

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 11 JUNE 2013** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meetings of the Panel held on 9th April and 15th May 2013.

**Miss H Ali
388006**

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.

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

A copy of the current Notice of Executive Decisions, which was published on 24th May 2013 is attached. Members are invited to note the Decisions and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

4. REVIEW OF GROUNDS MAINTENANCE

To receive a report from the Head of Operations detailing the outcome of a review of Grounds Maintenance – **TO FOLLOW**.

**E Kendall
388635**

Members of the Overview and Scrutiny Panel (Economic Well-Being) have been invited to attend and partake in the discussion on this item.

5. MEETING OUR OBJECTIVELY ASSESSED NEED FOR HOUSING: MEMORANDUM OF COOPERATION - SUPPORTING THE SPATIAL APPROACH 2011 - 2031 (Pages 13 - 22)

To receive a report from the Assistant Director for Environment, Growth and Planning.

**S Ingram
388400**

6. WORK PROGRAMME (Pages 23 - 34)

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

**Dr A Roberts
388015**

7. WORK PLAN STUDIES (Pages 35 - 44)

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**

8. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) - PROGRESS (Pages 45 - 52)

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

**Miss H Ali
388006**

9. SCRUTINY (Pages 53 - 58)

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

Dated this 3 day of June 2013



Head of Paid Service

Notes

A. Disclosable Pecuniary Interests

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

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

B. Other Interests

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

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

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

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

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

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

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

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

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

Emergency Procedure

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 9 April 2013.

PRESENT: Councillor D Harty – Chairman.

Councillors M G Baker, Mrs M Banerjee,
I C Bates, D A Giles, G J Harlock,
C R Hyams and Mrs D C Reynolds.

Mr D Hopkins and Mr M Phillips – Co-opted Members.

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

94. MINUTES

The Minutes of the meeting of the Panel held on 12th March 2013 were approved as a correct record and signed by the Chairman.

95. MEMBERS' INTERESTS

No declarations were received.

96. NOTICE OF EXECUTIVE DECISIONS

The Panel considered and noted the current Notice of Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Executive Leader of the Council for the period 3rd April to 31st July 2013. Members requested sight of items entitled Revision of the Wind Power Supplementary Planning Document, the A14, Dairy Crest – Fenstanton: Planning and Urban Design Framework, Huntingdon West Masterplan and Affordable Housing Policy - Update prior to their submission to the Cabinet.

97. SPEED REDUCTION

(Councillor D M Tysoe, Executive Member for Environment, Mr D McCandless, St Ives and Ramsey Sector Community Speedwatch Coordinator, and Parish Councillor A Bush, Hilton Parish Council, were in attendance for consideration of this Item.)

Further to Minute No. 12/68, the Panel considered a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book), which contained additional evidence in support of the proposed roll out to other areas of the District of a speed reduction initiative currently operating in Hilton using stickers placed on wheeled bins in the village. The Executive Councillor for Environment, Councillor D M Tysoe and the Head of Operations

addressed the Panel to assist Members' understanding of the issues. It had previously been agreed that speed reduction stickers could be displayed on wheeled bins in Hilton on a trial basis to establish whether they were effective in reducing the speed of vehicles and thus in promoting road safety. However, the Panel recognised that the success or otherwise of the pilot would be difficult to measure as data on speeding and road safety had not been collected before the trial commenced.

Although disappointed at the lack of evidence produced by the trial, Councillor Tysoe recognised that there were other sources which suggested that such schemes were effective. Therefore, he indicated that he was minded to support a proposed change in the policy to allow stickers displaying speed reduction messages to be affixed to the Council's wheeled bins subject to assurances being received regarding the management of potential schemes and the avoidance of consequential liabilities for the District Council. He also expressed the view that a decision whether to pursue a scheme should lie ultimately with the appropriate town or parish council who also should decide the locations where use of the stickers would be most effective.

Subject to the Head of Operations being satisfied with the design of the proposed stickers and approval of other guidelines, the Panel recommended that a change be made to the current policy to permit the placing of Speedwatch stickers on wheeled bins for speed reduction purposes on the proviso that any schemes introduced were funded and approved locally by the respective town or parish council.

Mr D McCandless thanked the Panel for its interest in the objectives of Speedwatch and assured Members that any use made of stickers would be properly controlled.

98. RECAP - WHOLE SYSTEM APPROACH

By means of a report by the Head of Operations (a copy of which is appended in the Minute Book), the Panel was updated on progress of the RECAP Waste Partnership which involved four District, Cambridge and Peterborough City and Cambridgeshire County Councils. Various options had been developed since 2011 such that partners working together would achieve savings and more efficient operating practices. Three specific areas were currently being pursued by partners and these included the 'whole waste system approach' which comprised a series of work streams relating, for instance, to waste services, joint procurement and cross border route optimisation. In endorsing the principles of a 'whole system approach', Members noted that a business case for the project would be presented to the Panel and the Cabinet for approval in the Autumn.

Following concern expressed at adverse reports, which had appeared in a national newspaper, the Head of Operations assured the Panel that material collected was recycled and not placed in landfill. Information to this effect featured on the District Council's website.

99. WORK PLAN STUDIES

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) which contained details of studies being undertaken by the Overview and Scrutiny Panels for Economic Well-Being and for Social Well-Being. Given general interest in the progress and plans of Hinchingbrooke Hospital, the view was expressed that Members of all Overview and Scrutiny Panels should be invited to attend when the matter next was discussed by the Social Well Being Panel.

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

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) which contained details of actions taken in response to recent discussions and decisions.

Councillor Mrs M Banerjee updated the Panel on preliminary discussions which had taken place at the County Council on the future of rural transport in Cambridgeshire. At a meeting of the Enterprise, Growth and Community Infrastructure Overview and Scrutiny Committee held on 27th March 2013, matters discussed had included the fact that under the Cambridgeshire Future Transport (CFT) initiative only one bus service was in place. It had been suggested that solutions needed to focus on the needs of the majority and of the most vulnerable bus users. It had been put forward that a more holistic and ambitious approach should be taken, such as linking the initiative with health and well-being and environmental issues. At the meeting support had been expressed for the flexible approach taken by CFT in finding transport solutions. However, more information was required about costs/budgets available. There were areas of risk, specifically related to limited staff resources, timescales and the impact of services that had failed. Furthermore, greater consideration should be given to the initiative's environmental impacts. Communication issues were identified, for example, many older people were not computer users and concern had been expressed that expectations would be raised. It had been concluded that there should be one, not six, objectives, to provide focus for the programme.

The Panel then requested that reports on progress of drainage issues in Yaxley and the work of the Growth and Infrastructure Thematic Group of the Huntingdonshire Strategic Partnership be submitted to future meetings. It was noted that the Panel would be invited to undertake a further visit to the Great Fen Project in September.

101. SCRUTINY

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

102. MR M PHILLIPS

The Chairman referred to the fact that Mr M Phillips was attending his last meeting as a Co-opted Member. He placed on record his gratitude for the work Mr Phillips had undertaken and the contribution he had made to the Panel over the previous three years.

Chairman

HUNTINGDONSHIRE DISTRICT COUNCIL

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

PRESENT: Councillors M G Baker, Mrs M Banerjee, I C Bates, G J Bull, K J Churchill, J W Davies, D A Giles, G J Harlock, D Harty, C R Hyams and Ms L Kadic.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor Mrs D C Reynolds.

1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor G J Bull be elected Chairman of the Panel for the ensuing Municipal Year.

Councillor G J Bull in the Chair.

2. MEMBERS' INTERESTS

No declarations were received.

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor Ms L Kadić be elected Vice-Chairman of the Panel for the ensuing Municipal Year.

4. CORPORATE PLAN WORKING GROUP

RESOLVED

that Councillors G J Bull and Ms L Kadić be appointed to serve on the Corporate Plan Working Group for the ensuing Municipal Year.

Chairman

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NOTICE OF EXECUTIVE DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by Councillor J D Ablewhite Miss Effe Chrisostomou
Date of Publication: 24 May 2013
For Period: 3 June 2013 to 30 September 2013

Membership of the Cabinet is as follows:-

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

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

Notice is hereby given of:

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

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

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

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

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

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

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

Colin Meadowcroft
Head of Legal and Democratic Services

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

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

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
6 Reg 123/CIL Business Plan	Cabinet	20 Jun 2013	Reg 123 consultation responses/CIL Business Plan	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Economic Well-Being
Home Improvement Agency, Shared Service - Annual Operating Review	Cabinet	20 Jun 2013	Minutes O & SP (Social Well-Being) 6/9/11 - http://applications.huntingdonshire.gov.uk/moderngov/documents/g13056/Printed%20minutes,%20Tuesday,%2006-Sep-2011%2019.00,%20Overview%20and%20Scrutiny%20Panel%20Social%20Well-Being	Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or e-mail Trish.Reed@huntingdonshire.gov.uk		B S Chapman	Social Well-Being
Community Chest Allocation 2013/2014	Grants	27 Jun 2013		Dr S Lammin, Head of Environmental and Community Health Services Tel No. 01480 388280 or email Sue.Lammin@huntingdonshire.gov.uk		T D Sanderson	Social Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Huntingdonshire Economic Growth Plan 2013 - 2023	Cabinet	18 Jul 2013		Sue Bedlow, Economic Development Manager Tel No. 01480 3887096 or email Sue.Bedlow@huntingdonshire.gov.uk		J D Ablewhite	Economic Well-Being
Loves Farm - Request for Supplementary Estimate	Cabinet	18 Jul 2013		Chris Allen, Project and Assets Manager Tel No. 01480 388380 or e-mail Chris.Allen@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Draft Revised Supplementary Planning Document - Land Sensitivity to Wind Turbine Development	Cabinet	18 Jul 2013	Draft revised SPD	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Consultation and Engagement Strategy***	Cabinet	19 Sep 2013		Louise Sboui, Senior Policy Officer Tel No. 01480 388032 or email Louise.Sboui@huntingdonshire.gov.uk		R Howe	Social Well-Being
Financial Strategy***	Cabinet	19 Sep 2013		Steve Couper, Assistant Director of Finance and Resources Tel No. 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being

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
Town and Parish Council Charter	Cabinet	19 Sep 2013		Dan Smith, Community Health Manager Tel No. 01480 388377 or e-mail Dan.Smith@huntingdonshire.gov.uk		N J Guyatt	Social Well-Being
Customer Services Strategy	Cabinet	19 Sep 2013		Kathryn Sexton, Customer Services Manager Tel No. 01480 387040 or e-mail Kathryn.Sexton@huntingdonshire.gov.uk		B S Chapman	Economic Well-Being
Dairy Crest - Fenstanton: Planning and Urban Design Framework	Cabinet	19 Sep 2013		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Affordable Housing Policy - Update	Cabinet	19 Sep 2013		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Whole Waste System Approach***	Cabinet	17 Oct 2013		Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Social Well-Being
A14	Cabinet	17 Oct 2013	Preferred option for consultation	Steve Ingram, Assistant Director, Environment, Growth and Planning 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being

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 West Masterplan	Cabinet	21 Nov 2013	Following consultation. Preferred option.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Local Plan to 2036 - Proposed Submission***	Cabinet	12 Dec 2013		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Draft Budget & MTP***	Cabinet	12 Dec 2013		Steve Couper, Assistant Director of Finance and Resources Tel No. 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being

**COMT
OVERVIEW & SCRUTINY PANEL
(ENVIRONMENTAL WELL-BEING)
CABINET**

**3rd June 2013
11th June 2013
20th June 2013**

**MEETING OUR OBJECTIVELY ASSESSED NEED FOR HOUSING
MEMORANDUM OF CO-OPERATION – SUPPORTING THE SPATIAL
APPROACH 2011-2031
(Report by the Assistant Director, Environment, Growth and Planning)**

1. INTRODUCTION

- 1.1 The purpose of this report is to inform Cabinet about the joint working that has taken place, within our housing market areas, in order to enable us to appropriately assess our future housing needs.
- 1.2 This work is vital in order to ensure that we can effectively plan to meet our future additional housing needs. It also allows the Cambridgeshire, and other partner, Authorities to demonstrate that we have effectively complied with the Duty to Co-operate, as set out in the Localism Act 2011, in respect of this fundamental strategic planning issue.

2. BACKGROUND

- 2.1 The National Planning Policy Framework (the NPPF) in Paragraph 159 specifically requires that “Local Planning Authorities should have a clear understanding of housing needs in their area. They should prepare a Strategic Housing Market Assessment to assess their full housing needs, working with neighbouring authorities where housing market areas cross administrative boundaries.”
- 2.2 Therefore the Council, acting in respect of its role as the Local Planning Authority, has, subsequent to the withdrawal of the Regional Spatial Strategy and its inherent housing targets, to reasonably look to define its own future strategic housing targets. This robust piece of evidence based assessment work allows us to continue to undertake that task with an appropriate degree of confidence.
- 2.3 It is important to note that if we were not able to demonstrate that we were appropriately planning to meet our reasonably assessed housing needs the presumption in favour of sustainable development (as set out in NPPF Paragraph 14) would more readily apply - and that would potentially leave us open to speculative housing proposals. It has also become apparent that a number of recently submitted Local Plans have been found unsound on the basis that compliance with their duty in respect of this issue has not been demonstrated.

3. THE MEMORANDUM OF CO-OPERATION

- 3.1 Effective joint working has been taking place with all the planning authorities within our strategic housing areas, under the auspice of the Cambridgeshire & Peterborough Joint Strategic Planning Unit, to ensure that we can fully comply with the requirements of the NPPF.

3.2 That joint working has now produced a position whereby all the planning authorities within the Cambridge Sub-Region Housing Market Area, working in collaboration with Peterborough, have been able to agree appropriate future targets for meeting our strategic housing needs.

4. CONCLUSIONS

4.1 The Council, acting in respect of its role as the Local Planning Authority, in order to accord with the requirements of the NPPF, now has to appropriately determine its own future housing targets. This robust piece of evidence based work allows us to do that.

4.2 The attached Joint Strategic Planning Unit report and the related Memorandum of Co-operation outlines the conclusions of the applicable evidence based assessments. This effective shared approach is likely to be considered to be national best practice.

4.3 It is important to note that the housing need assumptions which underpin the future growth proposals contained within our emerging Local Plan are in accordance with the Memorandum of Co-operation.

5. RECOMMENDATION

5.1 Therefore it is recommended that the Cabinet;

- a. Notes the effective joint working that has taken place, and
- b. Endorses the Memorandum of Co-operation.

Background Papers:

Localism Act 2011 – Duty to Co-operate - Local Planning Authorities

Memorandum of Co-operation – Supporting the Spatial Approach 2011-2031 – Cambridgeshire and Peterborough Joint Strategic Planning Unit 2013

CONTACT OFFICER - enquiries about this report to Steve Ingram, Assistant Director, Environment, Growth and Planning on 01480 388400.

Cambridgeshire & Peterborough Joint Strategic Planning Unit

Agenda Item No: 5i)

Memorandum of Cooperation – provision of additional housing

To: Joint Strategic Planning & Transport Member Group

Date: 10th May 2013

From: Joint Strategic Planning Unit Manager

Purpose: To set out the objectively assessed need for additional housing to 2031 (and 2036) required by national planning policy to inform local plans; and to endorse formally the co-operation between authorities on the levels of provision to meet this need.

Recommendation That Members recommend to the local authorities in the Housing Market Area the level of provision of additional housing to 2031 (or 2036) based on the objectively assessed need and Duty to Co-operate, reflected in the attached joint statement.

Contact:	Name: Job Title: E-mail address: Telephone No.	John Williamson Manager, JSPU john.williamson@scambs.gov.uk 07967 543755
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1. Introduction

- 1.1 This agenda item focuses on the outputs from collaborative working between local authorities to assess future housing needs. This evidence is required by national planning policy to support local plan preparation. Collaboration in accordance with the Duty to Co-operate has taken place between all authorities in the Cambridge Housing Market Area, together with Peterborough City Council.

2. Background

- 2.1 The National Planning Policy Framework (NPPF) requires local planning authorities to have a clear understanding of housing needs in their area. To achieve this, they should prepare a Strategic Housing Market Assessment (SHMA) to assess their full housing needs, working with neighbouring authorities where housing market areas cross administrative boundaries. The SHMA should identify the scale and mix of housing and the range of tenures that the local population is likely to need over the plan period. This is a key part of the evidence base to address the NPPF requirement of ensuring that local plans meet the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in the Framework.
- 2.2 The Cambridge Housing Market Area includes the five Cambridgeshire districts plus Forest Heath and St Edmundsbury districts in Suffolk. Due to its historic and functional ties with Cambridgeshire, plus its own housing market area overlapping with the Cambridge Housing Market Area, Peterborough City Council has also collaborated on this work with the other local authorities.
- 2.3 These eight authorities have collaborated in recent months to meet the requirements of the NPPF. The outputs from this collaboration are a new chapter of the SHMA, which identifies the scale and mix of housing needed across the area by 2031 (and extending to 2036 for Huntingdonshire to meet its proposed local plan end date).
- 2.4 The outcome of this work is that an additional 93,000 homes are forecast to be needed across the housing market area between 2011 and 2031, as set out in the table below. An overview of the evidence from which this figure is derived will be presented under Agenda Item 4.

Objectively assessed all dwelling need 2011 to 2031

	Objectively assessed need 2011 to 2031
Cambridge	14,000
East Cambridgeshire	13,000
Fenland	12,000
Huntingdonshire	17,000 (21,000 to 2036)
South Cambridgeshire	19,000
Cambridgeshire	75,000
Forest Heath	7,000
St Edmundsbury	11,000
Housing sub-region	93,000

Source: Strategic Housing Market Assessment

3. Duty to Co-operate

- 3.1 The Localism Act 2011 places a Duty to Co-operate on local planning authorities. This requires them to engage constructively, actively and on an on-going basis in the preparation of development plan documents where this involves strategic matters. National policy in the NPPF adds to this statutory duty as it expects local planning authorities to demonstrate evidence of having effectively cooperated to plan for issues with cross-boundary impacts.
- 3.2 As already noted, Peterborough has a functional geographic relationship with Cambridgeshire, which is reflected in a history of joint working, notably on strategic spatial planning. Peterborough is the largest urban centre within the travel to work area for the Cambridgeshire sub-region and is a major employment location with good transport links and infrastructure. It has adopted plans for the period 2009 – 2026, which include an additional 25,500 houses.
- 3.3 Under the Duty to Co-operate, the local authorities have collectively acknowledged that Peterborough, through its ambitious growth plans, has already accommodated a proportion of the housing need arising in the Cambridge Housing Market Area, amounting to approximately 2,500 homes.
- 3.4 Separately, Fenland and East Cambridgeshire District Councils have made considerable progress to date with their local plan reviews and, therefore, have established a good understanding of their areas' development opportunities and constraints. The July 2012 joint statement by Peterborough and the Cambridgeshire authorities confirmed that the 'strategy is to secure sustainable development by locating new homes in and close to Cambridge

and Peterborough and to other main centres of employment, while avoiding dispersed development’.

- 3.7 Therefore, based on this background and the co-operation between authorities, it is proposed that, in their Local Plans, provision should be made for 11,000 dwellings in Fenland and 11,500 dwellings in East Cambridgeshire, rather than the full identified need set out in the table above. This leaves 90,500 dwellings to be provided in the Cambridge Housing Market Area to ensure that the full objectively assessed need for housing in the Area will be met in forthcoming Local Plan reviews. The details of these figures are set out in the table below.

	All dwelling provision 2011 to 2031
Cambridge	14,000
East Cambridgeshire	11,500
Fenland	11,000
Huntingdonshire	17,000 (21,000 to 2036)
South Cambridgeshire	19,000
Cambridgeshire	72,500
Forest Heath	7,000
St Edmundsbury	11,000
Total	90,500

4. Recommendation

- 4.1 While this Joint Member Group has no formal decision-making powers, it is an appropriate body to endorse collectively the co-operation that has taken place between authorities. It will be for individual authorities to determine housing targets in their local plans, taking account of the requirements of national policy and local circumstances.
- 4.2 Accordingly, Members are invited to agree that the above levels of housing provision are recommended to the authorities in the Housing Market Area - reflecting the objectively assessed need and co-operation over provision - and that the attached joint statement is agreed now as a way of formally recording the co-operation that has taken place.

Appendix 1

Objectively Assessed Need for Additional Housing – Memorandum of Co-operation between the local authorities in the Cambridge Housing Market Area

1.0 Introduction

1.1 The National Planning Policy Framework (NPPF) requires local planning authorities to have a clear understanding of housing needs in their area. To achieve this, they should prepare a Strategic Housing Market Assessment (SHMA) to assess their full housing needs, working with neighbouring authorities where housing market areas cross administrative boundaries. The SHMA should identify the scale and mix of housing and the range of tenures that the local population is likely to need over the plan period¹. This is a key part of the evidence base to address the NPPF requirement of ensuring that Local Plans meet the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in the Framework².

1.2 The Localism Act 2011 places a Duty to Co-operate on local planning authorities³. This requires them to engage constructively, actively and on an on-going basis in the preparation of development plan documents where this involves strategic matters. National policy in the NPPF adds to this statutory duty as it expects local planning authorities to demonstrate evidence of having effectively cooperated to plan for issues with cross-boundary impacts.

2.0 The Cambridge Sub-Region Housing Market Area

2.1 The Cambridge Sub Region Housing Market Area comprises all five Cambridgeshire districts (Cambridge City, East Cambridgeshire, Huntingdonshire, Fenland and South Cambridgeshire), plus the west Suffolk districts of Forest Heath and St Edmundsbury. Due to its historic and functional ties with Cambridgeshire, plus its own housing market area overlapping with the Cambridge Housing Market Area, Peterborough City Council has also collaborated with these local authorities.

3.0 Demonstrating the Duty to Co-operate

3.1 The seven districts within the housing market area, together with Peterborough City Council, have collaborated in recent months to meet the requirements of the NPPF set out in section 1.0. The outputs from this collaboration are a new chapter of the SHMA, which identifies the scale and mix of housing needed across the area by 2031 (and extending to 2036 for Huntingdonshire to meet its proposed local plan end date). Integral to this is a separate Technical Report, which provides an overview of the national, sub-national and local data drawn upon to inform the levels of housing need set out in the SHMA.

¹ National Planning Policy Framework, paragraph 159.

² NPPF, paragraph 47.

³ Localism Act 2011, section 110.

- 3.2 The outcome of this work is that an additional 93,000 homes are forecast to be needed across the housing market area between 2011 and 2031. The table below sets out the breakdown of this total figure in more detail.

All dwelling change 2011 to 2031	
District	All dwelling change 2011 to 2031
Cambridge	14,000
East Cambridgeshire	13,000
Fenland	12,000
Huntingdonshire	17,000 (21,000 to 2036)
South Cambridgeshire	19,000
Cambridgeshire	75,000
Forest Heath	7,000
St Edmundsbury	11,000
Housing sub-region	93,000

Source: Strategic Housing Market Assessment

- 3.3 In determining housing targets in their local plans, local authorities should take account of the requirements of national policy and local circumstances.
- 3.4 In this regard, it should be noted that the Peterborough housing market area overlaps into Cambridgeshire. Peterborough is the largest urban centre within the travel to work area for the Cambridgeshire sub-region and is a major employment location with good transport links and infrastructure. On the basis of currently available figures, it has a net daily in-commute from Cambridgeshire of around 7,000 people. Peterborough has an up to date Local Plan (Core Strategy adopted in 2011 and a Site Allocations DPD adopted in 2012) with a substantial housing growth target of 25,450 between 2009-26.
- 3.5 Based on this background and engagement between all the local authorities listed in section 2.0, under the Duty to Co-operate, it is acknowledged by the authorities that Peterborough, in its up to date Local Plan, has already accommodated a proportion of the housing need arising in the Cambridge Housing Market Area, and it has been agreed that this proportion could reasonably be assumed to amount to approximately 2,500 homes (i.e. around 10% of its overall housing target).
- 3.6 Separately, Fenland and East Cambridgeshire District Councils have made considerable progress to date with their local plan reviews and, therefore, have established a good understanding of their areas' development opportunities and constraints. They have also taken account of the July 2012 joint statement by Peterborough and the Cambridgeshire authorities which confirmed that the 'strategy is to secure sustainable development by locating

new homes in and close to Cambridge and Peterborough and to other main centres of employment, while avoiding dispersed development⁴.

- 3.7 Based on all of the above, and agreement between all the local authorities working within the Duty to Co-operate, it has been agreed that, in their Local Plans, provision should be made for 11,000 dwellings in Fenland and 11,500 dwellings in East Cambridgeshire, rather than the full identified need set out in the table above.
- 3.8 Overall, and taking account of the 2,500 dwelling element of the Cambridge HMA's need already met in Peterborough's Local Plan, this leaves 90,500 dwellings to be provided in the Cambridge HMA to ensure that the full objectively assessed need for housing in the Cambridge HMA will be met in forthcoming Local Plan reviews. The level of provision to be made by district is set out in the table below.

All dwelling provision 2011 to 2031

District	All dwelling provision 2011 to 2031
Cambridge	14,000
East Cambridgeshire	11,500
Fenland	11,000
Huntingdonshire	17,000 (21,000 to 2036)
South Cambridgeshire	19,000
Cambridgeshire	72,500
Forest Heath	7,000
St Edmundsbury	11,000
Total	90,500

4.0 Conclusion

- 4.1 The purpose of this memorandum is formally to record and make public the local authorities' agreement under the Duty to Cooperate to the position as set out in this Memorandum, subject to ratification by their full Council as part of their individual Local Plan preparation.
- 4.2 The eight authorities that form signatories to this memorandum agree, therefore, that the figures in the table above (and taking account of provision already met within Peterborough) represent the agreed level of provision by district in order to meet the overall identified need for additional housing within the Cambridge Sub Region Housing Market Area.

⁴ Joint Statement on the Development Strategy for Cambridgeshire and Peterborough by the local authorities, July 2012.

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

1. INTRODUCTION

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

2. EFFECTIVENESS

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

3. WORK PROGRAMME

- 3.1 Members are requested to consider whether any studies or investigations of single issues within their remit might usefully be undertaken. This might be through internal scrutiny of Council functions. The Panels' remits appear in Appendix B. The Corporate Governance Panel is responsible for governance, risk management, internal and external audit, the accounts, complaints / feedback and fraud and corruption. The Employment Panel provides a strategic overview of the people management and workforce decisions and issues within the Council and conducts research on employment practice within the Council and best practice.
- 3.2 The Panels monitor the Council's performance. The development of the Delivery Plan and monitoring arrangements is being overseen by the Corporate Plan Working Group in conjunction with Executive Councillors.
- 3.3 The Panels are also able to conduct external studies. They have a wide remit to examine any issues that affect the economic, social and environmental well-being of the District.

Appointments

- 3.4 Three working groups already exist to undertake studies. The Panel also has made other appointments. These are listed below together with the Membership / appointment:

Working Group		Current Membership			Type
Cambridgeshire Transport initiative	Future	Councillor Banerjee	Mrs	M	On-going
Corporate Plan		Chairmen Chairmen Panels	and	Vice- of the three	On-going

Tree Strategy	Councillors M G Baker, Mrs M Banerjee and J W Davies	Task and Finish
Waste Collection	Councillors M G Baker, G J Harlock and C R Hyams and Mr M Phillips	Task and Finish
Design Principles	Councillors Mrs M Banerjee, I Curtis, and G J Harlock	Task and Finish

- 3.5 Membership of the Panels has changed for 2013/14. Where a study is nearing its conclusion it has previously been the practice that Membership of the working group continues to its completion. The Panel is invited to review the composition of its Working Groups.

4. SCRUTINISING PARTNERSHIP WORKING / JOINT WORKING

- 4.1 The Panels' remits include reference to the Strategic Partnership's thematic groups. Now that the structure of the Strategic Partnership is more settled, the Panels will be able to undertake more work in this area. Items will be brought forward on the Growth and infrastructure thematic group.
- 4.2 Cambridgeshire County Council has invited district councils to participate in scrutinising the Cambridgeshire Future Transport initiative. This is done through the Enterprise, Growth and Community Infrastructure Overview and Scrutiny Committee. The Minutes of the only meeting on this subject, held on 27th March 2013, can be found here <http://www.cambridgeshire.gov.uk/CMSWebsite/Apps/Committees/Meeting.aspx?meetingID=494>. Cllr Mrs Banerjee is the Environmental Well-Being Panel's current representative.

5. RECOMMENDATIONS

The Panel is

RECOMMENDED to

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

BACKGROUND PAPERS

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

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

OVERVIEW AND SCRUTINY REVIEW OF EFFECTIVENESS

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

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

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

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

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

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

Overview and Scrutiny Protocol

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

GENERAL

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

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

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

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

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

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

CO-ORDINATION OF WORK PROGRAMMES AND BUSINESS

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

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

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

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

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

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

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

ATTENDANCE AT SCRUTINY MEETINGS BY EXECUTIVE MEMBERS AND COUNCIL OFFICERS

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

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

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

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

In such circumstances outside bodies or individuals will:

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

WORKING / ADVISORY GROUPS

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

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

INFORMAL WORKING GROUPS

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

WORKING WITH OFFICERS

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

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

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

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

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

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

Officers should be questioned in a courteous and professional manner.

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

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

OVERVIEW AND SCRUTINY STUDY TEMPLATE

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

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

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

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

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

4 JUNE 2013
6 JUNE 2013
11 JUNE 2013

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

1. INTRODUCTION

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

2. STUDIES

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

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

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

3. RECOMMENDATION

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

BACKGROUND DOCUMENTS

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

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

Mrs C Bulman, Democratic Services Officer
01480 388234

ONGOING STUDIES

STUDY	OBJECTIVES	PANEL	STATUS	TYPE
Social Value	To consider the development of a methodology for the quantification of Social Value.	Social Well-Being	Working Group will focus on three key areas; namely social, health and financial benefits of the Council's activities. Officers have been tasked with attaching financial values to these benefits.	Working Group
CCTV Provision within the District	To review the impact of the Council's proposal to cease the CCTV service with effect from April 2012.	Social Well-Being	A report on changes to the CCTV service in 2012/13 will be submitted to the Panel in July 2013.	Whole Panel Study.
Consultation Processes	To assist the Corporate Team with its review of the Council's Consultation and Engagement Strategy.	Social Well-Being	Strategy and Guidance being updated by the Corporate Office to incorporate comments suggested by the Working Group. Draft considered by Working Group in January 2013. Further work to refine both documents is being undertaken. Expected to be presented to the Panel and Cabinet at their September 2013 meetings.	Working Group.
Review of Neighbourhood Forums in Huntingdonshire	To undertake a review of the Neighbourhood Forums in Huntingdonshire.	Social Well-Being	Cabinet agreed to hold a pilot in the Norman Cross County Division. Panel requested to undertake a	Working Group

			review of the pilot during its 12 months of operation. Pilot meeting held on 7th November 2012. Informal discussion held with various Members and the Leader/Deputy Executive Leader prior to Council in April 2013. Matter is still under discussion.	
District Council Support Services	To review the services provided by the District Councils Document Centre to form a view on its efficiency and cost effectiveness.	Economic Well-Being	The final report was submitted to the Cabinet Meeting in March 2013. The Cabinet has asked the Managing Director, in consultation with the Executive Councillor for Resources and the Panel's Document Centre Champion, to consider the Group's recommendations. The Panel has requested a report on progress in six months.	Working Group
Equality Framework for Local Government	To review the action plan arising from the Equality Framework for Local Government peer assessment.	Social Well-Being	Annual Equality Progress Report submitted to Panel in February 2013. The Working Group will continue to meet to monitor progress against the Action Plan.	Working Group
Economic Development	To be determined.	Economic Well-Being	The findings from the Local Economic Assessment were presented to the Panel	Whole Panel.

			in November. The Huntingdonshire Economic Growth Plan 2013 to 2023 will be considered by the Panel in July 2013.	
Corporate Plan	To assist the Corporate Office with the development of a new Corporate Plan.	All O&S Panels	Executive Leader's Strategy Group considered the Council Delivery Plan on 14th January 2013 with a view to taking responsibility for the actions contained therein. A programme of bi-monthly meetings of the Working Group will be arranged over the course of the next year with a view to holding Executive Members to account. The Delivery Plan is currently undergoing refinement by the Corporate Office. A meeting of the Working Group will be held on 13th June 2013.	Working Group
Delivery of Advisory Services Across the District	To consider the social implications of the announcement made by the Huntingdonshire CAB to go into voluntary liquidisation and to monitor the performance of the	Social Well-Being	Executive Leader provided an update to the Panel in October, November and December 2012. A report on interim arrangements for Jan-Mar 2013 and grant aid awards for 2013/14 was	Working Group.

	voluntary organisations awarded grant aid by the Council in 2013-2015.		<p>submitted to the Panel at its January 2013 meeting. Voluntary Sector Working Group met in March to consider concerns raised at the February 2013 meeting of Council. Working Group will meet with each voluntary organisation in July 2013 to review their progress with a further meeting to be arranged 6 months thereafter.</p> <p>Annual Report on organisations supported by grants through Service Level Agreements to be presented to Panel in November 2013.</p>	
Hinchingbrooke Hospital	To monitor Circle Healthcare's progress and plans for Hinchingbrooke Hospital.	Social Well-Being	<p>Representatives of Circle and Hinchingbrooke Hospital attended Panel's March 2013 meeting to deliver an update on the Hospital's progress and plans for the future. Representatives will return in a year's time to provide a further update.</p> <p>Joint Working Group established with the County Council's Cambridgeshire Adults Wellbeing and Health Overview and</p>	Whole Panel

			<p>Scrutiny Committee to monitor the financial and operational performance of the Hospital.</p> <p>6 monthly reports on the performance of the Hospital will be provided by the Cambridgeshire and Peterborough Clinical Commissioning Group. Next report to be delivered to the Panel in July 2013.</p>	
Council Borrowing	Agreed to establish a Working Group to develop an understanding of the District Council's approach to borrowing.	Economic Well-Being	<p>The Panel's report was considered by the Cabinet at their meeting on 18 April 2013.</p> <p>The Cabinet has endorsed the view that there should be a limit for borrowing costs of 15% of net revenue spending, which can only be exceeded with the approval of full Council.</p> <p>With regard to the Panel's recommendation that a narrower definition of capital expenditure should be used for funding from borrowing and that the remainder should be funded from revenue, the Cabinet has agreed to reconsider this</p>	Working Group

			issue when a balanced budget has been achieved.	
Housing Benefit Changes and the Potential Impact Upon Huntingdonshire	To monitor the effect of Government changes to the Housing Benefit System arising from the Welfare Reform Act.	Social Well-Being	Quarterly reports presented to the Panel. Members of the Economic Well-Being Panel will be invited to attend. Next report expected in July 2013.	Whole Panel
Budget Savings	To identify possible Budgetary Savings	Economic Well-Being	<p>The Panel's report was submitted to the Cabinet Meeting on 18th April 2013. In response, the Cabinet has:-</p> <ul style="list-style-type: none"> ▪ requested the Employment Panel to review the use of consultants and agency staff; ▪ referred the issue of training to the Member Development Working Group; ▪ agreed to convene an informal meeting of Executive Councillors, the Chairman and Vice-Chairman of the Overview and Scrutiny Panel (Economic Well-Being) and the Managing Director to discuss 	Whole Panel

			shared services, the Council's electoral arrangements and improved procurement.	
Local Plan 2036 – Provision of Social and Affordable Housing and Impact Upon Homelessness	To explore how the new Local Plan would help to address housing and homelessness needs within the District.	Social Well-Being	An outline of how the new Local Plan will help to address housing and homelessness needs within the District was delivered to the Panel. Regular updates to be provided. Next update expected September 2013.	Whole Panel.
Customer Services Strategy	To contribute to the production of the new Customer Services and Channel Migration Strategy.	Economic Well-Being	Meetings of the Working Group have been held on 13 th February, 26 th March and 21 st May 2013 with the Executive Councillor. Representatives of the Working Group have also visited the Customer Services Centre at Newport. Officers will now undertake further work and the Group will reconvene once a draft proposal has been developed prior to its consideration by Overview & Scrutiny and the Cabinet.	Working Group
Disabled Facilities Grants	To review the level of expenditure on Disabled Facilities Grants (DFGs)	Social Well-Being	Concerns raised by Members over the level of expenditure on DFGs. Panel agreed to include this within their work	Whole Panel.

			programme. Update to be delivered to Panel in June 2013 during consideration of the Annual Home Agency Shared Service Review report.	
Update on Redesign of Mental Health Services	To receive an update on the redesign of mental health services.	Social Well-Being	Representatives of Cambridgeshire and Peterborough Clinical Commissioning Group (C&P CCG) to attend the Panel's September 2013 meeting.	Whole Panel.

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Panel Date	Decision	Action	Response	Date
16/05/12	<p><u>Leadership Direction</u></p> <p>Councillors D Harty and Mrs D C Reynolds have been appointed to the Corporate Plan Working Group.</p>	<p>Meetings of the Corporate Plan Working Group held on 1st and 28th August and 12th November 2012. Draft considered by Executive Leaders Strategy Group on 10th September 2012 and 14th January and 26th March 2013.</p>	<p>The Delivery Plan was endorsed by the Executive Leaders Strategy Group on 26th March 2013. A programme of bi-monthly meetings of the Corporate Plan Working Group will be arranged over the course of the year with a view to holding Executive Members to account. A meeting of the Working Group will be held on 13th June 2013.</p>	
<p>13/7/10 8/3/11 12/10/11 8/11/11</p> <p>12/03/13</p>	<p><u>Great Fen Project</u></p> <p>The Panel attended tours of the Great Fen. Latest visit undertaken on 1st October 2012.</p> <p>Copy of the Socio-Economic study presented to Panel. The Panel has challenged the figures relating to the number of new jobs created since the Project came into being and has sought clarification on what the real economic benefits of the Project are. These were circulated around to Panel Members on 25th March 2013 via email.</p>	<p>Updates on the progress of the project to be presented to the Panel at 6 monthly intervals.</p> <p>Site visits and information reports will be provided to the Panel as the Great Fen Project develops.</p>	<p>Site visit to be held on 17th September 2013 – final arrangements to be confirmed.</p>	TBC
14/09/10	<p><u>Tree Strategy</u></p> <p>To form a strategy in conjunction with the Tree Officers for the retention and planting of trees.</p>	<p>A series of Working Group meetings have been held comprising Councillors M G Baker, Mrs M Banerjee and J W Davies. A draft policy is being drawn up by the Arboricultural Officer for submission to the</p>		

Panel Date	Decision	Action	Response	Date
11/09/12	Councillor J W Davies updated the Panel on progress made towards completion of the Tree Strategy.	Working Group for comment. Ways of finalising the Tree Strategy are being considered. Arboricultural Officer met with consultants on 18th January 2013 and a proposal for a programme of work has been received but referred back for further refinement. Likely timescales to be advised in due course.		TBC
13/09/11	<p><u>Waste Collection Working Group</u></p> <p>Working Group appointed comprising Councillors M G Baker, P M D Godfrey, G J Harlock and C R Hyams and Mr M Phillips to investigate waste collection policies.</p>	First meeting held on 6th October 2011 with the Head of Operations.	The Group established their terms of reference and a way forward for their study.	
10/1/12	Following consideration of the Advanced Waste Partnership report it was agreed that the work of the Partnership could overtake the findings of the Working Group, therefore the Working Group study should be put on hold.	The study of the Waste Collection Working Group has been postponed and will be reviewed in due course.		
19/06/12	Following a change in the Council's approach to dealing with 'contaminated' bins, Councillor M G Baker has stressed the need to educate residents as to what can be placed in recycling bins.	A meeting between the Working Group and the Head of Operations was held on 28 th June 2012 to discuss this further.	Members requested that a further meeting be held on 2 nd August with a representative from South Cambridgeshire District Council present.	
11/09/12	The Working Group has decided to focus on how best to engage with residents to educate them as to what should be placed in which bin.	A meeting was held to discuss ideas.	The Working Group met with the Head of Operations and Officers from the Environment Team to discuss publicity material. Members have provided feedback on the material produced by the Team. If necessary the Waste Collection Working Group will resume its study once the work of RECAP is complete.	TBC

Panel Date	Decision	Action	Response	Date
12/02/13	Panel has queried why Members were not provided with information on the new waste collection rounds. The Panel is also concerned that the Landbeach Waste Management Plant is currently not operational and that this will significantly increase the level of waste directed to landfill. A breakdown of the current recycling figures with a view to determining what the impact of the situation at Landbeach was requested.	Response from the Head of Operations circulated electronically to Panel on 13th February 2013. Chairman tabled a press release outlining the situation at Landbeach at the Panel's March meeting. Latest recycling figures circulated around electronically to Panel on 28th February 2013.		
9/04/13	<p><u>Whole Waste System Approach</u></p> <p>Panel received an update on progress with the RECAP Waste Partnership. The Panel has endorsed, in principle, the whole system approach, a business case for which is expected to be delivered to the Panel in the Autumn.</p>	Head of Operations acknowledged the Panel's request for the report prior to its submission to the Cabinet.	Report expected in October 2013.	8/10/13
11/09/12	<p><u>Speed Reduction Initiative</u></p> <p>Members expressed a view that bin stickers could be used to convey messages with community benefits, such as speed restrictions.</p>	Members were disappointed to note that the Cabinet had stressed that they were not in favour of notices being attached to bins. In light of the pilot initiative being undertaken in Hilton, Members requested an update on the pilot's findings. Councillor Tysoe has discussed the Cabinet's views with the Panel.	Information has been received from Mr D McCandless. Hilton PC has yet to fund the trial of wheelie bin stickers so they have not been issued 'globally' within the village. Consequently, an assessment was carried out.	
15/01/13	Panel received a presentation from representatives of Speedwatch and Hilton Parish Council on the speed reduction initiative being undertaken in Hilton.	Panel has requested a written report to be submitted outlining the terms of the proposal. Members also wish to discuss the matter directly with the Head of Operations and the Executive Councillor for Environment.		
09/04/13	Written report submitted to Panel's April meeting where Councillor D M Tysoe, the Head of Operations and Mr D			

Panel Date	Decision	Action	Response	Date
	<p>McCandless of Speedwatch were present. Agreed that a change to the Council's policy be made to permit Speedwatch stickers to be placed on wheelie bins on the proviso that such schemes are funded and approved locally by the respective Town or Parish Council.</p>			
	<p><u>Design Principles for Future Developments</u></p> <p>8/11/11 Working Group appointed comprising Councillors Mrs M Banerjee, I Curtis, P M D Godfrey and G J Harlock to examine the matters raised during the Panel's discussions on Loves Farm, St Neots. The Working Group has been tasked with making recommendations to inform future developments.</p> <p>6/01/12 First meeting of the Working Group held where Councillor Mrs M Banerjee was appointed rapporteur. It was agreed that the Working Group needed an overview of the site from a Planning Officer, followed thereafter by a site visit.</p> <p>11/09/12 The Panel considered the report of the Working Group which outlined its findings to date.</p>	<p>Working Group met with the Assistant Director for Environment, Growth and Planning on 26th January 2012 to receive an overview of the Loves Farm site. Site visit held on 2nd March 2012 followed by a de-brief on 21st March 2012 and a meeting on 1st June 2012.</p> <p>Meeting with the Urban Design, Trees and Landscape Team Leader was held on 5th October 2012 to discuss aspects of the Design Guide in more detail. Officers met with consultants in January 2013 to discuss the matter further.</p>	<p>The Working Group has considered a report by the Urban Design, Trees and Landscape Team Leader analysing the results of the 'Building for Life' assessments which were completed on the site visit. The Working Group will begin to draft their final report.</p> <p>Draft revised Design Guide is expected to be made available to the Working Group in due course. Amendments currently being made.</p>	<p>TBC</p>
	<p><u>Drainage Issues/Maintenance of Water Courses</u></p> <p>5/12/11 Consideration was given to a petition in respect of sewage overflow at Windsor Road and Main Street, Yaxley. Members were advised that the Executive Leader had</p>	<p>Given the lack of powers that the Council has to influence Anglian Water, Members requested that the Leader of the Council</p>	<p>The Managing Director (Communities, Partnerships and Projects) will follow this concern</p>	

Panel Date	Decision	Action	Response	Date
	written to Anglian Water expressing his concern over flooding issues in Yaxley and a response had been received. Although Anglian Water's response addressed the specific flooding incident, Members were not satisfied with Anglian Water's programme to prevent problems from occurring and their response to sewerage system failures.	writes to the Environment Agency to highlight their concerns and to ask it to ensure it used its enforcement powers where merited.	up with the Environment Agency. The Executive Leader has responded to Anglian Water to state that he is not satisfied with their programme to prevent problems from occurring and their response to sewerage system failures.	
9/02/12	The Panel received a presentation from the County Council's Flood and Water Manager on Flood Risk Management. During the presentation the issue of flooding in Yaxley was raised by Members. Officers undertook to investigate this matter further.	The Project and Assets Manager has met with Anglian Water to discuss issues and will continue to pursue this matter.		
13/03/12	Ward Members attended an onsite meeting with the Project and Assets Manager who subsequently alerted Anglian Water to a problem with the surface and foul water sewerage system.	Having reiterated concerns over the long running nature of the problem, Members suggested that a letter be sent to the Environment Agency to highlight the ongoing issues.	The Managing Director (Communities, Partnerships and Projects) was asked to pursue this issue further.	
10/04/12	The Managing Director (Communities, Partnerships and Projects) has suggested that a Working Group be convened to examine Yaxley drainage issues in detail.	It was agreed that appointment to the Working Group would be delayed until after the Annual Council Meeting.		
19/06/12	Having considered the St Neots Surface Water Management Plan, Members acknowledged that drainage problems within the District are widespread.	A Working Group comprising Councillors Mrs M Banerjee and J W Davies has been convened to engage with Anglian Water in order to establish their general powers, responsibilities and limitations on its ability to prevent flooding.	A meeting was held on 28 th June 2012 so that Members could set out their terms of reference and establish the way forward for the study.	
11/09/12	Two meetings have been held with representatives from Anglian Water and the Environment Agency.	A report of the meetings is being produced and the District Council will continue to work with Anglian Water in an effort to resolve the drainage problems which exist in the District.		
9/10/12	Report of the Working Group considered at the meeting.	An update has been received from Anglian		

Panel Date	Decision	Action	Response	Date
15/01/13	<p>The outcome of negotiations between Anglian Water and the County Council on drainage in Yaxley is awaited.</p> <p>Panel received an update on recent flooding events within the District and noted the actions taken by the Council to deliver sand bags to affected households. An update on the Council's Emergency Planning arrangements, to include the Council's use of sandbags, has been requested for submission to a future meeting.</p>	<p>Water and was reported to the Panel at its January 2013 meeting.</p> <p>The Panel has requested for regular updates on drainage and flooding to be provided.</p>	<p>Invitation extended to the Projects and Assets Manager to attend the Panel's July meeting – awaiting confirmation.</p>	9/07/13
15/01/13	<p><u>Revision of Wind Power SPD</u></p> <p>Panel were provided with an opportunity to comment on the draft revised Wind Power SPD which was undergoing consultation. The Panel has expressed their concerns over a number of matters including the impact of cumulative developments upon the District, the absence of any limits set on the proximity of turbines to dwellings and the group size proposed for large scale developments. With regard to the latter, the Panel is of the view that 24 turbines on one site is not an appropriate policy to adopt for Huntingdonshire. Additionally, the Panel has requested for point (e) of the guidance to be reconsidered in respect of Ouse Valley area's landscape as it was felt that this required further clarification.</p>	<p>Comments have been forwarded to the Head of Planning and Housing Strategy who advised that he would include Members views as part of the consultation.</p>	<p>The consultation outcome report is expected in July 2013.</p>	9/07/13
10/07/12 & 9/04/13	<p><u>Rural Transport</u></p> <p>Report received on Transport for Cambridgeshire. A number of comments have been made and were conveyed to the Cabinet. The Panel wishes to review the provision of transportation in rural areas and has requested sight of the final report to be submitted to them at a future meeting.</p>	<p>As the Panel's nominated representative, Cllr Mrs Banerjee attend the County Council's Overview and Scrutiny Committee on 27th March 2013 where discussion took place on Cambridgeshire Future Transport. A brief update was delivered to the Panel on the outcome of this meeting.</p>	<p>Further updates to be delivered in due course.</p>	TBC

Panel Date	Decision	Action	Response	Date
12/03/13	<p><u>Grounds Maintenance</u></p> <p>Panel agreed to undertake a review of the Council's Grounds Maintenance budget.</p>	The Head of Operations will submit a report to the Panel in June 2013 with a view to initiating a debate on the service standards currently provided by the Council.	Report to be submitted to the Panel's June 2013 meeting. Members of the Economic Well-Being Panel will be invited to attend for this item.	11/06/13
	<p><u>Notice of Executive Decisions</u></p> <p>Local Plan (Stage 3 Consultation)</p> <p>Due to go before the Cabinet in May 2013 and on to the Panel thereafter in July 2013.</p> <p>A14</p> <p>Awaiting Government announcement. Update expected in July 2013.</p> <p>Dairy Crest Fenstanton: Planning and Urban Design Framework</p> <p>Panel requested sight of the report prior to its submission to the Cabinet.</p> <p>Huntingdon West Master Plan</p> <p>Panel requested sight of the report prior to its submission to the Cabinet.</p> <p>Affordable Housing Policy Update</p> <p>Panel requested sight of the report prior to its submission to the Cabinet.</p>	<p>Suggested by Chief Officers Management Team that the Panel should have sight of the consultation outcome report when it is available.</p> <p>Assistant Director for Environment, Growth and Planning aware of Panel's interest in subject matter.</p> <p>Request submitted to the Assistant Director for Environment, Growth and Planning.</p> <p>Request submitted to the Assistant Director for Environment, Growth and Planning.</p> <p>Request submitted to the Assistant Director for Environment, Growth and Planning.</p>	<p>Due to appear before the Panel in July 2013.</p> <p>Update expected in July 2013.</p> <p>Report expected July 2013.</p> <p>Report expected July 2013.</p> <p>Report expected July 2013.</p>	<p>9/07/13</p> <p>9/07/13</p> <p>9/07/13</p> <p>9/07/13</p> <p>9/07/13</p>

Panel Date	Decision	Action	Response	Date
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	<p><u>Huntingdonshire Strategic Partnership (HSP)</u></p> <p>The Panel has a legal duty to scrutinise the work of the HSP, with the following thematic group falling within the Panel's remit:-</p> <p>Growth and Infrastructure</p> <p>Panel is yet to undertake some scrutiny of this thematic group.</p>	<p>The item will be programmed in for a future Panel meeting as appropriate.</p>	<p>Due to appear before the Panel in October 2013.</p>	<p>8/10/13</p>
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Decision Digest

Edition 134

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

HEALTHWATCH CAMBRIDGESHIRE

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

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

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

HOUSING BENEFIT CHANGES AND THE POTENTIAL IMPACT UPON HUNTINGDONSHIRE

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

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

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

SOCIAL VALUE WORKING GROUP

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

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

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

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

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

BORROWING

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

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

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

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

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

BUDGET

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

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

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

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

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

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

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

MONITORING OF THE REVENUE BUDGET AND CAPITAL PROGRAMME

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

COUNCIL CONSTITUTION

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

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

GRANT CERTIFICATION 2011/12

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

EXTERNAL AUDIT PLAN 2012/13

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

ANNUAL EQUALITY PROGRESS REPORT 2012

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

ACCOUNTING POLICIES FOR THE STATEMENT OF ACCOUNTS 2012/13

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

PROGRESS REPORT ON ISSUES IDENTIFIED IN THE ANNUAL GOVERNANCE STATEMENT

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

PUBLIC SECTOR INTERNAL AUDIT STANDARDS

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

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

RISK REGISTER UPDATE

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

INTERNAL AUDIT SERVICE: INTERNAL AUDIT PLAN AND AUDIT CHARTER

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

EXTERNAL AUDITOR ISA260 REPORT: IMPLEMENTATION OF 2011/12 RECOMMENDATIONS

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

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

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

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

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

REVIEW OF 'LOCAL LIST' APPLICATION VALIDATION REQUIREMENTS

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

REVIEW OF PRE APPLICATION ADVICE PROCEDURES

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

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

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

DEVELOPMENT APPLICATIONS

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

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