Rogers, Chairman of the Overview and Scrutiny (Economic Panel), was in attendance and spoke on this item).

Pursuant to Minute No. 49, the Cabinet gave further consideration to the report of the Head of Operations (a copy of which is appended in the Minute Book) in light of comments made by the Overview and Scrutiny Panel (Economic Well-Being) on the proposal to introduce an annual charge of £40 for an additional green waste bin. The report had been considered previously by the Overview and Scrutiny Panel (Environmental Well-Being) who were of the opinion that the Council should not introduce a charge.

The Executive Councillor for Environment outlined the background to the proposal. He explained that the Council currently spends £1.3M on collecting green waste for which the Council does not receive any additional funding. Members' attention was drawn to 13 authorities who charge between £15 and £140 per annum for the collection of a second green bin and to 6 authorities who charge for all their green waste collections.

Having regard to the set up cost of the proposals, the Executive Councillor for Environment explained that efforts had already been made to reduce the capital costs and that unwanted second bins would be removed from those households not wishing to take up the premium service. He added that whilst there may be an immediate reduction in the green waste collected, he would be surprised if the level of green waste is reduced in the medium term.

At the invitation of the Chairman, Councillor T V Rogers, Chairman of the Overview and Scrutiny Panel (Economic Well-Being) addressed the Cabinet. Councillor Rogers explained that whilst the Panel supported a charge for a second green bin in principle they were of the opinion that it should be considered in the context of a range of other options for achieving budgetary savings. In that respect, he added that an informal meeting of the Panel had been arranged for 29th November 2012 to discuss priority areas for savings.

Having reiterated that the Council was constantly reviewing all services to identify savings and that consideration would need to be given to a number of difficult budgetary decisions in the future, the Cabinet

RESOLVED

that the introduction of a charge for a second green bin be approved in principle but that the timing of the implementation be delegated to the Managing Director (Communities, Partnerships and Projects) after consultation with the Executive Leader and the Executive Councillor for Environment and to be in association with a package of other savings measures to be decided no later than April 2013.

This page is intentionally left blank

**OVERVIEW & SCRUTINY
(ENVIRONMENTAL WELL BEING)**

11th December 2012

CABINET

13th December 2012

**Round Rescheduling
(Report by the Operations Manager)**

1. PURPOSE

- 1.1 To update members on the round rescheduling for the refuse, recycling and garden waste collection services which will be implemented in February 2013.

2. BACKGROUND

- 2.1 The last major rescheduling of the current waste collection rounds was in 2007, albeit smaller scale alteration to the rounds has taken place since that time. The rounds have changed significantly over the past 5 years, with changes to the recycling collections (the addition of glass and a wider range of plastics), changes in tipping points and housing growth. These changes have resulted in the rounds being out of balance on some days / weeks and as a result they are not very efficient. With housing growth increasing and large developments, for example at Loves Farm, St Neots, some crews are now struggling to complete the work on some days and a full review of the services is now necessary.

3. AIMS OF THE PROJECT

- 3.1 The aim of the project is to review the current refuse and recycling collection rounds, re-routing where necessary to enable the service to be provided in an efficient and balanced manner.

4. PROGRESS TO DATE

- 4.1 Work has been undertaken to survey all the assisted collection customers and households with two grey bins. This has been done to ensure that we have up to date information as part of the project. Meetings have been held with the refuse and recycling crews to obtain a range of information on their current rounds. The information on the existing rounds has been transferred into the round rescheduling software and updated with a range of information including time restrictions around schools, areas where collections can only be undertaken single sided, shared bins.
- 4.2 As part of the rescheduling there needs to be an element built in for future growth, so that the rounds will last a few years with only minor

amendments before a large rescheduling needs to take place again. Housing growth is fairly difficult to predict so known developments which look likely to be developed in the next 2-3 years have been included. However a number of major developments where timescales are uncertain have not and these include Alconbury, Bearcroft Farm and part of the St Neots expansion.

- 4.3 Currently modelling of the new refuse rounds is being undertaken with garden waste and recycling collections still to be done. Early indications are that the process will not save a round, however it has incorporated some of the predicted housing growth. With more efficient rounds it is hoped that there will be fuel savings by having crews working nearer to each other so they can assist each other without having to travel large distances.
- 4.4 Although the green waste and recycling routes have still to be modelled one option that will be considered is alternating refuse and recycling collections rather than green waste as is currently the case. This is to enable the green waste crews to run summer and winter routes due to the seasonal variations. If this option looks feasible then the green waste collections will be routed on the opposite week to the refuse bin to ensure the resident is still able to dispose of their food waste weekly. This will allow us to reduce the number of green waste vehicles in winter to allow for servicing, major repairs and to reduce our agency requirement. This has been trialed successfully with the current rounds and contributed to the fuel savings we have achieved.
- 4.5 As part of the project a number of identified issues are being addressed at the same time or will be done so following implementation. These include properties on bags for historical reasons when actually they could have a wheeled bin collection and also properties collected from private roads or areas. A number have already been dealt with but as each property or area requires individual assessment these are still ongoing and will continue.
- 4.6 The revised rounds will go live on 4 February 2013 with advance publicity to start in early December.
- 4.7 An Equality Impact Assessment has been completed and is available on request and the findings of this have been incorporated into the project.

5. COMMUNICATIONS

- 5.1 A project team made up of officers from a number of divisions across the Council has developed a communications plan for the project. A summary of planned communications is included at Annex A. There are still some options under consideration or being investigated which may be added to the plan if they are viable.

6. FINANCIAL IMPLICATIONS

- 6.1 As part of the Council's budget programme, a saving of £100,000 and one round was identified as part of this project. Early indications are that it will not be possible to reduce by one round due to incorporating the additional housing growth. Whilst a short term saving could be made it would require a new round within a year with a further wholesale change of the rounds once more. This is an expensive exercise, costing in excess of £60k plus it is also very disruptive to residents and therefore it is not considered that this is a feasible option. However, it is hoped by more efficient routing fuel savings will be achieved. Unfortunately until the new rounds are operating the level of saving is difficult to predict.

7. RISKS

- 7.1 The new rounds have been developed using software and local knowledge. Although every effort will be made to test these routes before they go live to identify any issues, with any major change to waste collection services there will always be some initial issues and some minor adjustments will be necessary. The communications group will be putting in place ways to identify any problems quickly and resolve these and ensure communications between different departments is kept up to date so the public are informed as to what is happening.
- 7.2 If some of the major housing developments not included are developed quicker than anticipated then there will be a need to consider a further rescheduling at an earlier date as the current resources would not be able to absorb this level of growth.


8. CONCLUSION

- 8.1 Work on this project is still ongoing and on schedule to be implemented in February 2013. The project will produce more efficient rounds absorbing some property growth and will give the council an opportunity to re-iterate some of the key messages for this service, particularly in relation to what can go in which bin.

9. RECOMMENDATION

- 9.1 Members are recommended to note the report.

Contact Officer: Beth Gordon, Operations Manager

 01480 388720

Communications Plan

Direct Mail

Pack to every householder with wheeled bin collection in pre-printed envelope including

- individual letter detailing new days of collection
- bin sticker advising where to get current information about what can go in the bin
- new address labels for bins
- refuse and recycling leaflet

Pack to every householder with sack or shared wheeled bin collection in pre-printed envelope including

- individual letter detailing new days of collection
- refuse and recycling leaflet

Pack to all business customers including

- individual letter detailing new day of collection
- Duty of Care transfer notes and contract for 2013

Advertising / Press

- Agrippa boards on side of 12 refuse vehicles
- Press release
- Green News
- Posters (or general information) - for Parish / Town Council magazines & noticeboards, Customer Service Centres

Web / Internet / Phone

- added to Customer Services email signature
- Call centre message at the end of call
- web site
 - pop-up on go live date on front page
 - advert
 - top task on front page
 - recommended page
 - My Huntingdonshire
 - Web calendar updated
 - Get Involved
 - updated web pages
- information on Shape Your Place
- Facebook / Twitter

- email notification for customers who have used web forms

Staff / Members

- Intranet
- Team New / Team Brief
- Members briefing
- Members pack containing a set of the information sent to customers and frequently asked questions

This page is intentionally left blank

OVERVIEW & SCRUTINY PANEL
(ENVIRONMENTAL WELL-BEING)
CABINET

11 DECEMBER 2012

13 DECEMBER 2012

CARBON MANAGEMENT PLAN UPDATE (Report by Head of Environmental Management)

1. EXECUTIVE SUMMARY

- 1.1 In June 2009 the Council approved the implementation of a Carbon Management Plan (CMP) with a target of achieving a 30% reduction in CO₂e emissions from the Council's estate over a five year period (2009-10 to 2013/14).
- 1.2 This report gives details of work undertaken in 2011/12 (year three) of the CMP, of progress made towards reaching the Council's overall 30% reduction target and makes recommendations for further implementation of the CMP to maximise financial savings from reduced energy use.
- 1.3 Three years into the Plan the Council **has achieved a 20% reduction** in overall carbon emissions, a saving of 1,391 tonnes of CO₂e from its buildings and fleet. This in itself represents a significant achievement and the Council **is on course to meet its 30% carbon reduction target** by the end of 2013/14.
- 1.4 In addition to the carbon savings the plan is also delivering significant financial benefits. Energy spending has fallen by 11% since 2009/10 delivering a saving of £72k. Had the council not implemented the plan and instead followed a business as usual (BAU) approach over the last three years, the total cost of energy at the Council's main sites would have risen from £1.8m to £2.1m giving a total saving against business as usual **to date of £300k**.
- 1.5 Further projects to reduce energy use in the Council's main buildings will continue as a priority for the remainder of the plan period. It is predicted that a further saving of £700k will be achieved against the business as usual scenario, **giving a total saving of over £1m during the life of the plan**.
- 1.6 The plan is therefore both on time, on target and delivering significant savings.

2. BACKGROUND

- 2.1 Annexe A attached lists the site by site the energy efficiency projects undertaken during 2011/12, funded predominantly through the Councils existing SALIX Energy Efficiency Fund and the Council's limited Environment Strategy capital budget.
- 2.2 Work to develop clearly defined energy strategies for each of the Councils nine main sites is now almost complete with tailored plans in place for seven of these sites. The plans prioritise actions making the greatest savings on energy bills and measures which generate long term revenue income through the installation of renewable energy. Energy saving measures being undertaken for the Carbon Management Plan are listed seen in Annexe B attached.

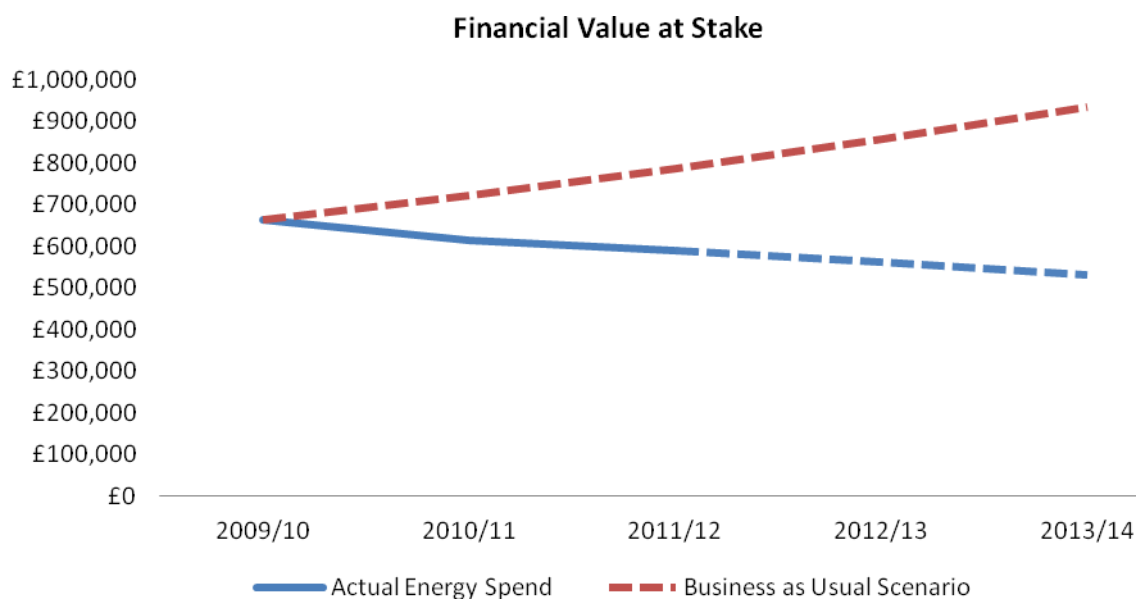
- 2.3 Analysis of current progress towards reaching a 30% reduction in CO₂e emissions has been carried out in line with guidance provided by DECC and DEFRA on reporting greenhouse gas emissions, and a 20% reduction has been made since the baseline year used for the CMP (08/09). This is a saving of 1,391 tonnes of CO₂e and is a significant achievement. For more details please see the Green House Gas Emissions report 2011/12 issued to DECC (Annexe C attached).
- 2.4 The Council's Environmental Resource Efficiency Group (EREG) continues to meet quarterly and close cross departmental working is now giving a much clearer picture of energy is being used and potential for energy savings.
- 2.5 A wide range of projects have now been implemented at One Leisure sites and two significant Renewable energy installations have also been completed. Projects to date include:
- Variable speed drives – for reducing the speed of pool pumps
 - Passive infrared lighting – sensing movement and light
 - Voltage optimisation – to reduce incoming voltages by up to 10%
 - Insulation – both cavity fill and roof fabric
 - Valve and pipe insulation – reducing heat loss in plant rooms
 - Pool covers – retaining heat overnight
 - Replacement of air handling units
 - Solar PV array - Eastfield House
 - Biomass boiler – Hinchingsbrooke Country Park
- 2.6 The most ambitious project completed in 2011/12 was undoubtedly the installation of a 237Kwp solar photovoltaic PV array at Eastfield House. The array is the biggest on a public building in East Anglia and one of the largest in the UK. Since its installation in March 2012 the system has generated over £20,000 income for the Council from the Government Feed-In-Tariff and in the summer months it reduced the use of grid electricity at Eastfield by over 50%.
- 2.7 The reduction of the Feed-In-Tariff in July adversely affected plans to install PV systems at other Council sites but as the prices of PV systems continue to fall we will periodically reassess viability going forward.
- 2.8 During the current financial year energy efficiency improvements primarily centre on the £2.1 refurbishment of One Leisure St Ives which will incorporate the installation of a combined heat and power unit export surplus electricity back to the grid. This project has been funded with a SALIX interest free loan. The refurbishment is also focusing on considerably upgrading the thermal efficiency of the centre, and modernising air handling units on site which alone will save over £10,000 per annum.
- 2.9 The main renewable energy project undertaken in the current financial year has been the installation of a biomass boiler at Hinchingsbrooke Country Park combined with 'smart' fan assisted radiators and draught proofing to reduce the requirement to heat the site. The heat generated by the biomass boiler will be eligible for payments under the Renewable Heat Incentive (RHI) which is due to come into force in 2013 and again will generate a revenue stream for the Council

3. FINANCIAL/ RESOURCE IMPLICATIONS

- 3.1 The value of the Carbon Management Plan to the Council is clearly shown by an analysis of billing data at the Council's 9 main sites (See table below). These sites account for 92% of the Council's total building energy use. Since 2009/10 energy spending at these sites has fallen by 11% delivering a saving of £72k.
- 3.2 Had the council not implemented its Carbon Management Plan and instead followed a business as usual (BAU) approach, energy usage would have increased by an expected 0.5% per annum and average energy prices increased by 8.5% per annum (Carbon Trust 2009). Factoring in these cost and usage increases, the total cost of energy under a business as usual scenario, would have risen from the actual total spend of £1.8m to £2.1m.
- 3.3 Therefore when you combine the actual savings made with the potential increase in energy costs had the council not acted, the total real saving to the council as a direct result of the Carbon Management Plan at its nine main sites is £305k since 2009/10.

Year	Actual Energy Spend	Business as usual Scenario	Total Saving against BAU
2009/10	£662k	£662k	-----
2010/11	£613k	£722k	£109k
2011/12	£590k	£787k	£197k
Total	£1.8m	£2.1m	£305k

- 3.4 Using actual data for the first three years (table above), the graph below illustrates the scale of savings that the Council will make if it continues to implement energy saving measures across its main sites as opposed to following a business as usual pathway.



3.5 Projects to further reduce energy use in the Council's main buildings will continue as a priority for the remainder of the plan period and it is anticipated that if project savings continue at the current rate then a further total £700k of savings will be achieved against business as usual.

3.6 Overall therefore the plan is set to deliver over £1m savings at the Council's main Sites.

4. CONCLUSIONS

4.1 Significant progress has been made to reduce emissions during year three of the Carbon Management Plan. A 20% reduction in CO₂e emissions has been made to date with the Council on course to achieve its target of a 30% CO₂e reduction over five years.

4.2 Financial savings of over £300k against a business as usual scenario have been made at the Council's nine main sites and there is the potential to deliver a further £700k savings during the remainder of the plan period.

4.3 A clear delivery pathway has been identified for the remaining two years of the plan with projected savings evidenced by the payback of highly successful, easily replicable projects that have been implemented to date.

4.4 Close working between One Leisure and Environmental Management has enabled energy efficiency and consequent cost savings to be central to the delivery of high quality leisure services. Energy efficiency is now routine 'designed in' to refurbishment opportunities at buildings such as One Leisure St Ives, resulting in significantly reduced running costs at what can be very energy intensive facilities.

5. RECOMMENDATIONS

5.1 Cabinet is recommended to:

- (a) Note the excellent progress towards the implementation of the Council's Carbon Management Plan and the positive impact this has had to reduce energy use and energy spending.
- (b) To support ongoing cross-departmental working to maximise cost savings and the continued use of the Salix ring-fenced funding and Environment Strategy Capital funding to implement further energy saving projects.

BACKGROUND INFORMATION

HDC Carbon Management Plan

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

ANNEXE A: Savings from energy efficiency measures 2011/12 – At the Council’s Main Sites

Site	Measures Installed	Delivery Year	Cost (£)	Saving (£pa)	Payback (yrs)	CO2e Saving (tpa)
------	--------------------	---------------	----------	--------------	---------------	-------------------

One Leisure Ramsey	Valve/pipe insulation	11/12	£2,600	£2,600	1	18.69
	Lighting controls (PIR's)	11/12	£4,157	£866	4.8	6.30
	Variable speed drives	11/12	£1,850	£1,020	1.8	6.12
	All Measures	11/12	£8,607	£4,486	1.9	31.11

Reduction against 10/11 energy bill - £8,990 (22.17%)

Explanation: The installation of lighting controls, predominantly in the sports hall, has significantly reduced unnecessary lighting, while the installation of variable speed drives has reduced consumption associated with use of the swimming pool pumps. Aside from Salix measures, the standard lighting replacement programme, undertaken as part of general maintenance, has contributed significantly to additional savings.

Pathfinder House	Saturday closing	11/12	Not possible to quantify the savings in CO2e and energy associated with these measures as we are currently undertaking full monitoring of the site.			
	Server virtualisation	11/12				

Reduction against 10/11 energy bill - £13,529 (11.10%)

Explanation: The implementation of Saturday closing, initiated in early 11/12, has contributed to a reduction in both electricity and gas consumption. Server virtualisation, which began in November 2011, has reduced electricity consumption in the server room by 5% compared with 10/11. Further savings in energy consumption are likely the result of a range of behavioural change campaigns led by the Environment Team.

One Leisure Sawtry	Valve/pipe insulation	11/12	£2,650	£2,650	1	18.49
	Lighting controls (PIR's)	11/12	£578	£145	4	0.8
	Pool covers	11/12	£2,514	£1,294	2	20.16
	Variable speed drives	11/12	£1,980	£1,329	1.5	7.97
	All Measures	11/12	£7,722	£5,418	1.4	47.42

Reduction against 10/11 energy bill - £6,073 (10.63%)

Explanation: The installation of lighting controls, predominantly in the sports hall, has contributed to a reduction in unnecessary lighting, valve/pipe insulation and pool covers have reduced heat loss and variable speed drives have reduced energy use associated with use of the swimming pool pumps. Further energy savings have been made by the increased efficiency of existing heating and ventilation systems.

One Leisure Huntingdon (Wet)	Pool covers	11/12	£3,455	£1,820	2	9.63
	Lighting controls (PIR's)	11/12	£4,409	£1,117	3.9	5.43
	All Measures	11/12	£7,864	£2,937	2.6	15.06

Reduction against 10/11 energy bill - £3,690 (8.05%)

Explanation: There has been a greater than expected reduction in the energy spend at this site, resulting from the installation of pool covers to limit heat loss and lighting controls to prevent unnecessary lighting. In addition, the closure of the energy intensive sauna and steam room has contributed to further savings across the site.

One Leisure St Ives (Indoor)	Valve/pipe insulation	11/12	£5,500	£5,500	1	37.23
	Lighting controls (PIR's)	11/12	£9,000	£2,907	3.2	17.43
	Pool covers	11/12	£3,458	£6,661	1.3	14.09
	All Measures	11/12	£17,958	£15,068	1.1	68.75

Reduction against 10/11 energy bill - £6,522 (5.49%)

Explanation: There has been a considerable reduction in energy spend and use at this site, largely the result of the installation of valve/pipe insulation and pool covers to reduce excess heat loss, and lighting controls to limit unnecessary lighting of less frequently utilised areas.

Eastfield House	Behaviour change	Not possible to quantify the savings in CO2e and energy associated with behavioural change measures.				
Reduction against 10/11 energy bill - £1,775 (3.22%)						

Explanation: The installation of Solar PV at this site in March 2011 is likely to be responsible for a small reduction in energy use, however, the relocation of a employees from the first floor, where rooms have individual temperature control panels, to the ground floor, where temperature is controlled centrally, has also reduced energy spend.

One Leisure Huntingdon (Dry Side)	Valve/pipe insulation	11/12	£1,260	£1,260	1	8.41
	Voltage optimisation	11/12	£16,635	£3,766	4.5	22.59
	Boiler replacement	11/12	£15,000	£3,092	5	16.36
	Lighting controls (PIR's)	11/12	£4,409	£1,117	3.9	5.43
	All Measures	11/12	£37,304	£9,235	4	52.79

Increase against 10/11 energy bill - £778 (1.5%)

Explanation: There has been a slight increase in energy spend at this site. Over the past year, the numbers of treatment rooms at the site have doubled, alongside an increase in external flood lighting of the football pitches. The change from sub-100 to half-hourly electricity metering has also contributed significantly to the increased energy spend. This is a result of both the higher standing charge, and higher cost per unit of electricity associated with half-hourly metering when compared with sub-100.

One Leisure St Ives (Outdoor)	Lighting controls (PIR's)	11/12	£3,480	£969	3.5	5.45
	All Measures	11/12	£3,480	£969	3.5	5.45

Increase against 10/11 energy bill - £2,270 (8.77%)

Explanation: The energy spend at this site has risen despite a 14.8% reduction in energy use. While gas consumption saw a 27% reduction in 11/12, electricity consumption increased by 5%. As electricity is both higher in cost per unit, and more carbon intensive per unit than gas, energy spend has increased, despite an overall reduction in energy use. The reduction in gas consumption over the period is due to a reduction in heating requirements, a result of a change in opening hours. In contrast, the increased electricity consumption is likely the result of floodlights and exterior lighting, installed in August 2011 as part of the Football Foundation and Lottery funded extension project.

One Leisure St Neots	Valve/pipe insulation	11/12	£1,876	£1,876	1	13.08
	Pool covers	11/12	£6,005	£2,775	2.3	11.15
	All Measures	11/12	£7,881	£4,651	1.6	24.23

Increase against 10/11 energy bill - £15,765 (16.97%)

Explanation: Although the measures installed are likely to have resulted in a significant reduction in energy consumption, the refurbishment and expansion of the site, and a subsequent increase in visitor numbers, has substantially limited their impact and increased energy spending at the site.

ANNEXE B: Energy Saving Measures for the remaining two years of the Carbon Management Plan

Site	Measure	Delivery Year	Cost (£)	Saving (£pa)	Payback (yrs)	CO2e saving (tonnes pa)
Pathfinder House	Reduction of overall ventilation rates	13/14	£20,000	£7,450	2.7	45
	Optimisation of night cooling strategy	12/13	£2,700	£1,350	2	10.4
	Improved hearing zone control	13/14	£16,500	£2,200	7.4	16..7
	Initiation of real-time monitoring programme	13/14	£1,200	£1,100	1.1	6.3
	All Measures	12/14	£40,400	£12,100	3.3	61.7
Predicted % saving on 11/12 energy bill - 11% reduction						

41 Eastfield House	Solar PV	12/13	£446,000	£15,000	11.5*	77
	Improved controls and provision of door interlocks	13/14	£6,400	£3,000	2.1	23.2
	Optimisation of operation and controls for heat pump systems	13/14	£10,200	£4,000	2.5	22.1
	Reduce use of electric heaters in hallways	13/14	Zero	£450	0	2.5
	Reduce exterior lighting density and hours of operation	13/14	£5,000	£1,700	2.9	9.5
	All Measures	12/14	£467,600	£23,700	9.9	134.3
Predicted % saving on 11/12 energy bill - 28.7% reduction						
*Payback inclusive of energy spend saving (£15k) and energy generation income (£23.5k)						

One Leisure Huntingdon Dry Side	Replacement of electrical heaters in ventilation systems	12/13	£13,000	£3,500	3.7	26.2
	Minimise use of electrical heating for entrance air curtains	12/13	£2,800	£1,300	2.2	9.9
	All Measures	12/14	£15,800	£4,800	3.2	36
Predicted % saving on 11/12 energy bill - 9.1% reduction						

One Leisure St Ives Indoor	Replace Neatafan AHUs	12/13	£18,000	£5,700	3.2	47
	Variable speed boiler house pumps	12/13	£15,000	£4,200	3.6	25.7
	Cavity wall insulation	12/13	£14,000	£2,600	5.3	26.1
	Combined heat and power	12/13	£116,343	£28,061	4.1	203.7
	All Measures	12/13	£163,343	£40,561	4	302.5
Predicted % saving on 11/12 energy bill - 33% reduction						

One Leisure St Ives Outdoor	Fix squash court air handling unit	12/13	£1,000	£1,230	0.8	6.8
	Interlock hot water pumps and boiler controls	13/14	£900	£310	2.9	2.4
	Improve changing room ventilation control	13/14	£3,800	£930	4.1	2.3
						4
	Provide/refurbish convector heaters	13/14	£1,900	£230	8.2	3.7
All Measures	12/14	£7,600	£2,700	2.8	19.2	
Predicted % saving on 11/12 energy bill - 9.6% reduction						

One Leisure Sawtry	Variable speed drives	12/13	£3,500	£2,100	1.7	12.6
	Monitoring & adjustment of heating/ventilation	13/14	£3,000	£3,350	1.8	38
	Use of free cooling for gym & activity area	12/13	£3,900	£6,400	1.6	9.1
	All Measures	12/14	£10,400	£11,850	0.8	59.7
Predicted % saving on 11/12 energy bill - 23.22% reduction						

ANNEXE C: Greenhouse Gas Emissions for Huntingdonshire District Council Estate – Financial Year 2011/2012

GHG emissions data for period 1 April 2011 to 31 March 2012				
	Global Tonnes of Carbon Dioxide equivalent (CO ₂ e)*			
	11/12	10/11	09/10	Base Year 08/09
Scope 1 – Direct emissions	2,488	2,761	2,760	3,205
Scope 2 – Energy indirect	2,857	2,954	2,970	3,510
Scope 3 – Other indirect	146	149	168	167
Total gross emissions	5,491	5,864	5,898	6,882
Carbon offsets	0	0	0	0
Green tariff	0	0	0	0
Total annual net emissions	5,491	5,864	5,898	6,882
Intensity measurement 'Tonnes of CO ₂ e per member of full time staff'	9.9	8.2	7.2	8.9

*CO₂e includes Carbon Dioxide, Nitrous Oxide and Methane emissions

Company Information

HDC is a District Council covering a geographical area of approximately 350 square miles and home to a population of over 160,000.

Reporting Period

1 April 2011 – 31 March 2012

Change in emissions

Scope 1 - This section of the table records all of HDC's gas, petrol and diesel consumption, used to heat Council-owned buildings and run the fleet of waste collection, street cleansing vehicles and pool cars.

There has been a steady reduction in CO₂e from the consumption of gas, petrol and diesel since the baseline year. These reductions can be attributed to the installation of energy efficiency measures, such as roof and fabric insulation, at our Leisure Centre sites, and the rescheduling of refuse and recycling rounds to reduce miles travelled by the fleet. Overall, CO₂e emissions from scope 1 sources have decreased by 717 tonnes since the baseline year (2008/2009).

Scope 2 - This section of the table records all of the electricity used to power HDC's Council-owned buildings.

There has been a small decrease in emissions from this source in the last year as a result of the installation of energy efficiency measures at One Leisure sites, including voltage optimisation and passive infrared lighting, alongside energy monitoring at HDC's headquarters. Overall, Scope 2 CO₂e emissions have decreased by 653 tonnes since the baseline year (2008/2009).

Scope 3 - This section of the table records CO₂e emissions from HDC's business travel. HDC have chosen not to report emissions from commuter travel as the data is incomplete and believed to be responsible for only a small proportion of total emissions. There has been a further decline in CO₂e emissions associated with business travel since the baseline year. The continued use of the Council's pool car and bicycle fleet, the take up of tele-working and changes

to the employee travel allowance scheme have all contributed to emissions reductions. Overall, scope 3 emissions been reduced by 21 tonnes since the baseline year (2008/2009).

Approach

We have followed the Governments guidelines (2011) on how to measure and report GHG emissions.

Organisational boundary

We have used the financial control approach.

Operational scopes

The Council has measured scope 1, 2 and 3 emissions where a monitoring system is in place to do so.

Overall, scopes 1, 2 and 3 together result in a decrease of 373 tonnes of CO₂e emissions in the last year (6%) and a reduction of 1391 tonnes of CO₂e emissions (20%) since the baseline year.

The work undertaken to achieve these savings has been supported by a ring-fenced Salix Energy Efficiency fund and has resulted in financial savings to the Council in energy and fuel costs.

	GHG emissions 11/12 in tonnes CO2e	Exclusions and % this represents
Scope 1		
Gas consumption	1,117	
Owned transport	1,371	
Process emissions	0	
Fugitive emissions	0	
Total scope 1	2,488	
Scope 2		
Purchased electricity	2,857	
Total scope 2	2,857	
Significant scope 3		
Business travel	146	By private staff vehicle only
Total significant scope 3	146	

Base year

Our baseline year is 2008/2009 which we set using a fixed base approach. We have recalculated our baseline year emissions to take into account the change in GHG emissions factors.

Targets

45 Our emissions reduction target is to reduce our global GHG emissions, scopes 1, 2 and 3, by 30% from the baseline year 2008/2009 by the end of 2013/2014. The Environment Team and the Environmental Resource Efficiency Group is responsible for the achievement of the target.

Intensity measure

The Council has chosen 'tonnes of CO2e per member of full time staff' as the Council does not have a product output. Our intensity measure has increased this year due to a decrease in staff despite emissions reductions.

External assurance statement

None currently in place

Carbon offsets

The Council has not brought into any carbon offsetting schemes.

For more information please contact the Environment Team on 01480 388388 or email heet@huntingdonshire.gov.uk

This page is intentionally left blank

Panel Date	Decision	Action	Response	Date
16/05/12	<p><u>Leadership Direction</u></p> <p>Councillors D Harty and Mrs D C Reynolds have been appointed to the Corporate Plan Working Group.</p>	<p>Leadership Direction document considered at the Panel's July meeting.</p>	<p>The Corporate Plan Working Group has been meeting throughout the summer to help the Corporate Office to produce the Council Service Plan which will outline the key activities that contribute to the aims in the Leadership Direction.</p>	
11/12/12		<p>Meeting of the Working Group held on 12th November 2012 to refine the Council Delivery Plan and to discuss future monitoring arrangements. Agreed that a bi-monthly programme of meetings be arranged with a view to calling Executive Members to account on their respective activities contained within the Delivery Plan.</p>		
13/07/10	<p><u>Great Fen Project</u></p> <p>The Panel attended a tour of the Great Fen.</p>		<p>The Director of Environmental and Community Services advised that updates on the progress of the project would be presented to the Panel at 6 monthly intervals.</p>	
9/10/12	<p>The Panel were invited to attend a tour of the Great Fen on 1st October 2012.</p>			
14/09/10	<p><u>Tree Strategy Working Group</u></p> <p>To form a strategy in conjunction with the Tree Officers for</p>	<p>A series of Working Group meetings have</p>		

Panel Date	Decision	Action	Response	Date
<p>11/9/12</p> <p>11/12/12</p>	<p>the retention and planting of trees.</p> <p>Councillor J W Davies updated the Panel on progress made towards completion of the Tree Strategy.</p> <p>The Arboricultural Officer is meeting with a consultant in the hope of completing and delivering the Tree Strategy early in the new year.</p>	<p>been held. A draft policy is being drawn up by the Arboricultural Officer for submission to the group for comment.</p> <p>Due to the voluntary redundancy of administrative staff within the division there has been a delay in the production of the Tree Strategy.</p>	<p>The Strategy should be completed by the end of 2012, at which time consultation will take place.</p>	<p>January 2013</p>
<p>13/9/11</p> <p>10/1/12</p> <p>19/06/12</p> <p>11/9/12</p>	<p><u>Waste Collection Working Group</u></p> <p>A Working Group appointed to look into waste collection policies. The Working Group comprises of Councillors Baker, Godfrey, Harlock and Hyams, and Mr M Phillips.</p> <p>Following consideration of the Advanced Waste Partnership report it was agreed that the work of the partnership could overtake the findings of the working group, therefore the Working Group study should be put on hold.</p> <p>Following a change in the Council's approach to dealing with 'contaminated' bins, Councillor M G Baker has stressed the need to educate residents as to what can be placed in recycling bins.</p> <p>The Working Group has decided to focus on how best to engage with residents to educate them as to what should be placed in which bin.</p>	<p>First meeting held on 6/10/11 with Mr E Kendall – Head of Operations.</p> <p>The study of the Waste Collection Working Group has been postponed and will be reviewed in due course.</p> <p>A meeting between the Working Group and the Head of Operations was held on Thursday, 28th June 2012.</p> <p>A meeting was held to discuss ideas.</p>	<p>The Group established their terms of reference and a way forward for their study.</p> <p>Members requested that a further meeting be held on 2nd August with a representative from South Cambridgeshire District Council present.</p> <p>The Working Group met with Eric Kendall, Chris Jablonski and Heidi Field to discuss publicity material. Members have provided feedback on the material devised by the Environmental Team. If necessary the Waste Collection Working Group will resume its study once</p>	

Panel Date	Decision	Action	Response	Date
<p>11/9/12</p>	<p>Having considered the Waste Collection Policies at their previous meeting, Members expressed a view that bin stickers could be used to convey messages with community benefits, such as speed restrictions.</p> <p>The Panel has asked for further information on the pilot by Speedwatch into the effectiveness of displaying speed limit signs on wheeled bins.</p>	<p>In considering the Decision Digest, Members were disappointed to note that the Cabinet had stressed that they were not in favour of notices being attached to bins. In light of the pilot initiative being undertaken in Hilton, Scrutiny Members requested an update on the pilot's findings.</p> <p>Councillor Tysoe has discussed the Cabinet's views with the Panel.</p> <p>Information has been received from Mr D McCandless. Hilton PC has yet to fund the trial of wheelie bin stickers so they have not been issued 'globally' within the village. Consequently, an assessment was carried out. Further information to be provided at the meeting.</p>	<p>the work of RECAP is complete.</p> <p>The Executive Councillor for the Environment has agreed to provide the Panel with an update at its October meeting.</p>	<p>November 2012</p>
<p>13/11/12</p>	<p>Councillor Bates advised Members that wheelie bins in Hilton did have stickers on them, although an evaluation of the scheme had yet to be undertaken.</p>	<p>It was suggested that contact ought to be made with Hilton Parish Council to gain an understanding of the present situation.</p>		
<p>8/11/11</p>	<p><u>Design Principles for Future Developments Working Group</u></p> <p>A Working Group appointed to examine the matters raised during the Panel's discussions on Loves Farms, St Neots. The Working Group comprising of Councillors Banerjee, Curtis, Godfrey and Harlock will make recommendations to inform future developments.</p>			

Panel Date	Decision	Action	Response	Date
<p>6/1/12</p> <p>11/9/12</p>	<p>First meeting of the Working Group held. Councillor Mrs M Banerjee appointed rapporteur. It was agreed that the Working Group needed an overview of the site from a planning officer and this should be followed by a site visit.</p> <p>The Panel considered the report of the Working Group which outlined its findings to date.</p>	<p>Working Group met with the Head of Planning Services on 26th January to receive an overview of the Loves Farm site.</p> <p>Site visit held on 2nd March followed by a debrief on 21st March and a meeting on 1st June.</p> <p>It was agreed that a further meeting would be arranged with the Urban Design, Trees and Landscape Team Leader to discuss aspects of the design guide in more detail.</p> <p>The meeting with the Urban Design, Trees and Landscape Team Leader was held on 5th October. The Working Group will next consider the draft revised Design Guide.</p>	<p>The Working Group has considered a report by the Urban Design, Trees and Landscape Team Leader analysing the results of the 'building for life' assessments which were completed on the site visit. The working group will begin to draft their final report.</p>	
<p>5/12/11</p> <p>9/2/12</p>	<p><u>Drainage Issues</u></p> <p>Consideration was given to a petition in respect of sewage overflow at Windsor Road and Main Street, Yaxley. Members were advised that the Executive Leader had written to Anglian Water expressing his concern over flooding issues in Yaxley and a response had been received. Although Anglian Water's response addressed the specific flooding incident, Members were not satisfied with Anglian Water's programme to prevent problems from occurring and their response to sewerage system failures.</p> <p>The Panel received a presentation from the County Council's Flood and Water Manager on Flood Risk Management. During the presentation the issue of flooding in Yaxley was raised by Members. Officers undertook to</p>	<p>Given the lack of powers that the Council has to influence Anglian Water, Members requested that the Leader of the Council writes to the Environment Agency to highlight their concerns and to ask it to ensure it used its enforcement powers where merited.</p> <p>The Project and Assets Manager has met with Anglian Water to discuss issues and will continue to pursue this matter.</p>	<p>The Managing Director (Communities, Partnerships and Projects) will follow this concern up with the Environment Agency. The Executive Leader has responded to Anglian Water to state that he is not satisfied with their programme to prevent problems from occurring and their response to sewerage system failures.</p>	

Panel Date	Decision	Action	Response	Date
13/3/12	investigate this matter further. Ward Members attended an onsite meeting with the Project and Assets Manager who subsequently alerted Anglian Water to a problem with the surface and foul water sewerage system.	Having reiterated concerns over the long running nature of the problem, Members suggested that a letter be sent to the Environment Agency to highlight the ongoing issues.	The Managing Director (Communities, Partnerships and Projects) to be asked to pursue this issue further.	
10/4/12	The Managing Director (Communities, Partnerships and Projects) has suggested that a Working Group be convened to examine Yaxley drainage issues in detail.	It was agreed that appointment to the Working Group would be delayed until after the Annual Council Meeting.		
19/06/12	Having considered the St Neots Surface Water Management Plan, Members acknowledged that drainage problems within the district are widespread.	A Working Group comprising Councillors Mrs M Banerjee and J W Davies has been convened to engage with Anglian Water in order to establish their general powers, responsibilities and limitations on its ability to prevent flooding.	A meeting was held on Thursday, 28 th June so that Members could set out their terms of reference and establish the way forward for the study.	
11/9/12	Two meetings have been held with representatives from Anglian Water and the Environment Agency.	A report of the meetings is being produced and the District Council will continue to work with Anglian Water in an effort to resolve the drainage problems which exist in the District.		
9/10/12	Report of the Working Group considered at the meeting. The outcome of negotiations between Anglian Water and the County Council on drainage in Yaxley is awaited.			
11/12/12	Further information awaited from Anglian Water regarding progress made to date with drainage issues in Yaxley.	An update has been received from Anglian Water and will be delivered by a Member of the Working Group at the meeting.		
10/1/12	<u>Land Use for Agricultural Purposes in the Context of Planning Policies and its Contribution to the Local Economy.</u> The Panel considered the Cambridgeshire Green Infrastructure Strategy and raised concerns over the lack of	A Working Group comprising of Councillors Mrs M Banerjee, P M D Godfrey, G J	A meeting will be held with the Planning Service (Policy)	

Panel Date	Decision	Action	Response	Date
19/6/12	<p>reference to local agriculture in planning policies.</p> <p>The Working Group has met on numerous occasions and have visited Mr Felce's farm.</p>	<p>Harlock, D Harty and Mr D Hopkins has been appointed to review the lack of promotion and protection of land for agricultural purposes and to ensure that local agriculture is included in the new local plan.</p> <p>The Working Group wish to meet with Paul Hammett, NFU, Environmental Adviser.</p>	<p>Manager on 9th February to discuss issues and establish a way forward for the Working Group.</p> <p>The Working Group met with Paul Hammett to discuss the importance of farming in Huntingdonshire.</p> <p>The Working Group has begun summarising its findings to date in order to influence the new Local Plan.</p>	
11/9/12	<p>The Panel has considered the findings to date of the Working Group.</p>	<p>The Planning Service Manager (Policy) has advised Members that the new Local Plan would address some of the issues raised by the Working Group.</p> <p>A meeting between the Working Group, the Head of Planning and Housing Strategy and the Planning Service Manager (Development Management) was held on 4th October.</p>	<p>In light of concerns raised by the Head of Planning regarding the Working Group's recommendations, it was agreed that the Working Group would meet with Planning Officers to discuss the issues raised and to determine a way forward for the study.</p> <p>The report appears elsewhere on the Agenda.</p>	<p>November 2012</p>
11/12/12	<p>The final report of the Working Group has been considered by Cabinet at their November meeting.</p>			

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

4TH DECEMBER 2012
6TH DECEMBER 2012
11TH DECEMBER 2012

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

1. INTRODUCTION

1.1 The purpose of this report is to inform Members of studies being undertaken by the other Overview and Scrutiny Panels.

2. STUDIES

2.1 The Council has a duty to improve the social, environmental and economic well-being of the District. This gives the Overview and Scrutiny Panels a wide remit to examine any issues that affect the District by conducting in-depth studies.

2.2 Studies are allocated according to the Overview and Scrutiny remits. Details of ongoing studies being undertaken by the two other Panels are set out in the attached Appendix.

2.3 Members are reminded that if they have a specific interest in any study area which is not being considered by their Panel there are opportunities for involvement in all the studies being undertaken.

3. RECOMMENDATION

3.1 The Panel is requested to note the progress of the studies selected.

BACKGROUND DOCUMENTS

Minutes and Reports from previous meetings of the Overview and Scrutiny Panels.

Contact Officers: Miss H Ali, Democratic Services Officer
01480 388006

Mrs J Walker, Democratic Services Assistant
01480 387049

Mrs C Bulman, Democratic Services Officer
01480 388234

ONGOING STUDIES

STUDY	OBJECTIVES	PANEL	STATUS	TYPE
Leisure Centre Financial Performance and Employment Structure	To consider the future business model for "One Leisure" and the development of a methodology for the quantification of Social Value.	Economic Well-Being and Social Well-Being	<p>Working Group met on 28th February 2012. Agreed to split into two sub groups to investigate each area.</p> <p>Meeting of the Sub-Group looking at the 'Social Methodology' held on 23rd August 2012.</p> <p>It has been agreed that the review of the business model will be put on hold, pending the completion of the Business Plan for the Service. The Business Plan will be considered by the Overview & Scrutiny Panel (Economic Well-Being) in January.</p>	Joint Working Group
CCTV Provision within the District	To review the impact of the Council's proposal to cease the CCTV service with effect from April 2012.	Social Well-Being	A report on changes to the CCTV service in 2012/13 will be submitted to the Panel in February 2013.	Whole Panel Study.
A14 improvements.	To review the implications to the local economy of the decision not to proceed with the A14 improvements.	Economic Well-Being	The Panel has requested a presentation on developments relating to the A14 for all Members of the Council at an appropriate time.	Whole Panel Study.

			Updates on recent developments to continue to be provided by email.	
Consultation Processes	To assist the Corporate Team with its review of the Council's Consultation and Engagement Strategy.	Social Well-Being	Strategy and Guidance being updated by the Corporate Office to incorporate comments suggested by the Working Group. First draft expected to be made available to the Working Group mid-December. Meeting being arranged.	Working Group.
Review of Neighbourhood Forums in Huntingdonshire	To undertake a review of the Neighbourhood Forums in Huntingdonshire.	Social Well-Being	Cabinet agreed to hold a pilot in the Norman Cross County Division. Panel requested to undertake a review of the pilot during its 12 months of operation. Pilot meeting held on 7th November 2012.	Working Group
District Council Support Services	To review the services provided by the District Councils Document Centre to form a view on its efficiency and cost effectiveness.	Economic Well-Being	Working Group has formed two sub groups to consider:- a) the financial cost of the service; and b) the operation of the service The Working Group met on 14 th November. A summary of their findings is currently	Working Group

			being compiled.	
Equality Framework for Local Government	To review the action plan arising from the Equality Framework for Local Government peer assessment.	Social Well-Being	Working Group met on 29th August 2012 to review the Action Plan. Councillor Mrs P A Jordan to attend the Equality Framework Steering Group. Action Plan revised since the Working Group last met – a copy has been circulated around to the Working Group for information purposes.	Working Group
Economic Development	To be determined.	Economic Well-Being	The findings from the Local Economic Assessment were presented to the Panel in November. The Panel will consider the new Local Economy Strategy at a meeting in the Spring.	Whole Panel.
Corporate Plan	To assist the Corporate Office with the development of a new Corporate Plan.	All O&S Panels	Meeting of the Working Group held on 12th November 2012. Agreed that a bi-monthly programme of meetings be arranged with a view to calling Executive Members to account on their respective activities contained within the Delivery Plan.	Working Group

Fraud Prevention	To consider the implications from forthcoming changes to the Housing Benefits system.	Economic Well-Being	The Corporate Governance Panel have agreed to establish a working group to consider fraud risks, current and future approaches and single fraud issues. Their report will be considered by the Panel at their meeting in January.	To be determined.
Huntingdonshire Citizens Advice Bureau (CAB)	To consider the social implications of the announcement made by the Huntingdonshire CAB to go into voluntary liquidisation.	Social Well-Being	Executive Leader provided an update to the Panel in October and November 2012. Further update on recent developments will be provided in December. Mr M Mealing, Chairman of the CAB will also be present at the meeting.	Whole Panel Study.
Community Infrastructure Levy (CIL)	To consider the implications of planning social housing requirements on Community Infrastructure Levy income and the housing waiting list.	Economic Well-Being	Managing Director (Communities, Partnerships & Projects) to discuss with Councillor M F Shellens directly.	To be determined.
Council Borrowing	Agreed to establish a working group to develop an understanding of the District Council's approach to borrowing.	Economic Well-Being.	First meeting held on 17 th October 2012. The Group discussed various aspects of general approaches to borrowing and have asked for a report on a number of matters relating to the Council's borrowing. A further meeting will be held when this information is available.	Working Group.

Budget Savings	To identify possible Budgetary Savings	Economic Well-Being	An Informal Meeting of the Panel will be held on Thursday 29 th November 2012. Members have been asked to submit suggestions by email in advance.	Whole Panel
----------------	--	---------------------	---	-------------

Decision Digest

Edition 129

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st to 23rd November 2012.

CHARGING FOR A SECOND GREEN BIN

As a way to increase the Council's income, the Overview & Scrutiny Panel (Economic Well-Being) has considered a proposal to introduce a charge for second green bins. The matter also has been considered by the Overview and Scrutiny Panel (Environmental Well-Being) who unanimously agreed that the Council should not introduce a charge. The Cabinet subsequently referred the matter to the Economic Well-Being Panel for further consideration.

The Economic Well-Being Panel discussed the matter at length and has asked a number of questions of the Executive Councillor for the Environment and the Head of Operations. The Panel also noted representations made by Councillors I C Bates, P L E Bucknell and Mrs M Banerjee.

Having agreed that the business case for the additional charge was sound, Members were of the opinion that it should be considered as part of a package of savings. A recommendation has been put to Cabinet to this effect.

In considering the views of both Panels, the Cabinet has stressed that the Council was constantly reviewing all services to identify savings and that difficult budgetary decisions will need to be made in the future. The Cabinet has approved in principle the introduction of

a charge for a second green bin and has delegated the timing of its implementation to the Managing Director (Communities, Partnerships and Projects) after consultation with the Executive Leader and the Executive Councillor for Environment. This is to be in association with a package of other savings measures to be decided no later than April 2013.

ASSETS OF COMMUNITY VALUE

The Overview & Scrutiny Panel (Economic Well-Being) has received a report outlining the Council's proposed arrangements for dealing with applications for listing community assets. The legislation has been introduced to assist local community groups preserve buildings or land which they consider to be important to the community's social well-being.

Having requested some clarification on specific aspects of the proposal and the ways in which Parish Council's and other interested charities had been made aware of the new legislation, the Panel endorsed recommendations designed to establish a formal process for considering applications.

These conclusions have subsequently been referred to the Cabinet who have:

- delegated responsibility for receiving and processing applications to the Corporate Team Manager;

- delegated responsibility for determining whether an asset should be listed to a Panel of three appropriate Council Officers;
- agreed that the responsibility for determining reviews against listing of assets by the owners be delegated to the Head of Planning and Housing Strategy after consultation with the Head of Legal and Democratic Services;
- agreed that the responsibility for putting in place appropriate arrangements for determining requests for compensation and review be delegated to the Corporate Team Manager; and
- asked the Corporate Team Manager to put in place arrangements for publishing how applicable groups can make a nomination.

HUNTINGDONSHIRE ECONOMIC ASSESSMENT – KEY FINDINGS

The Overview and Scrutiny Panel (Economic Well-Being) has received a presentation by the Economic Development Manager on the outcome of the local economic assessment. The assessment had been undertaken to provide an evidence base for a new Economic Strategy. A review of the Strategy was being undertaken to coincide with the creation of a new Local Plan for the District and to reflect a number of significant changes since the last review – namely the impact of the recession and the establishment of the local enterprise zone.

In noting that the data had been grouped into 3 themes – People and Communities, Business and Enterprise and Sustainable Economic Growth, the Panel has discussed a number of the

specific findings and has noted the action priorities which had been identified.

Having been informed that work would now be undertaken to draw up the new Strategy, the Panel has asked the Economic Development Manager to present the Strategy and associated action plans in the Spring.

CORPORATE BUSINESS CONTINUITY PLANNING (2012 ANNUAL REPORT)

An update on progress in planning for Corporate Business Continuity for the District Council has been presented to the Overview & Scrutiny Panel (Economic Well-Being). This presentation included information on the processes and proposed maintenance of a new Corporate Business Continuity Plan. A report on the incidents which had ‘triggered’ action by the Business Continuity Team during the previous 12 months also was provided.

In considering the report, the Panel has commented on the recent problems with the Remote My Office System and asked about the process for testing the Corporate Plan. An amendment has also been suggested to the approach for identifying the corporate lead if the Plan needed to be implemented.

APPOINTMENT OF CO-OPTED MEMBER – OVERVIEW & SCRUTINY PANEL (ECONOMIC WELL-BEING)

The outcome of a Selection Panel which met on 7th November 2012 to interview candidates for the vacant position of co-opted Member has been reported to the Overview & Scrutiny Panel (Economic Well-Being).

The Panel has subsequently asked the Council to accept the co-option of Mr R Eacott to the Overview and Scrutiny

Panel (Economic Well-Being) for a four year term of office.

POTENTIAL MERGER BETWEEN CAMBRIDGESHIRE AND SUFFOLK FIRE AND RESCUE SERVICES

The Overview and Scrutiny Panel (Social Well-Being) has received details of a consultation on proposals for further collaboration up to a full merger between Cambridgeshire and Suffolk Fire and Rescue Services. Councillor F Brown, Chairman of the Cambridgeshire Fire Authority and Mr M Warren, Director of Resources and Treasurer to the Fire Authority presented the proposals to the Panel. Preliminary views on the consultation will be incorporated within the draft response. This will be submitted to the Panel at its next meeting.

HUNTINGDONSHIRE CITIZENS ADVICE BUREAU

Following on from the last meeting, the Overview and Scrutiny Panel (Social Well-Being) received a further update on recent developments concerning the voluntary liquidisation of the Huntingdonshire Citizens Advice Bureau (CAB). Whilst it was hoped that the service would cease to operate at the end of the calendar year, it was understood that this date had now been brought forward to the end of November. It was noted that arrangements would be made to identify interim arrangements for December and the period January – March 2013. These will be determined after the relevant Executive Councillors meet to consider the applications received under the Council's new voluntary sector funding arrangements.

HUNTINGDONSHIRE TOWN AND PARISH CHARTER

A copy of the draft Town and Parish Charter was received by the Overview

and Scrutiny Panel (Social Well-Being). The document sets out how the three tiers of local government will work together for the benefit of local communities, whilst recognising and respecting their individual rights as separate democratic bodies. As guidance is yet to be issued from the Department for Communities and Local Government, it is not likely that the Charter will be ready for endorsement until April 2013. A Working Group, comprising representatives of the three tiers of local government has been established to develop the Charter document.

CONSIDERATION OF DOMESTIC ABUSE JOINT MEMBER-LED REVIEW: FINAL REPORT

The Overview and Scrutiny Panel (Social Well-Being) has received feedback from the Huntingdonshire Community Safety Partnership on the findings of the joint Member-led review on domestic abuse by Cambridgeshire County Council and Huntingdonshire and Fenland District Councils. Attention was drawn to the Partnership's concerns regarding the action plan developed for the Domestic Abuse Steering Group and the lack of funding currently available for the service. It was made clear to the Panel that the links between domestic abuse and social services at Partnership meetings needed strengthening. This might be achieved by ensuring that there was appropriate representation at Partnership meetings.

HOUGHTON AND WYTON CONSERVATION AREA CHARACTER ASSESSMENT AND BOUNDARY REVIEW

Both the Cabinet and the Overview and Scrutiny Panel (Environmental Well-Being) have reviewed the Houghton and Wyton Conservation Area Character Assessment and Boundary

Review. The Character Assessment and Boundary Review have been produced in response to an undertaking given to Houghton and Wyton Parish Council. Representations have been received that Area 2 – a field to the east of Houghton Grange (BBSRC) should be included in the Conservation Area. However, the Head of Planning and Housing Strategy has advised that this area does not meet the Conservation Area criteria. It has been explained that its inclusion might undermine the validity of the Character Assessment. Members have been assured that the Conservation Area Character Assessment is needed to reinforce the urban design framework (UDF). If the UDF is implemented, Area 2 will be of a standard that will make it eligible for inclusion in the Conservation Area. A Member has argued that, in this case, the opportunity should be taken to include it at this stage. However, given that this might undermine the ability of the Conservation Area Character Assessment to withstand a legal challenge, it has been accepted that this matter should be re-visited when the obstacles to its inclusion have been removed. With this in mind, the Cabinet has stressed that it is best practice to keep boundaries under view for all conservation areas and that this will continue.

In its role as consultee and following representations made by the local Ward Councillor, the Development Management Panel also has endorsed the content of both documents and recommended to the Cabinet that they be formally adopted as Council policy.

Having considered all the responses received and the views of both Panels the Cabinet has approved the contents of the Character Assessment and Boundary Review.

CONTROLLED REGULATIONS

WASTE

The Overview and Scrutiny Panel (Environmental Well-Being) has considered a report on controlled waste regulations. The Controlled Waste Regulations 2012 have varied the premises which are exempt from a charge for disposal. This Council collects waste from a number of previously exempt premises and consequently will now be charged by the County Council for the disposal of that waste. Members have been assured that the majority of customers will continue to enjoy free disposal if they were Council customers prior to April 2012. The Panel has discussed the possibility of offering and promoting an enhanced trade waste service as a means of generating income for the Council. There will be a marginal cost in providing such a service as the Council already has waste collection rounds in place. Given the financial pressures on the Council, it has been suggested that the development of the trade waste service should be investigated.

Subsequently, the Cabinet has authorised Officers to recover the full cost of disposal from those non-domestic premises previously exempt under the 1992 Controlled Waste Regulations, except where they continue to be exempt under the County Council's local policy.

THE CONTRIBUTION OF AGRICULTURE TO THE ENVIRONMENT AND ECONOMY IN THE CONTEXT OF PLANNING POLICIES

The final report of the Working Group has been received by the Overview and Scrutiny (Environmental Well-Being) Panel. Members have been advised that the report's recommendations have been endorsed by the Head of Planning and Housing Strategy.

Having considered the Panel's findings the Cabinet has –

- agreed to consider within the new Local Plan the need for community led growth in rural villages to contribute towards their sustainability;
- requested that definitions of green field and brown field sites be consistently applied;
- agreed that the new Local Plan should refer to the National Planning Policy Framework's principles relating to the rural economy and agricultural land;
- requested that further investigations be undertaken into the Council's procedure for analysing and dealing with applications where agriculture is a factor and a report submitted to the Development Management Panel on the outcome.

STATEMENT OF GAMBLING PRINCIPLES

The Cabinet has reviewed the contents of a revised Statement of Principles under the Gambling Act 2005. The Statement has been updated to take into account the latest regulations and guidance issued by the Gambling Commission.

HUNTINGDONSHIRE TRAFFIC MANAGEMENT AREA JOINT COMMITTEE

The Cabinet has appointed Councillor C R Hyams to replace Councillor S Akthar on the Huntingdonshire Traffic Management Area Joint Committee.

