

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, 3 SEPTEMBER 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 meeting of the Panel held on 2nd July 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 21st August 2013 is attached. Members are invited to note the Decisions and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

5 Minutes.

4. HUNTINGDONSHIRE STRATEGIC PARTNERSHIP HEALTH AND WELL-BEING THEMATIC GROUP - ANNUAL SCRUTINY REPORT (FOR 2012-13) (Pages 13 - 32)

To consider a report by the Head of Environmental and Community Services summarising the changes to Huntingdonshire Health & Well-Being Group in the last year and the activities of the Partnership.

**Dr S Lammin / S Smith
388280**

Mrs S Smith, Chairman of the Group will be in attendance for consideration of this item.

20 Minutes.

5. HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP ANNUAL REVIEW (Pages 33 - 52)

To consider a report by the Head of Environmental and Community Health Services on the activities and outcomes of the Huntingdonshire Community Safety Partnership in the year 2012-13.

**Dr S Lammin
388280**

30 Minutes.

6. HUNTINGDONSHIRE TOWN AND PARISH CHARTER AND VOLUNTARY SECTOR COMPACT (Pages 53 - 82)

To receive a report from the Head of Environmental and Community Health Services seeking comments on the Huntingdonshire Town & Parish Charter prior to its consideration by the Cabinet.

**D Smith
388377**

20 Minutes.

7. REPORT ON THE PERFORMANCE OF THE SHAPE YOUR PLACE HUNTINGDONSHIRE WEBSITE 1 JULY 2012 - 30 JUNE 2013 (Pages 83 - 86)

To receive a report from the Head of Environmental and Community Health Services reviewing the progress of 'Shape Your Place' after its first year of operation.

**D Smith
388377**

15 Minutes.

8. CAMBRIDGESHIRE ADULTS, WELL-BEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE (Pages 87 - 96)

To receive an update from Councillor J W G Pethard on the outcome of recent meetings of the Cambridgeshire Adults, Well-Being and Health Overview and Scrutiny Committee.

(The Minutes of the Meeting held on 18th July 2013 are attached for information).

5 Minutes.

9. WORK PLAN STUDIES (Pages 97 - 100)

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.

10. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS (Pages 101 - 112)

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.

11. SCRUTINY (Pages 113 - 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 22 day of August 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 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 (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, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 2 July 2013.

- PRESENT: Councillor S J Criswell – Chairman.
- Councillors K M Baker, R C Carter, I J Curtis, R Fuller, Mrs P A Jordan, P Kadewere, S M Van De Kerkhove, M C Oliver and J W G Pethard.
- R Coxhead and Mrs M Nicholas – Co-opted Members.
- APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor C R Hyams.

16. COUNCILLOR R J WEST

The Panel placed on record their gratitude for the invaluable contributions made by Councillor R J West to the work of the Panel, in particular the input he had on the health agenda.

17. MINUTES

The Minutes of the meeting of the Panel held on 4th June 2013 were approved as a correct record and signed by the Chairman.

18. MEMBERS' INTERESTS

Councillor Mrs P A Jordan declared a non-disclosable pecuniary interest in Minute No. 13/20 by virtue of being an employee of the NHS.

19. 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 1st July to 31st December 2013. Members were reminded that they would have sight of the items entitled Town and Parish Council Charter, Affordable Housing Policy – Update and Consultation and Engagement Strategy prior to their submission to the Cabinet.

20. CAMBRIDGESHIRE AND PETERBOROUGH CLINICAL COMMISSIONING GROUP: FINANCE AND PERFORMANCE REPORTS

(Mrs S Shuttlewood, Acting Director of Performance and Delivery and Mr R Murphy, Acting Local Chief Officer for the Huntingdonshire System, Cambridgeshire and Peterborough Clinical Commissioning

Group, were in attendance for consideration of this item).

(Councillor Mrs M Banerjee was in attendance for this item).

With the aid of report prepared by Cambridgeshire and Peterborough Clinical Commissioning Group (a copy of which is appended in the Minute Book), the Panel was updated on the financial and operational performance of the Clinical Commissioning Group across the Cambridgeshire and Peterborough area, with particular reference to the performance of Hinchingsbrooke Hospital. In introducing the report, Mrs S Shuttlewood, Acting Director of Performance and Delivery, drew Members' attention to the fact that that the Commissioning Group had officially come into operation on 1st April 2013 and that this was the first performance report which had been submitted to the Governing Body to date. It was reported that all providers had struggled to meet desired performance levels in the first quarter owing to the adverse weather conditions in April 2013, but that most providers had now recovered and were reaching their performance targets.

Mr R Murphy, Acting Local Chief Officer for the Huntingdonshire System, then delivered an outline of the performance levels achieved at Hinchingsbrooke Hospital. It was noted that the Accident and Emergency Department had been ranked as the top performing facility nationally in January 2013. He reiterated that the poor weather experienced in April had placed additional pressures on the Trauma Orthopaedic Department at the time but, on a more positive note, the Hospital was achieving its cancer waiting times and there had been no outbreaks of MRSA on site. There had been delays with diagnostic waiting times, which were attributed to staff sickness. In addition, Ambulance handover times had been identified as a further area of concern but an audit of the service was currently being undertaken and an action plan would be developed with a view to improving performance.

The Panel received clarification of the differences between the Commissioning Group's running cost budget and its programme budget. An explanation was also delivered of the differences between the previous Primary Care Trust model of provision and the new Commissioning model. In response to Members' concern at the possible fragmentation of services across the area, the Acting Director of Performance and Delivery reported that the Commissioning Group worked within a federated model which utilised existing data sources such as the Joint Strategic Needs Assessments and considered historic areas of spend. It should be a stronger delivery model than the previous one. She added that Local Clinical Commissioning Groups would be able to identify specific health trends and, therefore, would be best placed to take decisions on local matters.

The Panel discussed a number of matters including the effective utilisation of resources within the Clinical Commissioning Group and, in particular, how this applied to community medicines. Members then considered the accountability mechanisms in place, the powers of the Commissioning Group to undertake unannounced visits at Hospitals, the sanctions available to the Commissioning Group and the process for imposing fines together with the risks associated with the

imposition of financial penalties on providers. The Commissioning Group's view of providers was partly informed by the new Friends and Family test which was being employed by providers nationally. In addition there was a requirement to report upon defined health standards.

With regard to the Commissioning Group's financial position, Members noted its intention to clarify its funding allocation as it appeared up to £6m had been withheld for specialist treatments which had previously been included within the Primary Care Trust's budget. Further on financial matters comment was made that there should be engagement with the community on areas where funding should be directed.

A question was then raised by a Member on the Commissioning Group's short to medium term priorities. These were reported as being the development of a strategy for end of life care, improving communications across the board and reducing the risk of coronary heart disease amongst the population. Some priority also was accorded to care for older people.

Members were advised that in Huntingdonshire social care services and health services adopted close working practices. It was thought that these services might be integrated in the future provided there was a justifiable case to do so. The view was then expressed that there was a need for a culture change on the part of local GPs in the way they worked alongside local authorities and elected Members.

Having thanked the Acting Director of Performance and Delivery and Acting Local Chief Officer for the Huntingdonshire System for their attendance at the meeting, the Panel welcomed representatives of the Commissioning Group back in six months time to deliver a further update.

21. HOUSING AND COUNCIL TAX BENEFIT CHANGES AND THE POTENTIAL IMPACT UPON HUNTINGDONSHIRE

(Councillor B S Chapman, Executive Councillor for Customer Services, was in attendance for consideration of this item).

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 Executive Councillor for Customer Services reported that the Council had yet to see the full impact of the reforms but that, since the last quarter, there had been an increase in the number of households presenting themselves to the Council as homeless. He also indicated that private landlords appeared to be withdrawing their properties from the rental market which was causing difficulties in finding appropriate accommodation for households. Having advised that the Benefit Cap would be introduced on 15th July 2013, he reported that 44 households within Huntingdonshire would be affected by this change.

In response to a question raised by a Member, the Benefits Manager reported that whilst there had been a number of claims for

Discretionary Housing Payments, it had taken five to six weeks for the Benefits Team to process all of these claims. She however confirmed that the backlog had now been cleared and that turnaround times had been brought back to a few days. A question was then raised about the level of non payment from customers affected by the Council Tax Support Scheme. In response the Head of Customer Services reported that it was early days but that the Council had issued a number of summonses to households within the District.

Following a further question by a Member, the Head of Customer Services informed the Panel that, in terms of their occupancy levels the Regulations did not allow the Council to make an allowance for married couples where one of them was disabled but the Discretionary Housing Payment scheme was available where a family had a disabled child. She offered to look into any particular cases Members were aware of. Having discussed the availability of one and two bedroom properties across the District, the Panel went on to consider the responses received from Luminus' survey of tenants' interest in moving home as a means of mitigating the effects of the welfare reforms. Members also were acquainted with the process employed by housing associations in the case of mutual property exchanges, the level of budget available to assist with homelessness together with the range of preventative work undertaken and the recent acquisition of additional temporary accommodation in Huntingdon.

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.

22. PRESS AND PUBLIC

RESOLVED

that the public be not excluded from the meeting as the business to be transacted would not disclose any exempt information and the report on CCTV Operations – Shared Service Proposals be made available to the public in accordance with the Local Authorities Executive Arrangements Meetings and Access to Information England Regulations 2012.

23. CCTV OPERATIONS - SHARED SERVICE PROPOSAL

By way of a report by the Head of Operations (a copy of which is appended in the Minute Book) the Panel gave consideration to a proposal to establish a joint CCTV shared service with Cambridge City Council. In introducing the report, the Head of Operations reported that the proposals would establish a single management structure from the CCTV Control Room at Eastfield House which was expected to generate around £200,000 of savings per year for each authority. Members noted that existing assets would remain the responsibility of the relevant authority but that the new body would be

responsible for the monitoring of images.

In noting that there would be an opportunity to enable the service to generate income for the Council through commercial contracts and the use of wireless technology, a Member queried how resistant to jamming such a system would be. The Head of Operations confirmed that other authorities were effectively utilising similar technologies and that he was not aware of any cases of this happening. He then indicated that commercial contracts had not yet been pursued, but further work was being undertaken to determine how this might be done in the future.

Members expressed their concern over the financial implications for the Council of the transfer of staff from the City Council. In response, it was reported that detailed work had not yet been undertaken on this element of the proposals but that a number of safeguards had been built into discussions with the City Council in order to protect the District Council's interests. Members nevertheless sought assurances that its true impact should be incorporated fully into the proposed business plan.

Following a question by a Member, the Panel discussed the structure of the service. Consultations with Trade Unions and other relevant bodies would be undertaken.

In noting that the CCTV Control Room at Eastfield House would need to be reconfigured as part of the proposals, the Head of Operations confirmed that there was sufficient capacity on site to undertake the necessary adaptive works. Future expansion of the service could also be accommodated.

Having expressed their support for the proposals, it was

RESOLVED

that the Cabinet be recommended to approve in principle agreement for establishing a joint CCTV service with Cambridge City Council and to delegate authority to the Head of Operations, after consultation with the Executive Member for Healthy and Active Communities, to establish a shared service based in Huntingdon on the basis of a detailed business case.

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

RESOLVED

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

25. 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.

26. 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. The Chairman reported that the Cambridgeshire Adults, Wellbeing and Health Overview and Scrutiny Committee had confirmed their wish for the Hinchingsbrooke Hospital Joint Working Group to continue to operate over the ensuing Municipal Year. It was also noted that meetings of the Corporate Plan, Social Value and Consultation Processes Working Groups would be held on 17th July, 18th July and 28th August 2013 respectively. In doing this, Councillor R C Carter expressed his interest in becoming a Member of the latter Working Group.

The Chairman reported on the outcome of his liaisons with Mr C Davison, Franchise Manager at Hinchingsbrooke Health Care NHS Trust, on the Panel's intentions to undertake a review of elderly patient care at Hinchingsbrooke Hospital. It had been agreed that the Working Group would meet with representatives of the Trust and Circle with a view to determining the way forward for the study on a date to be determined.

Having regard to Ambulance service provision, it was noted that this was a matter that had been identified by the Cambridgeshire Adults, Wellbeing and Health Overview and Scrutiny Committee as an area for review. The Panel accepted that this work should be undertaken at a countywide level.

RESOLVED

that Councillor R C Carter be appointed to the Consultation Processes Working Group.

27. SCRUTINY

The 135th Edition of the Decision Digest was received and noted.

Chairman

NOTICE OF EXECUTIVE DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by
Date of Publication:
For Period:

Councillor J D Ablewhite
21 August 2013
1 September 2013 to 31 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 Cams PE8 6LP Tel: 01780 782827 E-mail: Nick.Guyatt@huntingdonshire.gov.uk
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG Tel: 01480 212540 E-mail: Barry.Chapman@huntingdonshire.gov.uk
Councillor J A Gray	- Executive Councillor for Resources	Shufflewick Cottage Station Row Tilbrook PE28 OJY Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor 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

<p>Councillor T D Sanderson</p> <p>- Executive Councillor for Economic Development and Legal</p>	<p>29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE</p> <p>Tel: 01480 412135 E-mail: Tom.Sanderson@huntingdonshire.gov.uk</p>
<p>Councillor D M Tysoe</p> <p>- Executive Councillor for Environment</p>	<p>Grove Cottage Maltings Lane Ellington Huntingdon PE28 0AA</p> <p>Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk</p>

Notice is hereby given of:

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

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

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

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

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

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

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

Colin Meadowcroft
Head of Legal and Democratic Services

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

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

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
RECAP Advanced Partnership Recyclate Procurement***	Cabinet	19 Sep 2013	Partnership Agreement	Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
9 Making Assets Count - Cambridgeshire's Proposed Approach to Strategic Asset Management	Cabinet	19 Sep 2013	Cambridgeshire County Council - Cabinet Report 2013	Steve Ingram, Assistant Director, Environment, Growth and Planning Tel No 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Financial Forecast to 2019	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

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
Huntingdonshire Town and Parish Council Charter and Voluntary Sector Compact	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	17 Oct 2013		Kathryn Sexton, Customer Services Manager Tel No. 01480 387040 or e-mail Kathryn.Sexton@huntingdonshire.gov.uk		B S Chapman	Economic Well-Being
Consultation and Engagement Strategy	Cabinet	17 Oct 2013		Louise Sboui, Senior Policy Officer Tel No. 01480 388032 or email Louise.Sboui@huntingdonshire.gov.uk		J D Ablewhite	Social 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	Environmental Well-Being
A14	Cabinet	17 Oct 2013	Preferred option for public engagement	Steve Ingram, Assistant Director, Environment, Growth and Planning Tel No 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Carbon Management Plan***	Cabinet	21 Nov 2013		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	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
Council Tax Reforms***	Cabinet	21 Nov 2013		Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		B S Chapman	Economic 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
Wind Turbines SPD	Cabinet	21 Nov 2013	Draft SPD	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Approval of Council Tax Base***	COMT (Chief Officers Management Team)	25 Nov 2013		Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Green Deal***	Cabinet	12 Dec 2013		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Local Plan to 2036 - Proposed Submission	Cabinet	12 Dec 2013	Submission - Draft Local Plan	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 & SCRUTINY PANEL SOCIAL WELLBEING)

3 SEPTEMBER 2013

HSP HEALTH AND WELL-BEING THEMATIC GROUP – ANNUAL SCRUTINY REPORT (FOR 2012-13)

REPORT BY THE HEAD OF ENVIRONMENTAL & COMMUNITY HEALTH SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide background information to Members - summarising the changes affecting the Huntingdonshire Health & Wellbeing Group (HHWB) in the last year and the activities of the partnership.

2. INTRODUCTION

- 2.1 Huntingdonshire Health and Wellbeing Group (HHWB) was set up in 2008-9 originally; as part of the Huntingdonshire Strategic Partnership. It was part of the delivery mechanism for 'Huntingdonshire's Sustainable Community Strategy 2008-2028: Growing Our Communities'. In 2011-12 it was integrated into the newly developed Cambridgeshire Health & Wellbeing network; as part of the delivery mechanism for what would become Cambridgeshire Health & Wellbeing Board (from 1 April 2013).
- 2.2 The purpose of the Group was originally to reduce health inequalities, encourage individuals to choose healthy lifestyles, prevent accidents and increase opportunities for vulnerable people to live independently. In 2012-13 the group formally became part of the shadow-Health & Wellbeing Board's network for Cambridgeshire.
- 2.2 The priorities set for Huntingdonshire have historically been based on evidence of need derived from the Joint Strategic Needs Assessments, the Huntingdonshire Sustainable Community Strategy 2008-2028 and the Health Inequalities Strategy. More recently the priorities have been influenced by the Cambridgeshire Health and Wellbeing Strategy 2012-17 and the Huntingdonshire community's priorities within 'Huntingdonshire Matters'.
- 2.3 In addition to the strategic links between HHWB and the Cambridgeshire Health & Wellbeing Board there remain strategic links to the Huntingdonshire Children and Young Peoples Partnership, the Huntingdonshire Community Safety Partnership and local Commissioning Groups.

3. THE ROLE OF THE GROUP WITHIN COUNTY ARRANGEMENTS

- 3.1 The main change during 2012 has been the evolution of the role of the Group within the shadow-arrangements for the Cambridgeshire Health & Wellbeing Board, and associated network. Part of the planning of the network included "hubs" that would have a key role in shaping health and wellbeing interventions operationally on the ground, working on both a geographic and

thematic basis. The district “hubs” became known, to the Shadow Board, as Local Health Partnerships. In October 2011 there were four (4) of these groups established and by July 2012 the groups have evolved and there are now five (5); one in each district. HHWB Group is now the local health partnership (LHP) for Huntingdonshire; an evolution of the existing group rather than a reinvention.

4. PRIORITIES AND ACHIEVEMENTS IN 2012-13

- 4.1 The priorities of the group have remained broadly unchanged since 2008 but in November 2012 it was agreed by the ‘Huntingdonshire Matters’ Board that the priority actions for Older People, being delivered by ‘Huntingdonshire Matters’ delivery groups, would be noted within the Huntingdonshire HHWB’s action plan to allow on-going monitoring of progress.
- 4.2 The HHWB Action Plan is appended (Appendix 1) to this report to demonstrate both the volume of activities undertaken and the progress made during 2012. In addition a narrative review of 2012 has been appended (Appendix 2).
- 4.3 As part of the evolution of the Health & wellbeing Boards; Public Health England is set to monitor achievement of some outcomes. The Public Health Outcomes Framework *Healthy lives, healthy people: Improving outcomes and supporting transparency* sets out a vision for public health, desired outcomes and indicators. The profile (Nov 2012) presents data for the first set of indicators at England and upper tier local authority levels (Cambridgeshire), collated by the public health observatories in England. Some indicators can be broken down to district level, (but not many) those indicators that are available for Huntingdonshire are shown in Appendix 3. The Terms of reference for HHWB are included as Appendix 4.

5. CONCLUSION

- 5.1 This last year has seen considerable change to the membership of Huntingdonshire Health and Well-being Group. During the year negotiating on-going funding to sustain some activities has been a challenge, in an environment where some commissioning-bodies were being dissolved and others created. In 2013-14 there may be more funding changes as some of the commissioning agreements are pending the bedding-in of arrangements, funding provided for 2013-14 only.
- 5.2 The group has continued to address the agreed priorities but has also been open to including/considering the emerging priorities of other groups/activity-streams, during this time of change.
- 5.3 The National Indicator set show that Huntingdonshire is well placed in terms of the health of the population as a whole. Where there are issues there are actions in hand; either within the Community Safety Action Plan (e.g. violent crime as it relates to domestic violence.) or the Health and Wellbeing Action Plan. The exception to this is the conception-rate of girls under 18 years of age in Huntingdon North Ward. This has been an action for 5 years but the intervention has not generated the desired impact. Interventions have therefore been suspended pending further research.

6. RECOMMENDATIONS

6.1 The Panel Members are requested to note the content of this report.

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☎ 01480 388280**

BACKGROUND PAPERS:

Huntingdonshire's Sustainable Community Strategy 2008-2028: Growing Our Communities

Report to: Overview and Scrutiny Panel (Social Well-Being), 7 February 2012-
"Huntingdonshire Health and Wellbeing Group"

Report to: Overview and Scrutiny Panel (Social Well-Being), 4 January 2011-
"Huntingdonshire Health and Wellbeing Partnership"

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HSP Health and Wellbeing Thematic Group ACTION PLAN 2013-14 (with 2012-13 results)
APPENDIX 1

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Outcome	Objective	Action	Target	Lead	Performance and Comment
1. Appropriate culture and leisure opportunities	1.1 Develop Culture & leisure opportunities	1.1.1 Contribute to an increase in physical activity in Huntingdonshire - All leisure centres to host, assist and promote local clubs that participate on their site (including Day Rehabilitation in Ramsey).	Increasing overall participation rates at Leisure Centres by 1% p.a. from 2012/13	Simon Bell, HDC	<p align="center">2012-13 results</p> <p>Q1 Target 425k; Actual: 436k Q2 Target 850k; Actual 844k Q3 Target 1.29m; Actual 1.26m Q4 Target 1.8m: Actual 1.7m</p> <p>Building works at One Leisure affected availability for part of the year</p>
	1.2 Provide accessible opportunities – things to do, particularly Children and Young People and those with disabilities (links with reducing health inequalities)	1.2.1 Support and provide a range of accessible opportunities to increase participation in sport and physical activity by targeted groups including vulnerable and disadvantaged people.	Total throughput of activity programme –29,500 during 2013/14. Target reduced due to end of lottery grant for some programmes, changes to demand from schools, staff turnover and reduced staffing which has reduced capacity and some schemes reaching natural plateau effect)	Jo Peadon, HDC	<p align="center">2012-13 results</p> <p>Q1 target: 7000; actual: 10,062 Q2 target: 16,800; actual: 20,508 Q3 target: 23,800; actual: 29,267 Q4 target: 33,675; actual: 38,881</p>
2. Reduced health inequalities	2.1 Narrow the gap of inequalities between areas in the district	Hunts priorities and targets to be identified from Hunts Health Profile and related data			
		2.1.1 Occupational Therapy Working Group to maintain the length of waiting times for assessment in Huntingdonshire to achieve equity with other districts within the county.	Q1. Reporting method & target agreed with Cambs Community Services in Q1 (2013/14) Qs 2, 3 & 4 number of assessments in Hunts monitored to ensure equity of provision, as compared with other Cambs districts, is maintained.	Stephanie O'Connell Cambs Community Services	<p align="center">2012-13</p> <p>Equity of provision compared with other Cambs districts achieved by Q2. waiting times in Hunts ↑</p> <p>Waiting times being actively monitored and discussions with CCS</p>

HSP Health and Wellbeing Thematic Group ACTION PLAN 2013-14 (with 2012-13 results)
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Outcome	Objective	Action	Target	Lead	Performance and Comment	
		2.1.2 (also County H&WB Action 4.4.3) HHWB Group to consider the impacts of welfare reform and act as a forum of debate, this will inform GP's and Cambs County Council partners of emerging pressures, both on individuals and organisations. Evidence of pressures to be fed back to CHWBB.	Standing agenda item on HHWB group.	Jon Collen, HDC	Regular reports to HHWBG partners regarding pressures on individuals and organisations. No feedback to CHWBB required to date	
3. Individuals choose healthy lifestyles	3.1 Reduce the number of adults who continue to smoke	3.1.1 Continue to increase the numbers of adults in Hunts who quit smoking at 4 weeks, focussing specifically on those living in areas of deprivation where % of people smoking are higher	2012/13 target: 1154 2011/12 target: 1032 smokers quit at 4 weeks; 2010/11 target was 917 Target for 2013/14= 1154	NHS Cambs	2012-13 results Q1 Target 289; Actual 283 Q2 Target 577; Actual 530 Q3 Target 866; Actual 810 Q4 Target 1154; Actual 1143 HWB Chair agreed to meet with CamQuit & Health Trainer teams to explore additional partnership activities to reduce smoking in those areas of Huntingdonshire where rates of smoking may be relatively high (July 2013)	
	3.1 Reduce the number of young people who continue to smoke	3.1.2 Provide non-smoking peer mentors in 1 x Huntingdon school by introducing the KICK ASH project, <i>[Note: Funding for the Kick Ash programme is not secure for Year Three.]</i> (To be reviewed)	Train a minimum of 12 peer mentors.	Ellen Nicholson CCC-PH	12 mentors trained at the Ernulf Academy 33 mentors trained at St Peters.	Kick Ash mentors will be supporting Camquit Stop Smoking services to deliver a group session at the local youth group in St Neots in July. The physical activity project has been held up for a number of
			Recruit a minimum of 50% of feeder primary schools and run mentor led PSHE sessions.		All recruited and sessions delivered in all primary schools	
Hold a mini school launch event.			Mentors promoted Kick Ash programme at Christmas Fete.			

HSP Health and Wellbeing Thematic Group ACTION PLAN 2013-14 (with 2012-13 results)
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Outcome	Objective	Action	Target	Lead	Performance and Comment		
			Set test purchasing baseline with 100% (17) local shops.		Baseline set for Ernulf, 2 shops failed on 1 st attempt, 4 shops visited with KA members	different reasons, however we have a new advisor in place to provide some additional support and utilise the vouchers over the summer holidays.	
			Undertake follow up test purchasing with mentors in 100% (17) local shops.		Baseline set-follow up not yet confirmed by Trading Standards		
	3.2 Tackle obesity – improve nutrition and physical activity in children and adults	3.2.1 Deliver the Community Health Improvement Programme offering intensive support to enable adults who are overweight and obese to improve levels of healthy eating and physical activity	(To be reviewed)	To have 10-15 people attending No. of programmes offered in year	Mary-Clare Smiley , CCC	Between Feb-June 2013	Community Health Improvement Programme : further information regarding both recruitment to, and performance against 2012-13 targets should be reported to the next meeting
						65 participants attended 5 programmes	
	3.2.2. Deliver the child weight management programme ENERGIZE to children who are overweight and obese – and to their families. There have been two programmes running in Hunts over the past year. 2009-10 National Child Measure Prog. results for Hunts were: (1) 8.8% Reception Year children were obese and (2) 14.6% Year 6 children were obese.	Process targets: to recruit enough families to run local programmes (10-12 families). (To be reviewed)	Faye Bentley, CCC-PH	2 programmes started April 2013. Venues: Sawtry & St Neots,	Evaluation of the Energize programme to be considered at the HWB group's January 2014 meeting.		

HSP Health and Wellbeing Thematic Group ACTION PLAN 2013-14 (with 2012-13 results)
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Outcome	Objective	Action	Target	Lead	Performance and Comment	
	3.3 Improve sexual health by reducing rates of Chlamydia	3.3.1 To increase the number of 15 - 24 year old persons screened or tested for Chlamydia	Targets for 2013-14 are based on improving the diagnostic and screening targets compared with last year. Note: targets remain unchanged from 2012/13	Kathryn Faulkner	<div style="background-color: yellow; padding: 5px;"> 603 positives identified (target 599) by screening (April 2012 - Feb 2013) Remote testing target for positives through web is 424: only 183 identified. </div> Report requested for the HWB Group's January 2014 meeting on: the barriers which were being experienced with remote testing for Chlamydia screening	
	3.4 Promote mental health well being	3.4.1. increase the number of employers in Huntingdonshire to adopt the Mindful Employer status which will be supported by the Cambridgeshire Mindful Employer Network.	The steering group extending its remit to focus on wider mental health issues. The steering group is now called "Work & Wellbeing" and is chaired by the MIND partnership Recommendation: MIND organisation are contacted to review this target and propose new targets for the group.	Jenny Swain (Project Lead) Cambs MIND	In absence of a review proposal from MIND. Chair and Vice-Chair to meet with Cambridgeshire County Council's Public Health Mental Well-Being team to clarify actions for Huntingdonshire which should be incorporated into the Hunts Health & Well-Being Action Plan 2013-14	

HSP Health and Wellbeing Thematic Group ACTION PLAN 2013-14 (with 2012-13 results)
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Outcome	Objective	Action	Target	Lead	Performance and Comment
		3.4.2. Fewer people will experience stigma and discrimination (Objective 6 “No Health Without Mental Health” cross government mental health outcomes strategy.)	100% of partners engaged in World Mental Health promotional (steering group led by CambsMind via Comic Relief funded project). 80% of partners actively using “Time to Change” tools.		<p>There is a county-wide multi-agency Mental Health Campaigns Group which continues to work collaboratively to co-ordinate events across Cambridgeshire and promote national MH Campaigns.</p> <p>Mental Health Awareness sessions are available to all organisations. Mental Health First Aid is being promoted & delivered to all NHS organisations in Cambridgeshire free of charge as a result of SWIFT.</p> <p>MHFA is also available through MIND organisations</p> <p>Recommendations: Discussion with Cambs Mind regarding if Comic Relief Project can be used for targets here.</p>
		3.4.3 (also County H&WB Action 4.1.1) Review Mental Health commissioning strategy documents...with particular emphasis on identifying gaps in service.	Strategy & report to CH&WB reviewed by 14 September 2013.	Dr Caroline Lea-Cox CCG	Chair and Vice-Chair to meet with Cambridgeshire County Council’s Public Health Mental Well-Being team to clarify actions for Huntingdonshire which should be incorporated into the Hunts Health & Well-Being Action Plan 2013-14
		3.4.4 (supplementary to County H&WB Action 4.1.2) [Note also HCSP Target for 2013-14] Review the joint commissioning arrangements to ensure the wider-stake-holder needs are considered(HCSP, HDC’s ASBU, Neighbourhood Policing, etc.)	Strategy & report to CH&WB reviewed by 14 September 2013	Dr Caroline Lea-Cox CCG	

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Outcome	Objective	Action	Target	Lead	Performance and Comment
		3.4.5 (Implements County H&WB Action 4.1.3) [Note also HCSP Target for 2013-14] Establish a multi-agency T&F Group to determine the gaps between the trigger for intervention for commissioned support for mental-health issues and the nature/type of issues arising in the community; faced by local authorities, GP's, voluntary sector groups, etc.	report to CH&WB reviewed by 30 September 2013	Sue Lammin, HDC (& HCSP)	Business case in course of refinement- virtual T&F group returning comments prior to submission to CPFT.
		3.4.6 (supplementary to County H&WB Action 4.1.5) [Note also HCSP Target for 2013-14] Review the CCGs Multi-agency Suicide Prevention Strategy	Strategy & report to CH&WB reviewed by 14 September 2013	Dr Caroline Lea-Cox CCG	Report to a future H&WB meeting on the work which is being developed in Huntingdonshire to provide additional support to young people in schools in order to reduce levels of teenage anxiety
	3.5 Reduce alcohol misuse	3.5.1 (supplementary to County H&WB Action 4.3.3) [Note also HCSP area of focus for 2013-14] Explore potential of increasing focus on preventing alcohol misuse.	report to CH&WB reviewed by 14 March 2014	DAAT leading in association with CCG	Report for CHWBB requested from DAAT for October meeting of Board.
	3.6 Reduce Teenage Conceptions Shared objective with Hunts CYP Area Partnership	3.6.1 Reduce the number of under 18 conceptions in those wards with higher rates than the Cambs average.	Task & Finish Group Action Plan for North Huntingdon Ward endorsed by HHWBG. implementation monitored quarterly and learning used to influence future action plans for other wards with higher rates of teenage conception.	Sarah Tabbitt, Sue Smith Eva Acs/Gill Hanby (CCC)	Task group are currently collecting information. Meeting of task group scheduled for 1 August 2013 but feedback to H&Wb Group after that.

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Outcome	Objective	Action	Target	Lead	Performance and Comment
4. Increased opportunities for vulnerable people to live independently	4.1 Promote the independence of older people	4.1.1 Seek to prevent falls by providing the Right Start programme to help vulnerable and disadvantaged people to live independently by reducing the risk of disabling injury by keeping older people active and reducing the risk of falls. <i>[County H&WB Action 2.1.6: Review primary prevention approach re physical activity ...]</i>	Total throughput of activity programme 4,000 2013/14.	Jo Peadon SALT (HDC)	2012-13 Q1 Target: 1,000; actual = 1,080 Q2 target : 2,000; actual = 2,091 Q3 target: 3,000; actual=3,088 Q4 target: 4,000; actual= 4,216
		4.1.2 Seek to prevent falls by working with the re-ablement service (CCC Social Care to facilitate appropriate referrals	?	?	Chair and CCS to establish whether recent discussions between CCS and CCC on falls prevention training had resulted in the establishment of a specific training programme for adult social care workers
		4.1.3 Develop an integrated Falls Service for Hunts based on evidence available in the JSNA – older people and prevention of ill health. This work will include the identification of significant gaps in provision. <i>[County H&WB Action 2.1.5: further develop integrated falls prevention activities ...]</i>	Action plan endorsed by HHWBG in December 2013-07-03 Significant gaps in provision identified and used to influence future commissioning by a range of organisations. Monitoring via Public Health Outcomes Framework.	Ian Weller and members of Task & Finish Group	Task & Finish Group established Autumn 2012

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Outcome	Objective	Action	Target	Lead	Performance and Comment	
		4.1.4 To work in partnership with housing/health/social care partners to enable new extra care schemes. Bidding for capital/revenue funding where appropriate	Need identified for extra-care in Ramsey/North Hunts and St Ives	Jo Emmerton/ Trish Reed (HDC)	Mixed tenure extra care scheme for between 65-70 frail older people: HDC + Luminus + CCC: to develop extra care in St Ives. Pending capital bid to HCA an update on the outcome of the HCA bid to be reported to the next HWB group meeting	
		4.1.5 To work in partnership with Age UK to provide a Handyman Scheme for Older people in Huntingdonshire	200 small jobs a year (making homes safer and contributing to falls prevention) through the scheme.	Jo Emmerton/ Trish Reed [Data from Age UK]	2012-13 Q1 Target: 50; actual = 56 Q2 target : 50; actual = 49 Q3 target: 50; actual= 56 Q4 target: 50; actual= 68 Annual target 200; actual = 229	
		4.1.6 start a task & finish group to report to the CHWB about funding identified and commissioning models appropriate to sustain a Safer Home Scheme beyond 31/03/2014	Business case req. To CCG and CCC-Social Care by Autumn 2013	Trish Reed, HDC (T&F Grp)	progress with identifying funding and commissioning models appropriate to sustain a Safer Home Scheme beyond 31/03/2014 should be reported to the next meeting of HWB group	
		4.17 (supplementary to County H&WB Action 4.4.2) Ask Countywide Private sector Housing group to develop referral guidelines for GP's who have concerns about accommodation needs/housing conditions and would wish to refer a case to the local Housing Authority	Develop referral guidelines by 31 March 2014	Sue Questier, HDC		

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Outcome	Objective	Action	Target	Lead	Performance and Comment
		4.1.8 As part of reducing social isolation and loneliness experienced by older people, contribute to the successful delivery of the Hunts Community Navigator Scheme. This work is part of the Hunts Matters theme: Older People.	No. of volunteers (navigators) recruited (cumulative): Q4 Mar 13 target 24 Q1 April-June13 target 36 Q2 July-Sept 13 target 48 No. of clients (navigations) signed up (cumulative): Q4 Mar 13 - 60 Q1 April-June13 - 144 Q2 July-Sept 13 - 264	Beatrice Brown, Care Network	Slow start planned for 2013 only started in December 2012. Established in Yaxley, Little Paxton, Holywell cum Needingworth
		4.1.9 Start a good neighbour scheme in Huntingdonshire	Target no. of parishes covered: 3 Target no. of volunteers recruited: 40 Target no. of clients signed up: 130	Care Network	Scheme not funded until 1/4/2013
	4.2 Identify local health needs for vulnerable/older people to live independently and provide information to commissioners	4.2.1 HHWBG as the LHP will work closely with Hunts Matters to assess the key findings in the JSNA – older people and the prevention of ill health to identify significant gaps in provision and influence future commissioning.	No. issues identified, quality of information provided/debated, use of information in commissioning and resulting outcomes. Presentation of JSNA - older people and the prevention of ill health to HHWBG members and other partners	HHWBG members	This will be retrospectively assessed from the Action notes of HHWBG
		4.2.2 [This is a 'Huntingdonshire Matters' target] Promote, and further develop as necessary, the needs-based directory of services offered by providers across Huntingdonshire	Links to 'Shape Your Place' by 31 December 2013. Mainstreaming through 'Ask Sara' by 31 March 2014.	Julie Farrow, Hunts Forum for Voluntary Organisations	The target for this action is being reviewed.

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Outcome	Objective	Action	Target	Lead	Performance and Comment
	4.3 Influence the commissioning of integrated services for older people ensuring primary prevention, the role of voluntary sector and the role of HDC is identified	4.3.1 receive regular updates from Hunts Care Partners and Hunts Health on the development of procurement plans for an integrated service for older people living in Hunts	Updates at every meeting during 2013/14. Roles of member organisations identified.	Ian Weller	New for 2013-14

HUNTINGDONSHIRE HEALTH & WELL-BEING PARTNERSHIP

Frequency of meetings during the year:

The Huntingdonshire LHP has met on 4 occasions in 2012-13: 11 April 2012, 20 June 2012, 17 October 2012 and 16 January 2013.

Issues/actions:

The April meeting received: an update on the progress of the Falls Prevention Task and Finish Group; a report on the work of the Ageing Well Project; a presentation on mental well-being programmes currently being delivered in the Huntingdonshire area (to clarify future actions for inclusion in the Huntingdonshire Health and Well-Being Action Plan 2012-2013 - It was agreed that mental well-being would be considered again at the Group's October meeting); and an update on the draft county-wide Alcohol Strategy (it was felt a section on Primary-prevention and intervention was also required; Ms Bendon undertook to feed the Group's comments back to the commissioning group.). The Group's terms of reference and membership were evaluated and progress against targets and key initiatives outlined in the Huntingdonshire Health and Well-Being Action Plan 2011/12 was reviewed.

The June meeting received: an evaluation of the Warmer Homes Healthy People Project in Huntingdonshire; an overview of homelessness in Huntingdonshire; information on the Diversity Peer Challenge; a breakdown of the National Childhood Measurement Programme results; the Shadow Health and Well-Being Board's draft Health and Well-Being Strategy for Cambridgeshire; and an update on 'Care & Repair' and 'Safer Homes' in Huntingdonshire. The group also reviewed progress against targets and key initiatives outlined in the Huntingdonshire Health and Well-Being Action Plan.

The October meeting received: an outline of activities provided by HDC that contributed to falls prevention (it was noted falls prevention had been on the agenda for a while and it was agreed that a task & finish group be established to consider/test the pathway for service provision and test the elements of an integrated service.); an introduction to the Community Navigators Scheme; notification of intention to bid to the Healthy Homes Winter 2012/13 project; and details of the response to the feedback provided on the draft Cambs. Health & Wellbeing Strategy 2012-17. The group also reviewed progress against targets and key initiatives outlined in the Huntingdonshire Health and Well-Being Action Plan.

The January meeting received: an update on the 'Think Right' programme in Huntingdonshire and discussed what more partner organisations can do to reduce the stigma and discrimination which people with mental health challenges can face; an update on housing benefit changes and the potential impact on Huntingdonshire; an update on the Cambridgeshire Alcohol Strategy and Action Plan; a verbal update on progress in implementing the Community Navigator Programme in Huntingdonshire; a report on teenage conceptions in the Huntingdon-North ward (when it was decided that further investment on behavioural change initiatives should be suspended pending research into the barriers to change); an update on the work of the 'Falls prevention: task and finish group'; and a report on the priorities of a "Huntingdon [sic] Health Improvement Action Group".

The priorities in the Huntingdonshire Health and Well-Being action plan have been consistent during the year. The plan will be refreshed at the meeting on 24 April 2013 and that updating process will have regard to both the actions arising from the Health and Well-Being Strategy for Cambridgeshire 2012-17 and those arising from the Huntingdonshire Matters conference that has particularly highlighted the needs of Older People as a future area of consideration. The priorities as of February 2013 were:

1. **Appropriate culture and leisure opportunities**
 - a. Develop culture & leisure opportunities
Contribute to an increase in physical activity in Huntingdonshire - All leisure centres to host, assist and promote local clubs that participate on their site (including Day Rehabilitation in Ramsey).
 - b. Provide accessible opportunities – things to do, particularly Children and Young People and those with disabilities

Support and provide a range of accessible opportunities to increase participation in sport and physical activity by targeted groups including vulnerable and disadvantaged people.

2. Reduced health inequalities

- a. *Narrow the gap of inequalities between areas in the district
Occupational Therapy Working Group is to maintain the length of waiting times for assessment in Huntingdonshire to achieve equity with other districts within the county.*

3. Individuals choose healthy lifestyles

- a. Reduce the number of adults who continue to smoke
Continue to increase the numbers of adults in Hunts who quit smoking at 4 weeks, focussing specifically on those living in areas of deprivation where % of people smoking are higher
- b. Reduce the number of young people who continue to smoke
Provide non-smoking peer mentors in 1 x Huntingdon school through the KICK ASH project,
- c. Tackle obesity – improve nutrition and physical exercise in children and adults
*Deliver the Community Health Improvement Programme offering intensive support to enable adults who are overweight and obese to improve levels of healthy eating and physical activity
Deliver the child weight management programme ENERGIZE to children who are overweight and obese – and to their families. There have been two programmes running in Hunts over the past year.*
- d. Improve sexual health by reducing rates of Chlamydia
Increase the number of 15 - 24 year old persons screened or tested for Chlamydia
- e. Promote mental health well being
*Increase the number of employers in Huntingdonshire to adopt the Mindful Employer status which will be supported by the Cambridgeshire Mindful Employer Network.
Strive to have fewer people experience stigma and discrimination (Objective 6 “No Health Without Mental Health” cross government mental health outcomes strategy.)*
- f. Reduce teenage conceptions.
Reduce the number of under-18 conceptions in Huntingdon- North ward

4. Increased opportunities for vulnerable people to live independently

- a. Promote the independence of older people
*Seek to prevent falls by providing the Right Start programme to help vulnerable and disadvantaged people to live independently by reducing the risk of disabling injury by keeping older people active and reducing the risk of falls
Seek to prevent falls by working with the re-ablement service (CCC Social Care to facilitate appropriate referrals)
Seek to improve falls prevention services/pathways by identifying gaps in referral pathways/services and referring to commissioners
Work in partnership with housing/health/social care partners to enable new extra care schemes. Bidding for capital/revenue funding where appropriate
Work in partnership with Age UK to provide a Handyman Scheme for Older people in Huntingdonshire
Initiate a task and finish group to report to the Cambs Healthy & Well Being Board about funding identified and commissioning models appropriate to sustain a Safer Home Scheme beyond 31/03/2013 (report 16/4/2013)
Start a Community Navigator’s project in Huntingdonshire (as part of Cambridgeshire programme)
Start a good neighbour scheme in Huntingdonshire*
- b. Identify local health needs for vulnerable/older people to live independently and provide information to commissioners
HHWbG as the LHP will actively seek to identify local needs and assist the Huntingdonshire LCGs to exercise informed role in health commissioning processes

Public Health Outcomes Framework: the Huntingdonshire Perspective

The Public Health Outcomes Framework *Healthy lives, healthy people: Improving outcomes and supporting transparency* sets out a vision for public health, desired outcomes and indicators that will help us understand how well public health is being improved and protected. The framework concentrates on two high-level outcomes to be achieved across the public health system, and groups further indicators into four 'domains' that cover the full spectrum of public health. The outcomes reflect a focus not only on how long people live, but on how well they live at all stages of life.

The PHO profile (Nov 2012) presents data for the first set of indicators at England and upper tier local authority levels (Cambridgeshire), collated by the public health observatories in England. Some indicators can be broken down to district level, but not many; where they can this note offers the Huntingdonshire figures for comparison.

Comparisons:

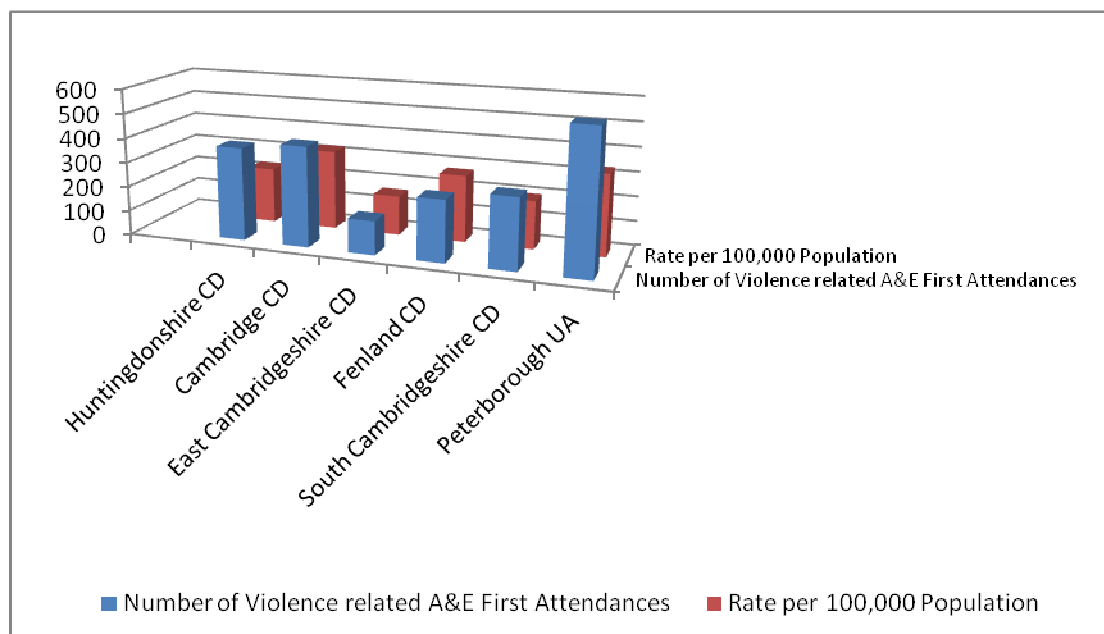
Violent crime (including sexual violence): violent offences per 1000 pop.

Highest in country	=	34.6
National av.	=	14.6
Cambridgeshire av.	=	11.0
Huntingdonshire av.	=	c6.8 (to Aug 2012)
Lowest in country	=	6.3

Violence-related A&E Attendances by Local Authority (published Dec 2012)

Crude violence-related A&E first attendance rates (plus 95% Confidence Intervals, CI) per 100,000 resident population by local authority area* – 2010/11 financial year (experimental) in Violence-related Accident & Emergency Attendances by English Local Authority Area:

http://www.eviper.org.uk/downloads/a&e_attendance.pdf



Commentary: When examining the rate of violence per 1,000 residents, the data shows that total violence and assault with less serious injury in Huntingdonshire have remained relatively static over the four years (2006/7 to 2010/11). Over two thirds of violence in Huntingdonshire can be divided into one of three groups (with some overlap); domestic violence, violence

involving children & young people and violence associated with the night-time economy within the major pub clusters.

Supported by data supplied by the NHS as well as the police; in the 2010/11 review it was shown that the Huntingdon pub-cluster had the highest rate of violence compared to any other similar area in the county particularly given the relatively small number of licensed premises. The offender profile identified that men in the 18 – 24 age range were the most frequent offenders. As a result of this information the HCSP decided to launch the Pub Watch Scheme in Huntingdon and out of the 14 licensed premises in the area, 12 of them are now members (2012). The scheme has actively banned some individuals who have in the past acted in a violent manner in and around their premises and they continue to work together as well as with partner agencies including signing up to the radio scheme. There is no doubt that this scheme has had a positive impact within Huntingdon and demonstrates that criminal, violent or anti-social behaviour will not be tolerated.

The percentage of the population affected by noise: Number of complaints about noise per 1000 pop.

Highest in country	=	66.7
National av.	=	7.8
Cambridgeshire av.	=	5.9
Huntingdonshire av.	=	3.1 (522 to Oct 2012)
Lowest in country	=	1.3

Conceptions in girls aged under 18 years; rate per 1000

Highest in country	=	64.7
National av.	=	35.4
Cambridgeshire av.	=	24.7
Huntingdonshire av.	=	N/K (30.0 in 2002-4)
Lowest in country	=	6.2

HUNTINGDONSHIRE HEALTH & WELL-BEING PARTNERSHIP

PURPOSE

The purposes of Huntingdonshire Health And Wellbeing Group are to:

- Provide a forum for the wider engagement of parties interested in health, including mental well being, and related issues so that they may jointly evolve solutions to protect and improve the health and well-being of residents in Huntingdonshire.
- Provide leadership and strategic direction to local partner organisations to enable them to contribute to improving the health and well-being of the people of Huntingdonshire.
- Provide local information, to the Cambridgeshire Health and Well-being Board and Districts' Forum, related to health and well-being within Huntingdonshire and the impact (actual or potential) of any relevant: policy changes, service changes, proposals, and/or identified need.
- Consider existing issues, or those likely to arise, that may: require interventions to protect the health of people in Huntingdonshire, affect a determinant of health, improve public health or affect change to services impacting on health/care/support services.
- Contribute to the delivery and implementation of local health improvement and well-being priorities, in partnership, as identified in the Cambridgeshire Health & Well-Being Strategy - and in the local action plans.

CORE MEMBERSHIP includes *inter alia*:

Cambridgeshire County Council (Member and officers); Hunts Health (LCG); Hunts Care Partners (LCG); Borderline (LCG); Huntingdonshire Forum of Voluntary Organisations; MIND in Cambridgeshire; Huntingdonshire District Council (Member and officers); Cambridgeshire Health & Well-Being Board; Hinchingsbrooke NHS Healthcare Trust; Cambridgeshire and Peterborough NHS Foundation Trust; Health Watch [once established]; Cambridgeshire County Council Adult Social Care; Huntingdonshire Parish representative, Registered Housing Provider(s), etc.

2011-12 OBJECTIVES (To be reviewed October 2012)

- 1. Appropriate culture and leisure opportunities**
 - a. Develop culture & leisure opportunities
 - b. Provide accessible opportunities – things to do, particularly Children and Young People and those with disabilities
- 2. Reduced health inequalities**
 - a. Narrow the gap of inequalities between areas in the district
- 3. Individuals choose healthy lifestyles**
 - a. Reduce the number of adults who continue to smoke
 - b. Reduce the number of young people who continue to smoke
 - c. Tackle obesity – improve nutrition and physical exercise in children and adults
 - d. Improve sexual health by reducing rates of Chlamydia
 - e. Promote mental health well being
 - f. Reduce teenage conceptions
- 4. Increased opportunities for vulnerable people to live independently**
 - a. Promote the independence of older people
 - b. Increase provision for homeless and young people

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OVERVIEW & SCRUTINY PANEL (Social Well-Being)

3 SEPTEMBER 2013

HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP ANNUAL REVIEW REPORT BY THE HEAD OF HEAD OF ENVIRONMENTAL & COMMUNITY HEALTH SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide a summary for Members of the activities and outcomes of the Huntingdonshire Community Safety Partnership in the year 2012-13.

2. INTRODUCTION

- 2.1 Huntingdonshire Community Safety Partnership (HCSP) was set up in response to the Crime and Disorder Act 1998 and aims to reduce crime, disorder and anti-social behaviour within the district; through the close partnership-working with a wide range of organisations. The partnership is administered and supported by the HDC Community Safety Team.
- 2.2 Traditionally funding awarded to the Huntingdonshire Community Safety Partnership (HCSP) by the Home Office (SSCF) had been used to contribute towards a number of different initiatives put in place to address the agreed priorities. In 2012-13 the grant was c£28k (down from £56k the previous year). From April 2013 the Home Office funding ceased and funds (c£28k) were awarded by the new Police and Crime Commissioner (P&CC) for Cambridgeshire for this purpose. From April 2014 the P&CC is open to the notion of providing funds to HCSP but does not anticipate necessarily having sufficient funds to permit an allocation (the P&CC's budget announcement from the Home Office is expected in October 2013).

3. SUSTAINING A SERVICE IN 2012-13

- 3.1 The reduced funding for Community Safety in 2011-12 and 2012-13 threatened the sustainability of the single, remaining, Anti-Social Behaviour Case Worker post traditionally funded from that source. [2011-12 had seen a reduction in SSCF monies allocated to HCSP so that the number of ASB Case-workers had been reduced from 2 to 1 in that year]. This presented a challenge as Anti-Social Behaviour (ASB) has continued to be the number one priority for people living in Huntingdonshire and this is confirmed by the audits that have been produced as well as the more recent strategic assessments. The case worker is the key post responsible for receiving and addressing complaints to HDC from members of the public, partner agencies and town, parish and district Councillors, etc.
- 3.2 To meet the challenge a multi-disciplinary Community Safety Team was established within Huntingdonshire from 1 April 2012. The previous year (2011-12) year had seen an ongoing reduction in SSCF monies allocated to HCSP so that the number of ASB Case-workers had already been reduced to

one. This new team initially included the remaining members of HDC's Community Safety Team (Community Safety Manager, ASB Case Worker, Administration Support/Case Worker and Community Cohesion/Open Out officer) plus three members of staff from Cambridgeshire Constabulary [a police constable (licensing and night-time economy issues) and 2x PCSOs].

- 3.3 During the course of the year (2012-13) the staffing of the Community Safety team was further reduced to match the available funds, because ceasing all commissioning and activities on the part of the HCSP would not realise sufficient savings to address the short fall. It had been calculated there would be insufficient funds to cover the expenses for the number of posts, after March 2013.
- 3.4 Following consultation with affected employees two (2) posts were deleted from the structure: Administration Support/Case Worker and Community Cohesion/Open Out officer. At the same time, the single post of Anti Social Behaviour Caseworker was made permanent (this 'temporary' post had existed since 2005). To allow essential administrative support the job description of a Customer Service Assistant post in 'Community Health' was amended to include some community safety administrative duties. This, slimmed-down, shared services team is still based in Pathfinder House.
- 3.5 There may be opportunities to seek commissions in the future (c2014) but the arrangements are neither clear nor reliable at the moment. There is significant risk that if any funding could be secured in future it would be opportunistic and from a variety of sources and could still be greatly reduced from that available in the past.

4. PERFORMANCE

- 4.1 As 2012-13 was a year of change and tight financial constraint so commissioning by the HCSP was constrained. This was both to allow sufficient funds to be carried forward into the following year (to cover on-going financial obligations while work was undertaken to develop new income streams); and also because the Community Safety Manager was unavailable for 5 months of that year and there were insufficient funds to allow for a temporary replacement.
- 4.2 The HCSP reviewed performance during 2012 at their meeting on 7 March 2013 the data show that there had been 7,569 recorded crimes in Huntingdonshire in 2012, plus 5,043 incidents of anti-social behavior (ASB) and 2,165 domestic incidents. There is an element of double-counting within these figures of the 2165 'domestic' incidents', a portion will have then be converted into crimes. The 'top-ten' issues were: ASB [4935], Domestic incidents [2165], 'Other' Theft [960] (in 17% of these crimes (163) cash was stolen; 16% (150) were mobile phone thefts; 11% (107) metal theft; 10% (93) garden equipment; 6% (56) fuel), Theft from a vehicle [709], Theft from a Shop [604], Burglary involving a building other than a dwelling [603], Burglary of a dwelling [541], Criminal Damage to a vehicle [492], Common Assault [399], Assault with Injury [382].

- 4.3 In June 2013 the P&CC received a report on the progress of the HCSP. This report included the following headlines for Huntingdonshire:
- * Total Crime has fallen by 10.4% (843 fewer crimes) in the last 12 months.
 - * As a result of the targeted work to address incidents of violence against the person, violent crime has fallen by 16.2% (254 fewer crimes).
 - * Through the Dodgems Project, working with vulnerable 12 - 25 year old males, 24 clients have received intensive 1 to 1 support. These individuals have not come to the attention of the ASB PSG after working on this project. All 24 clients are secure in education, employment or training.
 - * The introduction and maintenance of Huntingdonshire Business Against Crime which has resulted in massive reductions in shop theft, since 2006.
 - * Up to April 2013 The Junior PCSO Scheme has worked with over 100 Year 5 pupils who were at risk of entering the criminal justice system.
 - * Diversionary activities have been introduced to areas where ASB is an issue.

The full briefing has been appended to this report. The P&CC was also provided with details of the types of projects funded by HCSP since it was created and examples of successful partnership working where funding has not been necessary (this too is appended to this report).

- 4.4 Overall, crime in Huntingdonshire fell by >10% last year (8102 crimes in 2011-12, 7259 in 2012-13) All victim-based crime down c10% (729 fewer offences) [Huntingdon ↓13.3%, 429 fewer; St Neots ↓10.5%, 202 fewer; St Ives ↓6.1%, 98 fewer]. All violent crime has reduced by more than 16% (254 fewer offences). However, acquisitive crime has crept up: 109 more burglaries, 155 more vehicle crimes and 69 more instances of shoplifting last year than 2011-12. Metal thefts became a new phenomenon for last year: with 144 instances.
- 4.5 The information gathered through the Strategic Assessment and consultations with community groups and residents of Huntingdonshire is used each year to help determine the priorities for HCSP to tackle. The partnership is actively seeking to limit the number and scope of priorities each year commensurate with the resources available but the emphasis on prevention remains.

5. CONCLUSION

- 5.1 The landscape for Community Safety was changing in 2012-13. Huntingdonshire District Council and a number of other organisations have a responsibility to respond to complaints of ASB and significant progress that has been made in Huntingdonshire to address ASB in recent years. The creation of a multi-disciplinary team provided a skilled resource that can continue to develop and market the service with a view to attracting funding in the future.

- 5.2 Overall, crime in Huntingdonshire fell by >10% last year (8102 crimes in 2011-12, 7259 in 2012-13) All victim-based crime down c10% (729 fewer offences). All violent crime has reduced by more than 16% (254 fewer offences). However, acquisitive crime has crept up and metal thefts became a new phenomenon for last year.
- 5.3 HCSP actively reviews the crime figures throughout the year and tailors its approach to commissioning tactical responses as far as possible. However, the partnership's focus remains on prevention rather than amelioration.

6. RECOMMENDATIONS

- 6.1 The Panel Members are requested to note the content of this report.

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BACKGROUND PAPERS:

Huntingdonshire Community Safety Plan 2011-14, HDC April 2012
Huntingdonshire Community Safety Action-Plan 2012, HDC April 2012
Huntingdonshire Community Safety Action-Plan 2013, HDC May 2013

Huntingdonshire Strategic Assessment 2012: An analysis of community safety issues Draft Report Version 3.1; Produced by the Research & Performance Team of LGSS and Commissioned by Huntingdonshire Community Safety Partnership

Huntingdonshire Community Safety Partnership: Crime Overview for Huntingdonshire District, Cambridgeshire County Council, 07/03/2013

Huntingdonshire Community Safety Partnership
Draft Action plan
1st April 2013 – 31st March 2014

Priority Targets 2013 – 2014

“Prevention, Awareness and Intervention” and “Vulnerable Localities”

Theme 1 – Violent Crime

- Reduce incidents of violence against the person linked to the night time economy
- Increase the reporting of first time incidents of domestic abuse and sexual violence

Theme 2 – Anti-Social Behaviour (ASB) focusing on the families, individuals and groups who are involved with or committing this offence type

- Reduce ASB by 5% based on the 2012/ 13 figures
- Increase referrals by members of the Partnership to the ‘Together for Families’ Project

Theme 3 – Support of the development of the Integrated Offender Management (IOM) Scheme

- Work with the appropriate organisations to secure sustainable temporary ‘bed spaces’ for ex-offenders newly released from prison

PERFORMANCE HIGHLIGHTS

Apr 12 to Mar 13 – Highlights at year end

- ‘All Crime’ currently down by 16% (1,372 fewer crimes than 2011-12)
- Reduction in ASB by 30% (1,415 fewer incidents than 2011/ 12)
- Reduction in Criminal Damage by 31.5% (362 fewer crimes than 2011-12)
- Reduction in Violent Crime by 16.2% (254 fewer crimes) - The Partnership has moved from position 8 to position 1 (where 1 is the best performing partnership) within its most similar family group

ACTION TO ADDRESS MODERATE AND UNACCEPTABLE AREAS OF PERFORMANCE

- **Shoplifting incidents have increased by 12.9% (69 more crimes) since 2012/ 13**
- **Dwelling burglary has increased by 23% (109 more crimes) since 2012/ 13**

ACTION PLAN PERFORMANCE

Key

	Progressing well and on target: minimum risk of failure
	Requires intervention to ensure target is met: small-medium risk
	Needs urgent intervention to ensure project progresses: medium-high risk

Theme 1: Violent Crime – Prevention, Awareness and Intervention

Lead Officer:

Action Plan No	Action	Outcome	Project	Target	Milestones & Completion date	Lead Officer and Organisation	Resource required	Progress narrative / Risk	Progress (RAG)
1.1	Continue the development of successful Pub Watch Schemes in appropriate areas across Huntingdonshire	All pubs and clubs signed up to the Pub Watch model and adhering to the standards set by the scheme and that of the Traffic Light System.	Support the co-ordination of monthly meetings where licensees are managing the meeting process and actively banning individuals who cause most harm within the night time economy. Specifically target: <ul style="list-style-type: none"> • St Neots • Ramsey • Yaxley 	To engage with licensed premises and ensure that 80% of the licensed premises in each Pub Watch area are signed up to and actively engaged with the Pub Watch Scheme.	March 2014	Claudia Deeth, Huntingdonshire District Council	Police (Insp. Griffin) Police Licensing (PC Kevin Kelly) HDC Licensing		
38	Increase the reporting of incidents of first time domestic abuse and sexual violence cases to the Police and partner agencies	Targeted projects that ensure reporting/referral information reaches identified areas and harder to reach groups	Work with agencies and organisations that make up the HCSP to ensure that they separately achieve the White Ribbon status.	Contribute towards an increase of 5% in reporting of first time incidents of DA and SV based on a 2012 – 13 baseline.	50% of organisations to have achieved White Ribbon status by 31 st March 2014	Simon Kerss, CCC	All partners that make up the HCSP		
			Promote and in turn increase the number of local Practitioners participating in CCC provided DA and SV training which in turn will enhance responses to disclosure / increase the volume of professional disclosures to the police and safeguarding agencies.		TBC	Simon Kerss, CCC	All partners that make up the HCSP		
			Hold a training event to raise awareness of emerging issues and to provide informal and specialist training.		Event held by 31 st March 2014	Claudia Deeth, HDC	All partners that make up the HCSP		
			Implement a co-ordinated communication/ awareness raising plan.		Plan in place by November 2013	Simon Kerss, CCC	Community Safety, HDC Police		

Theme 2: – Anti-Social Behaviour (ASB) focusing on the families, individuals and groups who are involved with or committing this offence type – Prevention, Awareness and Intervention and Vulnerable Localities

Lead Officer:

Action Plan No	Action	Outcome	Project	Target	Milestones & Completion date	Lead Officer and Organisation	Resource required	Progress narrative / Risk	Progress (RAG)
2.1	To reduce incidents of ASB in areas that have been identified as hotspots.		Through a multi-agency working group, reduce the ASB that has been occurring at St Neots skate park.	Reduction of 20% compared to 2012/ 13 data	31 st March 2014	Dave Griffin, Cambridgeshire Constabulary	Police Police Licensing Community Safety, HDC Trading Standards Cams Fire Locality Team Secondary Schools Green Spaces, HDC		
			Through a multi-agency working group carry out audits on the Oxmoor and put in place time limited action plans in response to the fire setting and ASB.	Listening Project identifies that ? % of the community feel that ASB and fear of crime are no longer a concern	31 st March 2014	Claudia Deeth, Huntingdonshire District Council	Community Safety Cams Fire NH Management Luminus Police Streetscene Team, HDC		
39 2.2	Identify the top 10 hotspot areas for issues associated with ball games and reduce incidents and calls for service to Huntingdonshire District Council.	Solutions to independent issues relevant to the area put in place and adhered to.	Regularly review the database that records calls for service and ensure an appropriate response involving in partners is put in place.	Reduction in calls for service to Huntingdonshire District Council by 20% compared to 2012/ 13 data.	31 st March 2014	Claudia Deeth, Huntingdonshire District Council	Police Green Spaces Team, HDC RPs		
2.3	Agree contract with registered housing providers regarding activity that will be undertaken to reduce community tension and ASB when housing residents.		Conduct an audit of RPs approach to pre-tenancy work, sustainability of lettings, and support to tenants settling into new and existing communities.	Reduce ASB in Oxmoor, Eynesbury and Loves farm by 5% based on a 2012/ 13 baseline.	31 st March 2014	Jo Emmerton, HDC	RPs Police HDC		
			RPs to sign up to adhere to the minimum standard.						

			Produce a minimum standard for pre-tenancy, lettings and community support work.						
2.4	Develop a business case to ensure a sustainable plan is identified and agreed as to how HCSP will continue to support on-going priorities post 2014 with consideration to the economic climate.	Crime does not increase as a result of funding being lost.	Time limited working group made up of representatives from the HCSP established to create business plan.	Develop and sign off an appropriate business case.	31 st March 2014	Dan Smith, HDC	All partners that make up the HCSP		
40	Increase referrals from all partners (Specifically those other than Police and Community Safety) to the Together for Families Project.	Families who place the highest demand on a variety of services adhering to an especially developed action plan led by one agency. End result being reduction in demand on services and reduction in crime, disorder and ASB that family members were involved with.	Partnership event to be held on 23 rd July to raise awareness about the Together for Families Project.	To increase referrals from non-Police and Community Safety agencies by 20% based on 2012/ 13 data held by CCC.	31 st March 2014	Alison Smith, CCC	All partners that make up the HCSP RPs who own housing stock in Huntingdons hire		
			Together for Families' champion identified to attend the ASB PSG meetings to identify families who may meet the criteria and refer.						
			Evaluate this piece of work identifying crimes and costs saved.						

2.6	Reduce calls for service by vulnerable victims of ASB	Vulnerable victims appropriately supported resulting in there being a reduced need for them to call service providers	Identify the top 10 callers who report the highest number of incidents of ASB to the Police. Working with partners, identify a lead for each individual and agree an action plan that will be monitored fortnightly.	To reduce the calls by 15% based on 2012/ 13 baseline	31 st March 2014	Insp. Dick Lowings, Cambridgeshire Constabulary	Community Safety, HDC Police Cambs Fire RPs		
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Theme 3: Support of the development of the Integrated Offender Management (IOM) Scheme – Prevention, Awareness and Intervention and Vulnerable Localities
Lead Officer: DI Mick Birchall

Action Plan No	Action	Outcome	Project	Target	Milestones & Completion date	Lead Officer and Organisation	Resource required	Progress narrative / Risk	Progress (RAG)
41	3.1	Deliver target hardening messages to communities that have recently suffered an increase in incidents of Acquisitive crime	Reduction of incidents reported against previous year across all acquisitive crime types	Targeted awareness raising from guidance of the developed crime calendar	Total Serious Acquisitive crime	31 st March 2014	Dave Griffin, Police	NH Policing Community Safety, HDC HBAC	
			Number of media campaigns against selected crime trend	Number of communication campaigns 4	31 st March 2014	Dave Griffin, Police			
		Roll out further the Huntingdonshire Business Against Crime Scheme	Reduction of incidents and increased detection of shoplifting from identified locations across Huntingdonshire.	Development and delivery of projects aimed at the offenders most likely to shoplift from historical data.	To reduce incidents of shop theft by 10% based on a 2012/ 13 baseline (to be agreed by HBAC BOM)	31 st March 2014	Hannah Hancock, HBAC	Police	
3.2	Project to reduce incidents of dwelling burglary in identified areas with identified crime types	Reduction of incidents and increased detection of dwelling burglaries	Community awareness project in high populated areas in line with previous crime trends	Show reductions against 2012/13	Recorded data quarterly leading to intelligence led projects	Dave Griffin, Police	NH Policing Teams Community Safety, HDC		
3.3	Establish a sustainable process for the provision of temporary bed space for ex-offenders leaving prison with no address to go to.	Re-offending reduced as a result of accommodation being provided.	IOM Co-ordinator to work with HDC Housing and RPs to secure sustainable bed spaces in appropriate accommodation.	TBC	Agreement in place by 31 st March 2014	Louise Williams, IOM and DI Mick Birchell, IOM	Housing, HDC Police RPs		

Closed / Completed Projects

Action Plan No	Action	Outcome	Project	Target	Milestones & Completion date	Lead Officer and Organisations	Progress narrative / Risk

Working in partnership to maintain safer communities

Huntingdonshire as a District

Huntingdonshire is the district with the largest population in the county of Cambridgeshire. The Cambridgeshire County Council Research & Performance Group (CCCRPG) mid-2010 population estimate for Huntingdonshire is 165,300. The population has increased by 5% since 2001 and it is forecast to increase by a further 7% by 2031.

In terms of local economy, 80% of Huntingdonshire's working age population is economically active. In December 2010 the Jobseekers' Allowance claimant count unemployment rate was 2% compared to a national level of 3.5%. Huntingdonshire has the second lowest average house price in the county. Between June - November 2002 and June - November 2010 house prices increased by 84%.

Huntingdonshire has three areas of Neighbourhood Management, these being Huntingdon North Ward (previously known as Oxmoor), Eynesbury in St Neots and Ramsey. These areas were identified because they demonstrated higher levels of social need based on the Social Indices. Working in partnership, Huntingdonshire District Council, Cambridgeshire County Council and Luminus Housing have contributed extra resources to these areas in the form of Neighbourhood Managers to help improve the outcomes for those living within these wards.

Data released at the beginning of 2012 as part of the 'Campaign to end Child Poverty' suggests that 33% of the children living in Huntingdon North Ward are living in poverty compared to 12% across Huntingdonshire and 17% in Cambridge. This is a similar number to the most deprived wards in Peterborough and Waterlees in Fenland. This is concerning for the Huntingdonshire Community Safety Partnership as it means that these children and their families are more likely to experience or become involved in crime, disorder and anti-social behaviour.

Successes

- Total Crime has fallen by 10.4% (843 fewer crimes) in the last 12 months
- As a result of the targeted work to address incidents of violence against the person, violent crime has fallen by 16.2% (254 fewer crimes)
- Through the Dodgems Project that works with vulnerable 12 - 25 year old males, 24 clients have received intensive 1 to 1 support. These individuals have not come to the attention of the ASB PSG after working on this project. All 24 clients are secure in either education, employment or training
- The introduction and maintenance of Huntingdonshire Business Against Crime which has resulted in massive reductions in shop theft
- The Junior PCSO Scheme has worked with over 100 Year 5 pupils who were at risk of entering the criminal justice system
- The creation of a multi-agency ASB Problem Solving Group to discuss problem people and problem families
- Diversionary activities introduced to areas where ASB is an issue
- Provision of the first 'street style' skate park in response to ASB

Huntingdonshire Community Safety Partnership

The Huntingdonshire Community Safety Partnership has been in existence since 1998 with the introduction of the Crime and Disorder Act. The Partnership consists of the statutory organisations as well as other organisations that it believes can help address issues of crime, disorder and anti-social behaviour in Huntingdonshire. The Partnership meets bi-monthly and the chairmanship of the meeting is reviewed annually. The Huntingdonshire Community Safety Partnership has gone from strength to strength and over the last 10 years has seen crime fall across all types to help create Huntingdonshire as a safe place to live, work and visit.

Working in Partnership

Underneath the Community Safety Partnership sits a number of working groups who have responsibility for addressing the identified priorities. The groups are made up of representatives from a number of different organisations and all of them have action plans with timescales that they are working to.

The Community Safety Partnership also 'owns' an action plan that is monitored on a quarterly basis via their meetings, this action plan is created from the quarterly Strategic Assessments and directs the annually refreshed Community Safety Plan.

Through the strong relationships that have been established across a number of different organisations, information is able to be shared effectively and duplication avoided. Through support from the Community Safety Partnership, Huntingdonshire District Council introduced a 'Shared Service' Team made up of District Council employed Community Safety Staff, two PCSOs, a Police Officer and the Community Safety Officer from Cambridgeshire Fire and Rescue. This team is the early stages of collaboration but the intention is to create a single point of contact for victims of ASB and

ensure that regardless of a residents' tenure, they can expect to receive the same level of support.

Priorities 2012 - 14

The information gathered through the Strategic Assessment and consultations with community groups and residents of Huntingdonshire was used to help determine the priorities for the Community Safety Partnership to tackle. In identifying and agreeing the priorities, the following criteria were taken into consideration:

- Volume and recorded crime
- Rate and direction of change of the recorded crime
- The impact or potential impact of the crime on the victims and the community
- The positions or performance of the Community Safety Partnership when compared to other similar Community Safety Partnerships. This process is enabled through the use of the government's 'family group' comparison system
- Government priorities
- The Community Safety Partnership's ability or capacity to tackle the problem
- It is an issue people have deep concerns about or is an issue that impacts on the fear of crime

In determining the priorities for the Partnership for the next year, great consideration was given to what could actually be achieved given the reduced funding and resources available.

Considering the information that has been provided through the Strategic Assessment and listening to the views of those living, working or studying in Huntingdonshire, the Community Safety Partnership agreed to address the following priorities:

- **Prevention** – Working with vulnerable people, families and groups to discourage them from becoming involved in anti-social behaviour, crime or disorder. Including:

- Domestic Violence – Investigate further reporting gaps that exist amongst young women (16 – 25 years).
- Anti-Social Behaviour – Focusing on the perpetrators of Anti-Social Behaviour.
- **Vulnerable Localities** – Identifying areas within Huntingdonshire where anti-social behaviour, crime or disorder may occur because of a number of different factors.
 - Anti-Social Behaviour – Work with Registered Providers (RPs) around settling residents into new communities.
 - Alcohol Related Violence – The Partnership will continue their focus in the Town Centres and learn from best practise.

Issues/ Crime and Disorder Types not identified as a Priority

There are many other types of crime and disorder that have not been identified as a priority, but this does not mean that they will be ignored. Running alongside the work of the Partnership, the organisations that make up the Partnership will be addressing other issues that are occurring within the Huntingdonshire area.

Why were these Priorities chosen?

Prevention:

By prioritising prevention, the Partnership will be able to focus their resources in a number of different areas where the most impact can be achieved. This priority will cover a number of different crime types and will include targeting young people who may be at risk of going on to offend as well raising awareness about the prevention of crime.

Vulnerable Localities:

Crime or anti-social behaviour may occur in an area for a number of reasons, but by working together and identifying the causes, the Partnership can ensure that an affective response is put in place.

More crime occurs in some places than in others and different crimes occur in different places, by looking at these places more closely and establishing why they are 'vulnerable', will enable the Partnership to focus their resources, address the issues and make communities feel safer.

Funding and the Future

Historically the Huntingdonshire Community Safety Partnership has received funding on an annual basis from the Home Office in the form of the Safer, Stronger Communities Fund. This funding has enabled the Partnership to be proactive rather than just reactive and put in place some incredibly successful projects that have enabled young people and families to change their lives and in turn their future.

The amount that the Partnership has received has reduced annually and below is a table of what has been received since 2005:

Year	Capital	Revenue	Total
2005 - 06	£58,149.27	£123,850.73	£182,000
2006 - 07	£43,000	£141,000	£184,000
2007 - 08	£25,541	£94,055	£119,596
2008 - 09	£28,996	£94,055	£123,051
2009 - 10	£28,996	£85,377	£114,373
2010 - 11	£0	£76,839	£76,839
2011 - 12	£0	£56,880	£56,880
2012 - 13	£0	£28,440	£28,440
2013 - 14	£0	£28,440	£28,440

This funding has also been used to fund two ASB Case Workers but unfortunately due to the reduction in the funding received; there was a need to make one of these posts redundant at the beginning of January 2011. But despite the loss of this post, there is still the demand and as a forward thinking Partnership who has set some high standards, we are not prepared to compromise.

Huntingdonshire Community Safety Partnership

The Partnership is still determined to offer the same level of service and continue to reduce crime, disorder and ASB despite the reduction in funding. Partners have recognised the impact that ASB can have within a community and a number of these organisations, including Huntingdonshire District Council have mainstreamed the ASB Case Worker posts.

The Partnership, via their Shared Services Team will be considering further the possibility of managing ASB caseloads on behalf of one other Local Authority (East Cambridgeshire) as well as Registered Providers.

The Safer Stronger Communities Funding that has been received for 2013 – 14 has been used to fund four projects to date. Three of the projects are prevention focused as the Partnership is committed to investing in the future to ensure sustainability; the other project is a response project. The Partnership is determined to secure additional income and is working to attract income in the form of successful funding applications, putting forward projects for awards, offering their successful projects to other areas of the County on a payment basis as well as sharing responsibilities to avoid duplication.

Community Safety is important to those living and working in Huntingdonshire and this has been recognised by the District Council. Huntingdonshire District Council employs on a full time permanent basis, a Community Safety Officer, an ASB Case Worker and a Community Support Officer. These officers are extensively involved with the Community Safety Partnership as well as working very closely with other organisations to effectively respond to crime, disorder and ASB across the District and ensure that the District Council fulfils their duties under Section 17 of the Crime and Disorder Act 1998.

The Way Forward

- Huntingdonshire Community Safety Partnership is committed to maintaining the reduction in all crime types that they have experienced over the last ten years;
- It is important that Huntingdonshire is not missed as an area of need just because improvement and success has been seen. Without the positive relationships and the effective Partnership that has been established, this work could be easily undone

HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP (HCSP)

Examples of projects previously funded by the HCSP

Junior PCSOs (Prevention)

This scheme works with 36 Year 5 pupils split into six schemes each year. The pupils have been identified as at risk of entering the criminal justice system by the use of a scoring matrix that is completed by their teacher. Over a 6 week period, partner agencies including Cambridgeshire Fire and Rescue, Cambridgeshire Constabulary, Huntingdonshire District Council, Link to Change amongst others with these young people intensively to raise their awareness about the risks of becoming involved in crime, disorder and ASB. On completion of the scheme, the local PCSO maintains contact with each young person and monitors their progress until they leave secondary school. Not one child who has completed the scheme has ever come to the attention of an agency again.

Amount Awarded (one off amount) - £3,500.00

Year Awarded – 2009/ 10

Dodgems (Prevention)

Working with males between the ages of 12 - 25 who are at risk of entering or who are already involved in the criminal justice system and who do not have a positive male role model in their life. Link to Change have been commissioned to deliver this project and is based around working with identified males with a male worker on a one to one basis. Project aims to find a diversion for the young person. A young person will not be released from the project until they are either in education, employment or training. There have been no further incidents of offending by those involved in this project. Considering sustainability, we would like to develop this project further so that we recruit male volunteers to act as mentors to those participating in the project. This would mean a cost saving as well as being able to work with more individuals each year.

Amount Awarded - £10,000.00

Year funding first awarded – 2011/ 12

Stukeley Meadows Skate Park (Prevention)

The need for a skate park was first identified after complaints were received about young people skate boarding in Huntingdon Town Centre. A piece of consultation work was carried out with the young people who advised that the reason they skated in the Town is because they were 'street style' skaters, they felt safe and that they had nowhere else to go. From the consultation a working group involving the young people was established and over the next 3 years met regularly to plan and organise events to raise funding and to secure land to build a skate park. Supported by the HCSP in the form of funding and officer time, a piece of land owned by the District Council was secured and £250,000.00 was awarded from different sources to build the skate facility. In September 2009, the Stukeley Meadows Street Style Skate Park was opened, being the first of its kind in the country. This facility has been held up as an example of best practise and has addressed the issue of skating in the Town Centre by 100% and helped reduce ASB by providing an excellent diversionary activity.

Amount Awarded (one off amount) - £8,000.00

Year Awarded – 2005/ 06

HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP (HCSP)

Huntingdonshire Business Against Crime (HBAC) (Prevention, Intervention and Awareness)

Huntingdonshire Business Against Crime is an independent, non-profit making organisation set up in March 2004 by the Huntingdon Town Centre Partnership to address crime related incidents in Huntingdon. This was in direct requests from businesses in Huntingdon. Such was the success of the scheme in Huntingdon that 2005 saw the initiative change its name from Huntingdon to Huntingdonshire Business Against Crime, and expand to include St Ives and St Neots. Since the introduction of the scheme, incidents of shop theft have reduced significantly. This project is an excellent example of partnership working.

Amount Awarded - £13,000.00

Year funding first awarded – 2005/06

ASB Case Worker Posts x 2 (Prevention and Intervention)

With the introduction of the ASB Act 2005, the HCSP was committed to ensuring that they were able to effectively address issues of anti-social behaviour. The Partnership originally employed two ASB Case Workers to work across the District but with the reduction in funding that was received it resulted in one of the Case Workers being made redundant in March 2011. The Partnership was adamant that the reduction in resources should not affect our communities and therefore developed the Shared Services Team which has been operational since April 2012.

Amount Awarded - £50,000.00

Year funding first awarded – 2006/07

Young Persons Drugs Misuse Worker (Prevention and Intervention)

Dial Drug Link was awarded a grant by the HCSP to work with young people who were involved with or at risk of becoming involved with drugs. This project led to the evolution of the Dodgems project which specifically works with male offenders.

Amount Awarded (one off amount) - £18,000.00

Year Awarded – 2008/09

Multi-Use Games Area (MUGA) (Prevention and Intervention)

Although not considered to be anti-social behaviour, the Partnership recognises that the playing of ball games in residential areas can have a significant impact on a persons' quality of life. Services that make up the Partnership were receiving a considerable amount of calls from the Oxmoor area of Huntingdon where it is recognised that there is limited provision for play. Through a consultation with local young people and identifying the most appropriate location, the Partnership secured a piece of open space from the District Council and a multi-use games area was installed. This has helped contribute towards a significant reduction in calls for service associated with ball games.

Amount Awarded (one off amount) - £13,439.00

Year Awarded – 2009/10

HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP (HCSP)

Examples of successful partnership working where funding has not been necessary

- Huntingdon and St Ives Pub Watch Schemes
- ASB Problem Solving Groups
- Shared Services Team
- Stukeley Meadows Management Commitment and annual fundraisers
- Streetwise ASB Awareness Raising Event
- ASB Campaigns e.g. Halloween campaign, football nuisance campaign
- Support for new and emerging communities through local businesses
- Open Out Hate Crime Reporting Scheme

Community Safety Fund 2013 – 14

To date the HCSP has allocated £19,700 of their £28,400 budget. The following projects have been awarded funding:

- Dodgems (sustainable long term with the use of volunteers as mentors) - Prevention
- Domestic Violence Prevention Workshops - Prevention
- 'Fusion' Holiday Schemes – Prevention

All the projects are focusing on prevention so we are investing to save.

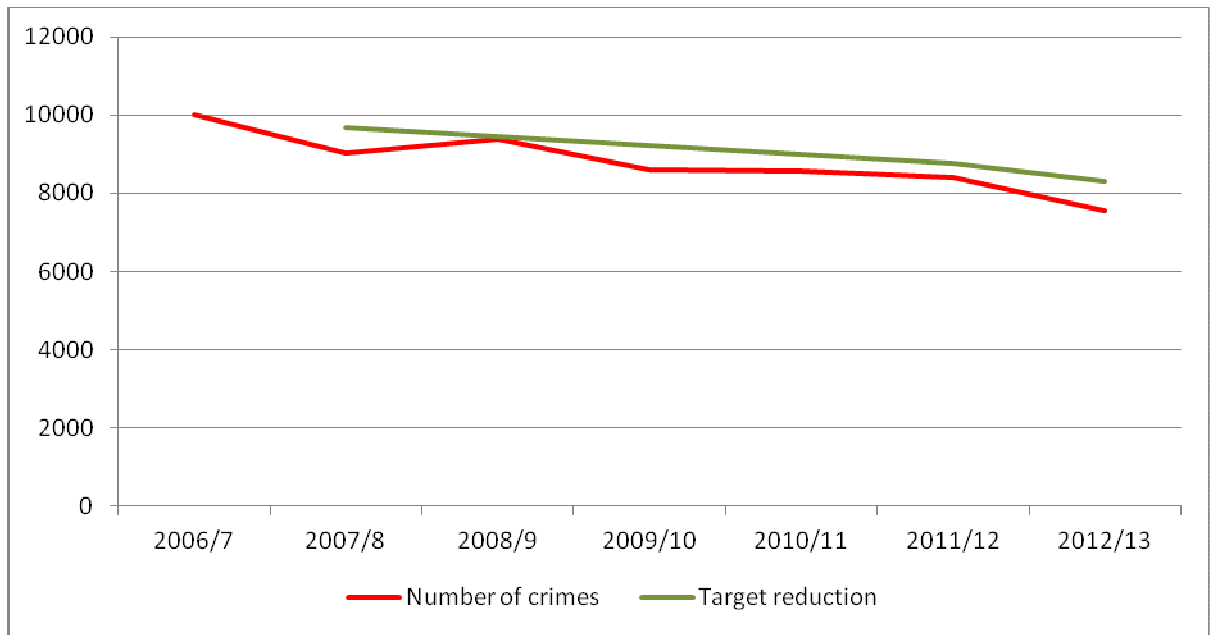
The Partnership has identified an emerging issue, this being the potential increase in crime and impact on our communities as a result of the changes to the benefit system. With the remaining funding, the Partnership is investigating the possibility of some commissioned work with CAB as well as working with the community to put in place more food banks and community shops.

Volunteers and Mentoring

The Partnership is passionate about utilising where possible, volunteers and mentors in all of its projects to ensure sustainability should funding cease in the future.

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Crime trends in Huntingdonshire 2006-2012



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COMT
OVERVIEW AND SCRUTINY
(SOCIAL WELLBEING)
CABINET

20 May 2013
4 June 2013
19 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 consider the final version of the Huntingdonshire Town and Parish Charter Appendix 'A' 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;
 - Will develop 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 in Huntingdonshire.

5. RECOMMENDATION

- 5.1 The Overview and Scrutiny Panel are requested to note the contents and provide comment on 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.

Our commitments as partners	
County and District Councils	Town & Parish Councils
Involving	
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.
Support those Parish/Town councils that wish to develop services together.	
Informing	
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	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.

Councils websites.	
Make every effort to attend Town & Parish Council meetings when invited.	Make every effort to allow officers and councillors of 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.

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

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 point8, 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](#).

For your information, details of the Community Right to Challenge and a HDC form for Expressions of Interest can now be found on our website at the link below. <http://www.huntingdonshire.gov.uk/Community%20and%20People/Pages/CommunityRighttoChallenge.aspx>

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-Needlingworth 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.
- Notify Town and Parish Councils of any significant amendment to a planning application and allow a minimum of a further 14 day period for representations 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).
- When an application is referred to the Development Management Panel, to report the views of Town and Parish Councils to the Panel in full. When, in accordance with the scheme of delegation, an application is determined by Officers under delegated powers, to include and respond to the comments of Town and Parish Councils in the delegated reports.
- Publish all decisions and reports setting out the reasons for decisions on the Council's website (via PublicAccess).
- Publish all Development Management Panel agendas and minutes on the Council's website.
- Allow a representative of a town or parish council to attend and speak in relation to applications in their town/parish at Development Management Panel meetings in accordance with the Council's 'Your right to speak at Development Management Panel on planning applications' procedures.
- 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.

When a planning enforcement complaint has been made by a Town or Parish Council with sufficient information, an acknowledgement letter will be sent advising of the case reference number and the name and contact details of the case officer. A site visit will be made as soon as possible but ideally within 10 working days of receipt, and the Town or Parish Council will be contacted following this site visit and informed of the initial findings.

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

1. Details of contact person and the nominating community group:

Title	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>		
Postcode:	<input type="text"/>		
Telephone Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
Name of Community Group:	<input type="text"/>		

2. Eligibility of group to nominate – type of organisation: (Please mark one box only with a tick ✓)

✓)

a) A neighbourhood forum ¹	<input checked="" type="checkbox"/>
b) A parish council whose area includes, or is adjacent to an area including, the asset nominated	<input type="checkbox"/>
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 and which does not distribute any surplus it makes to its members	<input type="checkbox"/>
d) A charity	<input type="checkbox"/>
e) A company limited by guarantee which does not distribute any surplus it makes to its members	<input type="checkbox"/>
f) An industrial and provident society which does not distribute any surplus made to its members	<input type="checkbox"/>
g) A community interest company ²	<input type="checkbox"/>

¹ As designated pursuant to section 61F of the Town and Country Planning Act 1990(b)
² 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.

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

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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OVERVIEW & SCRUTINY (SOCIAL WELLBEING)

3 SEPTEMBER 2013

REPORT ON THE PERFORMANCE OF THE SHAPE YOUR PLACE HUNTINGDONSHIRE WEBSITE 1 JULY 2012 – 30 JUNE 2013

(Report by the Head of Environmental & Community Health Services).

1. Background

- 1.2 Members of the Overview & Scrutiny Social Wellbeing Panel at the meeting held on the 3 July 2013, requested officers report on the first year performance of the ShapeYourPlace web site.

2. Introduction

- 2.1 ShapeYourPlace went live in Huntingdonshire in July 2012 with 7 sites across the District:

- Huntingdon;
- North Huntingdonshire;
- Ramsey;
- Sawtry;
- St Ives;
- St Neots; and
- West Huntingdonshire.

The vision for ShapeYourPlace is to provide an online engagement tool acting as a one-stop access point for public services thus complementing other engagement tools used by the authority. It is a platform for open and democratic conversations which local people can influence and it operates 365 days of the year.

- 2.2 Residents don't have to know who can resolve their issues; ShapeYourPlace directs issues to the right organisation. Partners in Huntingdonshire, in addition to the District Council who are committed to responding within the agreed time limits, are:

- Cambridgeshire Fire and Rescue Service;
- Cambridgeshire Constabulary; and
- Cambridgeshire County Council.

Many other organisations respond to residents' queries through ShapeYourPlace eg

- Town & Parish Councils;
- Tesco developers;
- Anglian Water Authority;
- Stagecoach; and the
- Environment Agency.

2. Methodology

2.1 ShapeYourPlace has 3 parts:

- Issues raised by residents are sent to the relevant partners for a response on the site within 10 working days with County and District Councilors and Town/Parish Clerks alerted when an issue affects their patch so they can join in the discussion if they want;
- Comments on issues and blog posts; and
- Blog posts by residents and partners raising ideas, publicising events, highlighting community consultations and mounting campaigns.

All posts are moderated before publication to ensure they do not breach the Terms of Use.

3. Service Take Up

3.1 Visitors

3.1.1 **15707** different people visited the Huntingdonshire sites. Each person is counted once, no matter how many times they visit the site/s Huntingdonshire has a population of 165000 this represents approximately 9.5% of the resident population, to provide a comparison in Fenland where ShapeYourPlace has been operating for 3 years 40% of the population have visited the Shape Your Place site. To help build the Huntingdonshire audience a 0.5FTE Community Engagement Officer has recently been appointed by Cambridgeshire County Council

3.2 Visits

3.2.1 **33930** visits were made to the Huntingdonshire sites.. Visits are the number of times an individual person visits the site/s so one unique visitor will make any number of visits.

3.3 Page views

3.3.1 There were **82891** page views in this year

3.4 Facts and figures

3.4.1 ShapeYourPlace uses Google Analytics for its metrics. The system is acknowledged as the gold standard and has exacting standards for counting.

4. Issues raised

4.1 127 issues were raised by residents during the year, 46 were referred to Huntingdonshire District Council and 81 to other partners. 80% of the 46 issues raised were responded to within 10 working days. Issues referred to Huntingdonshire District Council as the lead partner are currently clustered around:

- Planning
- Parking
- Maintenance of verges, hedges etc

5. Blog posts

5.1 During this period Huntingdonshire District Council posted 69 blog posts across the 7 sites. The majority of these are multi-site blog posts ie the same post appears on a number of the sites. The number of sites is determined by the poster. ShapeYourPlace provides a platform to promote the work of the District Council.

5.2 Officers are pleased with the development of the ShapeYourPlace program in its first year of operation. Service targets have been set for all seven site locations using last year's service data and planning for a 3% increase in take up.

6. Other ShapeYourPlace sites

6.1 In addition to the 7 Huntingdonshire sites there are:

- Fenland sites that went live in October 2010 and May 2011
- 5 East Cambridgeshire sites that went live in April 2012
- Cambridge City site that went live June 2013
- South Cambridgeshire site that went live June 2013

7. Financial

The annual charge per site is £500 consequently the full annual cost to Huntingdonshire District Council is £3,500 per annum.

7 RECOMENDATIONS

- 7.1 Members are requested to indicate if they consider the ShapeYourPlace project in Huntingdonshire is delivering opportunities they originally expected.
- 7.2 Members are requested to indicate if they consider the ShapeYourPlace project in Huntingdonshire is delivering value for money.

Background Information

- 8.1 Annual report provided by Cambridgeshire County Council

Contact Officer: Dan Smith, Community Manager
☎ 01480 388377

Overview and Scrutiny Committee

ADULTS, WELLBEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE



Cambridgeshire
County Council

18th July 2013

Action

1. CONFIRMATION OF CHAIRMAN AND OF VICE-CHAIRMAN

The Committee noted the appointments of Councillor Kilian Bourke as Chairman and Councillor Anna Bailey as Vice-Chairman of the Committee for the municipal year 2013 – 14.

2. DECLARATIONS OF INTEREST

District Councillor Sutton declared an interest as a Mental Health Act Manager, which was an unpaid role in the National Health Service (NHS). He also declared an interest in that his wife worked for the NHS. County Councillor Smith declared an interest in agenda item 8 (minute 8) as a member of the Cambridgeshire and Peterborough Fire Authority.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on 19th March 2013 were confirmed as a correct record and signed by the Chairman.

4. TERMS OF REFERENCE AND WAYS OF WORKING

The Committee received a report providing it with background information about the remit of the Committee and possible ways of working. Members noted that Council on 16th July 2013 had amended the terms of reference by updating the reference to legislation, and by agreeing to give the Committee the power of referral of health service proposals to the Secretary of State for Health. This delegation restored to the Committee the power of referral that it had had under previous legislation up to 1st April 2013.

5. CO-OPTION OF DISTRICT AND CITY COUNCIL MEMBERS

The following District and City Council representatives were co-opted:

Members	Substitutes
Simon Brierley, Cambridge City	Zoe Moghadas, Cambridge City
Mike Cornwell, Fenland	Will Sutton, Fenland
John Pethard, Huntingdonshire	Robin Carter, Huntingdonshire

Members noted that South Cambridgeshire members were due to be nominated before the Committee's next meeting on 12th September, and that because East Cambridgeshire District Council no longer had any scrutiny committee, it was now not possible to co-opt an East Cambridgeshire member onto the Committee.

6. THE FUTURE COMMISSIONING OF OLDER PEOPLE'S SERVICES

The Committee received a report updating it on developments in Older People's Services, including the Older People's Programme led by the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG), and arrangements for the transfer of older people's services from Cambridgeshire Community Services NHS Trust (CCS) to Cambridgeshire County Council (CCC). Councillor Fred Yeulett, Cabinet Member for Adult Services, presented the report. Also in attendance to respond to members' questions and comments were

- Claire Bruin, Service Director: Adult Social Care, CCC
- Andy Vowles, Cambridgeshire Chief Operating Officer, CCG
- Matthew Smith, Programme Lead Older People, CCG
- Matthew Winn, Chief Executive, CCS.

The Cabinet Member welcomed the report as giving an insight into the challenges surrounding the provision of Older People's Services; these included changes in demography, increased acuity of need, reduced resources, and forthcoming changes in legislation. Members noted that Cabinet had already agreed that some or all of the Older People's Services provided by CCS would be transferred to County Council management, and that CCC had had an input into the success criteria for the Older People's Programme. The Cabinet Member reported that, because reablement was one of the mainstays of service delivery, at a recent meeting with East of England Lead Members he had asked that some work on reablement benchmarking be undertaken in the region.

Responding to questions, CCG Officers said that

- Older People's Services were the highest priority area for the CCG
- the CCG was now focussing on outcomes, an approach which would be better served by a multi-year model of contracts for services than by the historic pattern of a contract with a single provider for a period of one year
- the core services for people aged over 65 were within the scope of the procurement exercise (including hospital and mental health); discussions were taking place about whether or not continuing healthcare would be included
- there was a difference between structural and functional integration of social care; a shared commitment on the part of CCC and CCG did not necessarily mean shared funding. The question was always how services could work best at each local level
- it was not yet possible to say whether there would be any break clauses in the five-year contracts, because no draft contract had yet been developed, but it was standard practice to include a requirement that performance standards be met, and unlikely that there would be no element of break clause
- the principal consideration in framing contracts would be whether desired outcomes were being met, rather than having rigid lists of what was included and excluded. The use of outcome-based contracting was uncommon in the UK, but occurred more frequently elsewhere. Members urged that contracts should include clear break clauses and traceable and accessible performance metrics
- it was likely that ways of varying contracts would be built in, because of the level of uncertainty, for both CCG and providers, about future developments, such as potential changes in legislation.

- despite there being fewer providers, ways of giving service users an element of choice could be explored. The CCC Service Director clarified that the finance for the CCG procurement exercise was separate from the Social Care funding used to support direct payments
- though it would probably not be possible to allow service users to opt out of CCG arrangements completely, it might prove possible to construct a health corollary to social care direct payments
- to avoid a scenario where providers might be reluctant to take on difficult or complex cases, the preferred approach was to proceed on a population basis, under which the provider would be contracted to provide services for all the patients in a specified area
- a team was working on the development of outcome measures, such as patient and carer satisfaction, and whole-system efficiency (e.g. avoiding unnecessary admissions, reducing length of stay, avoiding unnecessary readmissions); evaluation could include benchmarking for some measures, e.g. bed days, and improvement in e.g. patient satisfaction. The most complex area to assess was patient-reported outcomes
- in drafting success criteria for supporting people to maintain their independence, ways were being explored of incentivising contractors to find people at severe risk of sudden deterioration; outcome measures could include reducing the number of people going into long-term residential care
- the draft success criteria listed in the report were high-level descriptions; metrics would be included in contracts, and a set of success criteria was being developed and tested with clinicians. The Programme Lead offered to supply further details outside the meeting
- the CCG had not laid down how the aim of having a single point of contact for an older person using services was to be achieved, because it wanted providers to say how this would be done. The Service Director: Adult Social Care commented that this might challenge CCC's Contact Centre as the point of contact for Adult Social Care services
- the CCG had no fixed view on the size of organisation acting as Lead Provider. There were arguments for and against having one contract for the whole area, but the key consideration was how operational planning happened at the very local level; it could be appropriate to have different ways of responding, and of reaching outcomes, across the county.

MS

The Chief Executive of CCS, in reply to members' questions, advised that

- Cambridgeshire Community Services NHS Trust would remain in existence to deliver services for as long as necessary
- children's services and ambulatory services were not included in the current procurement exercise
- CCS staff would be transferred under TUPE (the Transfer of Undertakings (Protection of Employment) Regulations) where appropriate; the present uncertainty for staff was unfortunately not uncommon in Local Authority and NHS services. The Chief Executive offered to supply a breakdown of staff affected; as well as its work in Cambridgeshire and Peterborough, CCS also provided some services in Luton and Suffolk

MW

- despite the uncertainty, some performance metrics were improving, including sickness rates, and it was no more difficult to recruit staff than it had been previously; efforts were being made to provide appropriate support to staff through the time of transition, and to give them greater certainty
- work to mitigate the risks identified in the CCC risk register for the project was focussing on the risks identified as having the highest probability of occurrence. The Chief Executive offered to supply the detail in the risk register, which was a public document.

MW

The Chairman thanked the presenters for their contributions; the Committee would be following up some of the areas discussed in more detail at a future meeting.

7. DELAYED DISCHARGE REVIEW – RESPONSES FROM NHS BODIES

The Committee received a report setting out the responses to the review of delayed discharge and discharge planning undertaken by members of the Committee in 2012/13. Members noted that the review's main outcomes had concerned the discharge planning process, service capacity, and admission avoidance. The responses from local NHS bodies would be considered at this meeting and the following one. Officers replying to questions on the responses from the first three organisations were

- from Cambridgeshire and Peterborough Clinical Commissioning Group (CCG)
 - Andy Vowles, Cambridgeshire Chief Operating Officer
 - Nigel Smith, Local Chief Officer
- from Cambridgeshire Community Services NHS Trust (CCS)
 - Matthew Winn, Chief Executive
 - Jackie Galwey, Community Unit Manager – Cambridge and South Cambs
- from Cambridge University Hospitals NHS Foundation Trust (CUHFT)
 - Fran Cousins, Chief Operating Officer
 - Richard O'Driscoll, Complex Discharge Transformation Manager.

Introducing the CUHFT response, the Transformation Manager said that the Addenbrooke's programme had started 12 months ago, working with all the key partners. Three factors had made a difference in improving delayed discharges: the expansion of community rehabilitation and of reablement, and service redesign, including redesign of Addenbrooke's own internal processes. The number of assessments waiting to be carried out was much lower, though variable, and had even been zero twice recently. More remained to be done, including working together with the County Council on purchasing residential and domiciliary care, rather than each organisation purchasing care separately. A key factor was supporting people in the appropriate setting, getting them out of hospital as soon as they were fit enough and putting in place a range of out of hospital services.

Speaking for CCS, the Community Unit Manager thanked the Committee for its members' interest in the topic of delayed discharge. Their work had shown the importance of all the organisations concerned working together, and of involving patients and carers. Reablement had been successfully developed in the south of the county, with 60% more people going through reablement compared with a year ago. 70% of participants experienced some benefits; 60% had no further care needs once the period of reablement was completed, and the remainder had reduced needs. The philosophy of reablement had been extended to other settings, for example seeking opportunities to enhance the independence of patients in interim beds. It was however necessary to reduce delays in setting up reablement.

The Local Chief Officer said that the CCG had been working with senior representatives from all partners through the Urgent Care Network, the aims of which included reducing delayed transfers of care. Through the Network's System Planning Group, work was being done to develop a co-ordinated, system-wide approach to responding to delays in transfers of care; the problem was not just about the number of patients, but about the flow of patients through the health system and how the system responded to a blockage in that flow. If necessary, the Group would meet weekly or even daily during the winter. The CCG had invested transformation funding for long-term improvement, including enhanced community nursing to avoid acute admissions; a further ten intermediate beds had also been commissioned in the past year.

Commenting on the organisations' responses to the review report, members

- enquired what was being done to address the situation of there being several different IT systems in use across the health and social care systems. The Complex Discharge Transformation Manager said that there had been numerous attempts to resolve this long-standing problem. He did not expect that it would be possible to have a single fully-integrated health and social care IT system. The primary care and acute hospital systems were becoming more integrated, and work was being done around making care information available to clinicians at the point of decision-making
- noted that the IT system used by Addenbrooke's could not give the County Council the function it needed in order to manage its spend, whereas its SWIFT system did have the necessary functionality
- drew attention to the increase of 19% in the level of admissions of over 85 year olds in the past two years, and asked whether the reasons for this might be associated with Whitehall's imposition of austerity measures two years ago.

The Local Chief Officer said that higher pressure in the system might be one of the drivers for the increase, though he was not aware of the recession as a particular factor. Much work was focussed on trying to prevent problems escalating to the point where acute services were needed, but when over 85 year olds were admitted, it was necessary to get them through hospital quickly.

It was pointed out that the County Council's criteria for providing services had not changed, and funding for adult social care had remained at much the same level. There was no clear link between the rise in admissions of older patients and any actions of the Council

- asked what was being done about getting ownership of the report's recommendations embedded in the different organisations, and requested that reporting should be against the report's recommendations in future.

Members were advised that, under the governance arrangements outlined in the CCG response, each organisation identified a key owner on each aspect of the system plan, which went wider than just delayed transfers of care. The CCG was in a good position to act as a conduit for information to the Committee. The Community Unit Manager added that multi-disciplinary work was being developed at GP practice level in order to increase collaboration closer to the patient, with the aim of preventing avoidable admissions to hospital.

The Chief Operating Officer said that the issue of delayed transfers of care had a high profile at Addenbrooke's, with monthly reports to the Board. Significant changes had been made in 2013, from over 100 bed days being lost each week

because of delayed assessments in early January to only three days being lost in the current week. This demonstrated how well aligned the organisations were to each other; the joint planning was having an impact, and the will, engagement and governance processes were all in place.

The Chairman thanked the officers for their comprehensive responses, and reminded both them and the Committee that work still remained to be done on this matter. The Committee would consider the responses from Hinchingsbrooke and Peterborough Hospitals and from the Cambridgeshire and Peterborough NHS Foundation Trust at its meeting in September 2013.

8. EAST OF ENGLAND AMBULANCE SERVICE NHS TRUST – PERFORMANCE AND PLANS

The Committee received a report on the performance and plans of the East of England Ambulance Service NHS Trust (EEAST). Members also considered the findings of Dr Anthony Marsh's governance review into EEAST's service. EEAST officers in attendance to respond to members' questions and comments were

- Chris Hartley – Assistant Director of Communications
- Simon King – General Manager Cambridgeshire
- John Knott – Clinical Operations Manager.

The Chairman thanked the EEAST officers for their report and asked whether the Trust had accepted all the recommendations of the governance review. The Assistant Director explained that the Trust had published a turnaround report in April 2013, and a new Interim Chief Executive had started work in December. The governance report had covered the same issues as the turnaround report, which acted as the overarching and prime plan for the Trust. The Trust had developed an action plan incorporating actions from the turnaround plan and the governance review. The action plan had been submitted to the NHS Trust Development Authority (TDA) within the required timescale (by 5th July), but no response had yet been received from the TDA.

In reply to members' questions, officers said that

- there had been huge changes made at EEAST, with not only the new interim Chief Executive but a new interim Chair of the Board appointed in May 2013. All five non-executive directors had resigned in late June 2013, and two interim non-executive directors had been appointed on 15th July
- the vast majority of the governance report's findings were accepted by the Trust; this was not a trust in denial. The new Chair of the Board and the new Chief Executive were both fully committed to turnaround
- progress was being made with recruiting additional substantive non-executive directors. These were remunerated posts for which people applied. The appointments would be made by the TDA and were subject to the Code of Practice of the Commissioner for Public Appointments
- the work of Clinical Operations included clinical audit, work with training, and clinical investigation. Clinical Operations dealt with all frontline staff regardless of grade
- discussions had already been started with partners such as Cambridgeshire Fire and Rescue Service (CFRS) about priorities and aims for improvement in order to minimise delays to other organisations from any delay in providing ambulance services e.g. at the scene of an accident. A meeting had been held with CFRS

but no meeting had yet been arranged with the Police, because the focus so far had been on internal engagement of staff, which had been time-consuming. The General Manager accepted a member's point that engagement with partners was taking a long time

- on a day-to-day basis, there was little engagement with the other emergency services, though when they were involved with each other, the input needed to be good. Partnership arrangements were already in place with Fire and Police; if EEAST went out to a Road Traffic Accident (RTA), the EEAST Operations Manager and the Fire Officer would debrief the whole team together. There was collaboration with Police in crime reduction, e.g. sharing information on recent drug-related calls, without breaking confidentiality
- although engagement with the other emergency services was not a day-to-day occurrence for emergency crews, EEAST managers were very aware of its importance
- the turnaround plan had identified the need to recruit 351 frontline staff. £5m had been invested from the Trust's budget in the previous year for services to support the front line, and plans were now being developed to divert £20m to the front line
- although the governance review had advised against recruiting further Emergency Care Assistants, the Trust was looking to recruit 67 new ECAs because this suited the Trust's model of delivery; the aspiration was to have a paramedic on every ambulance and in every car, but – in line with national opinion – it was not a good use of staff resources to use higher-grade paramedics in GP transport. A staff progression route had now been developed for ECAs
- routine, non-emergency patient transport was now run by the Clinical Commissioning Group, which set the eligibility criteria for the service
- in relation to the governance report's view that the Trust had lost focus on the strategic objective of its core business, the Chief Executive was clear that EEAST must focus on improving its 999 response, getting to patients and putting more vehicles on the road
- back-office savings were to be made and full-time HR support had been obtained to help managers manage levels of sickness on the front line. Practical steps included manager training about e.g. speaking to staff on their first day off sick, speaking to them on the day they returned to duty, and referring to occupational health where appropriate
- it was necessary to improve staff morale and engagement; staff were being empowered to take decisions locally
- some of the fluctuations in performance could be put down to poor recording; for example, some cases were being recorded as strokes that turned out not to be strokes, but they continued to be coded as a stroke. Staff were now being challenged and educated about the accuracy of data, and the Clinical Operations Manager checked the figures each month. Another factor could be that if there was a very small number of a particular type of incident such as a cardiac arrest adverse outcomes in the few cases could have a disproportionate statistical effect. The Clinical Operations Manager undertook to supply actual numbers of cases rather than percentages, and the Assistant Director undertook to supply much stronger data in the performance tables in any future report to members

JK,
CH

- difficulties were sometimes experienced in locating patients, particularly where the person calling was not actually with the patient or the patient was away from roads, for example in woodland. Mobile data technology was very helpful. in such cases, and there was usually no difficulty in finding patients where road name and house number were given
- one more full-time ambulance had been put on the road in Cambridgeshire in the last two months; the issue was staffing for vehicles, but 70 of the 200 new staff needed had already been recruited, and rotas had been redesigned to raise the number of ambulances available
- initiatives for Cambridgeshire included
 - working on delivering services in a way tailored to the local area; it was better for patients and more motivating for staff to keep resources local
 - renewing use of community responders, which had tailed off from previous levels; in the Ely, Littleport and St Neots areas, staff were running their own volunteer training sessions
 - a national innovation awards had been achieved in Cambridgeshire for work by Phil Lumbard, an Emergency Care Practitioner, to develop a falls service. This aimed to provide a thorough response to elderly callers who had fallen, and to avoid unnecessary admission to hospital.

The Chairman thanked the officers for their attendance and their candid answers. The General Manager extended an invitation to members to come out for a day with the Ambulance Service.

9. MEMBERSHIP OF REGIONAL JOINT OVERVIEW AND SCRUTINY COMMITTEE (OSC) ON LIVER METASTASES SURGERY PROPOSALS

The Committee received a report on plans for a regional Joint Overview and Scrutiny Committee to examine proposals for specialist surgery for liver metastases in the Norfolk, Suffolk, Cambridgeshire, Peterborough and North Bedfordshire area. Members noted that each authority had been invited to nominate three members, plus substitutes; nominations should be of County Councillors and made on a politically proportionate basis. A preliminary briefing for the joint committee was likely to be held in late July 2013.

The Committee agreed that names would be sought by email and the nomination of members would be reconsidered at the next meeting, on 12th September.

JB

10. MEMBER LIAISON ARRANGEMENTS

The Committee received a report on arrangements for members of the Committee to liaise with lead County Council officers, with NHS organisations used by people in Cambridgeshire, and with Healthwatch Cambridgeshire. The Committee was invited to nominate liaison councillors for Adult Social Care, Public Health, Cambridgeshire and Peterborough Clinical Commissioning Group (CCG), other NHS organisations, and Healthwatch Cambridgeshire.

Councillors Hickford and Scutt expressed an interest in liaising with the CCG and Councillor Downes offered to liaise with Hinchingsbrooke. Members noted that any liaison groups formed would be treated as working groups, with no requirement for political proportionality to be observed.

Because several members had already left the meeting, the Committee agreed

- that the Scrutiny and Improvement Officer would email County and District members and substitutes to seek volunteers as liaison councillors
- that the Committee would reconsider the nomination of liaison councillors at its next meeting, on 12th September.

JB

11. FORWARD WORK PROGRAMME

a) Committee priorities and work programme 2013/14

The Committee considered its priorities and work programme for the municipal year 2013/14, including topics identified at the Committee's induction seminar in June 2013. Members commented that two major agenda items would be sufficient for the next meeting. The Chairman invited members to contact him, the Vice-Chairman or the Scrutiny and Improvement Office about any further suggestions for the work programme.

b) Cabinet agenda plan

The Committee noted the Cabinet agenda plan.

12. CALLED IN DECISIONS

There were no called in decisions.

13. DATE OF NEXT MEETING

The Committee noted that its next meeting was due to be held at 2.30pm on Thursday 12th September 2013.

Members of the Committee in attendance: County Councillors K Bourke (Chairman), P Ashcroft, A Bailey, R Butcher (substituting for Cllr Loynes), P Downes, S Frost, D Giles (substituting for Cllr van de Kerkhove), R Hickford, J Scutt, M Smith, M Tew and S van de Ven; District Councillors S Brierley (Cambridge City), W Sutton (substituting for M Cornwell) (Fenland) and J Pethard (Huntingdonshire)

Apologies: County Councillors M Loynes, K Reynolds, M Tew and S van de Kerkhove; District Councillor M Cornwell

Also in attendance: County Councillor F Yeulett

Time: 2.30pm – 5.40pm

Place: Shire Hall, Cambridge

Chairman

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

3 SEPTEMBER 2013
5 SEPTEMBER 2013
10 SEPTEMBER 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 on 17th September 2013.	Whole Panel.
Maintenance of Water Courses	To receive a presentation on the maintenance arrangements in place for Water Courses within the District.	Environmental Well-Being	Panel requested for an update on the drainage problems experienced at Yaxley. Update to be delivered to Panel in September 2013.	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 Panel has established a Task & Finish Group to review the progress which has been made with regard to their recommendations on the Document Centre. This Group will meet on 11 th September 2013.	Working Group
Economic Development	To be determined.	Economic Well-Being	The Huntingdonshire Economic Growth Plan 2013 to 2023 was considered by the Panel in	Whole Panel.

			July 2013. The Economic Development Manager will attend a future meeting to provide an update on the marketing and implementation plans.	
Customer Services Strategy	To contribute to the production of the new Customer Services and Channel Migration Strategy.	Economic Well-Being	A number of meetings of the Working Group have been held. The Working Group will meet again on 12 th September, prior to the draft Strategy being submitted to Overview and Scrutiny & Cabinet in October.	Working Group
Grounds Maintenance - Service Standards	To review the Council's expenditure on grounds maintenance.	Environmental Well-Being	Report submitted to the Panel at its June 2013 meeting. Further report to be submitted to the Panel in October 2013.	Whole Panel.
Communications & Marketing	To be determined.	Economic Well-Being	First Meeting of the Working Group will be held on 11 September to determine the remit and scope of the review.	Working Group
Shared Services	To be determined	Economic Well-Being	The Membership of this Working Group will be confirmed at the September Panel Meeting. The Working Group will then	Working Group

			meet with the Assistant Director (Finance & Resources) to determine the scope of this review.	
Recycling in Flats	To receive details of areas within the District where household recycling was not taking place.	Environmental Well-Being	A position statement will be submitted to the Panel's September 2013 meeting.	Whole Panel.

Panel Date	Decision	Action	Response	Date for Future Action
5/04/11/ 2/10/12/ 5/03/13	<p><u>Hinchingbrooke Hospital</u></p> <p>(a) Management of the Hospital</p> <p>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.</p>	<p>Invitation to be extended to the Hospital and Circle to attend the Panel's March 2014 meeting.</p>	<p>Invite all O&S Members and Ruth Rogers, Chair of Healthwatch Cambridgeshire when discussion on Hinchingbrooke Hospital takes place.</p>	4/03/14
6/11/12 4/12/12 4/06/13	<p>(b) Hinchingbrooke Hospital Joint Working Group</p> <p>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.</p> <p>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 and M C Oliver together with Mr R Coxhead. The Working Group will receive regular updates on the Hospital.</p> <p>Councillor C R Hyams appointed to the Working Group.</p>	<p>Working Group attended a meeting of the Cambridgeshire Adults, Wellbeing and Health Overview and Scrutiny Committee on 5th February 2013.</p>	<p>Working Group to meet as and when required.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
<p>4/12/12 & 5/02/13 & 02/07/13</p> <p>4/06/13</p>	<p>(c) Financial and Operational Performance</p> <p>Presentation received from Mrs S Shuttlewood, 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.</p> <p>Given that the Panel has developed its health scrutiny role, the Panel requested a report to be submitted to a future meeting on health trends across the District.</p>	<p>Reports to be presented in June and December each year.</p>	<p>Next update to be received in December 2013.</p> <p>Report to be submitted to a future Panel meeting.</p>	<p>3/12/13</p> <p>TBC</p>
	<p><u>Delivery of Advisory Services Within the District</u></p> <p>New voluntary sector funding arrangements came into effect on 1st April 2013. Voluntary Sector Working Group, comprising Councillor Mrs P A Jordan and 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>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 summer 2013 and the</p>	<p>Meeting of Working Group to be arranged with voluntary organisations</p>	<p>Annual performance report to be presented to Panel in June 2014.</p>	<p>3/06/14</p>

Panel Date	Decision	Action	Response	Date for Future Action
4/06/13	Panel will receive an annual report on performance in June 2014. Councillor R C Carter appointed to the Working Group in place of Councillor R J West.	shortly – details to be confirmed.		
04/09/12	<u>Grant Aid</u> Annual Report on organisations supported by grants through Service Level Agreements received and noted by the Panel.		Final monitoring report expected November 2013.	5/11/13
15/05/13 7/06/11	<u>Leadership Direction</u> Councillors S J Criswell and R C Carter appointed to Corporate Plan Working Group. The Panel expressed their wish for continued involvement by overview and scrutiny in monitoring the performance of the new Council Delivery Plan.	Number of meetings of the Corporate Plan Working Group held to develop the Delivery Plan. Last meeting held on 17th July 2013 to consider the Customer Services aspect of the Plan.	Working Group to meet with new Managing Director once further work has been undertaken to refine the Plan. The Managing Director's perceptions of the role of overview and scrutiny will also be discussed at this time. Members will then give further consideration to developing a programme of meetings to discuss with Cabinet Members their particular areas of responsibility.	

Panel Date	Decision	Action	Response	Date for Future Action
	<u>Consultation Processes</u>			
6/03/12	Update received on a previous study undertaken by the Panel. Panel to partake in the review of the Consultation and Engagement Strategy.			
12/06/12 & 2/07/13	Councillors Mrs P A Jordan, P Kadewere and J W G Pethard appointed on to the Consultation Processes Working Group. Councillor R C Carter subsequently appointed on to the Working Group at the Panel's July 2013 meeting.	Meeting of the Working Group held on 5th September 2012.	Strategy and Guidance to be presented to the October 2013 meetings of the Panel and Cabinet. The Working Group met on 28th August 2013 to ensure that they are satisfied with the refreshed Strategy and Guidance. A brief update on the outcome of this meeting will provided at the meeting.	1/10/13
	<u>Social Value</u>			
03/01/12	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.			
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	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	TBC

Panel Date	Decision	Action	Response	Date for Future Action
		benefits of social value.	of the methodology used to undertake this work. Working Group meeting held on 18th July 2013. A brief update on the outcome of this meeting will provided at the meeting.	
<p>03/07/12 & 04/09/12</p> <p>8/01/13 & 5/03/13</p> <p>2/04/13</p>	<p><u>Review of Neighbourhood Forums In Huntingdonshire</u></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 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 (LJCs) are</p>	<p>Deputy Leader met with the existing Neighbourhood Forum Chairmen on 1st November 2012. Pilot meeting held on 7th November 2012.</p> <p>Chairman liaised directly with the Deputy Executive Leader.</p> <p>Informal discussion held with various Members and the Leader/Deputy Executive Leader prior to Council in</p>		

Panel Date	Decision	Action	Response	Date for Future Action
4/06/13	<p>introduced across the District.</p> <p>The outcome of a recent meeting of the Executive Leader's Strategy Group was reported to Members. Agreed that the Panel's former proposals relating to LJC's will be reviewed by the Cabinet. Whilst there is support for the proposals, the Executive Leader has stressed that it will be permissive on local communities' part and that it will be up to groups of Parishes to organise, pay for and service the LJC's themselves.</p>	<p>April 2013.</p> <p>An amended proposal will be put before the Cabinet.</p>	<p>Copy of the report on LJC's circulated around electronically to the Panel. Report to be submitted to the 19th September 2013 meeting of the Cabinet. The Chairman will attend to present the report.</p>	
12/06/12	<p><u>Equality Framework for Local Government – Peer Assessment</u></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>	<p>Meetings of the Working Group held on 29th August 2012 and 23rd January 2013.</p>	<p>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.</p>	TBC
4/06/13	<p>Councillor P W G Pethard appointed to the Working Group.</p>			
7/06/11	<p><u>Housing Benefit Changes and the Potential Impact on Huntingdonshire</u></p> <p>Requested a background report to be provided on the emerging issue of homelessness arising as a</p>			

Panel Date	Decision	Action	Response	Date for Future Action
2/04/13	<p><u>Update on Redesign of Mental Health Services</u></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&P CCG) attending the meeting.</p>	Request submitted to C&P CCG to attend meeting.	<p>Mr J Ellis, Head of Mental Health, Learning Disability and Substance Misuse Commissioning, NHS Cambridgeshire, 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 November 2013 meeting.</p>	5/11/13
4/06/13	<p><u>Review of Elderly Patient Care at Hinchingsbrooke Hospital</u></p> <p>Working Group appointed comprising Councillors S J Criswell, I C Curtis, C R Hyams, Mrs P A Jordan, P Kadewere, J W G Pethard together with Mr R Coxhead to undertake a review of elderly patient care at Hinchingsbrooke Hospital. The study will be undertaken in conjunction with the Hospital.</p> <p>Since the Working Group's initial meeting, the Chairman has met with Mr I Weller from the Cambridgeshire and Peterborough Clinical Commissioning Group (C&P CCG) to be briefed on the procurement exercise being undertaken on the Older People's Programme which forms part of the Future of Cambridgeshire Community</p>	<p>First meeting of the Working Group held with representatives of the Hospital and Circle on 18th July 2013.</p>	<p>An update on the outcome of this meeting will be provided at the meeting.</p>	

Panel Date	Decision	Action	Response	Date for Future Action
	<p>Services Project. This meeting was held on 30th July 2013. On behalf of the Panel, the Chairman expressed his wish to be involved as part of the procurement process in relation to the evaluation of bids received for the Huntingdonshire area. Suggested that a presentation should be delivered on the procurement exercise to a future meeting of the Panel.</p>	<p>Invitation extended to C&P CCG to attend Panel's December meeting – awaiting confirmation.</p>	<p>A brief update will also be delivered by the Chairman on the outcome of this meeting.</p>	<p>3/12/13</p>
<p>4/06/13</p>	<p><u>Ambulance Service Provision</u></p> <p>Suggested by Councillor C R Hyams to include a review of Ambulance Service Provision within the Panel's work programme.</p>	<p>Background information on Ambulance Service provision to be submitted to the Panel at a future meeting.</p>	<p>Advised at Panel's July 2013 meeting that the Cambridgeshire Adults, Well-Being and Health Overview and Scrutiny Committee would be undertaking a review of provision from a Countywide perspective. The Panel concurred that the County were best placed to undertake this review and agreed to remove it from their work plan. This item will be removed from the next Progress Report.</p>	<p>TBC</p>

Panel Date	Decision	Action	Response	Date for Future Action
04/09/12 and 6/11/12 4/06/13	<p><u>Notice of Executive Decisions</u></p> <p>Huntingdonshire Town and Parish Council Charter and Voluntary Sector Compact</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>	Request submitted to the Head of Environmental and Community Health Services.	Report presented to Panel in June 2013.	
	<p>Considered at Panel's June 2013 meeting. As both documents are still subject to final agreement with the Town and Parish Councils and the voluntary and community sector, the Panel has requested sight of both documents again in September prior to its submission to the Cabinet.</p>	Healthy Communities Manager aware of Panel's request.	Report to be submitted to the Panel's September meeting. This item appears elsewhere on the Agenda.	3/09/13
03/04/11	<p><u>Huntingdonshire Strategic Partnership (HSP)</u></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>Huntingdonshire Community Safety Partnership</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>		Due for consideration by the Panel in September 2013. This item appears elsewhere on the Agenda.	3/09/13

Panel Date	Decision	Action	Response	Date for Future Action
6/11/12	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.			
05/10/10	<p>Children and Young People</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>	Invitation extended to the Lead Officer of the thematic group.	Item due for consideration at Panel's November meeting.	5/11/13
7/02/12	<p>Health and Well-Being</p> <p>Background information received on the thematic group's outcomes, terms of reference, membership and Action Plan.</p>	Invitation to be extended to representatives of the Group.	Due for consideration by the Panel in September 2013. This item appears elsewhere on the Agenda.	3/09/12

Panel Date	Decision	Action	Response	Date for Future Action
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ACTION LOG

(Requests for information/other actions other than those covered within the Progress Report)

<u>Date of Request</u>	<u>Description</u>	<u>Response</u>
02/07/13	<ul style="list-style-type: none"> • Panel agreed that a letter of thanks should be sent from the Panel to Councillor R J West thanking him for his invaluable contribution to the work of the Panel. • Details of the Joint Strategic Needs Assessment Seminar on the Prevention of Ill Health in Older People to be passed on to Mr R Coxhead and Mrs M Nicholas. 	<p>Letter of thanks sent out to Councillor West on 9th July 2013.</p> <p>Details circulated to Mr R Coxhead and Mrs M Nicholas on 3rd July 2013.</p>



Decision Digest

Edition 136

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st July to 31st July 2013.

CAMBRIDGESHIRE AND PETERBOROUGH CLINICAL COMMISSIONING GROUP: FINANCE AND PERFORMANCE REPORTS

The Overview and Scrutiny Panel (Social Well-Being) received a presentation from representatives of Cambridgeshire and Peterborough Clinical Commissioning Group on the financial and operational performance of the Group, with particular mention made of Hinchingbrooke Hospital. It was reported that the Hospital was achieving its performance targets but that there were some areas of concern relating to diagnostic waiting times and Ambulance handover times. These matters were in the process of being addressed. Constructive responses were given to the numerous questions asked by the Panel. A further update will be delivered in 6 months time.

HOUSING AND COUNCIL TAX BENEFIT CHANGES AND THE POTENTIAL IMPACT UPON HUNTINGDONSHIRE

The Overview and Scrutiny Panel (Social Well-Being) has been updated on the effect of Government changes to the Housing Benefits system arising from the Welfare Reform Act. A number of changes came into effect on 1st April with the Benefit Cap introduced on 15th July. Only 44 households in Huntingdonshire will be affected by the latter.

The Panel discussed a number of matters including discretionary housing payments, the availability of one and two bedroom properties across the District, property exchanges undertaken by housing associations, the level of budget available to assist with homelessness together with the range of preventative work undertaken and the recent acquisition of additional temporary accommodation in Huntingdon.

CCTV OPERATIONS – SHARED SERVICE PROPOSAL

Together with the Cabinet, the Overview and Scrutiny Panel (Social Well-Being) has endorsed a proposal to establish a joint CCTV shared service with Cambridge City Council. The service is likely to operate from Eastfield House and the proposals are expected to generate savings of around £200,000 per year. There is also potential for the service to improve its financial performance once the shared service is established.

The Panel is concerned over the financial implications of the transfer of staff from the City to the District Council and has sought assurances that its true impact should be incorporated fully into the proposed business plan. Other matters that were discussed included the potential redundancies that might arise from the proposals and the reconfiguration of the CCTV Control Room.

In considering the Panel's recommendations, the Cabinet has authorised the Head of Operations to approve the establishment of the shared service, based in Huntingdon, on the basis of a detailed business case.

LANDSCAPE SENSITIVITY TO WIND TURBINE DEVELOPMENT DRAFT REVISED SUPPLEMENTARY PLANNING DOCUMENT

The Overview and Scrutiny Panel (Environmental Well-Being) has commented on the Landscape Sensitivity to Wind Turbine Development Supplementary Planning Document (SPD). To add extra weight and to strengthen the support for the proposed SPD, the Panel has suggested that the Cumulative Landscape and Visual Impacts of Wind Turbines in Huntingdonshire (CLVI) document should undergo separate public consultation as it is felt that this would make the SPD better able to withstand the rigours of an appeal. The Panel agreed that explicit reference to the terms "adverse visual impact" and "material harm" should be incorporated within the planning policy framework.

Concerns remained over the group sizes proposed within the SPD. The Panel has recommended to the Cabinet that further work is undertaken to revise the downward size of the groups as it is felt that those proposed are not reflective of the landscape characteristics of the District. The absence of a separation distance is a further area of concern and the Panel has suggested that a minimum distance of 2km is introduced.

The Panel has also discussed the concerns raised by the Molesworth Action Group over various aspects of the SPD.

Subsequently, the Cabinet has requested the Planning Service Manager (Policy) to further review the content of the SPD and to proceed with a public consultation exercise for the CLVI document.

HUNTINGDONSHIRE ECONOMIC GROWTH PLAN 2013 – 23

Both the Cabinet and the Overview & Scrutiny Panel (Economic Well-Being) have reviewed the content of the Huntingdonshire Economic Growth Plan.

The Panel has recognised the importance of the Economic Growth Plan for the District and for the Council and has recommended that the vision should replace that already contained in the Leadership Direction. It has also suggested that the Plan's vision should be amended to refer to Huntingdonshire becoming one of the best places to live in England.

Given the importance that is attached to the Plan, Members were of the view that the Council should make adequate resources available to ensure the actions associated with it can be delivered.

In terms of the contents of the Plan, the Panel has also recommended that

- reference should be made to the District's infrastructure needs;
- contact details should be clearly provided for interested parties who wish to contact the Council about it,
- a more dynamic tone should be adopted throughout, and
- a more explicit explanation should be provided of the "trickle down" effect from

economic activity centres to rural areas.

The Panel has asked to see the marketing and implementation plans in due course.

In discussing the document's key components, the Cabinet has reiterated the Panel's views that the Plan's vision is amended, that a more dynamic tone be adopted throughout and the "trickle down" effect be explained.

USE OF CONSULTANTS, HIRED STAFF AND TEMPORARY STAFF

The Panel has considered the annual report detailing expenditure by the Council on consultants, hired and temporary staff. In noting the reduction in capital expenditure compared to the previous year, concern has been expressed by the Panel at the increase in revenue expenditure. This prompted a number of pertinent questions.

Having noted that the Employment Panel had been asked by the Cabinet to review the use of consultants and agency staff, the Panel has asked the Employment Panel to look at:

- the cost effectiveness of temporary staff;
- the effect of stress within the workforce on their cost and use;
- who reviews the use of temporary staff; and
- whether the revenue costs could be reduced.

PRIVATE SECTOR RENT LEVELS

Following a request for information at a previous meeting, the Overview and Scrutiny Panel (Economic Well-Being) has received an update on rent levels in

Huntingdonshire. There is currently no evidence to suggest that landlords are adjusting their rents downwards in line with Housing Benefit Local Allowance rates. This has reduced the number of households which the Council has been able to work proactively with to prevent homelessness and contributed to an increased use of temporary accommodation.

The Panel has discussed a number of matters including the work which was ongoing with local Housing Associations to provide temporary accommodation.

Further updates will be provided as and when there is something significant to report. A seminar on housing and benefits has also been arranged for all Members in October.

CUSTOMER SERVICES MONITORING REPORT

The Overview & Scrutiny Panel (Economic Well-Being) has considered the Customer Service Performance report for the period January to June 2013. The report sets out the standards of service that have been achieved and the issues the service will face in the forthcoming period.

In considering the report, the Panel has discussed a range of matters including the reduction in service standards at the Call Centre and the increase in sickness absence. The Head of Customer Services was asked to provide details of the additional costs incurred as a result of the implementation of the Green Bin project.

Having regard to recent changes to systems and procedures within the Call Centre, Members have expressed the view that before the current lease expires, consideration should be given

to combining the call centre with customer services.

A further report will be provided in 6 months.

OVERVIEW & SCRUTINY STUDIES

The Overview & Scrutiny Panel (Economic Well-Being) has established a Working Group to undertake a study on communications & marketing. Councillors P G Mitchell, P D Reeve, and T V Rogers have been appointed to this Group. A small team has also been established to follow-up on the recommendations arising from the Panel's review of the Document Centre.

In addition, a further Working Group will be established shortly to carry out a study on shared services. The membership is yet to be appointed.

DRIVING STANDARDS AGENCY – DRIVER TESTING

The Licensing and Protection Panel has been updated on the situation with regard to waiting times for Driving Standards Agency (DSA) driving tests for hackney carriage and private hire drivers following complaints from taxi operators.

The Panel had approved the transfer of in house testing by officers to the DSA with effect from January 2012, having been advised that the high and consistent standard of testing by qualified and approved examiners would remove the risk to the Council of not having officers available for testing and would leave it less open to challenge and possible legal proceedings.

The DSA originally estimated waiting times for tests to be 6 weeks and had indicated that additional staff would be employed if this was not the case. Research into the waiting times has

revealed that Cambridge and Peterborough are within these timescales although Cardington is currently taking 11.5 weeks due to the relocation of the Bedford centre. Drivers are not restricted to particular locations.

The DSA has advised that where tests cannot be arranged within 6 weeks they will be slotted into vacant appointments left by private driver tests if appropriately qualified examiners were available.

The Panel understood the concerns of operators and drivers. However, having been advised that reforms were likely to follow current consultation by the Law Commission on Regulations covering taxis and private hire vehicles, they remained of the opinion that national standards should apply to private hire services and testing.

REVENUE BUDGET AND CAPITAL MONITORING: 2012/13 OUTTURN AND 2013/14 BUDGET

The Cabinet has noted the final outturn for revenue and expenditure in 2012/13 and variations already identified in the current year. Executive Councillors noted that, as a result of under spending, the Council has been successful in saving an additional £1 million in reserves. This saving will be placed in the Special Reserve to fund one-off expenditure that will lead to ongoing savings. With regard to the New Homes Bonus Scheme, Members were advised that the grant for 2014/15 may be marginally less than that forecast but within the sum included in the risk provision.

Executive Councillors also have been apprised of variations in the capital programme in the current year and adjustments in the 2013/14 budget

FILMING AND RECORDING AT COUNCIL MEETINGS

As a result of new guidance produced by the Department of Communities and Local Government, the Corporate Governance Panel has considered an amendment to paragraph 17A of the Council's Constitution relating to filming and recording and taking of photographs at meetings that are open to the public and the use of social networking and micro-blogging websites.

The Panel has recognised that some members of the public attending meetings may not wish to be filmed. However, they were of the opinion that those making representations would normally expect to be filmed.

Whilst discussing the circumstances in which termination or suspension of filming might occur, the Panel felt that there would be no benefit in halting filming once a defamatory statement had been made. With this mind and having referred to the circumstances surrounding the filming of the Council meeting in June by a member of the public, it was suggested that future training for Chairmen be adapted to include dealing with such situations.

Members supported a proposal that filming should take place from a specific location, adding that it would be reasonable for the Chairman to direct someone to a particular place in the meeting room.

The Panel was of the view that it would be preferable for anyone proposing to film, record or take photographs of a meeting to advise the Democratic Services Team before the start of the meeting and to provide their name and contact details.

In recommending the amendment to full Council and to avoid any potential

difficulty in the interim, the Panel requested Officers to introduce the guidelines pending their formal approval in September.

REVIEW OF REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICIES AND PROCEDURES

New RIPA Policy and Procedure Statements for Covert Surveillance and Communications have been recommended to the Council by the Corporate Governance Panel. The new documents have been prompted by recent changes in legislation, primarily the requirement for all applications to be authorised by a Justice of the Peace and the requisite that all RIPA activity only take place where serious crime was being investigated.

PREPARING THE ANNUAL GOVERNANCE STATEMENT

In reviewing the action taken to reassess the Code of Corporate Governance, the Corporate Governance Panel has concluded that the 'supporting principles' should refer to providing 'value for money' rather than 'excellence'. The Panel also discussed issues around the preparation of the Annual Governance Statement and concluded that the following issues be recorded in the Plan as significant:

- to develop the themes and aims in the Leadership Direction through service plans and performance measures;
- to improve budgetary control;
- to reinvigorate engagement with stakeholders;
- to introduce a project management methodology; and
- to prepare an annual report for the 2013/13 financial year.

INTERNAL AUDIT SERVICE ANNUAL REPORT

In accordance with the Public Sector Internal Audit Standards, the Corporate Governance Panel has noted the Internal Audit Manager's opinion on the overall adequacy and effectiveness of the Council's internal control and governance processes.

Concerns continue to be expressed over the lack of compliance with the Code of Procurement. The Panel is also concerned that one no assurance and seven limited assurance audit reports have been issued. They have stressed the need to create a culture whereby actions are undertaken and any failures reported to the Chief Officers' Management Team so that they then regularly update the Panel. In the meantime, all Officers are to be reminded of the need to comply with the Code and training provided where necessary.

APPOINTMENT OF PROFESSIONAL ADVISORS

The Corporate Governance Panel has noted the outcome of a review into the procedures adopted to appoint a contractor for a major redevelopment scheme. During the review a number of concerns had been raised by Internal Audit. The Panel has been informed of a series of recommendations aimed at modifying or reinforcing the Council's processes to minimise the likelihood of such issues arising again.

It was reported that the Internal Audit Manager would be reviewing the Internal Audit Plan to ensure adequate contract reviews are undertaken in the future.

In expressing their disappointment that procedures had not been followed, the Panel has agreed that the issues

identified be taken into account when considering the Annual Governance Statement. The Panel also asked that any resulting amendments to the Employees' Code of Conduct and Code of Procurement be submitted to a future meeting.

REVIEW OF 'LOCAL LIST' APPLICATION REQUIREMENTS VALIDATION

The Development Management Panel has considered the outcome of consultation with the local community including applicants, agents, statutory consultees and town and parish councils during a review of the information necessary to validate a planning application. The existing requirements are required to be updated, in any event, to refer to the National Planning Policy Framework and specifically town centre uses, transport assessments and statements, open space and flood risk assessments and heritage statements. Having expressed their satisfaction with the responses given to the comments received during the consultation, the Panel has authorised the Planning Service Manager (Development Management) to finalise the validation check list and to make any necessary changes to the list, in the future, in response to any Government guidance, changes in local policy or circumstance. The Panel's scheme of delegation will be updated accordingly.

