

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 4 JUNE 2013 at 7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

### **1. MINUTES (Pages 1 - 6)**

To approve as a correct record the Minutes of the meetings of the Panel held on 2nd April and 15th May 2013.

**Miss H Ali  
388006**

**2 Minutes.**

### **2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda Item. Please see Notes below.

**2 Minutes.**

### **3. NOTICE OF EXECUTIVE DECISIONS (Pages 7 - 12)**

A copy of the current Notice of Executive Decisions, which was published on 23rd May 2013 is attached. Members are invited to note the Decisions and to comment as appropriate on any items contained therein.

**Mrs H Taylor  
388006**

**10 Minutes.**

### **4. HUNTINGDONSHIRE TOWN AND PARISH CHARTER AND VOLUNTARY SECTOR COMPACT (Pages 13 - 68)**

To receive a report from the Head of Environmental and Community Health Services seeking the adoption of the Huntingdonshire Town and Parish Council Charter and Voluntary Sector Compact.

**D Smith  
388377**

Ms H Williams, Chairman of Cambridgeshire and Peterborough Association of Local Councils and Mrs J Farrow, Chief Executive of Hunts Forum of Voluntary Organisations will be in attendance for consideration of this item.

**20 Minutes.**

### **5. HOME IMPROVEMENT AGENCY SHARED SERVICE REVIEW AND DISABLED FACILITIES GRANT BUDGET (Pages 69 - 74)**

To receive a report from the Housing Strategy Manager detailing the annual operating review of the Home Improvement Agency Shared Service and an update on the Disabled Facilities Grant Budget.

**Mrs T Reed  
388203**

**20 Minutes.**

6. **CAMBRIDGESHIRE ADULTS, WELL-BEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE** (Pages 75 - 84)

To receive and note the Minutes of the Cambridgeshire Adults, Wellbeing and Health Overview and Scrutiny Committee held on 15th March 2013.

**5 Minutes.**

7. **WORK PROGRAMME** (Pages 85 - 96)

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

**Dr A Roberts  
388015**

**20 Minutes.**

8. **WORK PLAN STUDIES** (Pages 97 - 104)

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

**Miss H Ali  
388006**

**10 Minutes.**

9. **OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS** (Pages 105 - 114)

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

**Miss H Ali  
388006**

**15 Minutes.**

10. **SCRUTINY** (Pages 115 - 120)

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

**5 Minutes.**

Dated this 24 day of May 2013



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 Miss H Ali, Democratic Services Officer, Tel No: (01480) 388006 / email: [Habbiba.Ali@huntingdonshire.gov.uk](mailto:Habbiba.Ali@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.**

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

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

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

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

***Emergency Procedure***

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

# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) held in Civic Suite 0.1A, Ground Floor, Pathfinder House, Huntingdon, Cambs, PE29 3TN on Tuesday, 2 April 2013.

PRESENT: Councillor S J Criswell – Chairman.

Councillors R C Carter, K J Churchill,  
R Fuller, Mrs P A Jordan, P Kadewere,  
M C Oliver, J W G Pethard and R J West.

R Coxhead and Mrs M Nicholas – Co-opted  
Members.

APOLOGY: An Apology for absence from the meeting  
was submitted on behalf of Councillor  
K M Baker.

### 107. MINUTES

Subject to the inclusion of the words “Mr J Pye then reported that the impact of financial issues currently facing Peterborough and Stamford NHS Trust on Hinchingsbrooke Hospital was not yet known.”, at the end of the penultimate paragraph of Minute No. 12/100, the Minutes of the meeting of the Panel held on 5th March 2013 were approved as a correct record and signed by the Chairman.

### 108. MEMBERS' INTERESTS

Councillor Mrs P A Jordan declared a non-disclosable pecuniary interest in Minute No. 12/110 by virtue of being an employee of the NHS.

### 109. NOTICE OF EXECUTIVE DECISIONS

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 3rd April to 31st July 2013. The Voluntary Sector Working Group would seek permission from the Executive Councillors for Healthy and Active Communities and for Resources to have an input into the determination of the Community Chest Allocations for 2013/14.

### 110. HEALTHWATCH CAMBRIDGESHIRE

*(Mrs R Rogers, Chairman of Healthwatch Cambridgeshire, was in attendance for consideration of this item).*

The Panel received a presentation from Mrs R Rogers, Chairman of Healthwatch Cambridgeshire, on the establishment of a local Healthwatch which would replace the former Local Involvement

Network (LINK). Members were advised that the Social Care Act 2012 created a statutory requirement for every area to have a local Healthwatch. Its purpose was to act as an independent consumer champion for users of health and social care services. The Act identified other key activities in the new arrangements, which included the provision of signposting and advocacy services to the residents of Cambridgeshire. It was, however, reported that Healthwatch Cambridgeshire would not be responsible for the latter until next year. The Chairman of Healthwatch Cambridgeshire highlighted the importance of establishing good working relationships with interested stakeholders and acknowledged the challenges currently being faced by Hinchingsbrooke Hospital.

Members were advised that a consultant had been employed by Cambridgeshire County Council to assist with the establishment of Healthwatch Cambridgeshire. The consultant had performed a number of duties, which included the organisation of stakeholder engagement events. These events had successfully brought together key partners from the voluntary and community sectors.

Members noted that Healthwatch Cambridgeshire came into operation on 1st April 2013 and currently was in the final stages of becoming a Company Limited by Guarantee. A Board had been appointed comprising three Non-Executive Directors in addition to the Chairman. It was intended that the first meeting of the Board would consider a vision and priorities for the future. A Chief Executive and four Co-ordinators had also been appointed, two of whom were former LINK employees.

The Panel discussed a number of matters including the role of the Clinical Commissioning Groups in scrutinising Hinchingsbrooke Hospital, the methods of engagement to be employed by Healthwatch Cambridgeshire, the functions of Healthwatch England, proposals to develop role descriptions for volunteers, Healthwatch Cambridgeshire's accountability and reporting mechanisms with Cambridgeshire County Council and the importance of working in partnership and liaising with community and voluntary sector organisations.

In response to a question by a Member on the level of budget available, it was confirmed that Healthwatch Cambridgeshire had a two year contract with the County Council with an indicative budget of £221,000 for the 2013/14 financial year. Mrs Rogers also stated that the organisation would have a seat on the Health and Wellbeing Board and could alert Healthwatch England, the Care Quality Commission and Monitor to any concerns it might have about specific care providers or general health and social care matters. Furthermore, its representatives could enter and view services with a view to determining whether they were operating effectively. The Chairman of Healthwatch Cambridgeshire acknowledged that it would be a challenge to encourage increased levels of reporting on patient experiences to enable the organisation to fulfil its roles.

At the conclusion of the discussions, the Panel thanked the Chairman of Healthwatch Cambridgeshire for her attendance at the meeting.

**111. HOUSING BENEFIT CHANGES AND THE POTENTIAL IMPACT UPON HUNTINGDONSHIRE**

Consideration was given to a report by the Head of Customer Services (a copy of which is appended in the Minute Book) outlining the effects of Government changes to the Housing Benefits system, which were contained in the Welfare Reform Act. In introducing the report, the Head of Customer Services reported that concerns continued to exist over housing benefit claimants renting in the private sector who might not be fully aware of the impact of the changes. To date, only a small proportion of residents had contacted the Council and the fear was that claimants were building up rent arrears.

The Head of Customer Services then reported that Luminus had recruited two part-time employees to assist its tenants with moving into appropriately sized accommodation. This would help to resolve problems associated with households' over and under occupancy of their accommodation. Given that Registered Social Landlords appeared to be working in isolation from one another, the Panel suggested that a more collaborative approach to the impact of the welfare reforms should be adopted across the District.

In response to a question by a Member, the Panel was informed of how benefits were calculated for claimants wishing to sub-let a room or take in a lodger. Clarification was also provided on the level of resources that were available to help residents to deal with the consequences of the welfare reforms. Arising from the discussions, the Panel requested information on the demands on the Call Centre in this respect. This information would be circulated to Panel Members together with details of the Council's Rent Deposit scheme and the homelessness budget.

Other matters that were discussed included the correspondence produced by Registered Social Landlords to advise tenants of the reform changes, the utilisation of discretionary housing payments, the introduction of universal credits, the homelessness prevention projects being undertaken by the Council, the levels of engagement with voluntary sector organisations providing advisory services within the District, likely trends in fraud levels and associated enforcement activity and the exemptions which existed for residents with mental health problems.

Members requested that a monthly update on the welfare reforms was included within the Member's Brief newsletter. Having conveyed their gratitude to the Head of Customer Services and her Team for their efforts during the implementation of the welfare reforms, it was

RESOLVED

that the content of the report now submitted be noted.

**112. SOCIAL VALUE WORKING GROUP**

With the aid of a report by the Social Value Working Group (a copy of which is appended in the Minute Book) the Panel received an update on progress of its study to date. The Working Group had received

research information on the social, financial and health benefits of One Leisure and an attempt would now be made to attach financial values to these benefits. The next stage would then be to produce a detailed account of the methodology used to complete this work.

**113. CAMBRIDGESHIRE ADULTS, WELLBEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

The Panel received and noted the Minutes of the meeting of the Cambridgeshire Adults, Wellbeing and Health Overview and Scrutiny Committee held on 5th February 2013 (a copy of which is appended in the Minute Book). Councillor R J West reported that a further meeting of the Committee had been held earlier that day when further consideration had been given to delayed discharges and discharge planning, access to inpatient mental health care, progress against the Adult Social Care Integrated Plan 2012/13 and Cambridgeshire and Peterborough Clinical Commissioning Group's progress and plans.

**114. WORK PLAN STUDIES**

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) which contained details of studies being undertaken by the Overview and Scrutiny Panels for Economic Well-Being and Environmental Well-Being. Members were reminded of the opportunity they had to participate in the studies if they wished.

**115. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS**

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) which contained details of actions taken in response to recent discussions and decisions. In so doing, the Chairman delivered an update on the outcome of his discussions with the Deputy Executive Leader in respect of the North-West Huntingdonshire pilot Local Joint Committee. Members placed on record their disappointment that the pilot had not been effectively established in the last year. This view was also held by other Members of the Council. Comment was made that the absence of a mechanism to deal with issues on a scale greater than Ward level remained a concern. As a way forward, the Panel agreed formally to request the Cabinet to reconsider its recommendation that a series of pilot Local Joint Committees was introduced across the District.

**116. SCRUTINY**

The 133rd Edition of the Decision Digest was received and noted.

Chairman



## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Wednesday, 15 May 2013.

PRESENT: Councillors K M Baker, R C Carter, S J Criswell, I J Curtis, R Fuller, C R Hyams, P Kadewere, S M Van De Kerkhove, J W G Pethard and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors Mrs P A Jordan and M C Oliver.

### 1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor S J Criswell be elected Chairman of the Panel for the ensuing Municipal Year.

**Councillor S J Criswell in the Chair.**

### 2. MEMBERS' INTERESTS

No declarations were received.

### 3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor R C Carter be appointed Vice-Chairman of the Panel for the ensuing Municipal Year.

### 4. CORPORATE PLAN WORKING GROUP

RESOLVED

that Councillors R C Carter and S J Criswell be appointed to serve on the Corporate Plan Working Group for the ensuing Municipal Year.

### 5. CAMBRIDGESHIRE ADULTS, WELL-BEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE

RESOLVED

that Councillor R J West be appointed to the Cambridgeshire Adults, Well-Being and Health Overview and Scrutiny Committee, with Councillor J W G Pethard appointed as the substitute Member.

Chairman

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### FORWARD PLAN OF KEY DECISIONS

**Prepared by** Councillor J D Ablewhite  
**Date of Publication:** 23 May 2013  
**For Period:** 1st June to 31st December 2013

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Executive Leader of the Council, with responsibility for Strategic and Delivery Partnerships	3 Pettis Road St. Ives Huntingdon PE27 6SR  Tel: 01480 466941 E-mail: Jason.Ablewhite@huntingdonshire.gov.uk
Councillor N J Guyatt	- Deputy Executive Leader of the Council with responsibility for Strategic Planning and Housing	6 Church Lane Stibbington Cambs PE8 6LP  Tel: 01780 782827 E-mail: Nick.Guyatt@huntingdonshire.gov.uk
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG  Tel: 01480 212540 E-mail: <a href="mailto:Barry.Chapman@huntingdonshire.gov.uk">Barry.Chapman@huntingdonshire.gov.uk</a>
Councillor J A Gray	- Executive Councillor for Resources	Shufflewick Cottage Station Row Tilbrook PE28 OJY  Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Howe	- Executive Councillor for Healthy and Active Communities	The Old Barn High Street Upwood PE26 2QE  Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk

Councillor T D Sanderson - Executive Councillor for Economic Development and Legal	29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE  Tel: 01480 412135      E-mail: Tom. <a href="mailto:Tom.Sanderson@huntingdonshire.gov.uk">Sanderson@huntingdonshire.gov.uk</a>
Councillor D M Tysoe - Executive Councillor for Environment	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA  Tel: 01480 388310      E-mail: <a href="mailto:Darren.Tysoe@huntingdonshire.gov.uk">Darren.Tysoe@huntingdonshire.gov.uk</a>

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

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

Colin Meadowcroft  
Head of Legal and Democratic Services

Notes:- (i) Additions/significant changes from the previous Forward are annotated \*\*\*

∞ (ii) For information about how representations about the above decisions may be made please see the Council's Petitions Procedure at <http://www.huntsdc.gov.uk/NR/rdoonlyres/3F6CFE28-C5F0-4BA0-9BF2-76EBAE06C89D/0/Petitionsleaflet.pdf> or telephone 01480 388006

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Reg 123/CIL Business Plan	Cabinet	20 Jun 2013	Reg 123 consultation responses/CIL Business Plan	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email <a href="mailto:Paul.Bland@huntingdonshire.gov.uk">Paul.Bland@huntingdonshire.gov.uk</a>		N J Guyatt	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Home Improvement Agency, Shared Service - Annual Operating Review	Cabinet	20 Jun 2013	Minutes O & SP (Social Well-Being) 6/9/11 - <a href="http://applications.huntingdonshire.gov.uk/moderngov/documents/g13056/Printed%20minutes,%20Tuesday,%2006-Sep-2011%2019.00,%20Overview%20and%20Scrutiny%20Panel%20Social%20">http://applications.huntingdonshire.gov.uk/moderngov/documents/g13056/Printed%20minutes,%20Tuesday,%2006-Sep-2011%2019.00,%20Overview%20and%20Scrutiny%20Panel%20Social%</a>	Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or e-mail Trish.Reed@huntingdonshire.gov.uk		B S Chapman	Social Well-Being
Community Chest Allocation 2013/2014	Grants	27 Jun 2013		Dr S Lammin, Head of Environmental and Community Health Services Tel No. 01480 388280 or email Sue.Lammin@huntingdonshire.gov.uk		T D Sanderson	Social Well-Being
Huntingdonshire Economic Growth Plan 2013 - 2023	Cabinet	18 Jul 2013		Sue Bedlow, Economic Development Manager Tel No. 01480 3887096 or email Sue.Bedlow@huntingdonshire.gov.uk		J D Ablewhite	Economic Well-Being
Loves Farm - Request for Supplementary Estimate	Cabinet	18 Jul 2013		Chris Allen, Project and Assets Manager Tel No. 01480 388380 or e-mail Chris.Allen@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	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Draft Revised Supplementary Planning Document - Land Sensitivity to Wind Turbine Development	Cabinet	18 Jul 2013	Draft revised SPD	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Consultation and Engagement Strategy***	Cabinet	19 Sep 2013		Louise Sboui, Senior Policy Officer Tel No. 01480 388032 or email Louise.Sboui@huntingdonshire.gov.uk		R Howe	Social Well-Being
Financial Strategy***	Cabinet	19 Sep 2013		Steve Couper, Assistant Director of Finance and Resources Tel No. 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Town and Parish Council Charter	Cabinet	19 Sep 2013		Dan Smith, Community Health Manager Tel No. 01480 388377 or e-mail Dan.Smith@huntingdonshire.gov.uk		N J Guyatt	Social Well-Being
Customer Services Strategy	Cabinet	19 Sep 2013		Kathryn Sexton, Customer Services Manager Tel No. 01480 387040 or e-mail Kathryn.Sexton@huntingdonshire.gov.uk		B S Chapman	Economic Well-Being
Dairy Crest - Fenstanton: Planning and Urban Design Framework	Cabinet	19 Sep 2013		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Affordable Housing Policy - Update	Cabinet	19 Sep 2013		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Whole Waste System Approach***	Cabinet	17 Oct 2013		Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Social Well-Being
A14	Cabinet	17 Oct 2013	Preferred option for consultation	Steve Ingram, Assistant Director, Environment, Growth and Planning 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Huntingdon West Masterplan	Cabinet	21 Nov 2013	Following consultation. Preferred option.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Local Plan to 2036 - Proposed Submission***	Cabinet	12 Dec 2013		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Draft Budget & MTP***	Cabinet	12 Dec 2013		Steve Couper, Assistant Director of Finance and Resources Tel No. 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being

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

**4TH JUNE 2013  
19TH SEPTEMBER 2013**

**HUNTINGDONSHIRE TOWN AND PARISH CHARTER AND VOLUNTARY  
SECTOR COMPACT  
(Report by the Head of Environmental and Community Health Services)**

**1. PURPOSE**

- 1.1 The purpose of this report is to provide the Overview and Scrutiny (Social Wellbeing) with the opportunity to peruse the final version of the Huntingdonshire Town and Parish Charter Appendix 'A' and Voluntary sector Compact for Huntingdonshire Appendix 'B' attached to this report.

**2. INTRODUCTION**

- 2.1 Following meetings of the "Joint District and County Council Localism working group" it was identified that if the objectives of the Localism Act 2012 are to be addressed it was essential that Town and Parish Councils and the Voluntary and Community sector be actively involved.
- 2.2 The Charter and Compact documents set out a framework to allow Cambridgeshire County Council, Huntingdonshire District Council, local Town & Parish Councils and Voluntary and Community Organisations to work in partnership to improve the economic, social and environmental well-being of Huntingdonshire. Through these documents the signatories agree to work in partnership for the benefit of the local community while recognising and respecting their individual rights as separate democratic and accountable bodies.

It is also intended that the Charter and Compact will reflect the following general principles:-

- **All levels of Local government and the Voluntary and Community Sector will undertake together to:-**
  - Establish forums for regular dialogue;
  - Respect and understanding of the role and remit of each other, including how and when decisions can be made and appropriate time scales; and
  - Focus on outcomes
- **The District Council & County Council undertake to:-**
  - Provide Town & Parish Council's and Voluntary and Community sector with a key contacts list for enquiries on key services;
  - Where possible, co-ordinate consultations to avoid consultation fatigue; and
  - Establish clear mechanisms for consultation and feedback

- **Town & Parish Council's and Voluntary and community Sector organisations will undertake to:-**
  - Engage with proposals/ideas put forward by either/both the District Council or County Council to ensure that actions can be taken forward;
  - Have a clear documented vision for their local community or service users;
  - Work with its local community and service users to take forward ideas/proposals; and
  - Proactively seek to co-ordinate or take on local services where the local council or voluntary sector organisations have the capacity and skill to do so.

The Charter and Compact documents will also provide details on how issues such as Neighbourhood Plans, Community Right to Buy, Community Right to Challenge, and Community Infrastructure Levy for example will be dealt with.

#### **4. CONCLUSIONS**

- 4.1 The attached documents are still subject to final agreement with Town Councils and Parish Councils and voluntary and Community sector organisations in Huntingdonshire.

#### **5. RECOMMENDATION**

- 5.1 The Overview and Scrutiny Panel are requested to note the contents of this report.

#### **BACKGROUND INFORMATION**

**Contact Officer: Dan Smith – Healthy Communities Manager**  
**☎ 01480 388377**



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## **Foreword**



The challenges and opportunities facing all sections of Local Government have never been greater, with the present economic difficulties the country is facing, and the resulting reductions in public sector finance. However, the challenges that all local authorities will face when coming to terms with the implications of the Localism and Decentralisation Act and the challenges responding to the needs of an ageing population, are only a few.

We can no longer continue to do business in the same old ways; we have to be more innovative in how we meet the needs and requirements of Huntingdonshire residents. The days when we used to say 'this issue is the responsibility of the County Council', or 'that issue is the responsibility of the District Council' and 'this one belongs to a Parish or Town Council' have long gone. All three sectors of Local Government here in Cambridgeshire have a role to play and the responsibility to join together to respond to the challenges ahead.

I am pleased to see the development of a tri-partite charter between the Town and Parish Councils in Huntingdonshire, Huntingdonshire District Council and Cambridgeshire County Council. It is important to acknowledge that Town and Parish Councils are often best placed to be the voice of local concerns as well as being the conduit through which change can be delivered.

I believe this Town and Parish Charter will be the foundation stone upon which we will build our new way of working, to improve the quality of life for all Huntingdonshire residents.

The District Council and the Cambridgeshire County Council wish to express our sincere thanks to the representatives from the Town and Parish Councils here in Huntingdonshire who have worked extremely hard alongside District and County Council Officers over a relatively short time period to produce this charter.

(Insert Jason's Signature)

Leader

Huntingdonshire District Council

## **Introduction**

### **What is the Huntingdonshire Parish Charter?**

This Charter is a framework for Cambridgeshire County Council, Huntingdonshire District Council and local Town & Parish Councils to work in partnership to improve the economic, social and environmental well-being of Huntingdonshire. Through this Charter Town & Parish Councils and the County and District Councils agree to work in partnership for the benefit of the local community while recognising and respecting their mutual rights as separate democratic bodies.

### **Why do we need a Charter?**

Town & Parish Councils are statutory bodies, as are the Cambridgeshire County and Huntingdonshire District Councils. They play a very important role in the lives of local communities. Members are elected for a term of four years and Town & Parish Councils are funded principally by an annual precept. Town & Parish Councils can apply for funding, such as grants and funding awards, but do not receive funds directly from central government in the way that Cambridgeshire County and Huntingdonshire District Councils do. Town and Parish Councils have a large range of influence and many of the activities they get involved in are of equal interest to Cambridgeshire County and Huntingdonshire District Councils, such as planning, promoting tourism, licensing, community halls, playgrounds and the management of town and village centres.

Cambridgeshire County and Huntingdonshire District Councils are supportive of the move by central government to strengthen local governance via the recently introduced “Localism Act” and are keen to assist Town and Parish Councils to achieve the aspirations of the communities they represent. This Charter is borne out of the recognition by Cambridgeshire County Council, Huntingdonshire District Council, the five Town Councils, sixty-seven Parish Councils, and the eight Parish Meeting Authorities operating in Huntingdonshire (Appendix ‘A’ provides a list of all Town & Parish Councils), that, working for the mutual benefit of Huntingdonshire residents, much more can be achieved by working collectively than by working in isolation.

### **How this Charter relates to the Cambridgeshire Compact?**

This Charter complements the Cambridgeshire Compact, which aims to improve relationships and partnership working between the Public Sector (including Town & Parish Councils) and the Voluntary, Community and Social Enterprise Sector. Cambridgeshire County Council, Huntingdonshire District Council and the seventy Town & Parish Councils in Huntingdonshire are all covered by the Public Sector Commitments of the Compact, in particular with regards to Equalities.

## **Background**

On the 17 January 2012, 57 representatives of Huntingdonshire's Town and Parish Councils attended a meeting at the Corn Exchange in St Ives to receive a briefing on the recently introduced Localism Act. The challenges and opportunities the new legislation brought for Town and Parish council's in Huntingdonshire were discussed.

At the meeting representatives from both the District and County Councils stated the wish of both organisations to commence discussions with Town and Parish Councils and their representative organisations to produce a charter that sets out how the three sectors of local government can work together for the benefit of local people, the proposal was supported by all present. This Charter will establish a new way of working and confirm existing good practice. At the meeting on the 17 January nominations were received from ten parish and town councils to work with officers of Cambridgeshire County and Huntingdonshire District Councils to develop the Charter document.

The working group has met on four occasions and in addition to the general principles set out below it was agreed that the working group would address the following aspects of the Localism and Decentralisation Act:

- Neighbourhood Planning;
- Community Infrastructure Levy;
- Community Right to Challenge;
- Community Right to Buy;
- Standards and Dispute Resolution.

It is intended that a Charter would work along the following three general principles:

- **All three levels will undertake together to:**
  - Support forums for regular dialogue;
  - Respect and understanding of the role and remit of each other, including how and when decisions can be made and appropriate time scales; and
  - Focus on outcomes.
- **The District & County Council's undertakes to:**
  - Provide Town & Parish Councils with a key contacts list for enquiries on key services;
  - Where possible, co-ordinate consultations to avoid consultation fatigue; and
  - Establish clear mechanisms for consultation and feedback.
- **Town & Parish Council's undertakes to:**
  - Engage with proposals/ideas put forward by either the District or County Councils to ensure that actions can be taken forward;
  - Have a clear documented vision for their local community;

- Work with its local community to take forward ideas/proposals; and
- Proactively seek to co-ordinate or take on local services where the local council has the capacity and skill to do so.

The Charter will also provide details on how issues such as Neighbourhood Plans, Community Right to Buy, Community Right to Challenge, and Community Infrastructure Levy for example will be dealt with.



<b><u>Our commitments as partners</u></b>	
<b>County and District Councils</b>	<b>Town &amp; Parish Councils</b>
<b>Involving</b>	
Recognise the importance of Town & Parish Councils and work with them to promote active citizenship and participation.	Provide community leadership, encourage active citizenship and facilitate participation across all sectors of the community.
Recognise and understand that the work of Town & Parish Councils is heavily reliant on volunteering and good will. The differences between smaller and larger Town & Parish Councils in terms of ability to handle information and resources will be respected.	Actively promote their work and achievements to local residents and Cambridgeshire County and Huntingdonshire District Councils through all appropriate media.
Consult Town & Parish Councils on all issues which are likely to affect their area. Key consultations to be listed on the websites of both Cambridgeshire County and Huntingdonshire District Councils. See 'Cambridgeshire Insight' Website.	Endeavour to take part in consultation exercises and respond electronically within the given period.
Have regard to the views of the Town & Parish Councils when making decisions and offer feedback on the outcomes once the consultation has taken place.	Work with Cambridgeshire County and Huntingdonshire District Councils to seek the views of residents on issues of common interest.
Keep under review the level and quality of consultations.	Identify local needs and consult with local communities and Cambridgeshire County and Huntingdonshire District Councils.
For all Council consultations that are more than four pages long, prepare a summary brief to review. (NB there are specific arrangements for consultation on Planning Applications)	Notify Cambridgeshire County and Huntingdonshire District Councils if they cannot respond to a consultation within the given period but still wish to respond.
Allow six weeks for Town & Parish Councils to respond to	Will endeavour to work collectively with neighbouring Parish and

consultation. If this is not possible the Parish/Town council will be given an explanation. (This does not apply to planning applications.)	Town Councils on infrastructure developments and proposals involving Community Infrastructure Levy.
<b>Informing</b>	
Respond to requests for information from Town & Parish Councils in a helpful, timely and efficient manner.	Respond to requests for information from Cambridgeshire County and Huntingdonshire District Councils in a helpful, timely and efficient manner.
Avoid the use of specialised language / jargon and use plain English.	Make every effort to attend meetings/events run by Cambridgeshire County and Huntingdonshire District Councils in which they have an interest.
Provide information / briefings to raise awareness among staff and ensure they have a good understanding of the role and function of the Town & Parish Councils.	Co-operate with Cambridgeshire County and Huntingdonshire District Councils in making their meeting places available for public, community or partnership meetings in which they have an interest.
Agendas for Cabinet, Select Committees and Planning Committee meetings are available on both Cambridgeshire County and Huntingdonshire District Councils websites. Hard copies will only be sent on request.	E-mail their agendas and papers to Cambridgeshire County and Huntingdonshire District Council ward councillors.
Make available online a regularly updated contact list of Cambridgeshire County and Huntingdonshire District Council Officers and Members. HDC to compile a directory of Town and Parish Council Clerks email addresses and make this available on both Cambridgeshire County and Huntingdonshire District Councils websites.	Provide up-to-date e-mail address information to Cambridgeshire County and Huntingdonshire District Councils to allow the compilation of the directory of Town & Parish Council Clerks contacts to enable general correspondence to be sent electronically.
Make every effort to attend Town & Parish Council meetings	Make every effort to allow officers and councillors of

when invited.	Cambridgeshire County and Huntingdonshire District Councils to speak at local council meetings on matters of mutual interest if they request to do so.
Provide comprehensive information on request to allow Town & Parish Councils to decide whether they wish to apply to take on functions/services currently provided by either Cambridgeshire County or Huntingdonshire District Councils.	Encourage staff and members to attend relevant training courses and briefings.
Provide Town & Parish Councils information and access to training courses at the same cost as they are offered to Cambridgeshire County or Huntingdonshire District Council officers and members. Keep under review the IT requirements of Town & Parish Councils so that the support available reflects current and future needs.	With a view to providing a good quality services to local residents, encourage staff and members to attend relevant training courses and briefings, particularly where they aspire to gaining relevant Quality Standards..
Offer briefings on central and local government policies and initiatives which have an impact on Town & Parish Councils, in conjunction with the Cambridgeshire and Peterborough Association of Local Councils (CAPALC)	Make best use of the available information technology to facilitate communication with Cambridgeshire County or Huntingdonshire District Councils.

<b>Service Delivery</b>	
<p>Promote the achievement of relevant Quality Parish standards and support Parishes wishing to attain these by providing them with the necessary information and advice.</p>	<p>Consider whether they wish to take on any functions/services from either Cambridgeshire County or Huntingdonshire District Councils.</p>
<p>Keep Town &amp; Parish Councils fully appraised of all Strategic Partnerships entered into by the authority, how they may affect services in their area and invite Town &amp; Parish Councils to have representation on appropriate partnerships.</p>	<p>Seek to fill places offered on Strategic Partnerships and thereby be able to provide Town &amp; Parish Council perspective on decisions/proposals.</p>
<p>To assist wherever possible in enabling a Town &amp; Parish Council to develop services within their own community</p>	
<p>Both Cambridgeshire County and Huntingdonshire District Councils and the Town &amp; Parish Councils will recognise the role of CAPALC in supporting and promoting the work of local councils.</p>	

## **Neighbourhood Planning**

The Localism Act requires that Town and Parish Councils that are considering producing a neighbourhood plan ensure that they are in "general conformity" with the strategic elements of the District Council's Development Plan. These "strategic elements" will be defined through the National Planning Policy Framework and that definition should include the scale (and broad location) of housing and economic development growth within Huntingdonshire.

If a local planning authority adopts a neighbourhood plan submitted by a Town or Parish Council that proposes less development than identified within the Development Plan, it may be revoked by the Secretary of State.

A neighbourhood plan can set out clearly the nature of the development that is and is not anticipated. Where a development proposal is shown to be in general conformity with that neighbourhood development order, planning permission can be automatically granted without the need for a planning application.

With specific regard to housing, a neighbourhood plan would be able to identify the exact site or general location and specify the form, size, type and design of new housing.

Neighbourhood plans will be able to set out the nature of the development anticipated. The existence of a neighbourhood plan should therefore boost confidence for potential developers in the area. Developers will be able to approach Town or Parish Councils with an offer of financial support to promote a neighbourhood plan which explicitly identifies a specific development proposal of the kind that the developer would wish to take forward. In this way, where popular support for such a proposal is demonstrated and confirmed in the referendum, developers can be more confident of the likely outcome of their proposal.

Where the promoters of a neighbourhood plan are able to demonstrate adequate local support for the proposed development, the local planning authority will have a duty to provide advice or assistance on, for example, good practice in plan making, and conformity and consistency with national policy, EU law and local plans. They will also have a duty to provide practical support such as facilitating community engagement and assisting with consultation with public bodies and landowners. There will be no duty on the local planning authority to provide financial assistance but it may do so if it so chooses.

## **Community Infrastructure Levy**

The Community Infrastructure Levy (The Levy) came into force in April 2010. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. This money can be used to fund a wide range of infrastructure that is needed as a result of community development. This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres.

Almost all development has some impact on the need for infrastructure, services and amenities - or benefits from it. As such it is only fair that such development pays a share of infrastructure costs. It is also right that those who benefit financially when planning permission is given should share some of that gain with the community which granted it, to help fund the infrastructure that is needed to make development acceptable and sustainable.

Local authorities are required to spend the Levy's funds on the infrastructure needed to support the development of their area and they will decide what infrastructure is needed. The Levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. The Levy can also be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

Using new powers introduced in the Localism Act, the Government will require all charging authorities to allocate a meaningful proportion of Levy revenues raised in each neighbourhood back to that neighbourhood. This will ensure that where a neighbourhood bears the brunt of a new development, it receives sufficient money to help it manage those impacts. It complements the introduction of other powerful new incentives for local authorities that will ensure that local areas benefit from development they encourage.

Government guidelines providing further information on the percentage of Levy funds that should be deemed as 'meaningful' have indicated that 15% of the Net amount of Levy funds received minus administration charges should be forwarded on to local Town and Parish Councils. This should increase to 25% if said locality has a neighbourhood plan.

## **Community Right to Challenge**

This right relates to communities and the bodies that represent them, who have innovative ideas about how services could be shaped to better meet local needs or be run more cost-effectively. It will ensure these ideas get a fair hearing and will give communities the time they need to organise themselves and develop their ideas to be able to bid to run the service.

The legislation sets out the following:

1. A requirement for a 'relevant authority' to consider an Expression of Interest submitted by a relevant body.
2. Lists who is a 'relevant authority' and 'relevant body'.
3. Defines who is a 'voluntary body' and 'community body' (both of which are relevant bodies).
4. Enables a relevant authority to set periods during which Expressions of Interest can be submitted.
5. Requires a relevant authority to accept, accept with modification (if relevant body agrees) or decline an Expression of Interest.
6. Requires a relevant authority to consider how the Expression of Interest and procurement exercise relating to the provision of the service might promote/improve the social, economic or environmental well-being of the authority's area.
7. Requires an authority to carry out a procurement exercise relating to the provision of the service on behalf of the relevant authority, in line with relevant legal requirements, where they accept an Expression of Interest.
8. Requires relevant authorities to have regard to any guidance issued by the Secretary of State on the Community Right to Challenge.

With regards to point 8, the Community Right to Challenge is not any of the following:

- An automatic right to deliver a service. If an Expression of Interest is submitted or accepted, it is for the authority to decide, in line with statutory provisions, whether or not to accept it. If accepted, the requirement is that the authority will carry out a procurement exercise relating to the provision of the relevant service where the authority can bid alongside others. This means that the relevant organisation that triggers the right to challenge exercise may not eventually be the provider of that service.
- Delivering a service independently of the authority – the right to challenge only applies to the delivery of services on behalf of an authority.
- A way of requiring the authority to continue to provide a service it has decided to stop – although the Right will enable relevant authorities to make best use of the innovation, responsiveness and cost savings that relevant bodies and other bidders in a procurement exercise can offer. The Community Right to Challenge applies only to relevant services, i.e. those which are provided by, or on behalf of, the authority.

- A way for service users to complain to the authority if they are dissatisfied with how a service is currently being delivered or with decisions the authority has made about what services it will deliver. The authority has pre-existing complaints procedures, and good commissioning processes should allow service users the opportunity to give their views on service provision in their area. The Community Right to Challenge enables relevant bodies to submit Expressions of Interest to deliver a relevant service and they are expected to participate in any subsequent procurement exercise relating to the provision of the relevant service.
- District and County Councils may choose if they so wish to specify periods during which Expressions of Interest can only be submitted in relation to a particular service. Where authorities choose not to set periods, Expressions of Interest can be submitted at any time. The links below provide specific details on how the Community Right to Challenge process operates at both County and District level.

For the County Council the process information is available via the Website (search Right to Challenge) or [by clicking here](#).



## **Community Right to Bid (also known as Assets of Community Value)**

Under new community rights, local groups are able to nominate buildings or other land that they believe contribute to their community's social well-being or social interests for Huntingdonshire District Council to consider listing as an 'Asset of Community Value'. The District Council is required to maintain lists of successful and unsuccessful nominations.

If any land/building that the District Council lists as an Asset of Community Value comes up for sale (freehold or a lease of at least 25 years), community interest groups will have six weeks in which to make a written request to the Council to be treated as a potential bidder. This request allows them to delay the sale by up to six months, providing additional time to raise funds and put together a bid to buy the asset.

These rights do not restrict the sale price or who the owner of a listed asset can sell their property to. They do not give community organisations a right of first refusal.

The District Council lists of successful (the list of Assets of Community Value) and unsuccessful nominations can be found in the Linked Documents section on the right. Both lists will be updated as decisions on nominations are made. There are currently no entries in the list of unsuccessful nominations.

### **How to nominate an asset to be listed by the District Council**

Before nominating an asset, please check first whether it has previously been nominated. Only certain groups are able to nominate an asset and there is specific information that needs to be included with any nomination. The District Council has therefore produced a standard template which can be used to make nominations – please download the 'Nomination Form' document on the right. A copy can be saved, completed and emailed or printed out and posted. Contact details for submission can be found on the form.

For more information about nominating an asset or the implications of an asset being listed as an Asset of Community Value, please see the external links to the Localism Act 2011, regulations and a non-statutory advice below.

<http://www.huntingdonshire.gov.uk/Community%20and%20People/Pages/CommunityRighttoBid.aspx>

**The County Council's policy in relation to asset transfer can be found on the website (search 'Compact') or via this link**

<http://www.cambridgeshire.gov.uk/community/compact/assettransfer.htm>

## **Appendix 'A'**

### **Town and Parish Council's in Huntingdonshire**

Abbots Ripton Parish Council	Abbotsley Parish Council
Alconbury Parish Council	Alconbury Weston Parish Council
Alwalton Parish Council	Barham and Woolley Parish Council
Bluntisham Parish Council	Brampton Parish Council
Brington and Molesworth Parish Council	Broughton Parish Council
Buckden Parish Council	Buckworth Parish Council
Bury Parish Council	Bythorn and Keyston Parish Council
Catworth Parish Council	Chesterton Parish Meeting
Colne Parish Council	Conington Parish Council
Covington Parish Meeting	Denton and Caldecote Parish Meeting
Diddington Parish Meeting	Earith Parish Council
Easton Parish Council	Ellington Parish Council
Elton Parish Council	Farcet Parish Council
Fenstanton Parish Council	Folksworth and Washingley Parish Council
Glatton Parish Council	Godmanchester Town Council
Grafham Parish Council	Great and Little Gidding Parish Council
Great Gransden Parish Council	Great Paxton Parish Council
Great Staughton Parish Council	Haddon Parish Meeting
Hail Weston Parish Council	Hamerton and Steeple Gidding Parish Council
Hemingford Abbots Parish Council	Hemingford Grey Parish Council
Hilton Parish Council	Holme Parish Council
Holywell-cum-Needingworth Parish Council	Houghton and Wyton Parish Council
Huntingdon Town Council	Kimbolton and Stonely Parish Council
Kings Ripton Parish Council	Leighton Bromswold Parish Council
Little Paxton Parish Council	Morborne Parish Meeting
Offord Cluny and Offord D'Arcy Parish Council	Old Hurst Parish Council
Old Weston Parish Council	Perry Parish Council
Pidley-cum-Fenton Parish Council	Ramsey Town Council
Sawtre Parish Council	Sibsom-cum-Stibbington Parish Council
Somersham Parish Council	Southoe and Midloe Parish Council
Spaldwick Parish Council	St Ives Town Council
St Neots Town Council	Stilton Parish Council
Stow Longa Parish Council	The Stukeleys Parish Council
Tilbrook Parish Council	Toesland Parish Council
Upton and Coppingford Parish Council	Upwood and The Ravleys Parish Council
Warboys Parish Council	Waresley-cum-Tetworth Parish Council
Water Newton Parish Meeting	Winwick Parish Meeting
Wistow Parish Council	Woodhurst Parish Council
Woodwalton Parish Council	Wyton-on-the Hill Parish Council
Yaxley Parish Council	Yelling Parish Council

## **Appendix 'B'**

### **Standards Template**

This Code is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership (“the Nolan Principles”).

#### **1 Application**

This Code of Conduct applies to you whenever you are acting, claim to act or give the impression you are acting in your capacity as a Member of the Authority, including –

- 1.1 at formal Meetings of the Authority
- 1.2 when acting as a representative of the Authority
- 1.3 in taking any decision as a Cabinet Member or a Ward Councillor
- 1.4 in discharging your functions as a Ward Councillor
- 1.5 when corresponding with the authority other than in a private capacity

#### **2 Meeting**

In this Code “Meeting” means any meeting organised by or on behalf of the Authority, including:–

- 2.1 any meeting of the Council, or a Committee or Sub-Committee of Council
- 2.2 any meeting of the Cabinet and any Committee of the Cabinet
- 2.3 at any briefing by Officers; and
- 2.4 at any site visit to do with the business of the Authority

#### **3 General Conduct**

You must –

- 3.1 provide leadership to the authority and communities within its area, by personal example and
- 3.2 respect others and not bully or threaten or attempt to bully or threaten any person
- 3.3 respect the confidentiality of information which you receive as a Member by–
  - 3.3.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and

- 3.3.2 not obstructing third parties' legal rights of access to information
- 3.4 not conduct yourself in a manner which is likely to bring the Authority into disrepute
- 3.5 use your position as a Member in the public interest and not for personal advantage
- 3.6 comply with the Authority's reasonable rules on the use of public resources for private and political purposes
- 3.7 exercise your own independent judgement, taking decisions for good and substantial reasons by–
  - 3.7.1 attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups;
  - 3.7.2 paying due regard to the advice of Officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer; and
  - 3.7.3 stating the reasons for your decisions where those reasons are not otherwise apparent
- 3.8 do nothing that causes the Authority to act unlawfully.

#### **4 Disclosable Pecuniary Interests**

- 4.1 You have a disclosable pecuniary interest if it is of a description specified in regulations made by the Secretary of State and either:
  - (a) it is an interest of yours, or
  - (b) it 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 other person has the interest.
- 4.2 You must -
  - 4.2.1 comply with the statutory and the Authority's requirements to register, disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest.
  - 4.2.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your disclosable pecuniary interests.
  - 4.2.3 make a verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an item of business which affects or relates to the subject

matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

- 4.2.4 Where you have a disclosable pecuniary interest, whether the interest is registered or not, you must not (unless you have obtained a dispensation from the Authority's Monitoring Officer) –
- (i) participate, or participate further, in any discussion of the matter at the meeting; or
  - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

## **5 Other Interests**

- 5.1 In addition to the requirements of Paragraph 4, if you attend a meeting at which any item of business is to be considered and you are aware that you have a “non-disclosable pecuniary interest or non-pecuniary interest” in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent
- 5.2 You have a “non-disclosable pecuniary interest or non-pecuniary interest” in an item of business of your authority where –
- 5.2.1 a decision in relation to that business 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, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
  - 5.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a “relevant person”) or a person with whom you have a close association
- and that interest is not a disclosable pecuniary interest.

## **6 Gifts and Hospitality**

- 6.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the authority.
- 6.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.

**NOTE:** Members must also comply with the relevant Codes and Protocols contained in Part 5 of the Constitution.

## Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one

class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **APPENDIX 'C'**

### **PLANNING ISSUES**

#### **Huntingdonshire District Council will:**

- Consult Town and Parish Councils on all applications for planning permission.
- Allow 21 days for the submission of representations by Town and Parish Councils (the statutory minimum is 14 days).
- Notify Town and Parish Councils of any significant amendment to a planning application and allow a further 14 day period for presentations to be made before a decision is taken on the amended plan. (Significant amendments are those considered by the case officer to materially affect the planning application, but not to require a new application).
- Report the views of Town and Parish Councils to Huntingdonshire District Council Members on either the Circulated Schedule (proposed decisions under delegated powers) or to the relevant Development Control Committee, in accordance with the Council's scheme of delegation.
- Send, to Town and Parish Councils, a list of proposed decisions appearing on the Circulated Schedule. Where the Town and Parish Council's view on any planning application differs from action proposed under delegated authority, they may make representation to their Ward Councillor who will have the power to seek call in of the application for consideration at a Development Control Committee.
- Notify Town and Parish Councils of all planning decisions.
- Provide Town and Parish Councils with copies of the Planning Committee agenda items on request.
- Allow a representative of a town or parish council to attend and speak at any meeting of Huntingdonshire District Sites Inspection panel held in the area of that town or parish council in respect of any planning application relating to that town or parish councils area and address DCC in accordance with the Council's scheme of public participation.
- Endeavour to make officers available to attend meetings of Town and Parish Councils to clarify the details of significant or controversial applications.



- Provide periodic training courses for local councillors and/or parish clerks to aid an understanding of the planning process and the matters, which have a material bearing upon the determination of a planning application.
- Provide a substantive response to enforcement complaints within 20 working days and provide progress up-dates at not less than 6 weekly intervals on longer cases.

**Town and Parish Councils will:**

- Acknowledge that Huntingdonshire District Council will not always be able to accede to the requests of Town and Parish Councils.
- Respond promptly in writing to all planning applications received from Huntingdonshire District Council and endeavour to respond using electronic forms of communication
- Comment on planning applications on planning grounds, and specify as fully as possible the reasons for an objection to, or support for, a particular application.
- Create a mechanism whereby the Town and Parish Councils can respond to any amended plans received from Huntingdonshire District Council.
- Assist Huntingdonshire District Council by reporting local breaches of Town and Country Planning Legislation.
- Attend meetings, briefings and training to gain a better understanding of the planning process.

## Assets of Community Value Nomination Form

<b>1. Details of contact person and the nominating community group:</b>	
Title	<input style="width: 95%;" type="text"/>
Name:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 85%; height: 60px;" type="text"/>
Postcode:	<input style="width: 85%;" type="text"/>
Telephone Number:	<input style="width: 85%;" type="text"/>
Email Address:	<input style="width: 85%;" type="text"/>
Name of Community Group:	<input style="width: 85%;" type="text"/>

<b>2. Eligibility of group to nominate – type of organisation:</b> (Please mark one box only with a tick ✓)	
<p>✓)</p> <p>a) A neighbourhood forum<sup>1</sup></p> <p>b) A parish council whose area includes, or is adjacent to an area including, the asset nominated</p> <p>c) An un-incorporated body whose members include at least 21 individuals who are registered as local government electors in the Huntingdonshire district or a neighbouring local authority area <b>and</b> which does not distribute any surplus it makes to its members</p> <p>d) A charity</p> <p>e) A company limited by guarantee which does not distribute any surplus it makes to its members</p> <p>f) An industrial and provident society which does not distribute any surplus made to its members</p> <p>g) A community interest company<sup>2</sup></p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><sup>1</sup> As designated pursuant to section 61F of the Town and Country Planning Act 1990(b)</p> <p><sup>2</sup> A community interest company is a company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise Act 2004 (c.27). See in particular sections 26, 35 and 36A. Please provide relevant supporting evidence of eligibility such as company or charity number, list of members, constitution, articles of association, and terms of reference or governance documents.</p>	

**3. Details of group's local connection to the asset nominated:**

Your organisation must have a 'local connection'. This means that your activities must be wholly or partly concerned with the Huntingdonshire area or a neighbouring authority's area and that any surplus made (by groups classed as type c, e or f in section 2 above) is wholly or partly applied for the benefit of the Huntingdonshire area or a neighbouring authority area. This is in Paragraph 4 of the [Assets of Community Value Regulations 2012](#). Please describe your local connection below:

**4. Details of the land and/or building you wish to nominate:**

Please provide a description of the nominated land/building, including its proposed boundaries:

If possible, please also provide a map of the location showing the boundary of the site nominated.

**5. Statement of all the information you have with regard to the occupiers/owners of the asset:**

Please provide a statement containing all the information you have about the names of current occupiers of the land and the names and current or last-known addresses of all those holding a freehold or leasehold estate in the land:

Statement:

Occupier's name(s):

Owner's name(s) and address(es): (please state freehold/leasehold if known)

**6. Reason for nomination: (please note that any information provided in this section may be shared with the owners/occupiers of the asset)**

Please list your reasons for thinking that Huntingdonshire District Council should conclude that the asset nominated is of community value. This should include how the **current** main use furthers the social wellbeing or social interests of the local community, whether a **recent** main use has furthered the social wellbeing or social interests of the local community and whether it is realistic that a **future** (in the next five years) main use could further the social wellbeing or social interests of the local community again. "Social

interests” can include (in particular) cultural interests, recreational interests or sporting interests.

Providing evidence such as numbers of people making use of the asset and frequency and history of usage may help to support your nomination.

**7. Declaration:**

I can confirm that the information supplied on this form is correct, to the best of my knowledge.

Name:

Date:

**Checklist – if relevant, please attach the following when you submit the form:**

- Relevant evidence of your group’s eligibility to nominate an asset (see section 2). Please note that an un-incorporated body which does not distribute any surplus it makes to its members will be required to provide a list of the names and addresses of at least 21 members who are registered as local government electors in the Huntingdonshire district or a neighbouring authority’s area.
- A site boundary map.
- Any additional evidence relating to recent, current or future main uses of the asset that could be considered to contribute to furthering the social well-being or social interests of the local community.

**Submitting your form and next steps:**

Please send your completed form and any further information by email to:

[CRM\\_Policy@huntsdc.gov.uk](mailto:CRM_Policy@huntsdc.gov.uk)

Alternatively, forms may be printed and sent to us at the following address:

**Community Right to Bid**

Corporate Team,  
Huntingdonshire District Council,  
Pathfinder House,  
St Mary's Street,  
Huntingdon,  
Cambs  
PE29 3TN

If your nomination is rejected we will contact the person named in section 1 to explain why we are unable to accept the nomination or what further information we require.

Once accepted, nominations will be assessed within 8 weeks and we will contact the person named in section 1 to inform them of our decision on listing the land/building as an Asset of Community Value.

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# THE HUNTINGDONSHIRE LOCAL COMPACT



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## **BACKGROUND INFORMATION**

### **What is a Compact?**

- A document about the relationship between voluntary and statutory agencies:
- An agreement about some key principles we will all sign up to
- A description of how we will work together
- A statement of the expectations we have of each other
- An action plan for improving how we work together over time

### **What is the Huntingdonshire Voluntary & Community Sectors Compact?**

The Huntingdonshire Voluntary and Community Sector Compact (here after referred to as "The HV&CSC"). Is an agreement between the HV&CSC and Cambridgeshire County Council, Huntingdonshire District Council, Town and Parish Councils, Police & Crime Commissioner and Cambridgeshire Fire & Rescue service.

The Compact will be a partnership of shared principals and values, where all parties agree to work together, for the benefit of the people of Huntingdonshire, recognising and valuing the diversity that exists within Huntingdonshire.

It will actively promote the equality of opportunity for all people within Huntingdonshire regardless of age, disability, race, sex, gender identity, pregnancy / maternity, religion or belief, sexual orientation and will work together to support and promote the inclusion of people sharing these protected characteristics.

### **Why have a Huntingdonshire Voluntary & Community Sector Compact?**

This Compact will not replace the Cambridgeshire Compact.

However, a number of local organisations feel that they have no stake in the above mentioned Compact and would like to have a role in the relationship between themselves and the Councils and the other statutory organisations on a more local level. This move is in line with ambitions set out in the Localism and Decentralisation Act.

It is intended that this document will work in conjunction with the Charter currently being developed between the District Council and the Town and Parish Councils.

It has been developed at the request of the Voluntary & Community organisations and also the District Council and will actively reflect the current changes in government policy on Compact and national legislation.

## **DEFINITIONS**

### **What is the Voluntary & Community Sector?**

Groups / organisations whose activities are carried out for social and/or community benefit and that any profit made is used for the benefit of furthering social and community benefit which are not public or local authority or private sector.

The group or organisation can be formally constituted, may employ professional staff and operate with volunteers.

Whatever the size or purpose, most of the groups and organisations will have the following characteristics in common:

- Independence and autonomy
- Exist for public and community benefit
- Not for individual gain
- No political allegiances
- Governed by a constitution and set of rules
- Supported by an unpaid board or committee
- Accountable to all members
- Inclusive of all including faith groups / organisations, social enterprises etc
- Community interest companies

### **What is the District Council?**

It is a public sector organisation that operates by statute and law. It is regulated by central government. Huntingdonshire District Council is part of a tiered authority (Cambridgeshire County Council, Town and Parish Councils).

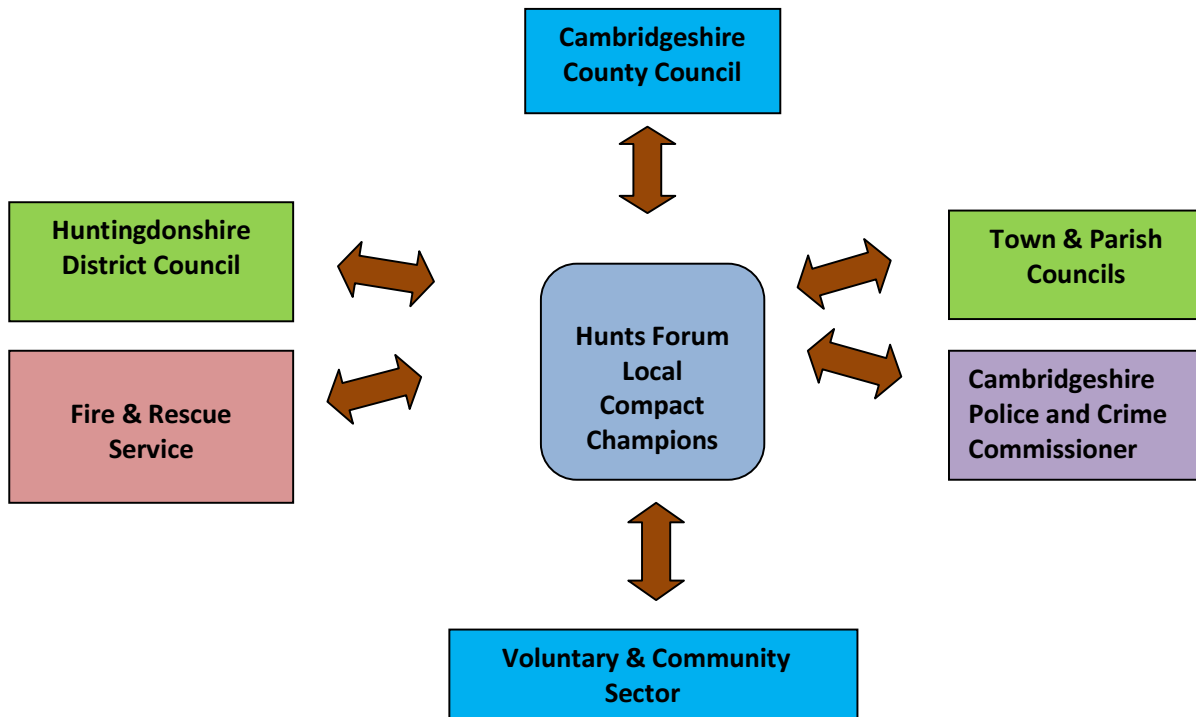
Other organisations that are defined as public sector include Police, Fire & Rescue and Job Centre Plus.

### **What are the Town and Parish Councils?**

The Town and Parish Councils are the third layer of administrative organisations that operate by statute law, both smaller in size than HDC and CCC.

**Fig 01**

**HUNTINGDONSHIRE LOCAL COMPACT ORGANISATIONAL CHART**



## **THE AIM OF THE COMPACT**

- (a) Improve communication, understanding, co-operation and trust between the statutory sector and the community and voluntary sector.
- (b) Set up principles and a framework for consultation and partnership working.
- (c) Agree definitions, shared values and mutual undertakings.

### **It will work to an action plan with clear goals and aim in its first year to:**

- (a) Set up Compact structures
- (b) Involve other statutory agencies and the Local Strategic Partnership
- (c) Improve the involvement smaller community groups and voluntary organisations representing the needs of Black and minority ethnic communities and people with disabilities

### **It will set up basic structures to oversee and monitor progress and implementation, improve working practice and review progress at least annually:**

A Forum of equal numbers of voluntary and statutory sector members (number to be agreed) will:

- implement the Compact's Year One priorities through working groups or whatever means it considers most effective
- provide ways of resolving disagreements
- oversee and monitor progress
- inform and report back to all Compact members
- arrange, at least annually, for members to meet, review progress, set future priorities, revise the Compact, review the effectiveness of the forum and agree its composition for the coming year

The Compact Partners are community and voluntary organisations and statutory agencies working in Huntingdonshire. All relevant bodies will be encouraged to join.

In year one, each partner will submit, definitions of their roles, functions, rights, powers, and responsibilities

## **SHARED VALUES and PRINCIPLES**

### **Respect:**

To respect the confidentiality of information provided by each sector and to respect organisational culture which may differ.

Partners share a mutual respect and understanding that, whilst they have distinct but complimentary roles in the development and delivery of public policy and services in Huntingdonshire, all their views are equally important and valid.

### **Honesty:**

Be mindful that partners have different forms of accountability and are answerable to a range of Stakeholders but in common to all are the need for integrity, objectivity, accountability, openness, transparency, honesty and leadership.

### **Independence:**

Recognises the right to campaign within the law in order to achieve their aims, to comment on the public sector policies, to challenge that policy irrespective of any funding relationship that might exist and to determine and manage their own affairs.

### **Diversity & Equality:**

To maintain and expand an independent, thriving, sustainable and diverse Voluntary & Community Sector which plays an essential part in the lives of the people and communities in Huntingdonshire, contributing to the local economy and adding substantial value to local activities and resources.

To ensure fairness and the right to access for all members of the community and to promote and value the diversity of the communities of Huntingdonshire:

To protect the community from discrimination: The Compact will promote equality for all people, and tackle discrimination on the basis of race, age, disability, sex, gender identity, pregnancy/maternity, sexual orientation, religion or belief. We are committed to addressing equality of opportunity and social inclusion in our joint work.

### **Enablement:**

Partners can deliver better outcomes for the communities of Huntingdonshire by working together and understanding that they share responsibility

in achieving common aims and objectives, according to the capacity of each partner.

To ensure that the communities of Huntingdonshire have the ability to shape the service they use.

### **Sustainability:**

Partners recognise the importance of building sustainability and will seek out the best way of meeting the current needs of the people and community.

**Voluntary action and community participation are essential elements in a democratic society. A strong, independent and inclusive voluntary sector is fundamental to the well-being of society.**

The independence of the voluntary sector should be supported and respected by statutory agencies.

The use of volunteers in voluntary and statutory services should embrace national and local guidelines of good practice. Volunteers must be involved appropriately and not as a substitute for paid employees

We accept that all parties to the Compact have constraints, such as money, people and time, which may impact on their ability to respond and all parties must respect the constraints on the organisation to respond.

#### **COMMITMENT BY THE VOLUNTARY SECTOR**

Individual voluntary groups will undertake to follow good practice in their governance and management, committing to:

- Engage with proposals and ideas put forward by either the district, parish and town or county councils to ensure that the actions can be taken for ward.
- Hold regular meetings per year between HDC cabinet members, officers and named representatives from the voluntary sector.
- Support the authority in its drive to enable inward investment and sustainability in service delivery.
- To engage regularly with the users of their services and in the communities.
- Have a clear and documented vision for how their organisations will work within their local community or area of work.
- Support dialogue within their local communities or areas of work to take forward proposals.
- Engage with processes that will co-ordinate or take on the role of deliverer of services where local voluntary and community groups have the capacity and skills to do so.
- To be committed to the principles of best value in providing services for local people.
- Provide information through the Huntingdonshire Local Compact representative about changes within the communities that they may affect local service deliverers or providers.
- Act as a champion for local communities and citizens.

## **COMMITMENT BY STATUTORY BODIES**

Value the voluntary sector's role in identifying community perspectives of needs, and as advocates and initiators of new services,

Ensure Councillors are informed about the work and role of the voluntary sector and to ensure the voluntary sector is informed about the roles and responsibilities of Councillors

Statutory funders should wherever possible work together to join up funding processes and monitoring for groups they all support, to reduce operational costs and time for all parties

## **GRANTS AND FUNDING**

There should be a clear agreement (even if it is not called a service level agreement) of what is provided and what money/support is given.

Systems should offer flexibility and fair access to funding.

There should be access to longer term funding based on 'Service Level Agreements', multi-year funding or rolling agreements.

Statutory bodies should negotiate and agree a Funding Strategy.

The funding application process should be as accessible and reflect the level of funding available.

There should be an ongoing liaison group of statutory and voluntary people to examine issues and recommend solutions and developments.

## **OUTCOMES**

The Compact will help achieve the following outcomes when the statutory sector and the voluntary and community sector work together:

**CLARITY OF ROLE  
INDEPENDENCE  
OPENNESS AND ACCOUNTABILITY  
QUALITY  
FAIRNESS**

Shared principles as well as undertakings by each of the sectors are identified under each outcome heading.

## **Relevant Codes of Practice:**

The following Codes of Practice will be created to support and guide the Compact:

- Community Engagement Code of Good Practice
- Funding and Procurement Code of Good Practice
- Volunteering Code of Good Practice

## **COMPACT CHAMPION**

In order to ensure the compact is understood and implemented fully and consistently, there is a need to develop a network of Compact Champions across the Huntingdonshire voluntary, community and public sectors to promote and encourage a Compact way of working.

Being a champion may not involve extra work, but it may sometimes involve additional reading and time in advising others. It is primarily about encouraging a way of working within your organisation, sector or service that helps to make your work more effective and add value.

### **The Compact Champion should:**

- Have a good understanding of the Compact and its principles
- Promote partnership working and good communication between the voluntary and community sector and the public sector
- Identify, share and encourage good practice in the implementation of the Compact
- Be an advisor to others on implementing the Compact and keep up-to-date with compact developments.
- Be the first point of contact for your sector when concerns about breaches of the Compact arise
- Link the Compact Implementation Steering Group by keeping the group informed of issues and attending an annual meeting



## COMPACT IMPLEMENTATION / STEERING GROUP

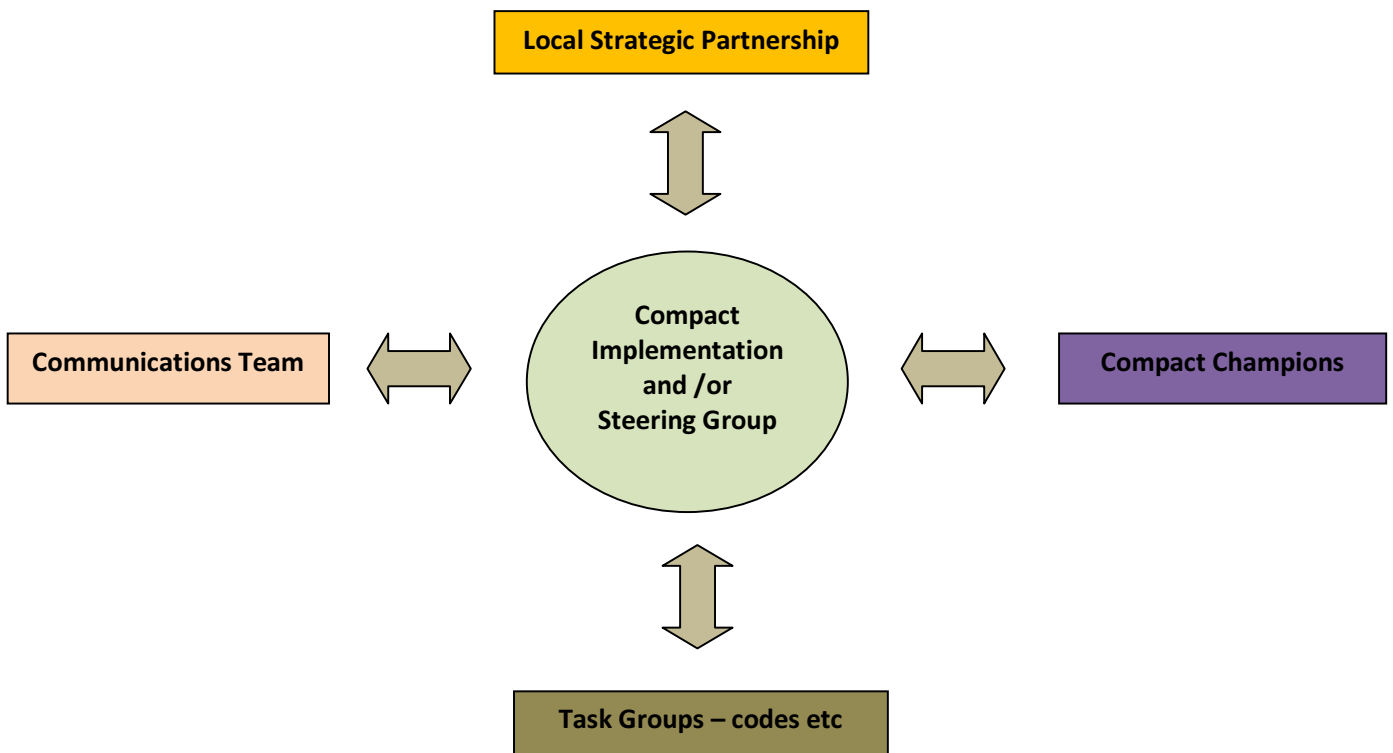
It is crucial to have a Compact Group that is representative, well attended and meets regularly to drive the Compact forward; **this should be formed by the Local Strategic Partnership.**

### What should the Compact Group do?

- Steer continuous effective Compact development and be a Compact exemplar
- Monitor progress including logging breaches and successes
- Check how the LSP, partners and partnerships use and comply with the Huntingdonshire Local Compact
- Facilitate Compact-proofing of new initiatives, processes and policy publications
- Oversee Compact mechanisms and processes, agree and monitor the action plan, issue the annual report, run the annual review event, prepare for external audits.

**Fig 02**

**COMPACT IMPLEMENTATION / STEERING GROUP TREE**



**Resolution of disagreements**

The Huntingdonshire Local Compact sets out a general framework for enhancing the relationship between the voluntary and community sector and the statutory sector.

As far as possible, disagreements over the application of this framework should be resolved between the parties. Where resolution is not possible, parties should seek mediation, through a mutually agreed mediator.

## LOCALISM AND THE HUNTINGDONSHIRE LOCAL COMPACT

The Localism Act was passed into statute in November 2011 introducing measures to shift power from central government to local authorities. This will have an impact on the voluntary and community organisations covered by the Huntingdonshire Local Compact.

If well implemented these measures could give Cambridgeshire County Council, Huntingdonshire District Council along with the Town and Parish Councils more flexibility to respond to the needs of the local communities more effectively. Local services could be transformed and institutions could become more inclusive. The Localism agenda is most likely to affect Huntingdonshire voluntary and community organisations because it:

makes local Compacts more important for relationships between the local authorities and the Huntingdonshire Voluntary and community Organisations  
introduces new rights which give the community groups a chance to bid for “community assets” if they are up for sale or threatened with closure or demolition  
introduces the “Right to Challenge” which allows community groups – including voluntary organisations- to submit an “expression of interest” if they wish to provide, or assist in providing, a service. Huntingdonshire District Voluntary and community Organisations are well placed to help the local authorities with the Localism agenda by:

- bringing people with shared interests, beliefs and experiences together
- supporting and building communities’
- giving a “voice” to the disadvantaged and under-represented

But to make Localism a success, good partnership working between the public, private and voluntary and community sectors will be vital

## HUNTINGDONSHIRE LOCAL COMPACT

### RESOLUTION OF DISAGREEMENTS CODE OF PRACTICE

The Huntingdonshire Local Compact sets out a general framework for enhancing the relationship between statutory agencies and the voluntary and community sector. As far as possible disagreements over the application of that framework should be resolved between the parties. Where resolution is not possible, both parties should seek mediation, through a mutually agreed mediator. Any disagreements, which arise throughout the year, will be monitored for consideration at the annual review meeting.

#### **Our Procedure**

Initially, the **issue or complaint** should be raised **directly** with the **Council / organisation concerned**. You should pursue any offers or actions proposed to resolve the matter before commencing action under the COMPACT's RESOLUTION OF DISAGREEMENTS CODE OF PRACTICE Process.

*NB: Check whether the organisation has its' own official Complaints Procedure and whether it might be more appropriate to use this route*

#### **Our Procedure**

##### **Stage One**

If the issue or complaint has not been resolved by direct consultation with the organisation concerned complete the Huntingdonshire Local Compact Complaints Form with details of the complaint indicating which part of the Compact has been breached and the actions taken so far to resolve the matter. This form should be completed within 28 working days of the issue not being resolved

##### **Stage Two**

Provide the completed form to a member of the third Sector Partnership Board, and discuss prior to it being passed to the third Sector Partnership Board Secretariat.

The Secretariat to provide a copy of completed form to the Chair of the third Sector Partnership Board to determine whether a **Dispute and Arbitration Panel (DAP)** meeting should be convened.

##### **The Dispute and Arbitration Panel**

The DAP will meet within 40 working days of receipt of the Huntingdonshire District COMPACT Complaints Form.

The DAP will consist of **three people** who have **no direct association with either organisation and drawn from a pool of the third Sector Partnership Board** having

previously agreed to undertake this task. Membership of the Dispute and Arbitration Panel will include at least one member from the Voluntary Sector and one from the

Statutory Sector. The Chair of the DAP will be determined by its members at the beginning of the meeting. Additional information on the complaint or issue under consideration will be requested from both parties. The DAP will be looking for compromise and resolution of the issues.

### **Decision for the DAP**

1. No action to be taken.
2. Both parties to agree to meet the DAP around the table with a view to negotiating a settlement of the dispute or complaint.
3. DAP to write to the organisation subject to the complaint requesting adherence to the undertakings in the Huntingdonshire Local Compact and proposing a course of action within a specified timescale to resolve the matter.
4. Refer the matter for mediation through the National Compact Mediation Scheme.

### **Appeal Process**

If the organisation is not satisfied with the decision of the DAP they may appeal to the third Sector Partnership Board within 14 working days of the result of this panel. The DAP will meet again with 3 different members of the third Sector Partnership Board within 30 working days of receipt of the appeal.

Their decision is final and there is no further right of appeal.

**HUNTINGDONSHIRE LOCAL COMPACT**

This form should be completed if an organisation wishes to use the Huntingdonshire Resolution of Disagreements code of Practice.

**Name of Organisation** .....

**Contact Details**.....

.....

.....

**Organisation with whom you have a disagreement** .....

**Contact Details**.....

.....

.....

**Details of complaint indicating which part of the Compact has been breached**

.....

.....

.....

.....

**Actions taken to date to resolve the matter**

.....

.....

.....

.....

**Signed** ..... **Date** .....

**Send to:** **Enter Address**

## HUNTINGDONSHIRE LOCAL COMPACT

This form should be completed by the organisation/ individual identified in the DAP form 01, giving their side of the complaint against them in line with the Huntingdonshire Resolution of Disagreements code of Practice.

**Name of Organisation/ Individual** .....

**Contact Details**.....

.....

.....

**Organisation with whom you have a disagreement** .....

**Contact Details**.....

.....

.....

**Response on comments contained in the DAP 01:**

.....

.....

.....

.....

.....

.....

.....

.....

**Signed** ..... **Date** .....

**Send to:** **Enter Address**

## HUNTINGDONSHIRE LOCAL COMPACT

## VOLUNTEERING CODE OF PRACTICE

This Code sets out good practice in volunteering for voluntary, community and statutory sectors working in partnership.

### 1. INTRODUCTION AND DEFINITIONS

Volunteering is defined as an activity that involves spending time, unpaid, doing something that aims to benefit individuals, groups (other than close relatives) or the environment. Volunteering is an important expression of citizenship.

### 2. AIM

The aim of this Code of Practice is to ensure that volunteers are

- valued;
- supported;
- well managed.

### 3. KEY PRINCIPLES OF VOLUNTEERING:

- **Choice** – Volunteering must be the result of a free choice by the volunteer.
- **Diversity** -Volunteering should be open to all. Equal opportunity principles are fundamental to supporting diversity.
- **Reciprocity** -Volunteers should benefit from volunteering in the sense that they gain satisfaction, feel both involved and that they are making a difference to the organisation and wider community.
- **Recognition** -It is important that volunteers are valued and their contribution should be publicly recognised.

**4. GUIDELINES** - *Signatories to the Huntingdonshire Local Compact agree to adopt these guidelines as a basis for developing good practice within their own organisations*

#### 4.1 Overcoming barriers to volunteering:

- Make arrangements which do not unfairly exclude particular groups and tackle discrimination to ensure that volunteering is open to all.
- Promote opportunities to include equality of access in recruitment for volunteering.
- Include reasonable costs for reducing barriers to volunteering in relevant funding bids.

#### 4.2 Valuing Volunteer contributions:

- Communicate to volunteers how their contribution has benefited the organisation.
- Keep data on volunteering and use that information, as well as involving volunteers, to develop new policies and ideas.



#### **4.3 Volunteering experience:**

- Involve volunteers in decision making, include them in internal communications and acknowledge them as important stakeholders in the organisation where they volunteer.
- Commit resources to support and train volunteers and create a valuable volunteering experience.
- Encourage and develop employee volunteering schemes.

#### **4.4 Volunteering infrastructure:**

- Use the local volunteering infrastructure support e.g. Hunts Volunteer Bureau for support and advice in all aspects of volunteering including promotion, recruitment and developing volunteering policies and opportunities.
- Identify a named person in your organisation responsible for volunteer involvement, monitoring and reporting.
- Identify within your organisation, a trustee board champion for volunteering.
- Adopt clear policies regarding the payment of volunteer expenses.

#### **5. VOLUNTEER CODE OF PRACTISE - Signatories to the Huntingdonshire Local Compact may use this charter as the basis of an agreement with their volunteers**

##### **5.1 Volunteers Expectations:-**

- To have their tasks and responsibilities within the organisation clearly explained to them.
- To be given the name of someone in the organisation who will look after their interests and who will offer them appropriate support and supervision on a regular basis.
- To be assured that any information they share with the organisation will be kept confidential.
- To be given the same protection under health and safety regulations and insurance cover as paid employees.
- To be offered opportunities for training and skills development, appropriate for their role and tasks as a volunteer.
- Not to be exploited – Volunteers should not be used to replace paid workers, have unfair demands made on their time, be expected to give more time than originally agreed or be asked to do something which is against their principles or beliefs.
- To be given the chance to play a part in decision making within the organisation, relevant to their role.

- To be advised if out of pocket expenses will be reimbursed and if so what expenses are eligible, at what rate and the procedure for claiming these expenses

## 5.2 Volunteers Responsibilities:

This is for the individual organisations to set; the following is set out for guidance only:

- To accept the organisations aims and objectives and work within agreed policies and procedures.
- To do what is reasonably requested of them, to the best of their ability.
- To treat information obtained whilst volunteering as confidential – such as information about clients or about other volunteers or staff.
- To recognise the right of the organisation to expect quality of service both from paid staff and from volunteers.
- To recognise that they represent the organisation and therefore need to act in an appropriate manner at all times while volunteering for the organisation.
- To honour any commitment made to the best of their abilities; notifying the organisation in good time should they be unable to keep that commitment.
- To be willing to undertake appropriate training as necessary for the voluntary work undertaken.
- To share any concerns or problems, or any suggestions for changes in working practices with the named person in the organisation who is responsible for their interests.

NB: For future reference please contact Huntingdonshire Volunteer Bureaux

## FUNDING AND PROCUREMENT

This section sets out good practice for the statutory sector and the voluntary and community sector in relation to funding and procurement.

### 1. INTRODUCTION AND DEFINITIONS

Many voluntary and community sector organisations are interested in, or involved in, the delivery of public services. The statutory sector has a duty to provide services and it is acknowledged that service users, communities and voluntary and community sector organisations hold knowledge that can be vital to the design and implementation of the best services possible. The two main types of funding mechanisms which are used to design and deliver services are grant funding and commissioning and procurement:

#### 1.1: Grant funding

The process of distributing funds, following a bidding process against identified criteria, to meet funders' objectives.

#### 1.2: Commissioning and Procurement Commissioning

The process of deciding what public services are needed, what priorities they are accorded, and choosing what, why, how and where to allocate resources to provide services.

##### **Procurement**

The method of purchasing services: This includes market analysis and a tender process. It results in contracts and service level agreements being awarded.

##### **Market Analysis**

The method for consulting a market to consider options for satisfying a need or the suitability of options already developed.

##### **Tender Process**

The process of inviting, applying for and assessing applications (tenders) to deliver a service and giving notice of decisions: This is a competitive process.

**Contracts** A legally binding agreement whereby one party provides good or services to the other in exchange for payment.

### 1.3 Public Service (Social Value) Act 2012

The Public Services (Social Value) Act 2012 became law on the 8th March 2012. From 31st January 2013 the Act is 'live' and commissioners and procurers must adhere to it.

The Act was initiated by Chris White MP as a Private Members Bill, the progress of the Bill becoming law is documented [here](#).

## **What is the Act?**

The Act, for the first time, places a duty on public bodies to consider social value ahead of procurement.

The Act applies to the provision of services, or the provision of services together with the purchase or hire of goods or the carrying out of works.

The wording of the Act states that:

*The authority must consider—*

*(a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and*

*(b) how, in conducting the process of procurement, it might act with a view to securing that improvement.*

It also opens the door for consultation with stakeholders to better understand social value and improve service specifications, the Act states...

*The authority must consider whether to undertake any consultation*

## **What does social value mean under the Act?**

The wording of the act states:

*The authority must consider: only matters that are relevant to what is proposed to be procured and, in doing so, must consider the extent to which it is proportionate in all the circumstances to take those matters into account.*

## **1.4 For further information on procurement:**

See the Huntingdonshire District council's documents "Procurement Guidance & Protocols" at:

And "Code of Procurement" at:

**Published on behalf of the Huntingdonshire Local Compact Implementation Group**

## COMMUNITY ENGAGEMENT CODE OF PRACTICE

This Code sets out good practice for the statutory sector and the voluntary and community sector when undertaking community engagement activities.

### 1. INTRODUCTION AND DEFINITIONS

Community engagement has four elements. These elements are sometimes known as the ladder of participation.

#### 1.1: Informing

Balanced and objective information underpins the other three elements of community engagement. It builds knowledge to enable meaningful Consultation, Involvement and Empowerment. It also provides regular feedback throughout an engagement process to maintain dialogue.

#### 1.2: Consulting

This is the process by which an organisation seeks opinion about services and proposals to inform its strategies, policies and service design. The organisation carrying out the consultation makes decisions influenced by the knowledge gathered.

#### 1.3: Involving

By working together to develop solutions, shape policy and design services, decision making is shared. There is an on-going relationship and dialogue between those involved. The distinguishing difference between 'consulting' and 'involving' is the degree of influence in decision making and the level of participation in the delivery of services.

#### 1.4: Empowering

Power, influence and responsibility is devolved from existing centres of power to local people, who take decisions about proposals that affect their lives and manage the delivery of services themselves.

### 2. AIM

The aim of this Code of Practice is to establish engagement processes that:

- enable effective exchanges of information;
- provide the opportunity for people to influence policies, strategies & service delivery plans;
- facilitate working together;
- support communities to do more for themselves

### 3. KEY PRINCIPLES

- **Targeted Methods** Use a variety of engagement methods appropriate to the target audience with particular attention to 'hard to reach' groups;
- **Multiple Opportunities** Use more than one engagement method to increase the chance of participation, both in terms of quality & quantity;
- **Overcome barriers** Ensure that engagement reaches groups and individuals who may be at risk of being left out, ignored, misrepresented or taken for granted

and consider the following to include as many participants as possible - location of venues and accessibility, time of day, childcare, literacy, language, issues of trust and fear;

- **Confidentiality** Respect confidentiality

**4: GUIDELINES** – *Signatories to the Huntingdonshire Local Compact agree to adopt these guidelines as a basis for developing good practice within their own organisations*

#### **4.1: Planning the process**

- Agree objectives of the engagement process;
- Find out if a similar process has already been carried out;
- Determine the element(s) of engagement that you are undertaking;
- Identify the target participants (stakeholders) and potential barriers to participation;
- Agree engagement methods to overcome the barriers;
- Set out a programme to show each element of engagement within a time plan;
- Ensure you have the organisational capacity to undertake your programme;
- Decide whether some elements can or should be undertaken in partnership with other organisations to avoid duplication of effort;

#### **4.2: Informing**

- Publicise the process and how to take part, in advance, to encourage participation;
- Ensure timescales and response deadlines are clear at the start;  
Provide balanced and objective information in good time, making clear that the information can be made available in a range of formats (written, electronic, text, audio, different language etc) upon request. Wherever possible, build the knowledge and skills of participants;
- Outline constraints and limitations of the process (what it can and can't achieve) to manage expectations;
- Explain how responses will be used / acted upon;
- Explain how feedback will be provided at the end of the process;
- As part of the feedback, show a summary of responses, who has responded, how responses have been taken into account, whether they have influenced decisions and/or how decisions have been reached;
- Where a statutory sector decision has an impact on a voluntary and community sector organisation, this should be made clear.

#### **4.3: Consulting**

- Avoid consulting during holiday periods;
- Publish a diary of planned consultations for the year;
- Try to stagger consultations throughout the year.
- Set a consultation period of 12 weeks to allow the voluntary and community sector to consult with its users and members. If this is not possible, due to legal time constraints:

Where the consultation is inviting comment on a strategy or on policies, the consultation document should:

- Include a summary;
- Explain the aims and procedures;
- Clearly identify issues & intentions;
- Include a list of those being consulted;
- Make clear where policy decisions have already been taken;
- Be easy to read & available on request in languages and formats other than written English;
- Include easy references to relevant publications;
- Identify named persons who can be contacted about the consultation;
- Include unbiased options;
- Explain whether and why one option is preferred;
- Enable respondents to put forward their own views;
- Identify any actions which might involve increased costs for the voluntary and community sector;
- Invite comments on how the proposals may affect the voluntary and community sector;
- Make clear when decisions will be taken & by whom;
- Publicise the way feedback will be provided.

**N.B:** Building and Infrastructure Planning applications and ? have a longer consultation period

#### **4.4: Involving**

- Clarify what all parties hope to achieve by working together. Understand everyone's needs and aspirations;
- Ensure that the plans for working together fit with the vision, values and objectives of each participant;
- Determine clear shared aims and the boundaries of your working agreement. Establish contractual and legal obligations in writing where appropriate;
- Assess the benefits and risks of working together. Consider the strengths and weaknesses of each participant;
- Agree the structure for working together and management arrangements;
- Establish roles, responsibilities and decision making processes;
- Decide at the outset how you might manage disagreements or disputes;
- Create and maintain good communication channels.

#### **4.5: Empowering**

- Ensure groups are set up with open and accountable ways of operating;
- Provide support and expertise where needed;
- Work at the communities pace;
- Increase participants skills and knowledge;
- Instil confidence and a sense of belief that they can do things themselves;
- Promote equality of opportunity and inclusive processes;
- Build positive relationships and promote partnership working.

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

**4TH JUNE 2013**

**CABINET**

**20TH JUNE 2013**

**HOME IMPROVEMENT AGENCY SHARED SERVICE REVIEW  
AND DISABLED FACILITIES GRANT BUDGET  
(Report by the Housing Strategy Manager)**

**1. PURPOSE OF REPORT**

- 1.1 This report provides Members with a progress review of the Home Improvement Agency (HIA) shared service following one year of operation. The report also considers the ongoing demand for Disabled Facilities Grants (DFGs).

**2. BACKGROUND INFORMATION**

- 2.1 The HIA shared service was developed during 2011/12 in partnership with Cambridge City Council and South Cambridgeshire District Council. The new HIA is called 'Cambs HIA' and went 'live' on 1<sup>st</sup> April 2012.
- 2.2 Cambs HIA is a partnership based shared service with staff being employed by Cambridge City Council, their main office being located within South Cambridgeshire's offices in Cambourne (with hot desking at other locations) and with the IT systems and support being provided by this Council.
- 2.3 One of the main aims of the Cambs HIA is to help people live independently by helping them to access DFGs. The Housing Grants, Construction and Regeneration Act 1996 sets out the Council's duties to provide DFGs. The Council must award a DFG for work to achieve one or more of a set of purposes defined by statute. DFGs are awarded on the recommendation of an Occupational Therapist (OT) and fund aids and adaptations like ramps, stair lifts and level access showers. The maximum DFG is £30k and DFGs for adults are subject to a means test. DFGs for children are not means tested. The Council must be satisfied that a DFG is necessary and appropriate and that to carry it out is reasonable and practicable. At the current time, the responsibility for validating and approving DFGs sits with the Strategic Housing Service at this Council.
- 2.4 DFGs form part of a wider strategic approach to helping improve the health and well being of people in Huntingdonshire. Along with other low level interventions, DFGs can enable elderly and disabled people to live independently and help to avoid emergency hospital admissions and inappropriate and expensive care placements. DFGs are therefore a 'preventative' service and help to implement the aims of the countywide Health and Well Being Strategy.
- 2.5 Members have previously been concerned about waiting times for OT assessments in the district. The OT service remains the responsibility of the County and not the District Council. OT waiting times have been reduced from 8 months in March 2012 to 4 months in March 2013. The monitoring statistics also demonstrate that the waiting

times in Huntingdonshire have been brought into line with the rest of the County so at the current time, equity has been achieved.

- 2.6 As a result of the waiting times in the OT service, in March 2013, there were 73 adult cases and 77 children's cases awaiting OT assessment. These cases contribute to the 'backlog' referred to at paragraph 4.3.
- 2.7 The OT service is currently provided by Cambridgeshire Community Services (CCS). As CCS did not receive 'Foundation Status' it is being disbanded and the options for the future of CCS's services, including the OT service, are currently being appraised. Inevitably, any organisational change may cause short term disruption to services and this may affect the forecasts presented in this report.

### **3. CAMBS HIA - REVIEW AFTER ONE YEAR OF OPERATION**

- 3.1 When considering progress against agreed objectives, it is important to understand the challenges involved in forming a shared service. The focus in the first year has been on integrating the team and establishing new shared IT and working procedures. A key learning point is that combining three services into one is a huge challenge and was perhaps underestimated. There was therefore a slower start than had been hoped for, but the team is now in place and working together with a professional and businesslike approach.

- 3.2 When the HIA was formed, a number of key objectives were agreed. Progress on each of these is set out below:

#### **Deliver cost savings over time for both district and county commissioners.**

- 3.3 The savings identified for the Council of moving to a shared service were anticipated to be minimal, if any, in the first two years. The HIA's Year 1 budget included two issues that should not affect future year's budgets. These were:

1. the impact of the 'clawback' agreement whereby the HIA paid back to each Council the sum that reflected the casework that was partly completed at the time the HIA 'went live'. For HDC, this amounted to £70k.
2. The HIA's earned fee income was low in the first two quarters as a result of the dip in productivity (and therefore fee income) whilst the HIA established itself.

- 3.4 As a result of these issues, the HIA costs exceeded income by £71k, and HDC contributed £35k to the deficit under the pre-agreed cost-sharing agreement. In common with all fee-earning businesses, issue 2. above remains a risk to the HIA. That said, assuming predicted levels of workload are completed in 2013/14, this year's budget predicts a surplus which will be shared, proportionate to workload, between the three Councils in the partnership.

- 3.5 Despite the budget issues set out above, the actual operational costs of the shared service in Year 1 have been less than the operational costs of three separate HIAs. The most obvious saving relates to the reduction in HIA Managers. Other indirect savings relate to office accommodation and back office support services. These savings are

not immediately cashable but they will inevitably contribute towards efficiency savings over time.

- 3.6 There is further scope for improving efficiencies arising from the ability to bulk purchase aids and adaptations across the HIA area. This forms a work stream for the HIA Management Board in Year 2.

**Improve operational resilience and opportunities for cross boundary working.**

- 3.7 The new team is now fully operational as a single service with a shared IT system. Staff capacity is being used flexibly across the district boundaries and increased caseloads have been accommodated, particularly in Huntingdonshire.

- 3.8 An evaluation of the caseload management and throughput reveals a need to increase the staffing resources that are deployed to manage the workload in Huntingdonshire. An additional Surveyor has been recruited to focus on Huntingdonshire and bring the caseload up to date.

- 3.9 The objective to improve resilience and work across boundaries has therefore been met.

**Provide a platform for improved performance and efficiency over time.**

- 3.10 The HIA experienced some early issues relating to the integration of IT systems across the three teams and ensuring staff were fully trained on the use of them (including paperless processes). However a fully integrated shared data system now operates between Cambs HIA and the three Councils' grants officers and has been positively received.

- 3.11 Joint working with Occupational Therapists (OTs) has started e.g. the establishment of a shared DFG leaflet and simplified procedures. More joint working and further improvements with OTs are planned.

- 3.12 The platform for improved performance and efficiency has therefore been established.

- 3.13 The Cambs HIA Management Board (of which we are a partner), has agreed the Business Plan for the next year. The work plan for 2013/14 includes:

- Further consolidation of the service currently delivered, including a review of staffing structures and caseloads
- A review of contractor lists and procurement of works to deliver greater efficiencies
- Increasing fee income and effective use of resources
- Improved marketing and developing a marketing strategy
- Holding the first annual public stakeholder event
- Considering opportunities to broaden the service and to deliver additional services i.e. handyperson.

#### 4.0 REVIEW OF DEMAND FOR CAPITAL GRANT FOR DFGs

- 4.1 Demand for DFG remains strong in Huntingdonshire for a number of reasons including people's aspirations to live at home for longer, an increase in DFGs for children, increased longevity, and an overall increase in the number of older people in the district. Office for National Statistics projections show that the proportion of people aged over 65 in the district is predicted to increase from 16% of our population in 2011 (27,700 people) to 21% of our population by 2021 (38,300 people). Therefore long term demand for DFG and other services that support older people, is expected to continue to grow.
- 4.2 A review modelling demand for DFG has been carried out and it is estimated that 30 new OT referrals will be received each month. Approximately 70% of these proceed to a DFG. The average DFG costs £5.8k. Therefore the need for DFG in an average year is estimated to be £1,400k. Obviously if any of the variables stated above change, then demand for DFG could increase or decrease accordingly.
- 4.3 When the new HIA was formed it took time to get up to full operational capacity. As a result, a backlog of cases has built up and in May there were 124 cases being progressed through to approval. When the HIA was in-house, we would have expected an active caseload of about 90. Additionally, there are 150 cases at the OT service awaiting assessment (see paragraph 2.6). The speed at which these can be progressed is uncertain, partly because of the organisational changes affecting the OT service (see paragraph 2.7). Referrals rates will therefore need to be closely monitored over the coming months.
- 4.4 In order that we could be in a strong position to address any backlog of cases at the HIA and OT service, an additional £500k was incorporated into the MTP in 2013/14. This forward thinking will give the HIA the budget flexibility to potentially complete about 90 more DFGs than we would anticipate in a 'normal' year. Cambs HIA are confident they can manage the increase in workload in 2013/14 due to the increased staffing resources detailed at paragraph 3.8.
- 4.5 Service delivery rates over recent years, plus a prediction for this year is as follows:

	2009/10	2010/11	2011/12	2012/13	2013/14 Predicted DFGs generated in year	2013/14 Additional DFG to cover increased demand from backlog
No. DFGs completed	179	284	261	189	Approx 250	Approx 90
Total spend on DFGs	£970k	£1,480k	£1,600k	£1,200k	£1,450k	£520k

4.6 The DFG budget, in the Council's MTP is as follows:

	2013/14 MTP	2013/14 Updated with actuals	2014/15	2015/16	2016/17
Assumption on contribution from central Government	£400k	£456k	£400k	£400k	£400k
HDC contribution	£1,550k	£1,494k	£1,250k	£1,250k	£1,250k
Total DFG budget	£1,950k		£1,650k	£1,650k	£1,650k

4.7 After the backlog is reduced, and assuming the variables set out at paragraph 4.2 hold true, then a DFG budget in the region of £1,400k could be required in future years. Demand for DFG will continue to be monitored and longer term trends will be identified over the summer to feed into the Council's MTP process in September.

## 5.0 CONCLUSIONS

5.1 To date, Cambs HIA has been successful. There have been issues relating to staffing and IT which resulted in reduced throughput of DFGs in the first half of 2012/13. These have now been addressed and the HIA is operating effectively. The objectives which were set when the shared service was established have been achieved, or the foundations have been laid for achievement of them over time.

5.2 The Council's MTP budget for DFG is appropriate to manage the current demand placed upon it. The increased budget in 2013/14 provides the budgetary flexibility for the HIA to reduce the backlog of cases. Thereafter it is anticipated that OT referrals and DFG completions could return to the levels set out at paragraph 4.2.

5.3 Further work will be done over the summer to monitor OT referrals and work flow, and predict future trends. This will feed into the Council's MTP process in September 2013.

## 6. RECOMMENDATION

6.1 It is recommended that:

- Overview & Scrutiny (Social Well Being), and Cabinet note this report;
- additional modelling of current and future demand is undertaken over the summer to feed into the Council's MTP process in September 2013; and
- that a further report is brought to Members after two years of Cambs HIA operation.

## **BACKGROUND INFORMATION**

- Overview & Scrutiny Panel Report - 06 Sept 2011 – Shared HIA Services
- The Housing, Grants, Construction and Regeneration Act 1996
- Cambridgeshire Health and Well Being Strategy 2012-17  
<http://www.cambridgeshire.gov.uk/NR/rdonlyres/15D48C47-A6F7-4C35-B540-F0FA5168D988/0/CambridgeshireHealthWellbeingStrategy20122017.pdf>

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## **Overview and Scrutiny Committee**

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



Cambridgeshire  
County Council

19th March 2013

#### Action

#### **109. DECLARATIONS OF INTEREST**

None

#### **110. MINUTES OF THE LAST MEETING – 5th FEBRUARY 2013**

The minutes of the meeting held on 5th February 2013 were confirmed as a correct record and signed by the Chairman

#### **111. OVERVIEW AND SCRUTINY REVIEW OF DELAYED DISCHARGE AND DISCHARGE PLANNING – DRAFT REPORT AND RECOMMENDATIONS**

The Committee considered the draft report and recommendations of the member-led review into delayed discharge and discharge planning. Councillor Martin Curtis, Cabinet Member for Adult Services, and Claire Bruin, Service Director: Adult Social Care, attended to respond to members' questions and comments. Also in attendance were

- Andy Vowles, Chief Operating Officer, Cambridgeshire and Peterborough Clinical Commissioning Group (CCG)
- Tom Bennett, Director of Operations, Addenbrooke's Hospital
- Richard O'Driscoll, Complex Discharge Transformation Manager, Cambridge University Hospitals NHS Foundation Trust (CUHFT).

Apologies were received from Cambridgeshire Community Services NHS Trust (CCS) officers Matthew Winn, Chief Executive, and Karen Mason, Head of Communications.

Speaking as Chairman of the review group, the Vice-Chairman introduced the report. She described the group's work as interesting, time-consuming and wide-ranging, and said that their impression had been of a muddle. All the staff involved were trying hard to do the right thing about delayed discharge, but their efforts did not co-ordinate with each other very well.

The Cabinet Member acknowledged that the review report contained much of value. However, he expressed two main concerns: a number of recommendations (such as the first one, about key agencies working together), related to actions that were already being undertaken, and there was no acknowledgement of the very considerable cost implications of implementing some of the recommendations. He also said that there were two areas which had received insufficient attention, admissions avoidance and fines for delayed transfers of care (DTC). Admissions avoidance had been a topic of discussion recently for senior County Council

members and officers, because there were huge savings to be made by not admitting people to hospital unless it was essential that they be there. Imposing fines for DTOC was unhelpful, particularly where the agencies involved were already working together, as was the case in Cambridgeshire. In some parts of the country, fines were not being charged, and there was perhaps a case for ending fines locally, though he did not wish to commit other organisations to this.

The Service Director echoed the Cabinet Member's points, stressing that it was necessary to recognise how the spending suggested by the report be managed under current cost restraints. In reply to a member's comment that the problem of DTOC had not yet been resolved, the Cabinet Member accepted the point but said that joint working at senior management and operational level was greatly improved and underlying issues were starting to be addressed.

Several members of the review group made various points, including that

- the report had been based on evidence found by the review group; at the time members had been looking into DTOC, subsequent action had not yet started to take effect
- Cambridgeshire Overview and Scrutiny members would not be the only ones to identify a need to address DTOC, as DTOC was also a national issue, and it was necessary to keep drawing attention to it as part of the national debate
- the task of the review group had been to report on what it had seen; it was for Cabinet to look at the question of resources, and for politicians in general to make the wider national point
- the cost of implementing the review's recommendations in relation to IT provision should be compared with the cost of the 600 operations cancelled last year as a result of DTOC.

Responding to these points, the Cabinet Member said that it was indeed important to highlight the issue. Addenbrooke's Hospital had said last year that DTOC had cost the hospital £12m, but the IT being suggested by the review group could not be delivered for this amount. He suggested that the report might usefully have included examples of successful implementation of IT solutions elsewhere; he wished to see a local, not a national IT solution, but it was wrong to ignore current financial constraints.

The CCG's Chief Operating Officer said that the report made useful points about DTOC and the different agencies involved. He emphasised that DTOC was a priority issue for all the CCG's partners, and as the report made clear, was a complicated area. He drew attention to two developments

- a regular workstream had recently been instigated, involving the Chief Executive of Addenbrooke's, the Accountable Officer of the CCG, and the County Council's Executive Director of Children and Adult Services
- significant additional resources were being put into addressing DTOC, and the CCG was putting resources into provision of discharge beds, including a contract with BUPA; over £200k was being put into DTOC over the winter.

He added that efforts were being concentrated on Addenbrooke's. Although it was a county-wide problem, the issues at Hinchingsbrooke Hospital, though complicated, were less complex than those at Addenbrooke's. Regular discussions took place with Hinchingsbrooke, but not at the most senior level.



Addenbrooke's Hospital's Director of Operations welcomed the report and thanked members for their interest in the subject. The most recent weekly count had shown that there were 50 patients in Addenbrooke's who did not need to be there, and 20 patients awaiting operations had been turned away the previous day. With the hospital full, it was necessary to resolve the problem of DTOC urgently.

CUHFT's Complex Discharge Transformation Manager explained that he was based at Addenbrooke's but employed by four organisations, including the County Council and the CCG. He drew attention to the growth in the number of over-85-year-olds admitted to hospital (about 9% a year for the last two years) and agreed that all parties needed to work together. He said that this was already happening; operational staff were in daily dialogue with each other, in addition to the regular meetings at Chief Executive level. All parties recognised the need to plan services in such a way that alternatives to hospital admission were readily available.

In reply to members' questions, the Addenbrooke's Director of Operations said that

- the fact that Addenbrooke's was a centre of excellence did have an impact on the hospital, but it planned its capacity to deal with this area of work. For example, it was a centre of excellence for trauma, so the emergency department had been extended, two new operating theatres had been built, and a mental health ward had been converted to accommodate these patients
- efforts were being made to expand the use of day treatment as an alternative to an overnight stay wherever possible, including establishing day surgery and day beds in e.g. Ely
- to speed up the discharge process, efforts were being made to ensure that patients received their discharge letter and drugs promptly on the day of discharge; the aim was to prepare draft documents the day before discharge
- delays in offloading ambulances in recent months had largely been caused by the hospital having insufficient beds available; it was necessary to address the problem of ambulance turnaround times urgently because there was only a limited number of ambulances. Measures to improve turnaround included ensuring that the only ambulances to drive past another hospital were ones with patients whom Addenbrooke's had agreed to receive, and opening up day-patient areas to inpatients overnight.

The CUHFT Complex Discharge Transformation Manager replied to members that

- members were right to draw attention to difficulties caused by incompatible IT systems. His role included improving the flow of information and patients
- as part of an attempt to improve matters, GPs, CCS and Addenbrooke's were all being encouraged to use the NHS's SystemOne, which allowed the transfer of information between its users
- joining up Social Care and Health information remained a challenge; the CCG was looking at how the number of interfaces could be reduced but had not yet reached a solution
- ideally, double funding would be available for a transition period while the essential task of shifting resources into the community was completed, but such funding was not available.

Mick Simpson, Interim Chief Operating Officer, Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) said that CPFT was aware of ongoing activity in Addenbrooke's through its involvement in the Delayed Care Network, and itself

currently had eight patients whose transfer of care was delayed. Because there could be a mental health aspect to DTOC elsewhere, CPFT was establishing a liaison psychiatric service.

The Cabinet Member stressed that DTOC was not a problem that Cambridgeshire could solve on its own. The Council was working through the County Councils' Network at a national level to put pressure on the Government. Locally, it was important to avoid hospital admission wherever possible, and to increase integration between partner organisations.

Speaking at the Chairman's invitation, Alison Pegram (a member of COPE, Cambridgeshire Older People's Network, and of LINK, the Local Involvement Network) drew on her own experience of interim care following a fracture. The Addenbrooke's short term assessment and rehabilitation team (START) had made the arrangements well, but she had still found herself having to rely on neighbours for assistance. She raised doubts about transferring so much into a community setting, and pointed out that she had needed treatment rather than care or reablement. She suggested that orthopaedic and neurological recovery areas might usefully be provided.

Robert Boorman of COPE echoed these concerns, reporting that another COPE member had been provided with care on discharge after breaking a leg, but had needed additional help while bed-bound. He asked how many people requiring care were self-funded, and whether they knew where to find that care.

The Vice-Chairman thanked members and officers for their contributions. Commenting on what had been said, she acknowledged that much had improved since the review group had started its work. Hospital, social work and community staff were communicating better and the START team was clearly having an effect; a seamless system depended on people having respect for each other throughout the system. However, IT problems had still not been solved, and sufficient community support needed to be made available. She commended the report

Members thanked the Scrutiny and Improvement Officer for producing a report of such clarity despite its considerable length. The Chairman thanked the visiting health professionals for their contributions to the meeting.

The Committee agreed the report and recommendations, and resolved to submit the report in its current form to the County Council Cabinet, Cambridgeshire and Peterborough Clinical Commissioning Group, Cambridgeshire Community Services NHS Trust, Addenbrooke's, Hinchingsbrooke and Peterborough Hospitals, and Cambridgeshire and Peterborough NHS Foundation Trust.

## **112. ACCESS TO IN-PATIENT MENTAL HEALTH CARE**

The Committee considered a report from Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) on the availability of urgent mental health inpatient beds for working age adults and older people, in the light of two recent instances where members had become aware that individuals had experienced difficulty in accessing a bed.

Mick Simpson, Chief Operating Officer, CPFT, introduced the report. He explained that there was a move away from larger units, and hospitalisation in psychiatric units was to be avoided as far as possible. The 3-3-3 (three days, three weeks, three months) acute care model provided a clear care pathway, with timescales

known to service users and staff at each stage. It had been introduced successfully in the north of the county, and was about to be implemented in Cambridge. An acute ward at Fulbourn Hospital had closed from 8th February to enable alterations to be made for the 3-3-3 model; small dormitory accommodation was being replaced by single rooms. The ward was due to reopen on 7th May and the 3-3-3 model would be fully implemented on 27th May.

Turning to the two specific cases referred to by members, the Chief Operating Officer said that the younger person had been given a bed with a local provider for a few days because the patient mix in the nearest CPFT unit would not have been of therapeutic benefit to that person. The older person's need for an acute bed had coincided with a period of pressure on older people's beds in both Cambridge and Peterborough (additional beds had been opened at the Edith Cavell Hospital), and when admission was required in those circumstances, a psychiatric bed would be found, but it would not necessarily be local.

The Chairman thanked him for this explanation, and recalled that when Acer ward was closed in Huntingdon, the Joint Mental Health Overview and Scrutiny Committee had been assured that there would be adequate capacity for crisis resolution and admission in the county. Asked whether this prediction had been over-optimistic, the Chief Operating Officer said that Acer had been an adult ward, not an older person's one, and that part of the redesign of services had been undertaken in acknowledgement that a small cohort of patients were being very poorly served by the unit. Some of the resources had been used to open the Springbank Unit in Cambridge for women with personality disorders. The problem with capacity in Peterborough related to older people's beds.

John Ellis, Mental Health Commissioning and Contract Lead for the CCG, said that no reduction in acute beds had been proposed at the time Acer had been closed. The closure had related to the safety of patients in an isolated unit, and the loss of Acer beds was balanced by increased capacity in Peterborough. The pressure at Fulbourn Hospital was short-term; as commissioners, the CCG believed that there was sufficient capacity.

The Commissioning and Contract Lead said that the evaluation report on the 3-3-3 system had been shared with the joint Cambridgeshire and Peterborough Overview and Scrutiny working group on mental health and could be made more widely available. He welcomed and would take up the feedback from service users and carers. Following the member-led review of dementia care, each Local Commissioning Group (LCG) was developing proposals for multi-disciplinary working on dementia.

In answer to members' questions, the Chief Operating Officer said that

- apparent delay in finding a bed could in some cases be due to the Crisis Resolution and Home Treatment team (CRHTt) working with the service user to see if it would be possible for them to stay in their own home; if a person needed admission, they would be found a bed
- in recent months, a consultation had been conducted on the redeployment of ward staff in Cambridge, and no recruitment had taken place, leading to over-reliance on bank staff. Recruitment to 30 posts was now taking place
- it was undeniable that beds had been closed; this largely reflected expectations round patients' needs, but also related to resources, as in-patient treatment was the most expensive form of care

- CPFT teams were working with other agencies, such as nursing homes and providers of supported housing, and there was probably mental health capacity to meet the demand, with a slight caveat around provision of nursing care for people with dementia
- the obligation under the Mental Health Act was on an approved mental health practitioner to find a bed, rather than on the mental health trust to provide one, unless directed to do so by a court
- it was necessary to acknowledge that the evolution of CRHTs nationally had placed additional demands on carers. Out of hours support was now in place for carers, though only up to 10pm; this would be incorporated into the 24-hour Advice and Referral Centre currently being developed
- there was considerable fluctuation in out of area use of beds; there were more people from outside the area using CPFT beds than Cambridgeshire and Peterborough residents using other areas' beds, but there was no discernible annual pattern. Part of the inward movement could be caused by Fulbourn offering more specialised skills than could be found in some other places
- periodically there was insufficient capacity for young people's psychiatric services; occasionally a young person would present with very extreme needs requiring quite secure facilities, which were not available in the area
- the need for in-patient beds for young people fluctuated. Access for young people to cognitive behavioural therapy (CBT) was being increased, though there was an issue with finding sufficient qualified staff, and a CRHTt was being developed for them. It was usually more positive for young people to resolve their issues within their own social setting than on an in-patient ward.

The Chairman thanked Mick Simpson and John Ellis for attending the meeting.

### **113. ADULT SOCIAL CARE: REVIEWING PROGRESS AGAINST THE INTEGRATED PLAN 2012/13**

The Committee received a report providing updates on progress in meeting the savings requirements of the Integrated Plan (IP) and on business planning for 2013/14, and identifying whether the savings were having any adverse impact on service quality. The Cabinet Member for Adult Services and the Service Director: Adult Social Care attended to present the report and respond to members' questions and comments.

The Cabinet Member said that the financial position was good news, reflecting a considerable achievement by County officers and by CCS. As a result of the projected year-end underspend on Adult Social Care (ASC), it would be possible to slow down the rate of change in mental health services in 2013/14. There had been some increase in the level of complaints, but not to a significant extent in view of the changes that had been taking place. The level of complaints was not necessarily a reflection of concern about care provider issues, though one organisation had had issues drawn to its attention. The Cabinet Member expressed dissatisfaction with the proportion of adults with learning disabilities in employment, though the performance of 5.9% was in the middle of the national range; he wanted to look at what more could be done in that area, including the Council setting an example as an employer.

In the course of examining the report, members

- observed that progress in implementing savings had been patchy across ASC, and asked how the areas of poorer financial performance were being addressed. The Cabinet Member said that prevention, transformation and the reduction of unit costs were important in delivering what was a demand-led service. An underspend in one part of the budget, e.g. Learning Disabilities, was used to offset an overspend elsewhere. This would become increasingly difficult as flexibility within the budget was reduced; for example, there had been a budget line of £50k for provision of equipment for people with profound deafness, but this had been removed because in practice equipment was being supplied in response to need
- reported that they had experienced difficulty in getting information from Human Resources about how many people with a learning disability were employed by the Council. The Cabinet Member said that he would look into this. He had seen an example of a council setting up a catering service employing people with a learning disability; the Council should put pressure on itself to do more as an employer
- commented that they were frequently reassured that the adult social care database SWIFT was improving, but difficulties with invoicing continued. The Service Director explained that the system that generated invoices was the e-Business Suite. She was raising with colleagues the question of the complexity of the layout of the resulting invoices. The Cabinet Member said that he was aware of and raising the issue too
- noted that CCS had increased the number of staff it employed for reablement (Cambridge City, East Cambridgeshire and South Cambridgeshire had a full complement in place by the end of November 2012), and the Hinchingsbrooke team had also increased. However, the independent home care agency sector had not increased capacity to enable it to take over the care of service users once they had reached the end of the reablement period. Two agencies had brought in staff from elsewhere in Europe; discussions were taking place about bringing people in rather than employing local staff
- welcomed the underspend and sought clarification of the Cambridgeshire Community Services NHS Trust (CCS) overspend. The Service Director explained that a savings expectation of £1.2m from Council-supplied funding had been placed on CCS for 2012/13. Half the saving would be completed in the current year, and the remainder was expected to be achieved in 2013/14. The savings expectation was not linked to the question of pensions for staff transferring to the Council; this issue was complicated by the fact that some staff had moved to the NHS pensions scheme while they worked for CCS
- noted that a number of the complaints received had been related to one issue, which had now been addressed with the organisation concerned.

MC

The Chairman thanked the Cabinet Member and Service Director for their contributions to the work of the Committee over the past four years. They expressed appreciation for the Committee's efforts, including the valuable contribution made by the member-led reviews.

## 114. CAMBRIDGESHIRE AND PETERBOROUGH CLINICAL COMMISSIONING GROUP

The Committee received an update on the progress and plans of the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG). Andy Vowles, the CCG's Chief Operating Officer, and Jessica Bawden, Director of Corporate Affairs, attended to present the report, and conveyed apologies for absence from Neil Modha, the Accountable Officer.

Members noted that

- the CCG was taking responsibility for the management of much of the commissioning previously undertaken by NHS Cambridgeshire, the Primary Care Trust (PCT), though it would not be commissioning primary care services (e.g. dentistry and pharmacy) or specialist care
- CCGs were unique amongst public bodies in that they were both statutory bodies and member groups. The Cambridgeshire and Peterborough CCG had a membership of 109 GP practices, and was clinically led at both CCG and LCG (Local Commissioning Group) level
- the CCG had received a very challenging financial allocation for 2013/14. If hospital admission rates continued to rise, the CCG would exceed its allocation, so was seeking to enhance admission avoidance measures and to develop a stronger set of services round GP practices.

In the course of discussion, members

- noted that the NHS National Commissioning Board (NHS CB) had based CCG allocations on PCT allocations. The issue locally was that this understated the effect of population growth, particularly as NHS CB had decided not to shift the weighting from deprivation to demography. The amount of the allocation, £854m, was on the boundary between what had been the CCG's worst-case scenario and its most likely case
- enquired about the £42m funding shortfall that would result if the CCG took no action to address it. Members were advised that the current gap was in the area of £25m and would never be a fixed sum because of the variable costs arising from the obligation to fund hospital admission work. The CCG was still aiming for an efficiency plan of £28.6m in 2013/14 to provide some headroom for subsequent initiatives
- welcomed reference to housing, pointing out that appropriate housing, including co-housing and adaptations, was an important element in reducing delayed transfers of care. Other organisations beyond the CCG needed to be looking at this too
- enquired what steps were being taken to reduce the frailty of the "frail elderly". Members were advised that there were various business cases around the use of multi-disciplinary teams, and a number of GP practices were coming together to try to identify patients at increased risk of unplanned hospital admissions and to plan measures to meet their needs proactively; the issue was being tackled at LCG level, rather than having one unified CCG approach
- developments in joint commissioning for services for older people were planned from April 2014. The County Council and the Older People's Programme Board would be involved in this work

- asked how the CCG was managing links to partnership groups that had previously been attended by the PCT, such as Local Strategic Partnerships and Local Crime and Disorder Partnerships. The Committee was advised that the CCG was working with the Director of Public Health to identify the groups that needed input from CCG, LCG or Public Health, and who should most appropriately attend each group. LCG members who attended meetings would report back to the CCG on a quarterly basis. Members were asked to tell the CCG if they became aware of anything that had been neglected in the transition phase from PCT to CCG
- drew attention to the importance of having a joined-up IT infrastructure. The Committee noted that this was an issue that required input from LCGs. A development session was being held on 19th March for the chairs of all LCGs
- noted that the national headquarters of NHS CB were in Leeds. It had four regional offices, and 27 local area teams (LATs); the Anglia LAT was based in Fulbourn and covered Cambridgeshire, Peterborough, Norfolk and Suffolk. The NHS CB could be invited to attend the Overview and Scrutiny Committee, and was a statutory member of the Health and Wellbeing Board.

The Chairman thanked both CCG officers for attending this meeting, and for the good working relationship that had been established between the Committee and the CCG / NHS Cambridgeshire over the past four years.

#### **115. REVIEW OF COMMITTEE ACHIEVEMENTS 2012/13 AND SUGGESTIONS FOR THE NEW OVERVIEW AND SCRUTINY COMMITTEE**

The Committee reviewed its activities over the past four years. For the next Overview and Scrutiny Committee, members suggested that it might wish to

- follow up previous member-led reviews to ensure that recommendations and targets were being met. Continuing problems with SWIFT highlighted the need to revisit that review
- establish a mentoring system, under which experienced members of the Committee could offer support and guidance to new members on a one-to-one basis. One member, who had originally joined the Committee part-way through its four-year term, reported that she had benefitted greatly from support she had received from another member of the Committee, who happened not to have been of the same political group
- scrutinise the performance of Local Commissioning Groups, bearing in mind the different pressures and different levels of experience across the county.

District members of the Committee expressed thanks and good wishes to County members. Members thanked the Chairman and Vice-Chairman for their work and patience, and thanked the Scrutiny and Improvement Officer and the Democratic Services Officer for providing good support to the Committee. The Chairman thanked members for the disciplined way in which they had conducted business, and commended the Committee's apolitical approach to Overview and Scrutiny to the incoming Committee.

#### **116. CABINET AGENDA PLAN**

The Committee noted the Cabinet Agenda Plan.

## 117. CALLED IN DECISIONS

There were no called in decisions.

*Members of the Committee in attendance: County Councillors K Reynolds (Chairman), S Austen, J Batchelor, C Hutton, G Kenney (Vice-Chairman), V McGuire, P Sales, S Sedgwick-Jell, F Whelan and F Yeulett; District Councillors M Cornwell (Fenland), R Hall (South Cambridgeshire) and R West (Huntingdonshire)*

*Apologies: County Councillors N Guyatt and P Reeve; District Councillor S Brown (Cambridge City)*

*Also in attendance: County Councillor M Curtis*

*Time: 10.00am – 12.50pm*

*Place: Kreis Viersen Room, Shire Hall, Cambridge*

**Chairman**



**WORK PROGRAMME  
(Report by the Head of Legal and Democratic Services)**

**1. INTRODUCTION**

1.1 Each year the Overview and Scrutiny Panels review their programmes of studies and plan their work for the forthcoming year. This report provides the Panel with an opportunity to complete this task and establish their work priorities for 2013/14.

**2. EFFECTIVENESS**

2.1 The Panels have completed a review of their effectiveness. A summary of the findings is in Appendix A.

**3. WORK PROGRAMME**

3.1 Members are requested to consider whether any studies or investigations of single issues within their remit might usefully be undertaken. This might be through internal scrutiny of Council functions. The Panels' remits appear in Appendix B. The Corporate Governance Panel is responsible for governance, risk management, internal and external audit, the accounts, complaints / feedback and fraud and corruption. The Employment Panel provides a strategic overview of the people management and workforce decisions and issues within the Council and conducts research on employment practice within the Council and best practice.

3.2 The Panels are also able to conduct external studies. They have a wide remit to examine any issues that affect the economic, social and environmental well-being of the District.

*Working Groups*

3.4 A number of working groups already exist to undertake studies. These are listed below together with the Membership:

<b>Working Group</b>	<b>Current Membership</b>	<b>Type</b>
Social Value	Councillors S J Criswell and R J West and Mr R Coxhead	Task and Finish
Equality Framework	Councillors Mrs P A Jordan, P Kadewere and R J West	Task and Finish
Hinchingsbrooke Hospital Jointly with Cambridgeshire County	Councillors S J Criswell, P Kadewere, M C Oliver and R J West and Mr R	On-going

Council	Coxhead	
Corporate Plan	Chairmen and Vice-Chairmen of the three Panels	On-going
Consultation Processes	Councillors Mrs P A Jordan, P Kadewere, J W G Pethard and R J West	Task and Finish

3.5 The Panel is invited to review the composition of its Working Groups.

#### 4. SCRUTINISING PARTNERSHIP WORKING / JOINT WORKING

4.1 The Panels' remits include reference to the Strategic Partnership's thematic groups. Now that the structure of the Strategic Partnership is more settled, the Panels will be able to undertake more work in this area. Items will be brought forward on the thematic groups for Health and Wellbeing and Children and young people and the Community Safety Partnership.

4.2 The Social Well-Being Panel has developed its health scrutiny role. It has had a key role through the Chairman in determining the current management arrangements at Hinchingsbrooke Hospital and has subsequently established joint working with Cambridgeshire County Council to monitor the Hospital. It has also received several presentations on local clinical commissioning. It has become evident that there are a range of independent sources of data on health. These include the Care Quality Commission, Healthwatch, patient user groups, the Local Health Partnership, clinical commissioning groups' performance data, councillors' intelligence and the Council's own information. The Panel might want to consider dedicating resources to managing this data.

#### 5. RECOMMENDATIONS

The Panel is

##### RECOMMENDED to

- a) note the contents of the report;
- b) consider the addition of new subject areas to the programme of studies;
- c) review the composition of the Working Groups / external representation and appoint Members as necessary, and
- d) endorse the Overview and Scrutiny Protocol.

#### BACKGROUND PAPERS

Previous reports to the Overview and Scrutiny Panels /Working Groups.  
Council Constitution

**Contact Officer:** A Roberts (01480) 388015

## **OVERVIEW AND SCRUTINY REVIEW OF EFFECTIVENESS**

The outcome of that process will be reported to the Corporate Governance Panel in June. Some of the general findings about the way the Council operates, such as the reporting style will be taken up by the Corporate Governance Panel. Another aspect, engaging with the public and other stakeholders, will be the subject of an internal audit review into the Council's use of social media. The review will consider how the Council might promote public engagement. In the Meantime press releases and social media messages will be regularly released advising members of the public of the opportunity they have to attend meetings and of subjects under discussion.

Several of the findings relate to the way Overview and Scrutiny operates. With regard to asking questions, Members are reminded that submitting questions to the appropriate Officer or Executive Member in advance of the meeting if they require specific information relating to a report, will obviate the need to circulate the information at a later date and mean that it can be discussed at the meeting. The Working Group that carried out the review also stressed the importance of all Panels considering financial/economic aspects of the issues under discussion. Questions about policy should be directed to Executive Councillors.

It has generally been agreed that, rather than be presented with what are substantially finalised documents, scrutiny of policy proposals should take place early in the policy development process. The Panel Chairmen have met the Executive Leader and he has welcomed early engagement from the Panels. This will allow a Champion be appointed at this early stage to lead on a matter on behalf of the Panel. The appointment of Member Champions is something that is to be encouraged. Formal appointment of Champions will be recorded in a list established for this purpose.

Once a Panel has made recommendations to the Cabinet, the Cabinet has been asked produce a formal response to those recommendations. Further down the line update reports will be provided on service developments and agreed actions arising from Overview and Scrutiny reviews. To keep track of minor actions that arise during meetings, action logs will be introduced for the three Panels.

The final matter that arose from the review is the introduction of open public forums at each meeting. The constitutional changes required are being looked into.

At the last meeting of the Working Group that undertook the review, Members endorsed a protocol designed to put the Panels' operating practices on a more formal footing. The protocol appears below.

## **Overview and Scrutiny Protocol**

This protocol provides a framework for the conduct of Overview and Scrutiny and is intended to assist Members, Officers, expert witnesses and members of the public with understanding the functions of scrutiny and overview bodies, including task groups, and the various processes governing these.

### **GENERAL**

The brief of Overview and Scrutiny can be summarized as follows: -

- holding the Cabinet to account;
- scrutinising decisions, both prior to and after they are made;
- developing and reviewing policies;
- having the power to 'call in' decisions of the Cabinet;
- monitoring performance and on-going studies, and
- investigating any matter affecting the social, economic or environmental well-being of the District.

The Overview and Scrutiny Panels will abide by the Principles of Good scrutiny. These are that Scrutiny:

- provides "critical friend" challenge to executive policy-makers and decision-makers;
- enables the voice and concerns of the public and its communities to be heard;
- is carried out by "independent minded governors" who lead and own the scrutiny process, and
- drives improvement in public services.

The Cabinet and, where appropriate, the Council should take into account any views expressed by Overview and Scrutiny Panels when making decisions.

All Non-Executive Members shall have the right to request that items are included on Overview and Scrutiny Agenda, subject to the agreement of the relevant Scrutiny and Overview Chairman and Vice-Chairman and the relevance of the item to the Remit of the Overview and Scrutiny Panel.

### **CO-ORDINATION OF WORK PROGRAMMES AND BUSINESS**

The Overview and Scrutiny Panels' work programmes will be co-ordinated and monitored by the Chairmen and Vice-Chairmen of the Panels in order to avoid duplication and assist in managing cross-cutting work. The Chairmen and Vice-Chairmen will determine any cases of doubt or dispute.

Overview and Scrutiny Chairmen and Vice Chairmen shall maintain regular contact with the Chief Officers Management Team. In consultation with Chairmen and Vice Chairmen, it shall be the responsibility of the Scrutiny and Review Manager and Democratic Services Officers to ensure that those who need to know of matters being considered, or for possible future consideration, are so informed.

The Chairmen and Vice-Chairmen will ensure the Panels adhere to the Study Methodology, which has previously been adopted – see Annex.

The relevant Executive Councillor and Chief Officers Management Team will be given an opportunity to discuss the remit of studies when they commence. They will also be provided with draft interim reports and draft final study reports before they are published.

The Cabinet may consult and involve the relevant Panel in developing draft policies.

Overview and Scrutiny Panels will receive feedback from the Cabinet on items recommendations made by them.

Members' enquiries about overview and scrutiny functions and business will normally be directed to the appropriate Scrutiny and Overview Chairman or Vice-Chairman or the Scrutiny and Review Manager.

### **ATTENDANCE AT SCRUTINY MEETINGS BY EXECUTIVE MEMBERS AND COUNCIL OFFICERS**

Overview and Scrutiny Panels or their Chairmen may require Executive Members to attend their meetings to answer questions and offer advice.

Executive Members and Council Officers required to attend Overview and Scrutiny Panel meetings to answer questions and will be given at least five working days' notice, together with an indication of the issues being raised and the likely line of questioning. Where possible, Members are asked to pre-notify the Democratic Services Section of any specific factual information required in advance of the meeting.

### **NON-EXECUTIVE MEMBERS, OUTSIDE BODIES AND INDIVIDUALS WHO ARE INVITED TO GIVE ORAL OR WRITTEN SUBMISSIONS**

From time to time, outside bodies and individuals will be invited to provide information, evidence, views or advice to the Overview and Scrutiny Panels.

In such circumstances outside bodies or individuals will:

- receive adequate notice of the invitation to attend and this will not normally be less than 1 week
- be provided with an adequate brief of the process being undertaken and the nature of the information, evidence or advice being sought
- be advised whether oral or written submissions are desired and of the likelihood of supplementary questions being asked
- be entitled to receive a compensatory payment in recognition of the expenses or income loss they may have incurred while assisting in a review
- be invited to comment on a draft summary note of the evidence, information or advice given and/or be provided with a copy of the final report presented to the Cabinet and/or to Council

### **WORKING / ADVISORY GROUPS**

- A Panel may set up a Working / Advisory Group to carry out a specific piece of work
- Membership of Working / Advisory Groups will be politically balanced unless political group leaders agree otherwise, and shall comprise non-Executive Members

- Task Groups will present interim and final reports to Panels
- When any Overview and Scrutiny body is considering the performance or proposals of a person, or of a body which includes any of its Members, such person or Members shall not take part in that consideration in the capacity of Members of the scrutiny body.

## **INFORMAL WORKING GROUPS**

A Panel may appoint an informal Member led Working Group from within its own Membership to carry out a piece of work e.g. in preparing a report on a specific issue for the Panel.

## **WORKING WITH OFFICERS**

The Overview and Scrutiny Panels or their Chairmen acting on their behalf, may require Officers to attend Scrutiny and Overview meetings to answer questions. Junior Officers would not normally be expected to give evidence.

All requests for Officer attendance at meetings should be made to Chief Officers / Heads of Service in the first instance

When making requests for reports or for Officer attendance, Overview and Scrutiny Members shall have regard to the work programme and workload of Officers

It is recognised that Officers appearing before a Scrutiny and Overview body may often be those who have advised the Cabinet, or another part of the Council, on the matter under investigation.

In giving evidence, Officers must not be asked to give party political views.

Officers should respect Members in the way in which they respond to questions. There is an expectation that Officers will be well briefed, able to answer questions and, if unable to provide information at any meeting, if requested, will respond with such information to Panel Members within a reasonable time.

Officers should be questioned in a courteous and professional manner.

Questions should not be asked about matters of an employment or disciplinary nature, unless that is the matter under consideration.

Overview and Scrutiny proceedings must not be used to question the capability or competence of Officers. Chairmen and Members need to make a distinction between reviewing the policies and performance of the Council and its services, and appraising the personal performance of staff, which is not a Scrutiny and Overview function.

## OVERVIEW AND SCRUTINY STUDY TEMPLATE

<b>AREA OF REVIEW</b>	<b>DETAILS/COMMENTS</b>
<b>Title of Study</b> (name of Working Group)	
<b>Appointing Panel</b>	
<b>Members Assigned</b> (including date Working Group appointed)	
<b>Executive Councillor</b>	
<b>Possible Co-Options to the Group</b>	
<b>Interests Declared</b>	
<b>Rapporteur</b>	
<b>Senior Management Representative</b>	
<b>Other Officer Support</b>	
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	
<b>Rationale</b> (key issues and/or reason for conducting a study)	
<b>Terms of Reference</b>	
<b>Links to Council Policies/Strategies</b>	

<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	
<b>External/Specialist Support</b>	
<b>Existing Documentation</b>	
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	
<b>Reference Sites</b>	
<b>Investigations</b>	
<b>Witnesses</b>	
<b>Site Visits (if necessary)</b> (where and when)	
<b>Meetings of the Working Group</b>	
<b>Costs</b> (resource requirements, additional expenditure, time)	
<b>Possible Barriers to the Study</b> (potential weaknesses)	
<b>Projected Timescale</b> (Start and end times)	



**TERMS OF REFERENCE OF OVERVIEW AND  
SCRUTINY PANELS**

<b>OVERVIEW &amp; SCRUTINY PANEL</b>	<b>SCOPE</b>
<b>SOCIAL WELL BEING</b>	Private sector housing  Caravan sites Community Safety Community initiatives Leisure Development Air quality/noise/pollution Animal welfare/pest control Commercial: health and safety promotion/food safety Infectious diseases Smoke free initiatives Corporate Health and Safety  CCTV  Housing strategy / policies Housing providers / associations  Housing register / nominations Homelessness Housing grants Disabled facilities grants Home Improvement Agency Private Sector Housing  Huntingdon / St Neots / St Ives Ramsey /Sawtry  Democratic Services Elections / Electoral Registration Member Support  Licensing  Safeguarding Diversity and Equalities

<p><b>ENVIRONMENTAL WELL BEING</b></p>	<p>Streetscene  Car Park management  Grounds maintenance / grass cutting  Parks and Countryside  Emergency Planning  Waste stream policy  Refuse collection  Recycling  Vehicle fleet management  Abandoned vehicles  Cleaving</p> <p>Environmental Strategy  Home energy conservation  Business energy conservation  Water strategy  Renewable energy  Building Control / Dangerous Structures /  Access for disabled people  Residual Highways responsibilities / public  utilities  Street naming and numbering  Land drainage</p> <p>Planning Policy / Development Plans  Planning studies / monitoring  Site and area planning briefs / Masterplans  Neighbourhood Plans  Development Management / Planning  Enforcement  Conservation / Listed Buildings  Trees and footpaths  Transportation</p>
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<p><b>ECONOMIC WELL BEING</b></p>	<p>Website / intranet  Freedom of Information  ICT Network &amp; Systems  Local Land &amp; Property Gazetteer  Business Analysis / Improvement</p> <p>Financial forecasting  Budget preparation and monitoring  Final Accounts Financial advice  Payment of creditors  Audit  Risk management  Procurement  Treasury Management (borrowing and investments)  Debt Recovery</p> <p>Call Centre  Customer Service Centre  Information Centres  Local Taxation  Revenue collection  Benefits assessments / payments / fraud  National Non Domestic Rates</p> <p>Land Charges  Legal advice  Conveyancing  Prosecutions and litigation  Planning advocacy  Data protection / Regulation of Investigatory Powers  Contracts  Document Centre</p> <p>Communication &amp; marketing  Corporate policy / research  Corporate performance management  Localism  Economic Development  Investment Estate</p> <p>Facilities Management  Operational Estate  Project / Contractual management  Engineering and architectural design</p>
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**OVERVIEW AND SCRUTINY PANELS**  
**(SOCIAL WELL-BEING)**  
**(ECONOMIC WELL-BEING)**  
**(ENVIRONMENTAL WELL-BEING)**

**4 JUNE 2013**  
**6 JUNE 2013**  
**11 JUNE 2013**

**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 C Bulman, Democratic Services Officer**  
**01480 388234**

## ONGOING STUDIES

STUDY	OBJECTIVES	PANEL	STATUS	TYPE
Great Fen	To monitor the latest developments in respect of the Great Fen.	Environmental Well-Being	Site visits undertaken by the Panel in July 2010 and October 2012. A Socio-Economic Study was presented to the Panel at its March 2013 meeting. Further updates will continue to be provided to the Panel at appropriate times. Site visit to be held in September 2013.	Whole Panel.
Tree Strategy	To form a strategy in conjunction with the Tree Officers for the retention and planting of trees.	Environmental Well-Being	Work is yet to commence on the Draft Tree Strategy. Owing to resource constraints within the Planning Department alternative ways of finalising the Tree Strategy are being considered. A proposal for a programme of work to complete the Strategy is awaited from the consultant. Likely timescales to be advised in due course.	Working Group.
Rural Transport	To review the provision of transportation in rural areas.	Environmental Well-Being	Transport for Cambridgeshire report received in July 2011. Comments conveyed to Cabinet. Cllr Mrs Banerjee, as the Panel's appointed	To be determined.

			representative, attended a Cambridgeshire Future Transport meeting on 27th March 2013 and reported upon its outcome at the Panel's April 2013 meeting.	
Maintenance of Water Courses	To receive a presentation on the maintenance arrangements in place for Water Courses within the District.	Environmental Well-Being	<p>Following consideration of the St Neots Surface Water Management Plan and discussions on widespread drainage problems within the District, a working group was convened to engage with Anglian Water in order to establish their general powers, responsibilities and the limitations on its ability to prevent flooding.</p> <p>Meetings have been held with representatives from Anglian Water and the Environment Agency. The Working Group has produced a report on its findings. Panel has received an update on the outcome of negotiations between Anglian Water and the County Council on drainage in Yaxley. This was delivered to the Panel at its January 2013 meeting and a further update has been requested for July 2013.</p>	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	The final report was submitted to the Cabinet Meeting in March 2013. The Cabinet has asked the Managing Director, in consultation with the Executive Councillor for Resources and the Panel's Document Centre Champion, to consider the Group's recommendations. The Panel has requested a report on progress in six months.	Working Group
Design Principles for Future Developments	To examine issues that have arisen at Loves Farm, St Neots and to make recommendations to inform future developments.	Environmental Well-Being	The Working Group has produced a report detailing its findings to date. The Working Group will now focus on detailed aspects of the design guide with the Council's Urban Design, Trees and Landscape Team Leader. This is expected to be made available to the Working Group in due course.	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 Huntingdonshire Economic Growth Plan 2013 to 2023 will be considered by the Panel in July 2013.	Whole Panel.



Corporate Plan	To assist the Corporate Office with the development of a new Corporate Plan.	All O&S Panels	<p>Executive Leader's Strategy Group considered the Council Delivery Plan on 14th January 2013 with a view to taking responsibility for the actions contained therein. A programme of bi-monthly meetings of the Working Group will be arranged over the course of the next year with a view to holding Executive Members to account. The Delivery Plan is currently undergoing refinement by the Corporate Office.</p> <p>A meeting of the Working Group will be held on 13th June 2013.</p>	Working Group
Waste Collection	To identify options for improving the Council's waste collection and recycling arrangements and for enhancing public satisfaction with the service.	Environmental Well-Being	<p>The Working Group has decided to focus on how best to engage with residents as to what should be placed in which bin. The Group may go on to study waste collection procedures in more detail, this is dependent on the work of RECAP. An update was delivered in April 2013. A further report on the Whole Waste System Approach will be delivered in October 2013.</p>	Working Group

			<p>The Panel expressed its support for the use of wheelie bin stickers to convey messages with community benefits, such as speed restrictions. In January 2013, representatives of Speedwatch and Hilton Parish Council presented a proposal intended to reduce speeding within the village to the Panel. A written proposal was submitted to the Panel at its meeting in April 2013. The proposal was endorsed by the Panel and the Executive Councillor for Environment.</p>	
Council Borrowing	<p>Agreed to establish a Working Group to develop an understanding of the District Council's approach to borrowing.</p>	Economic Well-Being	<p>The Panel's report was considered by the Cabinet at their meeting on 18 April 2013.</p> <p>The Cabinet has endorsed the view that there should be a limit for borrowing costs of 15% of net revenue spending, which can only be exceeded with the approval of full Council.</p> <p>With regard to the Panel's recommendation that a narrower definition of capital expenditure should be used</p>	Working Group

			for funding from borrowing and that the remainder should be funded from revenue, the Cabinet has agreed to reconsider this issue when a balanced budget has been achieved.	
Budget Savings	To identify possible Budgetary Savings	Economic Well-Being	<p>The Panel's report was submitted to the Cabinet Meeting on 18<sup>th</sup> April 2013. In response, the Cabinet has:-</p> <ul style="list-style-type: none"> <li>▪ requested the Employment Panel to review the use of consultants and agency staff;</li> <li>▪ referred the issue of training to the Member Development Working Group;</li> <li>▪ agreed to convene an informal meeting of Executive Councillors, the Chairman and Vice-Chairman of the Overview and Scrutiny Panel (Economic Well-Being) and the Managing Director to discuss shared services, the Council's electoral</li> </ul>	Whole Panel

			arrangements and improved procurement.	
Customer Services Strategy	To contribute to the production of the new Customer Services and Channel Migration Strategy.	Economic Well-Being	Meetings of the Working Group have been held on 13 <sup>th</sup> February, 26 <sup>th</sup> March and 21 <sup>st</sup> May 2013 with the Executive Councillor. Representatives of the Working Group have also visited the Customer Services Centre at Newport. Officers will now undertake further work and the Group will reconvene once a draft proposal has been developed prior to its consideration by Overview & Scrutiny and the Cabinet.	Working Group
Grounds Maintenance - Service Standards	To review the Council's expenditure on grounds maintenance.	Environmental Well-Being	Matter raised at the O&S Joint Chairmen's Briefing as an area for the Panel to review. Panel agreed at its March 2013 meeting that they will include this within their work programme. A report is due to be submitted by the Head of Operations to the Panel at its June 2013 meeting.	Whole Panel.

Panel Date	Decision	Action	Response	Date for Future Action
	<b><u>Hinchingbrooke Hospital</u></b>			
	<b>(a) Management of the Hospital</b>			
5/04/11/ 2/10/12/ 5/03/13	With effect from 1st February 2012, Circle took over the management of Hinchingbrooke Hospital and representatives of Circle and the Hospital have since attended the Panel's meeting on an annual basis. Agreed to come back in a year's time to provide a further update.	Invitation to be extended to the Hospital and Circle to attend the Panel's March 2014 meeting.	Invite all O&S Members and Ruth Rogers, Chair of Healthwatch Cambridgeshire when discussion on Hinchingbrooke Hospital takes place.	4/03/14
	<b>(b) Hinchingbrooke Hospital Joint Working Group</b>			
6/11/12	A meeting between relevant County Members and the Panel was held on 5th November 2012 to share information and issues relating to services at Hinchingbrooke Hospital.			
4/12/12	A Joint Working Group with the County Council's Cambridgeshire Adults Wellbeing and Health Overview and Scrutiny Committee was established comprising Councillors S J Criswell, P Kadewere, M C Oliver and R J West together with Mr R Coxhead. The Working Group will receive regular updates on the Hospital.	Working Group attended a meeting of the Cambridgeshire Adults, Wellbeing and Health Overview and Scrutiny Committee on 5th February 2013.	Working Group to meet as and when required.	
	<b>(c) Financial and Operational Performance</b>			
4/12/12 & 5/02/13	Presentation received from Mrs S Shuttleworth,	Reports to be	Next update to be received in July	2/07/13

Panel Date	Decision	Action	Response	Date for Future Action
	representative of Cambridgeshire and Peterborough Clinical Commissioning Group on the Group's role in monitoring the financial and operational performance of the Hospital. Agreed that regular reports on the financial and operational performance of Hinchingbrooke Hospital should be presented to the Panel every six months.	presented in June and December each year.	2013. This item appears elsewhere on the Agenda.	
	<p><b><u>Delivery of Advisory Services Within the District</u></b></p> <p><b>4/12/12</b> New voluntary sector funding arrangements came into effect on 1st April 2013. Voluntary Sector Working Group, comprising Councillors Mrs P A Jordan and R J West, together with Mrs M Nicholas, to meet with Officers in October and April each year to review the grant agreements established under the new arrangements.</p> <p><b>5/03/13</b> Meeting of the Voluntary Sector Working Group held on 4th March 2013 to respond to concerns raised by Councillor P J Downes at the February 2013 meeting of Council. The Working Group will meet with each of the voluntary organisations in July 2013 and the Panel will receive an annual report on performance in June 2014.</p> <p><b>2/04/13</b> Panel has suggested that the Working Group should seek the permission from the relevant Executive Councillors to have an input into their decisions relating to the Community Chest allocations for 2013/14.</p>	<p>Meeting of Working Group to be arranged with voluntary organisations in July.</p> <p>Officers to submit the request on behalf of the Working Group.</p>	Annual performance report to be presented to Panel in June 2014.	<b>3/06/14</b>

Panel Date	Decision	Action	Response	Date for Future Action
04/09/12	<p><b><u>Grant Aid</u></b></p> <p>Annual Report on organisations supported by grants through Service Level Agreements received and noted by the Panel.</p>		Final monitoring report expected November 2013.	5/11/13
<p>16/05/12</p> <p>7/06/11</p>	<p><b><u>Corporate Plan</u></b></p> <p>Councillors S J Criswell and R J West appointed to Corporate Plan Working Group.</p> <p>The Panel expressed their wish for continued involvement by overview and scrutiny in monitoring the performance of the new Council Delivery Plan.</p>	<p>Meetings of the Corporate Plan Working Group held on 1st and 28th August and 12th November 2012. Draft considered by Executive Leaders Strategy Group on 10th September 2012 and 14th January and 26th March 2013.</p>	<p>The Delivery Plan was endorsed by the Executive Leaders Strategy Group on 26th March 2013. A programme of bi-monthly meetings of the Corporate Plan Working Group will be arranged over the course of the year with a view to holding Executive Members to account. A meeting of the Working Group will be held on 13th June 2013.</p>	
6/03/12	<p><b><u>Consultation Processes</u></b></p> <p>Update received on a previous study undertaken by the Panel. Panel to partake in the review of the</p>			

Panel Date	Decision	Action	Response	Date for Future Action
12/06/12	<p>Consultation and Engagement Strategy.</p> <p>Councillors Mrs P A Jordan, P Kadewere, J W G Pethard and R J West appointed on to the Consultation Processes Working Group.</p>	Meeting of the Working Group held on 5th September 2012.	Strategy and Guidance in the process of being reviewed. Expected to be presented to the September 2013 meetings of the Panel and Cabinet. The Working Group will meet prior to this to ensure that they are satisfied with the refreshed Strategy and Guidance.	3/09/13
03/01/12	<p><b><u>Social Value</u></b></p> <p>This study emerged following completion of a joint study with the Economic Well-Being Panel on One Leisure. Working Group tasked with the development of a methodology for the quantification of Social Value.</p>			
03/07/12	Councillors S J Criswell and R J West appointed to the Social Value Sub-Group, together with Mr R Coxhead. Meetings held on 2nd August and 23rd November 2012 and 2nd April 2013.	Working Group has agreed to focus on three key areas; namely the social, health and financial benefits of social value.	Officers have been tasked with attaching financial values to these benefits and to report back thereon to the Working Group. The next step will be to produce a detailed account of the methodology used to undertake this work.	TBC
1/11/11	<p><b><u>Future of the CCTV Service</u></b></p> <p>Update received on the options for the future</p>			



Panel Date	Decision	Action	Response	Date for Future Action
7/02/12	<p>operation of the CCTV service. The efforts made to reduce the cost of the service to the Council was noted by the Panel.</p> <p>Further update delivered to the Panel following discussions with Town Councils. Panel requested for a further report on service changes in 2012/13 to be submitted to a future meeting.</p>	Request submitted to the Head of Operations.	Report expected at Panel's July 2013 meeting.	2/07/13
<p>03/07/12 &amp; 04/09/12</p> <p>8/01/13 &amp; 5/03/13</p> <p>2/04/13</p>	<p><b><u>Review of Neighbourhood Forums In Huntingdonshire</u></b></p> <p>At the request of the Cabinet, the Panel completed a study reviewing the Neighbourhood Forums in Huntingdonshire. Cabinet agreed that a pilot scheme will be trialled in the Norman Cross County Division for a twelve month period with the existing Neighbourhood Forums being subject to urgent review by the Deputy Executive Leader. Panel has been requested to undertake a review of the Norman Cross Pilot during its twelve months of operation.</p> <p>The Panel has suggested that the Working Group should meet with the Deputy Executive Leader to discuss progress of the pilot to date and the Working Group's role in the review process.</p> <p>Panel continues to express their disappointment that the pilot has not been effectively established in the</p>	<p>Deputy Leader met with the existing Neighbourhood Forum Chairmen on 1st November 2012. Pilot meeting held on 7th November 2012. A further informal meeting is expected to be held shortly.</p> <p>Chairman liaised directly with the Deputy Executive Leader.</p> <p>Informal discussion held with various</p>		TBC

Panel Date	Decision	Action	Response	Date for Future Action
	last year and some other Members of the Council share this view. The Panel will formally request the Cabinet to reconsider its recommendation that a series of pilot Local Joint Committees are introduced across the District.	Members and the Leader/Deputy Executive Leader prior to Council in April 2013. Matter is still under discussion.		
<b>12/06/12</b>	<p><b><u>Equality Framework for Local Government – Peer Assessment</u></b></p> <p>Noted the recent accreditation achieved by the Council as an “Achieving” authority under the Equality Framework for Local Government. Councillors Mrs P A Jordan, P Kadewere and R J West appointed on to a Working Group to review the action plan arising from the assessment.</p>	Meetings of the Working Group held on 29th August 2012 and 23rd January 2013.	Annual Equality Progress Report presented to Panel in February. The Working Group will continue to meet to monitor progress against the Action Plan on an ad hoc basis.	<b>TBC</b>
<p><b>7/06/11</b></p> <p><b>6/12/11 &amp; 12/06/12 &amp; 8/01/13</b></p>	<p><b><u>Housing Benefit Changes and the Potential Impact on Huntingdonshire</u></b></p> <p>Requested a background report to be provided on the emerging issue of homelessness arising as a result of changes to the Housing Benefit system.</p> <p>Report considered by the Panel. Further report on the wider housing policy implications arising from the Government’s Welfare Reform Bill submitted to the Panel in June 2012. Quarterly updates will continue to be provided.</p>	Request submitted to the Head of Customer Services.	Members of the Economic Well-Being Panel will be invited to attend for this item. Next report to be submitted in July 2013.	<b>2/07/13</b>

Panel Date	Decision	Action	Response	Date for Future Action
2/04/13	Panel raised a number of questions relating to various aspects of the welfare reforms. The Head of Customer Services undertook to circulate a response to the Panel outside of the meeting.	Response circulated to Panel via email on 10th April 2013.		
8/01/13	<p><b><u>Local Plan 2036 – Provision of Social and Affordable Housing and Impact Upon Homelessness</u></b></p> <p>An outline of how the new Local Plan would help to address housing and homelessness needs within the District was delivered by the Assistant Director, Environment, Growth and Planning. The Panel is concerned over the increasing levels of homelessness and the pressures placed upon the Housing Register for social housing.</p>	Panel requested for 6 monthly updates to be delivered to them at future meetings.	Next update expected September 2013.	3/09/13
5/03/13	<p><b><u>Disabled Facilities Grants (DFGs)</u></b></p> <p>Owing to concerns raised by Members over the level of expenditure on Disabled Facilities Grants, Members agreed to include this within their work programme.</p>	Request submitted to the Assistant Director, Environment, Growth and Planning.	Due to be considered by the Panel at its June 2013 meeting under the Home Improvement Agency Shared Service – Annual Operating Review item which appears elsewhere on the Agenda.	4/06/13

Panel Date	Decision	Action	Response	Date for Future Action
2/04/13	<p><b><u>Update on Redesign of Mental Health Services</u></b></p> <p>Panel requested for an update on the redesign of mental health services. Suggested that the public's views should be sought prior to representatives of Cambridgeshire and Peterborough Clinical Commissioning Group (C&amp;P CCG) attending the meeting.</p>	Request submitted to C&P CCG to attend meeting.	Mrs C Hodgson, Mental Health and Commissioning Contract Manager, C&P CCG and Dr D Irwin, GP Mental Health Lead for Hunts Care Partners will be in attendance at the Panel's September meeting.	3/09/13
<p>04/09/12 and 6/11/12</p> <p>8/01/13</p>	<p><b><u>Notice of Executive Decisions</u></b></p> <p><b>Town and Parish Council Charter</b></p> <p>Panel requested sight of the report prior to its submission to the Cabinet. An update on the Charter's development was presented to the Panel at its November 2012 meeting.</p> <p><b>Home Improvement Agency Shared Service – Annual Operating Service</b></p> <p>Panel requested sight of the report prior to its submission to the Cabinet.</p>	<p>Request submitted to the Head of Environmental and Community Health Services.</p> <p>Request submitted to the Assistant Director, Environment, Growth and Planning.</p>	<p>Report expected to be presented to Panel and Cabinet in June 2013. This item appears elsewhere on the Agenda.</p> <p>Report expected in June 2013. This item appears elsewhere on the Agenda.</p>	<p>4/06/13</p> <p>4/06/13</p>

Panel Date	Decision	Action	Response	Date for Future Action
<p><b>03/04/11</b></p> <p><b>6/11/12</b></p> <p><b>05/10/10</b></p>	<p><b><u>Huntingdonshire Strategic Partnership (HSP)</u></b></p> <p>The Panel has a legal duty to scrutinise the work of the HSP, with three thematic groups of the HSP falling within its remit.</p> <p><b>Huntingdonshire Community Safety Partnership</b></p> <p>Annual review of the work of the Partnership undertaken. Members have expressed their satisfaction that appropriate accountability and reporting mechanisms are in place.</p> <p>Feedback received from the Partnership on the findings of a joint Member-led review on domestic abuse with the County and Fenland District Councils. Some concerns exist over the action plan developed for the Domestic Abuse Steering Group and the lack of funding currently available for the service. Panel wishes to have sight of the County Council's review next year and agreed that they will revisit the matter as part of its annual scrutiny of the Partnership.</p> <p><b>Children and Young People</b></p> <p>Details of the thematic group's outcomes and objectives have been received together with the latest report of the group, outlining its terms of reference, membership and current matters being discussed.</p>	<p>Invitation extended to the Lead Officer of the thematic group in due course.</p>	<p>Due for consideration by the Panel in September 2013.</p>	<p><b>3/09/13</b></p> <p><b>TBC</b></p>

Panel Date	Decision	Action	Response	Date for Future Action
7/02/12	<p><b>Health and Well-Being</b></p> <p>Background information received on the thematic group's outcomes, terms of reference, membership and Action Plan.</p>	<p>Invitation to be extended to representatives of the Group.</p>	<p>Annual report being produced by the Chair of this Group and will be going before the Cambridgeshire Health and Well-Being Board on 16th April 2013.</p>	<p><b>3/09/12</b></p>

## Decision Digest

Edition 134

**Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 25<sup>th</sup> March to 21<sup>st</sup> May 2013.**

### HEALTHWATCH CAMBRIDGESHIRE

The Chairman of Healthwatch Cambridgeshire gave a presentation to the Overview and Scrutiny Panel (Social Well-Being) on the process undertaken to establish a local Healthwatch scheme. The organisation will be accountable to Cambridgeshire County Council and is established as a company limited by guarantee. It will involve a Board comprising 4 non-Executive Directors and 5 members of staff; one Chief Executive and four Healthwatch Co-ordinators.

Healthwatch Cambridgeshire is established under the Social Care Act 2012. The organisation will seek to become the new independent consumer champion for users of health and social care services. Key functions will include signposting and the provision of advocacy services.

The Panel asked a number of questions and received a response to each query raised. Matters that were discussed included the methods of engagement to be employed by Healthwatch Cambridgeshire, the role of Healthwatch England, the proposal to develop role descriptions for volunteers and the importance of working in partnership with interested stakeholders, including the voluntary and community sectors.

### HOUSING BENEFIT CHANGES AND THE POTENTIAL IMPACT UPON HUNTINGDONSHIRE

The Overview and Scrutiny Panel (Social Well-Being) continues to monitor the effect of Government changes to the Housing Benefits system arising from the Welfare Reform Act. The Panel was concerned that claimants renting in the private sector might not be fully aware of the impact of the changes as only a small proportion of residents had made contact with the Council to date. There was further concern that such claimants were building up rent arrears on their homes.

The Panel has discussed a number of matters relating to various aspects of the reforms. Information on the Call Centre's performance in the week prior to the 1st April 2013, together with details of the Council's Rent Deposit scheme and homelessness budget will be circulated to Panel Members outside of the meeting. The Panel has further suggested that a more collaborative approach to the reforms should be adopted by all Registered Providers operating within the District.

Monthly updates on the impact of the reforms will be provided in the Member's Brief.

### SOCIAL VALUE WORKING GROUP

An update on the progress of investigations undertaken by the Social Value Working Group was reported to the Overview and Scrutiny Panel (Social Well-Being). The Working Group will now attempt to attach a financial value to the social, financial

and health benefits of One Leisure and produce a detailed account of the methodology used to undertake this work.

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

The Panel has requested an update on the impact of the redesign of mental health services across Cambridgeshire and Peterborough for submission to a future meeting.

Having expressed their disappointment over the lack of progress with the North West Huntingdonshire pilot Local Joint Committee, the Panel will be requesting the Cabinet to reconsider its original proposals to establish a series of pilot Local Joint Committee's across the District.

### BORROWING

The Economic Well-Being Panel has considered the deliberations of its Working Group, which had been established to identify the terms of a debate on the Council's policy on borrowing and to develop an understanding of the District Council's approach to it. The Executive Councillor for Resources was in attendance and took part in discussion.

Following a lengthy debate on the matter, the Cabinet has been asked to:

- ❖ consider whether there are any capital items that are currently funded through borrowing, which should be funded from revenue when this is affordable; and
- ❖ agree a limit on the cost of borrowing of 15% of net revenue spend. The limit could then only be exceeded with the approval of Council.

In considering the Panel's view that there does not appear to be any constraints on long-term borrowing, the Cabinet has supported a limit for borrowing cost of 15% of net revenue spending which could only be exceeded with the approval of Council

With regard to the Panel's recommendation that a narrower definition of capital expenditure should be used for funding from borrowing and the remainder should be funded from revenue, Executive Councillors concurred with the Panel that in the current financial situation this cannot realistically be achieved. The Cabinet has agreed to reconsider this issue when a balanced budget has been achieved.

### BUDGET

During the 2013/14 budget setting process, the Overview & Scrutiny Panel (Economic Well-Being) held two informal discussions to enable Members to identify potential budgetary savings. Representatives from the Liberal Democrats and the UKIP were also invited to present their views on the Council's Budget and Medium Term Plan. At the subsequent Panel meeting the Panel reviewed all the suggestions that had been made.

The Panel has discussed the principles that should be adopted towards identifying spending adjustments. Members have suggested that generally there should be a 'top down' approach and that the Council should look at ways of achieving adjustments in the short and longer terms. The focus should be on the areas of highest cost. It was recognised that given the order of savings that are required, it is likely that the Council will have to consider ceasing some activities.



In considering the Panel's recommendations, the Cabinet were of the opinion that the proposals relating to selling advertising space on Council's car parks, greater enforcement of Council's car parks and alternative use of the shopmobility portakabin were managerial issues and should be dealt with as such.

The Cabinet acknowledges that better Civil Parking Enforcement (CPE) particularly with respect to on street parking would be beneficial. However, extra work is required regarding the financial impact on the authority of pursuing CPE before any further discussions can be undertaken.

In discussing the use of consultants, the Cabinet recognised that there were occasions when this was necessary, primarily to provide expertise not available "in-house" such as undertaking supporting research for local plan purposes and upholding the Council's position in respect of planning and other appeals. Having mentioned also the use of agency staff by the Operations team, the Cabinet felt that both these issues should be referred to the Employment Panel.

On the issue of prioritising training, Executive Councillors discussed the cost of and attendance at member training. Having mentioned the timing of training sessions and perceived difficulty in encouraging all Members to attend, the Cabinet agreed that this matter be referred to the Member Development Working Group for further discussion.

With regard to the other suggestions relating to shared services, the Council's electoral arrangements and improved procurement, the Cabinet has agreed to discuss these further at a meeting of the Chairman and Vice-Chairman of the Panel and the Managing Director.

### **MONITORING OF THE REVENUE BUDGET AND CAPITAL PROGRAMME**

The Assistant Director, Finance and Resources has drawn the Cabinet's attention to spending variations in the Revenue Budget for the current year and modifications to the approved Capital Programme.

### **COUNCIL CONSTITUTION**

The Corporate Governance Panel has endorsed a number of recommendations which were referred to the Council in relation to proposed changes to the constitution. These involved the Codes of Financial Management and Procurement and a number of other constitutional issues relating to key decisions, executive decision making, access to information arrangements, the Overview and Scrutiny Procedure Rules, appointment of Honorary Alderman and the terms of reference for the Corporate Governance Panel. In addition, the Panel has agreed that six key delegations relating to employment matters be given to the Head of Paid Service.

The Panel has discussed proposed changes relating to arrangements for a recorded vote and agreed to leave unchanged the current rule which allows for a vote to be taken and entered into the Minutes if at least one third of Members present demand it before the vote is taken.

### **GRANT CERTIFICATION 2011/12**

A report from the external auditor detailing the certification of specific grants received by the Council in 2011/12 has been presented to the Corporate Governance Panel.

**EXTERNAL AUDIT PLAN 2012/13**

The content of the draft External Audit Plan for 2012/13 has been noted by the Corporate Governance Panel. Key risk areas were discussed and the Panel's views on fraud were sought by the external auditors.

**ANNUAL EQUALITY PROGRESS REPORT 2012**

Progress made to date in respect of the achievement of the Council's Single Equality Scheme and associated Action Plan was noted by the Corporate Governance Panel.

**ACCOUNTING POLICIES FOR THE STATEMENT OF ACCOUNTS 2012/13**

The Corporate Governance Panel has been informed of six changes to the accounting policies, only one of which was considered to be significant, based on which the 2012/13 accounts will be produced.

**PROGRESS REPORT ON ISSUES IDENTIFIED IN THE ANNUAL GOVERNANCE STATEMENT**

Progress made to date in respect of the achievement of the action plans supporting the Annual Governance Statement and the Council's improvement plan has been noted by the Corporate Governance Panel.

**PUBLIC SECTOR INTERNAL AUDIT STANDARDS**

The Corporate Governance Panel has approved the adoption of Public Sector Audit Standards together with proposals for the discharge of the Panel's responsibilities. The Standards which come into force from 1st April 2013 will be recognised as proper non-statutory practice.

Members' attention was drawn to two significant changes relating to the definition of conflicts of interest for internal auditors and the need to appoint a Chief Audit Executive as the person for managing internal audit. It was explained that the management of internal audit, risk management and insurance services will remain the responsibility of the Internal Audit Manager.

**RISK REGISTER UPDATE**

The attention of the Corporate Governance Panel has been drawn to the high "red" risks highlighted in the Risk Register, the basis on which the Register had been compiled and the process by which those risks identified had been reviewed.

**INTERNAL AUDIT SERVICE: INTERNAL AUDIT PLAN AND AUDIT CHARTER**

Members of the Corporate Governance Panel have approved the contents of the Internal Audit Charter and Plan for 2013.

**EXTERNAL AUDITOR ISA260 REPORT: IMPLEMENTATION OF 2011/12 RECOMMENDATIONS**

The Corporate Governance Panel has noted significant progress to date to implement the recommendations of the Council's External Auditor, PricewaterhouseCoopers, following the audit of the 2011/2012 Statement of Accounts.

**HUNTINGDONSHIRE LOCAL PLAN TO 2036 STAGE 3 DRAFT LOCAL PLAN, CONSULTATION AND ENGAGEMENT PROCESS**

The Cabinet has received an update on the new Huntingdonshire Local Plan.

Having been satisfied that local residents will be encouraged to become involved in the consultation process, Executive Councillors have authorised Officers to proceed to stage 3, the non-statutory consultation stage.

Members' attention was drawn to the impact of the National Planning Policy Framework which has led to the Development Management Plan Document carrying less weight in the Development Management process. As a result, the Cabinet has endorsed the use of the emerging Draft Local Plan policies when considering planning applications.

### **REVIEW OF 'LOCAL LIST' APPLICATION VALIDATION REQUIREMENTS**

The Development Management Panel has endorsed a proposal to undertake consultation with the local community (including agents and town and parish councils) as part of a review of the information necessary to validate a planning application. The Town and Country Planning (Development Management Procedure) (England) (Amendment No 3) Order 2012 requires that an up to date validation criteria needs to be in place by 31st July and reviewed and republished at 2 yearly intervals thereafter. The existing criteria will be used as the basis for consultation although the Panel has already recognised the amendments which will need to be made to this to remove reference to Planning Policy Guidance Notes, Planning Policy Statements and Regional Strategies. It is expected that the new check list will refer to policies on town centres, transport, open space, flood risk and heritage issues. The outcome of the consultation will be reported to the July meeting.

### **REVIEW OF PRE APPLICATION ADVICE PROCEDURES**

Following consultation with developers and agents, the Development Management Panel has approved revised procedures for the provision of pre application advice. The main changes affect charges for written advice and meetings with officers. The authority will also continue to offer the opportunity for meetings with relevant parties on major development in accordance with a range of specified charges.

### **DEVELOPMENT MANAGEMENT PROGRESS REPORT: 1ST JANUARY – 31ST MARCH 2013**

In their review of the activities of the Development Management Service, the Panel was advised that performance against targets for the determination of minor applications had fallen slightly. However, a significant increase in income from planning fees over the quarter as a result of the submission of applications for major housing development had given the service the opportunity to advertise for two new posts to respond to these minor applications.

### **DEVELOPMENT APPLICATIONS**

Over two meetings the Development Management Panel has determined a total of 11 applications and included within these were applications for seventy eight dwellings at Yaxley and four wind turbines on land at St Mary's Road, Ramsey.

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