

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, 7 JANUARY 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

### **1. MINUTES (Pages 1 - 4)**

To approve as a correct record the Minutes of the meetings of the Panel held on 3rd and 11th December 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 KEY EXECUTIVE DECISIONS (Pages 5 - 10)**

A copy of the current Notice of Key Executive Decisions, which was published on 19 December 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. REDESIGN OF MENTAL HEALTH SERVICES**

To receive a presentation on the redesign of mental health services.

**Mrs C Hodgson  
01223 725329**

*(Mr J Ellis, Head of Mental Health, Learning Disability and Substance Misuse Commissioning, NHS Cambridgeshire, Mrs C Hodgson, Mental Health and Commissioning Contract Manager, Cambridgeshire & Peterborough Clinical Commissioning Group and Dr D Irwin, GP Mental Health Lead for Hunts Care Partners will be in attendance for this item).*

**40 Minutes.**

**5. PROCUREMENT OF OLDER PEOPLES PROGRAMME**

To receive an update on the Procurement of the Older Peoples Programme.

*(Mr I Weller and Mr R Murphy, Cambridgeshire and Peterborough Clinical Commissioning Group will be in attendance for this item).*

**30 Minutes.**

**6. RECONNECTIONS POLICY FOR HOMELESS PEOPLE WITH NO LOCAL CONNECTION (Pages 11 - 20)**

To receive a report from the Head of Customer Services on the Reconnections Policy for homeless people with no local connection.

**Mrs J Barber  
388105**

**20 Minutes.**

**7. DISCHARGING A HOMELESSNESS DUTY THROUGH THE PRIVATE RENTED SECTOR (Pages 21 - 30)**

To receive a report from the Head of Customer Services on Discharging a Homelessness Duty through the Private Rented Sector.

**J Collen  
388220**

**20 Minutes.**

**8. FACING THE FUTURE**

To receive an update from the Chairman on the Facing the Future process.

**5 Minutes.**

**9. CAMBRIDGESHIRE ADULTS, WELL-BEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE (Pages 31 - 40)**

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.

**5 Minutes.**

**10. WORK PLAN STUDIES (Pages 41 - 42)**

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.**

**11. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS** (Pages 43 - 50)

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.**

**12. SCRUTINY** (Pages 51 - 54)

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 20 day of December 2013



Head of Paid Service

**Notes**

**1. 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.*

**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.

## **2. Filming, Photography and Recording at Council Meetings**

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

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

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

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

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

### **Emergency Procedure**

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

## 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, 3 December 2013.

PRESENT: Councillor S J Criswell – Chairman.

Councillors 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.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors K M Baker, D B Dew and C R Hyams.

### **63. MINUTES**

The Minutes of the meetings of the Panel held on 5th and 19th November 2013 were approved as a correct record and signed by the Chairman.

### **64. MEMBERS' INTERESTS**

Councillors I J Curtis and R Fuller declared non-disclosable pecuniary interests in Minute No. 67 by virtue of their membership of the Licensing and Protection Panel and the Licensing Committee.

### **65. NOTICE OF KEY EXECUTIVE DECISIONS**

The Panel considered and noted the current Notice of Key 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 December 2013 to 31st March 2014. The Panel would have sight of the Reconnections Policy and Consultation and Engagement Strategy at future meetings.

### **66. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to

- (a) the financial or business affairs of any particular person (including the authority holding that information); and
- (b) consultation or negotiations in connection with labour relations between the Council and its employees.

**67. FACING THE FUTURE 2013**

*(Councillor T D Sanderson, Executive Councillor for Strategic Economic Development and Legal, was in attendance for consideration of this item).*

*(Councillors I C Bates, G J Bull, R Howe, Mrs L Kadic, T V Rogers and R J West were also in attendance for this item).*

The Panel considered the strategic service review templates for the Electoral and Land Charges, Licensing, Legal, Democratic and Document Centre services (copies of which are appended in the annex to the Minute Book). Following discussion, Members agreed upon their recommendations to the Cabinet on the services' priority areas for implementation or further investigation.

Chairman

## 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 Wednesday, 11 December 2013.

PRESENT: Councillor S J Criswell – Chairman.

Councillors R C Carter, I J Curtis, D B Dew, R Fuller, Mrs P A Jordan, P Kadewere, M C Oliver and J W G Pethard.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors K M Baker, C R Hyams and S M Van De Kerkhove.

### **68. COUNCILLOR D B DEW**

The Chairman welcomed Councillor D B Dew as a new Member of the Panel.

### **69. MEMBERS' INTERESTS**

No declarations were received.

### **70. EXCLUSION OF PRESS AND PUBLIC**

To resolve:-

that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to

(a) the financial or business affairs of any particular person (including the authority holding that information); and

(b) consultation or negotiations in connection with labour relations between the Council and its employees.

### **71. FACING THE FUTURE 2013**

*(Councillor R Howe, Executive Councillor for Healthy and Active Communities, was in attendance for consideration of this item).*

*(Councillors T V Rogers and R J West were also in attendance for consideration of this item).*

The Panel considered the strategic service review templates for the Health Protection, Community Health and One Leisure services (copies of which are appended in the annex to the Minute Book). Following discussion, Members agreed upon their recommendations to the Cabinet on the services' priority areas for implementation or

further investigation.

At the conclusion of the meeting, the Chairman reported that a meeting of the Overview and Scrutiny Chairmen would be held on 18th December 2013 to review the outcome of the Facing the Future exercise to date. An update on progress would be delivered to the Panel at its January 2014 meeting.

Chairman



**NOTICE OF KEY EXECUTIVE DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE**

**Prepared by** Councillor J D Ablewhite  
**Date of Publication:** 19 December 2013  
**For Period:** 1 January 2014 to 30 April 2014

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: <a href="mailto:Jason.Ablewhite@huntingdonshire.gov.uk">Jason.Ablewhite@huntingdonshire.gov.uk</a>
Councillor N J Guyatt <b>5</b>	- 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: <a href="mailto:Nick.Guyatt@huntingdonshire.gov.uk">Nick.Guyatt@huntingdonshire.gov.uk</a>
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG  Tel: 01480 212540 E-mail: <a href="mailto:Barry.Chapman@huntingdonshire.gov.uk">Barry.Chapman@huntingdonshire.gov.uk</a>
Councillor J A Gray	- Executive Councillor for Resources	Shufflewick Cottage Station Row Tilbrook PE28 OJY  Tel: 01480 861941 E-mail: <a href="mailto:Jonathan.Gray@huntingdonshire.gov.uk">Jonathan.Gray@huntingdonshire.gov.uk</a>
Councillor R Howe	- Executive Councillor for Healthy and Active Communities	The Old Barn High Street Upwood PE26 2QE  Tel: 01487 814393 E-mail: <a href="mailto:Robin.Howe@huntingdonshire.gov.uk">Robin.Howe@huntingdonshire.gov.uk</a>

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

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](mailto:Helen.Taylor@huntingdonshire.gov.uk).

Agendas may be accessed electronically at [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk).

**OP** Normal 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](mailto: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
Discharging a homelessness duty in the Private Rented <del>Sector</del> Policy***	Cabinet	23 Jan 2014		Jon Collen, Housing Needs and Resources Manager Tel No 01480 388220 or email Jon.Collen@huntingdonshire.gov.uk		B S Chapman	Social Well-Being
Pay Review Framework	Cabinet	23 Jan 2014		Mrs Joanne Lancaster, Managing Director Tel No. 01480 388301 or email Jo.Lancaster@huntingdonshire.gov.uk		J D Ablewhite	Economic Well-Being
Street Naming and Numbering Report	Cabinet	23 Jan 2014		Chris Allen, Project and Assets Manager Tel No. 01480 388380 or email Chris.Allen@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Reconnections Policy	Cabinet	23 Jan 2014		Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		B S Chapman	Social 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
Renewal of Great Fen Project Collaboration Agreement	Cabinet	23 Jan 2014	Collaboration Agreement	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
Service Delivery Options***/###	Cabinet	13 Feb 2014		Steve Couper, Assistant Director of Finance and Resources Tel No 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J D Ablewhite	Economic Well-Being
Facing the Future - Suggested Priorities	Cabinet	13 Feb 2014		Steve Couper, Assistant Director of Finance and Resources Tel No 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	All
Budget & MTP	Cabinet	13 Feb 2014		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
Treasury Management Strategy	Cabinet	13 Feb 2014		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
Corporate Plan	Cabinet	13 Feb 2014		Howard Thackray, Policy and Strategic Services Manager Tel No 01480 388035 or email Howard.Thackray@huntingdonshire.gov.uk		J D Ablewhite	All

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
Consultation and Engagement Strategy	Cabinet	13 Feb 2014		Louise Sboui, Senior Policy Officer Tel No. 01480 388032 or email Louise.Sboui@huntingdonshire.gov.uk		J D Ablewhite	Social Well-Being
Local Plan to 2036 - Proposed Submission	Cabinet	13 Feb 2014	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
Carbon Management Plan	Cabinet	20 Mar 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
 Green Deal	Cabinet	20 Mar 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Huntingdonshire Infrastructure Business Plan	Cabinet	20 Mar 2014		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Huntingdon West Masterplan	Cabinet	20 Mar 2014	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	20 Mar 2014	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

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
Huntingdon and Godmanchester Market Town Transport Strategy	Cabinet	20 Mar 2014	Market Town Transport Strategy	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
A14	Cabinet	10 Apr 2014		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

**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Reconnections Policy For Homeless People With No Local Connection

**Meeting/Date:** O & S Panel (Social Well-Being) - 7 January 2014  
Cabinet - 23 January 2014

**Executive Portfolio:** Customer Services: Cllr B. Chapman

**Report by:** Head Of Customer Services

**Ward(s) affected:** All

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### **Executive Summary:**

Rough sleeping is the most visible form of homelessness and the Government's 'No Second Night Out' policy aims to address the issue of rough sleeping across the country. The Council is committed to addressing all forms of homelessness within the district including rough sleeping where this occurs.

Huntingdonshire tends not to have a significant issue with rough sleeping but is part of the Cambridge sub region group of authorities some of which have higher numbers of people sleeping rough. The group of authorities (which for this purpose includes Peterborough City) have been awarded funding to address the issues of single homeless people and rough sleeping. Cambridge City, as the area with the most significant rough sleeping issues, is the lead authority in this particular partnership.

One of the issues that Cambridgeshire, and in particular Cambridge City, faces is that a proportion of the individuals that end up rough sleeping do not originate from the area and are attracted to the county from other areas of the country and even other areas of Europe. All of the authorities in the partnership recognise that as part of the role we all play in preventing homelessness reconnecting rough sleepers to the area where they have a local connection is most likely to provide the best outcome for their situation. Most authorities already undertake this type of preventative work through the powers contained with the homelessness legislation and this policy formalises this process across all the partners within this initiative.

This report explains the policy and how the Council will use these powers.

### **Recommendation(s):**

That Cabinet approve this policy for adoption.

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- 1. WHAT IS THIS REPORT ABOUT/PURPOSE?**
  - 1.1 The purpose of this report is to explain how the Council will use powers contained within the Housing Act 1996 relating to the prevention of homelessness, to reconnect homeless people with the area where they have a local connection.
- 2. WHY IS THIS REPORT NECESSARY/BACKGROUND**
  - 2.1 This report is necessary to approve the policy which explains how the Council may use these powers.
- 3. OPTIONS CONSIDERED/ANALYSIS**
  - 3.1 The Council recognises that homeless people at risk of rough sleeping are more likely to have a positive outcome to their situation in an area where they have a local connection, through previously formed support networks with family and friends, or purely through a better knowledge of that area as a result of previously living there.
  - 3.2 The reconnection of rough sleepers with the area where they have a local connection is therefore considered the most appropriate option to consider to resolve their situation.
- 4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**
  - 4.1 Comments from the Overview and Scrutiny Panel (Social Well-Being) will be circulated at the meeting.
- 5. KEY IMPACTS/RISKS?  
HOW WILL THEY BE ADDRESSED?**
  - 5.1 The key impact of this policy will be to reduce the instances of rough sleeping in the area, particularly by vulnerable people with no connection, and more than likely no support networks, in the area.
- 6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**
  - 6.1 The policy will be implemented as soon as it is approved.
- 7. LINK TO THE LEADERSHIP DIRECTION**
  - 7.1 This policy links directly to the theme of improving the quality of life in Huntingdonshire by contributing to a low level of homelessness.
- 8. CONSULTATION**
  - 8.1 There is no requirement for the Council to consult on the implementation of this policy.
- 9. LEGAL IMPLICATIONS**  
*(Comments from the Head of Legal & Democratic Services)*
  - 9.1 The Head of Customer Services has delegated authority to exercise the Council's powers and duties to homeless households who satisfy the criteria laid down in the Housing Act 1996. This policy makes use of certain powers available to the Council within the Act.

**10. RESOURCE IMPLICATIONS**

*(Comments from the Assistant Director, Finance & Resources)*

- 10.1 It is anticipated that there will be no additional resource implications associated with the implementation of this policy. Any costs associated with reconnections will be paid for from the Council's Homelessness Prevention budget. This budget already covers these types of costs where they are felt to be appropriate in contributing to the prevention of homelessness.

**11. OTHER IMPLICATIONS**

*(Equalities, environment, ICT, etc)*

- 11.1 There are no other implications

**12. REASONS FOR THE RECOMMENDED DECISIONS**

*(Summary leading to the Recommendations)*

- 12.1 The policy aims to assist homeless individuals and help provide solutions to address their rough sleeping. Although the Council may have no 'duty' to assist single homeless people directly with housing this policy will help address the needs of some of the most vulnerable people within our communities by reconnecting them with an area, agencies and possibly family and friends who will be best placed to assist them with the issues that led to their homelessness.

- 12.2 It is therefore recommended that Cabinet approve this policy for adoption.

**13. LIST OF APPENDICES INCLUDED**

Appendix 1 – Reconnections Policy For Homeless People With No Local Connection

**BACKGROUND PAPERS**

Vision to end rough sleeping: No Second Night Out nationwide - DCLG July 2011

**CONTACT OFFICER**

Jon Collen, Housing Needs & Resources Manager  
Tel No. 01480 388220

# **Reconnections Policy For Homeless People With No Local Connection**

**January 2014**

- 1.1 This document sets out the reconnections policy that will be applied when any local authority in the sub region is attempting to assist a homeless person. It sets out the essential definitions and says to whom the policy applies, and within what context it applies. It explains the relationship between the reconnections policy and other national and local policies and initiatives and it explains why this is the right approach.
- 1.2 This policy outlines our broad approach, but it does not explain in detail how the reconnection process will work. That is the subject of the reconnection procedure which can be found at [Appendix Two](#).
- 1.3 This document will be formally reviewed periodically, and no less often than annually.

## 2. Definitions

- 2.1 In the context of this policy, 'sleeping rough' means sleeping out of doors or sleeping in unsuitable or insecure accommodation because the individual has no accommodation they can occupy in any local authority area in the [sub-region](#).
- 2.2 In the context of this policy, 'reconnection' means the process by which a person who is sleeping rough in the sub-region, and who has no 'local connection' to the sub-region, is helped to secure suitable accommodation either in a local authority area where there is a local connection or else in some other location where they will not need to sleep rough.
- 2.3 The concept of a local connection is derived from [section 199 of the Part 7 of the Housing Act 1996](#). (However, this policy does **not** concern individuals to whom any of the sub regional Councils may owe a housing duty under the Act. This policy applies to people the Councils have no duty toward, or would be unlikely to have a duty toward were they to make a homelessness application under the Act).
- 2.4 Section 199 defines local connection in broad terms. [Section 4 of Annex 18](#) the Homelessness Guide for Local Authorities goes on to further define local connection, as agreed between local authorities. This reconnections policy bases its definition of local connection on that section 4. That definition is set out in [Appendix One](#).
- 2.5 This policy has been developed in line with the government strategy document [Vision for ending rough sleeping: No Second Night Out nationwide](#), and the guidance document [Effective Action to End Homelessness](#). It is intended to support and complement the plan to introduce a 'sub regional single homelessness service' for single homeless people who do have a local connection to the Cambridge sub-region.
- 2.6 The Cambridge sub-regional cluster of local authorities comprises of the following:

Cambridge City Council  
South Cambridgeshire District Council  
East Cambridgeshire District Council  
Huntingdonshire District Council  
West Suffolk District Council  
Peterborough City Council  
Fenland District Council

## 3. The purpose of the reconnection policy

- 3.1 All of the partner authorities in the sub-region are committed to providing the best possible service to homeless people, including single homeless people not in priority need. One element of this commitment is a pledge to deal effectively with,

and ultimately to end, rough sleeping. This approach is summed up in the four principles of 'No Second Night Out':

1. No one new to the streets should spend a second night out;
  2. No one should make his or her home on the streets;
  3. No one should return to the streets once they have been helped off of them; and
  4. Ultimately, no one should arrive on the streets.
- 3.2 The Council's commitment extends to those people without a local connection to the sub-region. However, the sub-region does not have the capability to provide a proper level of service to everyone, from whatever location, who presents as a rough sleeper. Neither would an offer of services to all-comers be desirable: The No Second Night Out approach recognises that the best option for most rough sleepers is reconnection to a place where they can gain accommodation and benefit from pre-existing social, family, statutory or voluntary networks. It also recognises that it is in the interests of new rough sleepers that this reconnection is made before a person begins to develop habits associated with a street-based lifestyle.
- 3.3 There is also some evidence that the ready and open availability of good street homeless services may itself attract to a district people who will use such services.
- 3.4 This policy therefore intends to ensure that non-locally connected are quickly assessed and quickly returned to their local district. Services to people without a local connection will therefore be limited to what is necessary to achieve this end.
- 3.5 Single homeless people who have a local connection, but do not have a priority need may access services through the Single Homeless Service project to prevent rough sleeping. This policy does not apply to those individuals.

#### 4. Key principles of the policy.

- 4.1 It is not acceptable for people to sleep rough anywhere within the sub-region.
- 4.2 All new rough sleepers will be quickly assessed.
- 4.3 New rough sleepers without a connection to the sub regional group will have access to local housing services limited to the time it will take to make the assessment and arrange a suitable reconnection with the receiving authority or agency.
- 4.4 Individuals refusing a suitable arranged reconnection may be denied further access to housing and related support services in the sub-region. **NB. This will not apply to arrangements made under severe weather provision.**
- 4.5 Any person returning to rough sleeping in the sub-region within 28 days of an arranged reconnection will not be reassessed and will not be permitted access to services (subject to the same exception as in paragraph 4.4).
- 4.6 Anyone returning to rough sleeping in the sub-region more than 28 days after an arranged reconnection will be reassessed from first principals.

## **Appendix One: Who is locally connected (or may be treated as if they are locally connected)?**

Under this policy, a local connection to the sub-region is gained in the following ways:

### **1. RESIDENCE**

A PERSON IS NORMALLY RESIDENT WITHIN ANY OF THE DISTRICTS IN THE SUB-REGION.

'NORMAL RESIDENCE' IS DEFINED AS HAVING BEEN RESIDENT FOR SIX OF THE PAST 12 MONTHS, OR THREE OF THE PAST 5 YEARS. RESIDENCE NEED NOT HAVE BEEN CONTINUOUS.

**NB.** A period spent rough sleeping will not qualify as 'residence' for the purpose of establishing a local connection.

### **2. EMPLOYMENT**

A person has stable employment (i.e. not of a short-term or a casual nature) within the sub-region.

### **3. Family associations**

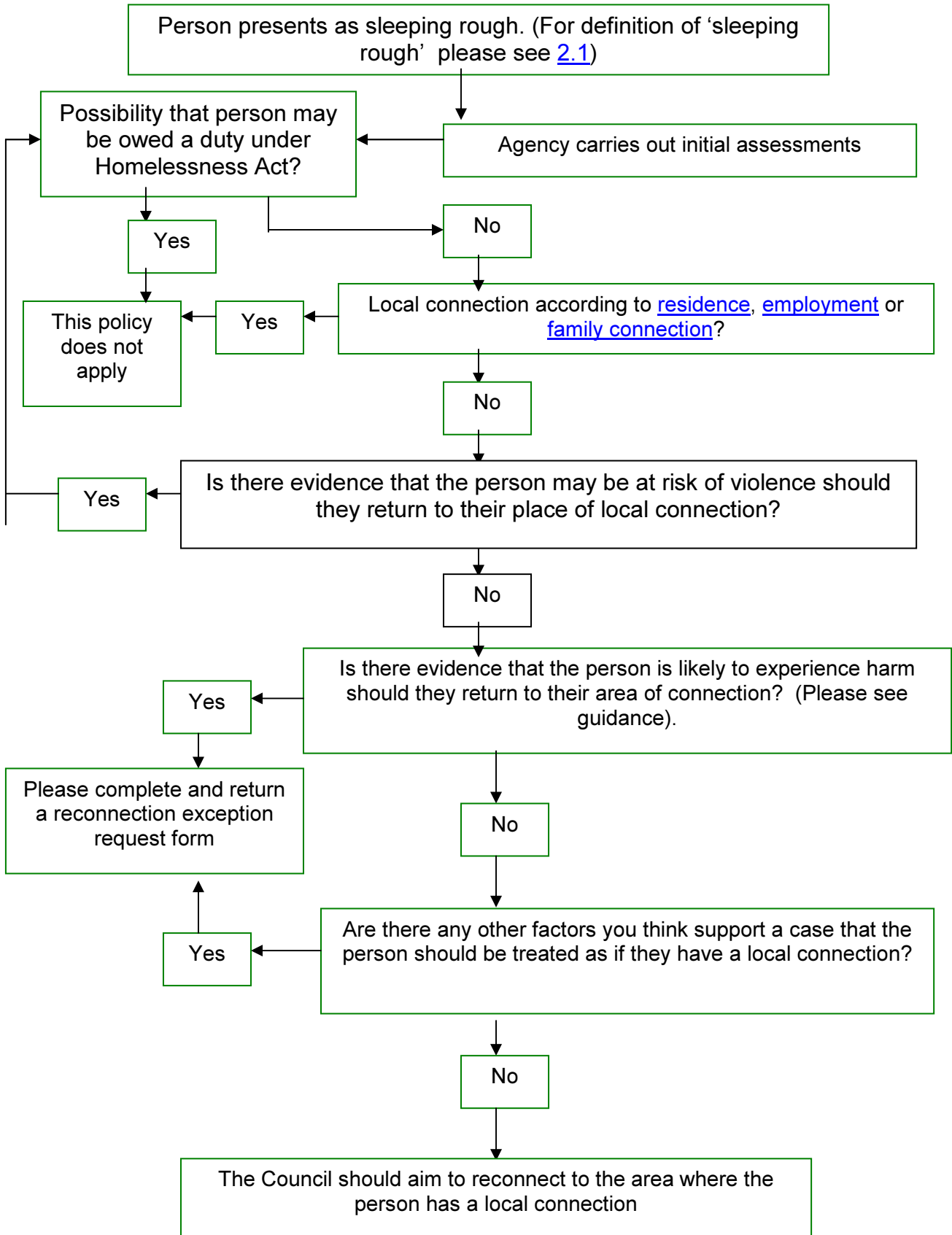
A PERSON HAS A PARENT, AN ADULT CHILD OR AN ADULT SIBLING WHO HAS BEEN RESIDENT IN THE DISTRICT FOR AT LEAST 5 YEARS. A QUALIFYING SIBLING OR CHILD MUST HAVE BEEN AN ADULT FOR THAT 5 YEAR PERIOD.

### **4. RISK OF HARM AND OTHER CONSIDERATIONS**

A person without a local connection may be treated as if they have a local connection as follows:

- (i) There is evidence that a person is at risk of harm should they return to the place where they have a local connection *and* there is no other district to which they are locally connected except that district where they are at risk.
- (ii) There is evidence that a person needs to remain in the sub-region for reasons of their welfare.

## Appendix 2: Reconnection Procedure Overview



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**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Discharging A Homelessness Duty Through The Private Rented Sector

**Meeting/Date:** O & S Panel (Social Well-Being) - 7 January 2014  
Cabinet - 23 January 2014

**Executive Portfolio:** Customer Services: Cllr B. Chapman

**Report by:** Head Of Customer Services

**Ward(s) affected:** All

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### **Executive Summary:**

The Localism Act 2011 amended the 1996 Housing Act and further statutory regulations have also been produced. These provide a new power that allows a local housing authority to end the main homeless duty owed to a household through an offer of private rented sector accommodation. Previously the applicant's agreement was required to bring the Council's duty to an end through a private rented sector offer.

The revised regulations require that the Council take a number of matters into account in determining the suitability of accommodation and as long as these are satisfied the duty owed to an applicant may be ended without the applicant's agreement. This allows the Council to make greater use of the private rented accommodation in the district to house households accepted as statutorily homeless. Where a household refuses an offer of suitable private rented sector accommodation the Council may end the full homelessness duty.

This report explains the policy and how the Council will use these powers.

### **Recommendation(s):**

That Cabinet approve this policy for adoption.

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## **1. WHAT IS THIS REPORT ABOUT/PURPOSE?**

- 1.1 The purpose of this report is to explain the powers, introduced through the Localism Act 2011 and subsequent regulations, which allow the Council to end its 'duty' to a household accepted as homeless by making an offer of suitable private rented sector accommodation.
- 1.2 The Council already helps a significant number of households threatened with homelessness into private rented sector properties as part of its homelessness prevention measures. This work is carried out prior to the Council accepting a legal 'duty' to house and tends to be more successful where a household is willing to consider a private rented property as an option for avoiding their actual homelessness. This policy (at appendix A) explains how the Council may use the 'powers' available to it to help a household into a private rented sector property after a full housing duty has been accepted under the homelessness legislation.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 This report is necessary to approve the policy which explains how the Council may use these powers.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 The Council recognises that the number of private rented sector properties that are likely to be available to offer to households accepted as homeless is unlikely to meet the demand from all eligible applicants. Therefore the decision to offer private rented sector accommodation will be considered on a case by case basis whenever a suitable property can be identified.

## **4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

- 4.1 Comments from the Overview and Scrutiny Panel (Social Well-Being) will be circulated at the meeting.

## **5. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?**

- 5.1 The impact of this policy is twofold:
- i) That it may help alleviate some of the demand for social rented in the district by helping some households accepted as homeless into private rented sector accommodation; and
  - ii) That it may help reduce the number of households having to be placed in temporary accommodation whilst awaiting an offer of social rented housing.
- 5.2 The risks associated with this policy revolve around the resourcing of the work required to verify that any identified private rented sector property meets the requirements of the legislation and regulations. As it is unlikely that there will be a significant number of properties that require this verification process it is anticipated that this will be carried out within existing resources. Members will receive a further report making the business case if a higher number of private rented sector offers become available than expected which require a greater resource input.

## **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 The policy will be implemented as soon as it is approved. No targets are being set for the number of households that will be assisted under this policy as it will depend upon their individual circumstances and whether suitable private rented sector accommodation can be identified that meets those needs.

## **7. LINK TO THE LEADERSHIP DIRECTION**

- 7.1 This policy links directly to the theme of improving the quality of life in Huntingdonshire by contributing to a low level of homelessness.

## **8. CONSULTATION**

- 8.1 There is no requirement for the Council to consult on the implementation of this policy.

## **9. LEGAL IMPLICATIONS**

*(Comments from the Head of Legal & Democratic Services)*

- 9.1 The Head of Customer Services has delegated authority to exercise the Council's powers and duties to homeless households who satisfy the criteria laid down in the Housing Act 1996. This policy makes use of an additional power available to the Council as a result of amendments to the Housing Act 1996 by the Localism Act 2011.

## **10. RESOURCE IMPLICATIONS**

*(Comments from the Assistant Director, Finance & Resources)*

- 10.1 It is anticipated that there will be no additional resource implications associated with the implementation of this policy.

## **11. OTHER IMPLICATIONS**

*(Equalities, environment, ICT, etc)*

- 11.1 There are no other implications

## **12. REASONS FOR THE RECOMMENDED DECISIONS**

*(Summary leading to the Recommendations)*

- 12.1 The policy aims to help households accepted by the Council as statutorily homeless into suitable private rented sector accommodation, hence resolving their homelessness. As well as resolving a crisis homelessness situation for the household involved this policy will help alleviate some demand for social rented accommodation in the district by making use of the private rented options available to households. This in turn may reduce the number of households having to be placed in temporary accommodation as a result of their homelessness whilst they have to wait for an offer of more permanent housing.

- 12.2 It is therefore recommended that Cabinet approve this policy for adoption.

## **13. LIST OF APPENDICES INCLUDED**

Appendix 1 – Policy To Discharge The Council's Homelessness Duties Through the Private Rented Sector

**BACKGROUND PAPERS**

Homelessness (Suitability of Accommodation) (England) Order 2012

**CONTACT OFFICER**

Jon Collen, Housing Needs & Resources Manager  
Tel No. 01480 388220

## **Policy To Discharge The Council's Homelessness Duties Through the Private Rented Sector**

### **1. Introduction**

- 1.1 The Localism Act 2011 gives Local Authorities the power to discharge their duty to secure accommodation for homeless applicants by way of arrangements it has made with a Private Sector Landlord.
- 1.2 The introduction of this power ends the provisions to make available a "qualifying offer" of private sector accommodation which required the agreement of the applicant. From 9<sup>th</sup> November 2012, local authorities can discharge their homeless duty through an offer of a private rented sector tenancy, without the agreement of the applicant.
- 1.3 Taking into account the prevailing housing demand and supply pressures in its area, this policy sets out how the Council will apply the legislation in respect of discharging its homelessness duty into the private rented sector and make best use of available housing stock.

### **2. Legal Framework**

- 2.1 Under S.193(2) Housing Act 1996, where the Council is satisfied that an applicant is homeless and owed a duty the Council must secure that accommodation is available for occupation by the applicant. The duty to secure accommodation ceases by events set out in section 193. Where it is not possible to immediately cease the duty by providing an offer of Social Rented Housing (a part VI offer) the Council can provide other accommodation, which is temporary, until the duty ceases.
- 2.2 Section 148 Localism Act 2011, amended Section 193 Housing Act 1996 to include the offer of private sector accommodation as an event which would bring the duty to secure accommodation to an end. The duty will cease irrespective of whether the applicant accepts or refuses the offer, provided they have been informed in writing of:
  - i) the possible consequence of refusal or acceptance of the offer, that the applicant has the right to request a review of the suitability of the accommodation, and
  - ii) the effect of a further application to a local housing authority within two years of acceptance of the offer.

### **3. Applying the Policy**

- 3.1 This policy will apply to all applicants where, after 9<sup>th</sup> November 2012, the Council accept a homelessness duty irrespective of whether the applicant has been placed into temporary accommodation, is likely to be placed into temporary accommodation or is able to secure their own temporary accommodation.
- 3.2 Applicants who previously occupied a social rented tenancy and have been accepted as homeless following an application due to fleeing violence; threats of violence; or domestic abuse, will not normally be considered for a private

rented sector offer, unless there is an overriding benefit to the applicant. This is to ensure that those households are not negatively impacted in respect of security of tenure for having to escape violence or abuse.

3.3 An applicant who is currently under offer, or who has an offer pending from a registered provider will not be considered.

3.4 The Council recognises that the number of private rented sector properties available to discharge the homelessness duty is unlikely to meet the demand from all eligible applications. Therefore the decision to offer private rented sector accommodation will be considered on a case by case basis if a suitable property is available that meets the needs of the household concerned.

#### **4. Suitability of Accommodation**

4.1 The suitability of accommodation is considered in two parts:

- i. The structure and management of the property, which covers the physical condition, safety aspects and how the landlord or agent manages properties and their suitability to do so, and
- ii. Suitability of the property for the tenant, which takes into consideration the individual needs of that applicant and their household considering such factors as location, affordability and accessibility.

4.2 When considering whether to make an offer of accommodation in the private rented the Council will first ascertain that the property is suitable and then that it is suitable for the proposed tenant. The assessment of suitability will be carried out before a formal offer is made to the applicant.

#### **4.3 The Structure and Management of the Property:**

When making an offer of private rented sector accommodation to bring to an end the Council's full homelessness duty the property will not be regarded as suitable where one or more of the following apply:

- i. the tenancy is an Assured Shorthold Tenancy for a period of less than 12 months;
- ii. the landlord has failed to provide a written tenancy agreement for the private rented sector offer that the Council considers to be adequate;
- iii. the Council is of the view that the accommodation is not in a reasonable physical condition;
- iv. the Council is of the view that any electrical equipment supplied with the accommodation does not meet the requirements of regulations 5 and 7 of the Electrical Equipment (Safety) Regulations 1994;
- v. the Council is of the view that the landlord has not taken reasonable fire safety precautions with the accommodation and any furnishings supplied with it;

- vi. the Council is of the view that the landlord has not taken reasonable precautions to prevent the possibility of carbon monoxide poisoning in the accommodation;
- vii. the property requires but does not have a valid Energy Performance Certificate;
- viii. the accommodation is a house in multiple occupation subject to licensing under section 55 of the Housing Act 2004 and is not licensed;
- ix. the accommodation is a house in multiple occupation subject to additional licensing under section 56 of the Housing Act 2004 and is not licensed;
- x. the Council is of the view that the landlord is not a fit and proper person to act in the capacity of landlord, having considered if the person has:
  - a. committed any offence involving fraud or other dishonesty, or violence or illegal drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
  - b. practised unlawful discrimination on grounds of sex, race, age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, gender identity or gender reassignment in, or in connection with, the carrying on of any business;
  - c. contravened any provision of the law relating to housing (including landlord or tenant law); or
  - d. acted otherwise than in accordance with any applicable code of practice for the management of a house in multiple occupation, approved under section 233 of the Housing Act 2004.

#### 4.4 The Applicant

The applicant's circumstances will be considered against available properties to ensure that best use is made of suitable properties. Where a property is suitable for more than one applicant the Council will identify the applicant whose need is best met by the property in terms of:

- i. The location of the property in proximity to the applicant's employment. Consideration will be given to the work patterns of the applicant, the financial impact of accessing the place of employment from the property and the availability of public transport if employment requires working unsociable hours.
- ii. Care received or provided by the applicant over and above immediate family support. Consideration will be given as to the level and frequency of care received or provided and whether this would be unable to continue from the property offered.



- iii. Educational establishments attended by the applicant and their household. Consideration will be given to the viability of maintaining the existing educational establishment and travelling from the property offered. Alternatively it may be deemed reasonable to expect a household member to change school or educational establishment unless a student is at key a point in their education, such as the final year before exams, or where a child has a statement which requires special educational needs to be met at a particular establishment.
- iv. Specialist medical treatment being received by the applicant or a member of their household where proximity to the medical facility is essential and this cannot otherwise be accessed. Consideration will be given to the proximity to the property offered, the ability to travel to that facility and the option of transferring the treatment to a medical facility that is closer to the accommodation offered.
- v. Access to local services required by the household. Consideration will be given to any increased in travel arrangements or costs through relocation to the offered property.
- vi. Size of property. The property must be of suitable size for the household and will be assessed under the Local Housing Allowance size criteria.
- vii. The requirement for aids and adaptations to assist the applicant or a member of their household who may be disabled or have mobility issues. Consideration will be given to the feasibility of adapting the property. Where the applicant or member of their household does not presently require adaptations but there is a likelihood that they may do so in the next 12 months then the potential need for adaptation will be considered.

4.5 In the interests of creating sustainable communities and where the Council are satisfied that, in respect of an applicant, there are overriding management reasons which will not serve the interests of the applicant or the community, the Council will not exercise its power to make available to an applicant a private rented sector offer.

## **5. Offer Hierarchy**

5.1 In some cases the Council may determine that a suitable property best meets the needs of more than one applicant and in such circumstances the accommodation currently occupied will determine which applicant is prioritised for a private rented sector offer. Accommodation currently occupied is ranked as below, where a) is the highest priority.

- a) Those in Bed and Breakfast accommodation
- b) Those in Temporary Accommodation where there is a cost to the Council or due to the high level of rent charged there is cost to the applicant
- c) Those who are threatened with homelessness and where an offer of a PRS property would avoid the need to go into temporary accommodation.

## **6. Offers, Acceptances, Refusals and Reviews of Suitability**

6.1 The availability of any private rented sector offer will be notified to the applicant by the Council in writing. The notification will clearly state the address, size,

type and rent of the property. The applicant will be notified of the likely consequences of refusing the property and their right to request a review of the suitability of the accommodation.

- 6.2 Prior to notifying an applicant of the availability of any private rented sector offer the Council will complete an assessment of the suitability of the property with the applicant. An arrangement to offer the accommodation to the applicant will proceed provided the Council is satisfied that the offer is suitable for the needs of the applicant and their household.
- 6.3 Where the applicant refuses the private rented sector offer and there has been no change of circumstances since the assessment of suitability was completed with the applicant the Council will cease its duty to the applicant under s.193 Housing Act 1996.
- 6.4 Any request for a review of suitability must be made in writing to the Housing Needs & Resources Manager within 21 days of the date of the notice.

## **7. Re-Application Following Loss of Accommodation**

- 7.1 Under section 195A Housing Act 1996, should the applicant approach the Council as homeless within a period of two years following acceptance of the private rented sector offer under s.193(7AA) Housing Act 1996, irrespective as to whether the approach is from the offer property or elsewhere, the Council will:
  - i. Treat the applicant as being homeless from the date of expiry of the notice. The landlord therefore will not be required to apply to court to regain possession. The Council will confirm the validity of the notice.
  - ii. Not reinvestigate the priority need of the household as the priority need of the applicant will be retained from the date of the acceptance of a duty under 193 (2) irrespective of any change in circumstances or household composition that may affect this.
  - iii. Satisfy itself that the Applicant is eligible for assistance and did not become homeless intentionally from their last settled accommodation.
- 7.2 Where the applicant applies under this section and the Council accept a re-application duty, then the applicant shall be further reconsidered under this, or any successor policy, for discharge into the private rented sector.

## Overview and Scrutiny Committee

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



Cambridgeshire  
County Council

12th September 2013

#### Action

#### 14. DECLARATIONS OF INTEREST

None

#### 15. MINUTES OF LAST MEETING

The minutes of the meeting held on 18th July 2013 were confirmed as a correct record and signed by the Chairman, subject to the correction of Councillor Sutton's declaration of interest to read only that his wife worked for the Mental Health Trust.

#### 16. CO-OPTION OF DISTRICT AND CITY COUNCIL MEMBERS

The Committee co-opted Councillor Bridget Smith as the South Cambridgeshire District Council member, and Councillor Andrew Fraser as substitute. The Committee also co-opted Fenland District Councillor Mark Archer, to fill the vacancy caused by the resignation of Councillor Mike Cornwell.

#### 17. DELAYED DISCHARGE REVIEW – RESPONSES FROM NHS BODIES

The Committee continued to consider the report received at its previous meeting, on the responses to the review of delayed discharge and discharge planning undertaken by members of the Committee in 2012/13.

Responses from three NHS bodies had been considered at the previous meeting; officers from the remaining three NHS bodies replying to questions were

- from Hinchingsbrooke Health Care NHS Trust (Hinchingsbrooke Hospital)
  - Cara Charles-Barks, Chief Operating Officer
- from Peterborough and Stamford Hospitals NHS Foundation Trust (Peterborough Hospital)
  - Rebekah Mercer, General Manager – Emergency and Medicine
- from Cambridgeshire and Peterborough NHS Foundation Trust (CPFT)
  - Lisa Hunt, Chief Operating Officer
  - Keith Spencer, Director of People and Business Development.

Others in attendance for the item were

- from Cambridgeshire County Council (CCC)
  - Councillor Fred Yeulett, Cabinet Member for Adult Services
  - Adrian Loades, Executive Director: Children, Families and Adults
- from Cambridgeshire Community Services NHS Trust (CCS)
  - Alison Edwards, Intermediate Care Manager
  - Alison Smith, Unit Manager

- from Cambridgeshire and Peterborough Clinical Commissioning Group (CCG)
  - Kyle Cliff, Assistant Director Commissioning for Peterborough.

Introducing Hinchingsbrooke's response, the Chief Operating Officer said that discharge planning required a team approach, with all the agencies working together. She explained that every step of a patient's journey home was set out on the chart "What would our Perfect Day look like?" to ensure that all staff knew their role in getting a patient home without unnecessary delay. The hospital had actively involved community service colleagues in developing the programme and had a working party with community representatives.

In answer to their questions on discharges from Hinchingsbrooke, members were advised by the Chief Operating Officer and by the CCS officers that

- CCS had data available on delayed discharges over the past 12 – 18 months; it must be recognised that there had been an increase in the population of older people, and that more people were visiting Accident and Emergency departments (A&E)
- challenges in reducing delays included issues of capacity in reablement and domiciliary care services, and in residential and nursing care places if such accommodation was the most appropriate for the patient
- the level of delays was lower than it had been 18 months ago, and some were not counted as requiring reimbursement; the Community Transfer Unit had been established less than 18 months ago
- the hospital held daily meetings with CCS; once the paperwork had been done, some patients had to wait for their care package to be implemented
- no patient was discharged from Hinchingsbrooke without a care package being in place, though it did sometimes occur that the care package proved inadequate, if for example the patient's condition deteriorated so that more visits were required. The hospital took this occurrence very seriously
- sometimes a family member expected to be able to manage the care needs but found that they could not cope in practice; reablement could prove very effective in such circumstances because the level of support could be increased, though there was a shortfall in capacity, with demand for reablement exceeding supply
- CCS was working from Hinchingsbrooke; the co-location of health and social care services facilitated face-to-face communication. The two organisations were also working on their IT systems with the aim of achieving access to joint records; their staff did treat one another with respect
- the phrase "Stop the line and Swarm" in the final column of the Perfect Day chart referred to a methodology adopted from industry (Toyota); if anybody at all noticed something wrong, within an hour, senior people would be meeting to discuss the issue, and within twelve hours a response would be found
- the second aim of the Emergency Transformation Programme, to have all Healthcare Resource Group (HRG) specialities performing in the top 10% nationally, was a reflection of one of the hospital's major aims; the Chief Operating Officer acknowledged the importance of a member's point that what the patient wanted was to receive a good service.

The Cabinet Member reported that Adult Social Care had been working closely with the hospitals and holding regular conferences with them. The member-led review report had had an impact on assessment, reablement and investment. He acknowledged that there was a problem of reablement capacity in the south of the county, and said that Addenbrooke's Hospital had been giving some consideration to sending people home before their needs had been fully assessed. The Executive Director added that it could be argued that people's long-term needs could best be assessed when they were in their own homes. It was however necessary to ensure that they were safe at the time of initial discharge.

Peterborough Hospital's General Manager – Emergency and Medicine updated the Committee on the Trust's actions in response to the review findings. An internal programme of work had been established around discharge, the major element of which concerned how the hospital interacted with the other organisations involved in transfers of care, which included five local authorities. A strategic group was considering how to reduce delay, including by sharing paperwork and protocols. A CCS staff member was working with the hospital to co-ordinate the staff from different organisations based in the Trust. There were still significant numbers of delayed discharges, though there had been some reduction.

Responding to members' questions, the General Manager added that

- there were no issues specific to the population of Peterborough, which was a mixture of city and rural areas, and no one specific organisation giving rise to difficulties, though some were geographically remote, e.g. Rutland, and not all were based in the hospital
- Monitor was recommending the establishment of a steering group to facilitate joined-up working across the local health economy
- relationships between health and social care staff were improving, and work was being done to expand access to IT systems
- Lincolnshire had 30-day interim beds available for patients being discharged from acute care; it was necessary to have arrangements in place to counteract the not uncommon view that patients were better off in hospital.

The Executive Director said that he was well aware of the difficulties of working across five local authorities, and acknowledged that Adult Social Care needed to ensure that it gave focus to the hospitals in Peterborough and King's Lynn as well as to those in Cambridgeshire. The Cabinet Member added that it was important to be willing to learn from other authorities in order to improve ways of working, but the resourcing of Adult Social Care was also a national issue. CCS's Unit Manager advised that recently-started work on sharing experience and learning in the Peterborough patch had already started to have an impact on delayed discharge.

CPFT's Director of People and Business Development updated the Committee on the Trust's response to the review's recommendations:

- the Advice and Referral Centre (ARC) for referrers had been implemented in Peterborough, Huntingdonshire and Fenland and was to be extended to the rest of Cambridgeshire in October 2013
- the ongoing implementation of the RAID liaison model was increasing psychiatric input into general hospitals. Prior to RAID, there had been 1.4 psychiatric liaison staff working in Addenbrooke's, compared to 5.5 now; at Hinchingsbrooke, the figure had risen from none to four whole-time equivalent staff
- currently 7% of CPFT beds were in delayed discharge, against a target of 7.5%.

In answer to members' questions, the Director said that

- the biggest challenge to CPFT would be the rise in demand caused by the anticipated 50% increase in dementia over the next ten years. CPFT was not the highest-funded mental health trust in the country, and a cut in funding would make it difficult to sustain service levels
- some parts of the CPFT area were very rural; where it was difficult for patients to access services, services were customised so that people did not have to travel long distances to reach them
- to help in answering the question of what evidence there was that having the ARC as a single point of contact was making a contribution to reducing delayed discharges, he could supply the results of a user survey on users' experience before and after the introduction of the ARC.

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The CCG's representative was asked to comment from the perspective of an organisation that had an overview across the county. Members were advised that

- urgent care boards were now in place across the county
- a productivity and service improvement programme was in place; it was possible to demonstrate through urgent care plans what had changed
- as part of its liaison work with individual practices, the CCG picked up and encouraged the spread of best practice; a business case could be made for employing care co-ordinators in GP practices, based on the Hinchingsbrooke care dashboard experience
- the NHS had historically struggled with achieving joined-up IT systems, but examples of improvements included SystemOne, a clinical computer system that allowed staff in secondary care settings to view patients' primary care records.

The Chairman thanked the officers for their helpful responses. He reminded them that members had regular liaison meetings with a number of health service bodies, and asked the officers to let him know if they wished to be involved in them.

#### **18. BUSINESS PLANNING FOR ADULT SOCIAL CARE: PROGRESS UPDATE FOR 2013/14 AND APPROACH FOR 2014/15**

The Committee received a report updating it on

- the overall Business Planning process, including recent local government finance announcements and the projected impact on the Council's 2014-19 Business Plan
- progress in meeting the savings requirements within the 2013/14 Business Plan for Adult Social Care, with particular reference to service quality
- the overarching approach to Business Planning in 2014/15 for Adult Social Care and Older People's Services.

In attendance to present the report and respond to members' questions and comments were

- Councillor Fred Yeulett, Cabinet Member for Adult Services
- Adrian Loades, Executive Director: Children, Families and Adults
- Chris Malyon, Head of Finance and Section 151 Officer.

Members noted that the section of the report on the Council's approach to business planning had been drafted by the Head of Finance and had been presented to the Council's other Overview and Scrutiny Committees. The Head of Finance drew members' attention to the tables illustrating the current modelling of changes from the balanced revenue budget published in the current (2013-14) Business Plan. The figures for the new five-year Business Plan (2014-19) represented the Council's first estimate of existing demographic pressures against grant provision, and should be treated with caution.

Members accepted the figures, and agreed that the Council was facing a very challenging financial environment; however they also questioned aspects of the figures' presentation. In particular, they noted that if the expected additional income and expenditure were to materialise as forecast – especially the extra funding for integrated care – the net effect would be a significant reduction of pressures on the Council. Members asked for the table to be rewritten to make this clear.

In response, the Head of Finance agreed this was correct, and said that he would provide the committee with the numbers as requested. However, the Head of Finance urged caution regarding talk of "surpluses", pointing out that the current Budget Plan already included £30m of savings over the next four years, and said that in order to provide a complete, balanced picture, the updated tables should also be more explicit about this. Finally, the Head of Finance noted that there were large areas of assumption around future extra income streams, particularly the transfer of NHS funds for integrated working.

**CM**

The Executive Director introduced the remainder of the report, drawing attention to various aspects, including that

- more detailed information on the business planning process for 2013-14 would be presented to the Committee at its December meeting
- in the current year, the overspend in Older People's (OP) Services would be partially offset by underspends elsewhere in the directorate
- the OP overspend included community care charges that should have been included in the previous year's budget; from October 2013, the Council would be taking over the provision of older people's social care services, and would be ensuring that officers commissioning services had budget responsibility
- monthly information on delayed transfers of care from hospital was collected and could be made available to the Committee. Significant capacity issues were not confined to the winter months but had been observed well into the summer,
- the increase in the number of compliments received could in part be attributed to improved recording and reporting of compliments
- 79% of the OP spend was on care packages, and it would be almost impossible to make budget savings of 29% without having an impact on the care packages; Cambridgeshire was not alone in this, but no other authority had been able to find an answer to this challenge either
- it was difficult to provide preventative services when the pressure on statutory services was so great, but if there were no prevention, the pressure on statutory services would increase.

## Examining the report, members

- enquired whether reablement was meeting its target. The Cabinet Member said that he had asked other Lead Members in the region what results they were getting from reablement, and the message was that it was delivering savings. The Executive Director added that reablement was on target in terms both of the volume of people going through and the percentage success rate; the possibility of extending reablement to existing service users was now being explored
- asked whether the previous year's budget savings targets and unidentified savings had been met. The Executive Director advised that all the savings required in the current financial year had been identified and that the notional savings targets over the four years 2014/15 to 2017/18 quoted in the report represented the overall savings requirement
- observed that the budget for 2012/13 had included a number of "unidentified savings" and asked how confident the Cabinet Member and Executive Director were that they had identified how savings had been made. The Cabinet Member said that he was very confident; prevention, early intervention and education (e.g. around obesity prevention and smoking), and work with GPs and the Health and Wellbeing Board all made a contribution. The Executive Director said that if all possible savings were identified and delivered, then the budget would balance in 2014/15, but the budget had to balance in every year after that. In the long term, prevention alone would be insufficient and it would become virtually impossible to avoid a reduction in the provision of care
- commented that the number of complaints recorded was remarkably small in relation to the number of service users, and enquired about the reasons for complaints and how the numbers compared with those received by other local authorities. The Executive Director said that the collection mechanism was quite strong and that further information on the complaints could be provided. Senior managers were made aware of any learning points from a complaint; it was sometimes the case that the service user's expectations had not been met. Adult Social Care did not currently collect comparative data on complaints; one difficulty in doing so would be that definitions could vary across authorities
- asked whether plans were being made for the forthcoming statutory obligation to provide carers' assessments. The Executive Director said that they were, though the question remained of how many carers would claim their entitlement to an assessment. Meanwhile, any assessments not being done would be followed up; figures on assessments could be brought back to the Committee
- noted that measures to address the shortage of people to provide care in the south of the county included working with homecare agencies, the use of Workforce Development Fund funding to contribute to the costs of training social care workers, the possibility of increasing the use of assistive technology, and rationalising care workers' routes in order to cut travel time between calls. Some homecare providers were looking to recruit staff from abroad, though there were issues of immigration status about which providers were lobbying
- enquired about the financial impact of the CCG's Older People's programme. The Executive Director said that it was likely to be relatively budget-neutral, and there could be benefits arising from the shift from acute to community-based care. It would be necessary to work closely with care providers; the Local Authority was a member of the CCG's Older People Programme Board



- stressed the importance of preventative work and asked what progress there had been on community initiatives in the short time since services had been devolved to local communities. Members were advised that the Community Navigators programme was showing promising results; there were also other community support groups, though it was not for the Local Authority to tell communities what they should be doing
- asked whether one of the factors in the new care model was mutual care, and whether regard was being paid to how people moved through communities as they aged – at work people benefitted from having a network of colleagues, but there was a risk of isolation on retirement, and perhaps a need for something like a senior Facebook. The Executive Director agreed that isolation was a major issue; at the age of 75, a person was more likely to die of isolation than of cancer. Support was needed for people in terms of the changing communities of which they were part, though the County Council could not do this without the input of District and Parish Councils and community groups
- noted that the “Mindings” project, which made use of tablet computers and Skype to hook people up with each other, was being trialled in several authorities in the Eastern Region; Cambridgeshire was in the third tranche of pilot authorities. One member commented that his parish council had experienced difficulty in identifying people who met all the criteria for inclusion in the pilots – the criteria included seeing family and friends less frequently than once a fortnight. The Executive Director said that the criteria could be re-examined.

The Chairman thanked the Cabinet Member and officers for the good work they were doing in a challenging environment.

## **19. FORWARD WORK PROGRAMME**

### **a) Committee priorities and work programme 2013/14**

Speaking at the Chairman’s invitation, Councillor Paul Bullen, one of the Local Members for St Ives, drew the Committee’s attention to the Luminus Group’s plans for its sheltered housing in St Ives. As he understood it, Luminus had obtained funding to build extra care accommodation, and planned to do so by demolishing the existing accommodation in Langley Close and Langley Court. The residents currently in that sheltered housing would be offered alternative accommodation elsewhere in the area, but many of them were over 80 or 90 years of age and the strong community they had formed would be destroyed. Residents had first been told of the plans in July, and had now been informed that they would have to move out by the end of November 2013.

Councillor Bullen expressed concern that events were moving too quickly and that there had been a lack of adequate liaison. He asked the Committee to look into the matter with some urgency. Asked whether he could add anything, the Executive Director said that it would be necessary to speak to Luminus to find out what was happening. Other members expressed concern at the situation.

The Committee agreed to delegate to the Chairman and Vice-Chairman the task of working out, in conjunction with Local Members, how to proceed in response to the Luminus decision about the sheltered housing in Langley Close and Langley Court.

Turning to the written report on the Committee's priorities and work programme, members commented on the importance of examining plans for the future commissioning of Older People's Services by the Clinical Commissioning Group. It was also suggested that liaison with the Ambulance Trust should be a priority, and agreed that a working group be formed to review the updated carers' strategy.

The Committee agreed

- to establish a working group to examine and comment on plans for the future commissioning of Older People's Services, and to delegate the Scrutiny and Improvement Officer, in consultation with the Chairman and Vice-Chairman, to canvass for membership, which would be ratified at the December meeting
- in principle to form a working group to review the updated carers' strategy, its members to include Councillors Bourke, Bailey, Read and B Smith, and if possible Councillor Rylance from the Health and Wellbeing Board, as well as representatives from various carers' organisations
- that the Scrutiny and Improvement Officer and Councillor Frost would follow up on the question of the Ambulance Trust's performance and plans.

#### **b) Cabinet agenda plan**

The Committee noted the Cabinet agenda plan.

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

Having been unable to finalise the matter at its last meeting, the Committee returned to the question of the membership of the 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.

The Committee agreed to nominate Councillors Ashcroft, Dent and Jenkins as members of the Joint Overview and Scrutiny Committee.

### **21. MEMBER LIAISON ARRANGEMENTS**

The Committee again considered 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.

The Committee agreed the following nominations:

- to liaise with the CCG, Councillors Hickford, Scutt and B Smith in addition to the Chairman and Vice-Chairman
- to form a liaison group jointly with Peterborough City Council's Scrutiny Commission for Health Issues for liaison with CPFT, the Chairman and Vice-Chairman, Councillors B Smith and van de Ven; other members to be identified

- to monitor plans and performance at Hinchingsbrooke Hospital in co-operation with Huntingdonshire District Council Overview and Scrutiny members, the Chairman or Vice-Chairman and Councillors Criswell, Downes and K Reynolds
- to liaise with Papworth Hospital NHS Foundation Trust, Councillor M Smith

Because several members had already left the meeting, the Committee agreed to place member liaison arrangements high on the agenda for its next meeting.

## **22. CALLED IN DECISIONS**

There were no called in decisions.

## **23. DATE OF NEXT MEETING**

The Committee noted that its next meeting was due to be held at 2.30pm on Thursday 5th December 2013.

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

*Apologies: County Councillors A Bailey and J Scutt; District Councillor M Archer*

*Also in attendance: County Councillor F Yeulett*

*Time: 2.35pm – 5.10pm*

*Place: Shire Hall, Cambridge*

**Chairman**

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**ONGOING STUDIES**

<b>STUDY</b>	<b>OBJECTIVES</b>	<b>PANEL</b>	<b>STATUS</b>	<b>TYPE</b>
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 and September 2013. The Project Collaboration Agreement is due for Renewal. A report will be submitted to the January meeting.	Whole Panel.
Economic Development	To be determined.	Economic Well-Being	The Huntingdonshire Economic Growth Plan 2013 to 2023 was considered by the Panel in July 2013.  The Economic Development Manager will attend a future meeting to provide an update on the marketing and implementation plans.	Whole Panel.
Communications & Marketing	To be determined.	Economic Well-Being	This review has been put on hold to enable the Panel to undertake its work as part of 'Facing the Future 2013'.	Working Group
Shared Services	To be determined.	Economic Well-Being	This review has been put on hold to enable the Panel to undertake its work as part of 'Facing the Future 2013'.	Working Group

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 February 2014 meeting.	Whole Panel.
Estates	To be determined.	Economic Well-Being	<p>Executive Councillor for Resources has been asked to report back to the Panel at an appropriate time.</p> <p>The Chairman has attended the Facing the Future discussions and will report back to the next meeting.</p>	To be confirmed.

Panel Date	Decision	Action	Response	Date for Future Action
5/04/11/ 2/10/12/ 5/03/13	<p><b><u>Hinchingbrooke Hospital</u></b></p> <p><b>(a) Management of the Hospital</b></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&amp;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	<p><b>(b) Hinchingbrooke Hospital Joint Working Group</b></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, C R Hyams, P Kadewere and M C Oliver. The Working Group will receive regular updates on the Hospital.</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><b>4/12/12 &amp; 5/02/13 &amp; 02/07/13</b></p> <p><b>4/06/13</b></p>	<p><b>(c) Financial and Operational Performance</b></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.</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 on the financial and operational performance of Hinchingsbrooke Hospital to be presented to the Panel every six months.</p>	<p><b>Next update to be received in February 2014.</b></p> <p>Report to be submitted to a future Panel meeting.</p>	<p><b>4/02/14</b></p> <p><b>TBC</b></p>
	<p><b><u>Delivery of Advisory Services Within the District</u></b></p> <p>New voluntary sector funding arrangements came into effect on 1st April 2013. Voluntary Sector Working Group, comprising Councillor R C Carter, Mrs P A Jordan and Mrs M Nicholas, to meet with the voluntary organisations in October and April each year to review the grant agreements established under the new arrangements. An annual performance report will also be submitted to the Panel in June 2014.</p>	<p><b>Working Group has met with 5 out of the 6 voluntary organisations to monitor their progress against acceptance agreements. Working Group to meet with the final voluntary organisation.</b></p>	<p><b>Outcome to be reported to the Panel in due course.</b></p>	<p><b>4/02/14 &amp; 3/06/14</b></p>



Panel Date	Decision	Action	Response	Date for Future Action
	<b><u>Leadership Direction</u></b>			
15/05/13	Councillors S J Criswell and R C Carter appointed to Corporate Plan Working Group.			
7/06/11	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.	<b>Council Delivery Plan to be launched on 1st April 2014. Working Group met on 18th December 2013 to discuss further the content of the Plan.</b>	<b>4/02/14</b>
	<b><u>Consultation Processes</u></b>			
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 reviewed by the Working Group. Chief Officers Management Team have since had sight of the Strategy and requested for changes to be made. There may be a need for the Working Group to meet once again to review further the content of the Strategy.	<b>4/02/14</b>
	<b><u>Social Value</u></b>			
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.			

Panel Date	Decision	Action	Response	Date for Future Action
03/07/12	Councillors S J Criswell and R J West appointed to the Social Value Sub-Group, together with Mr R Coxhead. Meetings held on 2nd August and 23rd November 2012 and 2nd April 2013.	Working Group has agreed to focus on three key areas; namely the social, health and financial benefits of social value.	Officers have been tasked with attaching financial values to these benefits and to report back thereon to the Working Group. The next step will be to produce a detailed account of the methodology used to undertake this work. <b>Anticipated that the final report will be submitted to a future Panel meeting shortly.</b>	TBC
12/06/12	<b><u>Equality Framework for Local Government – Peer Assessment</u></b> 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.	Meetings of the Working Group held on 29th August 2012 and 23rd January 2013.	Annual Equality Progress Report presented to Panel in February. The Working Group will continue to meet to monitor progress against the Action Plan on an ad hoc basis.	TBC
4/06/13	Councillor P W G Pethard appointed to the Working Group.			
7/06/11	<b><u>Housing Benefit Changes and the Potential Impact on Huntingdonshire</u></b> Requested a background report to be provided on the emerging issue of homelessness arising as a result of changes to the Housing Benefit system.			

Panel Date	Decision	Action	Response	Date for Future Action
8/10/13	<p>Quarterly reports have since been considered by the Panel.</p> <p>Agreed to receive the report on a six monthly basis.</p>	Request submitted to the Head of Customer Services.	Members of the Economic Well-Being Panel will be invited to attend for this item. <b>Next report expected June 2014 – will include a full year's data.</b>	10/06/14
2/04/13	<p><b><u>Update on Redesign of Mental Health Services</u></b></p> <p>Panel requested for an update on the redesign of mental health services. Suggested that the public's views should be sought prior to representatives of Cambridgeshire and Peterborough Clinical Commissioning Group (C&amp;P CCG) attending the meeting.</p>	Request submitted to C&P CCG to attend meeting.	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 <b>January 2014</b> meeting.	7/01/14
3/09/13	<p><b><u>Shape Your Place</u></b></p> <p>Panel received the annual report detailing the performance statistics for Shape Your Place since its first year of operation. Panel has welcomed the performance levels achieved.</p>		Further performance report to be submitted in a year's time. Report expected September 2014.	2/09/14

Panel Date	Decision	Action	Response	Date for Future Action
4/06/13	<p><b><u>Review of Elderly Patient Care at Hinchingsbrooke Hospital</u></b></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&amp;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 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><b>Meeting held on 18th July and 11th November 2013.</b></p> <p>Invitation extended to C&amp;P CCG to attend a future meeting.</p>	<p><b>A further meeting will be arranged to consider the End of Life Pathway.</b></p> <p>Representatives have confirmed their attendance at the Panel's <b>January 2014</b> meeting to deliver a presentation on the current procurement process.</p>	7/01/14

Panel Date	Decision	Action	Response	Date for Future Action
5/11/13	<p><b><u>Notice of Key Executive Decisions</u></b></p> <p><b>Reconnections Policy</b></p> <p>Panel to have sight of this report prior to its submission to the Cabinet.</p>	Request submitted to the Head of Customer Services.	Report to be submitted to the Panel's January 2014 meeting.	7/01/2014
<p>03/04/11/ 6/11/12 / 3/09/13</p> <p>05/10/10</p>	<p><b><u>Huntingdonshire Strategic Partnership (HSP)</u></b></p> <p>The Panel has a legal duty to scrutinise the work of the HSP, with three thematic groups of the HSP falling within its remit.</p> <p><b>Huntingdonshire Community Safety Partnership</b></p> <p>Annual review of the work of the Partnership undertaken. Members have expressed their satisfaction that appropriate accountability and reporting mechanisms are in place.</p> <p><b>Children and Young People</b></p> <p>Details of the thematic group's outcomes and objectives have been received together with the latest report of the group, outlining its terms of reference, membership and current matters being discussed.</p>	<p>Invitation extended to the Lead Officer of the thematic group.</p>	<p>Next review expected July 2014.</p> <p>Item due for consideration at the Panel's <b>February 2014</b> meeting.</p>	<p>1/07/14</p> <p>4/02/14</p>

<b>Panel Date</b>	<b>Decision</b>	<b>Action</b>	<b>Response</b>	<b>Date for Future Action</b>
7/02/12 / 3/09/13	<b>Health and Well-Being</b> Background information received on the thematic group's outcomes, terms of reference, membership and Action Plan.		Next review expected July 2014.	1/07/14

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

<u><b>Date of Request</b></u>	<u><b>Description</b></u>	<u><b>Response</b></u>
3/09/13	<ul style="list-style-type: none"> <li>Noted the Environmental Well-Being Panel's concerns over occupational therapy waiting times. An update on the latest position has been sought. Agreed that the response will be circulated to the Environmental Well-Being Panel once received.</li> </ul>	Response circulated via email on 8th October 2013.



## Decision Digest

Edition 140

**Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 27th November to 20th December 2013.**

### **FACING THE FUTURE 2013**

The Overview and Scrutiny Panels have met on seven occasions in November and December to undertake the "Facing the Future" service reviews. Reviews have been carried out on the following areas:-

- ❖ Procurement
- ❖ Audit & Risk Management
- ❖ Accountancy
- ❖ Legal
- ❖ Democratic Services
- ❖ Elections & Land Charges;
- ❖ Licensing
- ❖ Document Centre
- ❖ Parks, Open Spaces and Countryside
- ❖ Car Parking and Street Rangers
- ❖ Environmental Health
- ❖ Estates
- ❖ Communications
- ❖ Corporate Office
- ❖ Community Health; and
- ❖ One Leisure.

The Panels have considered proposed priority areas for each service area and made a number of suggestions for further investigation.

Following the completion of the reviews, there will then be a process to organise the identified actions into a priority order. The priority list will be submitted to the Overview & Scrutiny Panels in February before being

presented to the Cabinet. It is intended that the Cabinet's decision will initiate a series of reports back to the Panels containing more detailed proposals for implementation.

### **EXTERNAL AUDITORS: ANNUAL AUDIT LETTER 2012/13**

The Annual Audit Letter from the Council's External Auditors, Pricewaterhouse Cooper for 2012/13 has been formally received by the Corporate Governance Panel. As the report lacked any Officer response to the External Auditor's recommendations for strengthening the budgetary and financial planning process, the Panel has asked Officers to circulate information to them on the actions taken and planned by email.

### **ANNUAL REPORT OF THE FREEDOM OF INFORMATION ACT, ENVIRONMENTAL INFORMATION REGULATIONS AND DATA PROTECTION ACT**

Details of the number of requests received by the Council under the Freedom of Information Act, Environmental Information Regulations and Data Protection Act were noted by the Corporate Governance Panel. A high level of requests were for general information and alternative methods of making such data available to the public is being considered by Officers, including making maximum possible use of the Council's website.

## **CORPORATE BUSINESS CONTINUITY PLANNING**

As part of a review of the Council's corporate business continuity arrangements, an exercise to test the robustness of the plan has been undertaken. The day was a great success and will become an annual event to help ensure that the Plan remains a "living" document.

In discussing the Council's continuity arrangements, the Panel has noted that agreement in principle has been reached with Huntingdon Library to provide alternative accommodation for face to face services if Pathfinder House Customer Services Centre was inaccessible.

## **ANNUAL REVIEW OF WHISTLEBLOWING POLICY AND PROCEDURE**

Changes to the Council's Whistleblowing Policy and Guidance have been endorsed by the Corporate Governance Panel. The changes have arisen as a result of the Enterprise and Regulatory Reform Act 2013 and relate to the definition of 'protected disclosure', 'personal liability' and 'good faith'.

## **OVERVIEW AND SCRUTINY PANELS CO-OPTED MEMBERS**

The Corporate Governance Panel has received a report detailing the outcome of a review of the involvement of external co-optees on the Overview and Scrutiny Panels. The review had concluded that instead of making permanent appointments to the Scrutiny Panels, there was merit in inviting individuals who had specialist knowledge or expertise to contribute to particular study areas. Having been advised that the proposal had received the support of the Overview and Scrutiny Panel Chairmen, the Panel

has recommended to Council that the requirement for the appointment of co-optees be removed from the Overview and Scrutiny Procedure Rules contained in the Constitution.

## **INTERNAL AUDIT – PAY REVIEW**

The Corporate Governance Panel has noted the conclusions of the Internal Audit Manager on the job evaluation and pay review process. It is his view that the job evaluation and moderation process has been undertaken thoroughly. However, the Panel has expressed concern about the basis for Inbucon's assertion that their scheme was equality compliant. In response, the Head of Legal and Democratic Services explained that Inbucon had considerable experience in such matters and had been engaged by the authority to provide a legally compliant scheme. In the event of any successful challenge to the adopted scheme, the Council would be able to seek redress from Inbucon.

## **OFFICER GOVERNANCE WORKING GROUPS**

A proposal to introduce Officer Governance Working Groups to raise awareness of the importance of good governance throughout the authority was reported to the Corporate Governance Panel. The approach has been prepared by Chief Officer Management Team following concerns raised in the External Auditor's report over the lack of compliance in some areas.

In considering the main elements to be considered by the groups, the Panel has commented on the level of commitment expected from Officers and expressed concern that the groups will be led by a Head of Service or Service Manager who does not have responsibility for that service area as part of their normal role.



### TRAINING OF PANEL MEMBERS

Suggestions for training for Members of the Corporate Governance Panel based on the anticipated work programme over the ensuing year have been noted. A presentation was requested on the various sections of the Council's Constitution.

### NATIONAL NON DOMESTIC RATING – CHANGES TO DISCRETIONARY POLICY

The Government has introduced a temporary scheme to encourage local authorities to provide rate relief on certain newly-built empty properties for up to 18 months after they are completed.

Having considered the details of the proposals, the Overview & Scrutiny Panel (Economic Well-Being) has recommended that the Council's existing Discretionary Relief Policy should be amended so that fully qualifying newly built and unoccupied non domestic properties completed from 1st October 2013 to 30th September 2016 will be eligible for 100% discretionary rate relief for a maximum period of up to 18 months. The cost of any relief awarded by the Council will be reimbursed by the Government.

Having been advised of the Panel's view, the Cabinet has authorised the Head of Customer Services to award the rate relief.

### TREASURY MANAGEMENT: 6 MONTHLY REVIEW OF PERFORMANCE

In order to fulfil its role of overseeing the management of the Council's financial investments and borrowing, both the Cabinet and the Overview & Scrutiny Panel (Economic Well-Being) have reviewed the Council's treasury

management for the period 1st April to 30th September 2013. The Panel has recommended that the Cabinet should endorse the report for submission to the Council.

The Cabinet has, subsequently, approved the content of the report.

### BUDGET UPDATE

The Overview & Scrutiny Panel (Economic Well-Being) has reviewed the proposed variations to be included within the new Budget and MTP. And subject to:

- confirmation being received of the requirements in the stated timescale for item 1072 in Annex E – New Extra Costs; and
- the inclusion of information on the pay review, the senior management review and the Chancellors Autumn Statement;

the Panel has endorsed the report by the Assistant Director (Finance and Resources).

Having been advised of the Panel's views, the Cabinet has confirmed that provision will need to be made in the MTP for the potential redevelopment of the Wyton Airfield and that the outcome of the pay review and senior management review will need to be reflected in the final budget report to Council in February 2014. Having also referred to the need to explore ideas to recoup the cost of providing new wheeled bins and stressed the importance of all levels of authorities making efficiencies, the Cabinet has recommended the report to Council, as the basis for the development of the budget for 2014/15 and the revised Medium Term Plan 2015/2019.

**DEVELOPMENT MANAGEMENT – APPLICATIONS AND ISSUES**

At its December meeting, the Development Management Panel considered seven applications and of those, four were approved, two refused and one deferred for further clarification. Outline consent was given for the development of 160 dwellings and 2 hectares of employment land on the southern part of the former RAF Upwood site which currently is occupied by a derelict barracks area and Upwood Hill House (the former Station Commander's dwelling). The development will be subject to completion of a S106 Agreement which will secure affordable housing, open space and wheeled bins.

A Panel training day will be held early in the New Year and it was suggested that together with discussion on several pertinent and current issues, the opportunity could be taken to invite representatives of the statutory consultees to the session to better understand their approach to the planning process.

Looking ahead, the Panel has been advised that there will be several vacancies in the development management team at the end of March. Whilst details of the way in which the Team will adapt to the changes will be reported in January, the Panel has been assured that its Chairman and Vice Chairman and the Executive Councillor will continue to monitor the situation in the meantime.