

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 26 JUNE 2013** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

	Time Allocation
PRAYER	5 minutes
The Reverend David Busk, Vicar of Godmanchester and Hilton will open the meeting with prayer.	
APOLOGIES	2 minutes
CHAIRMAN'S ANNOUNCEMENTS	10 minutes
1. MINUTES (Pages 1 - 8)	2 minutes
To approve as a correct record the Minutes of the meeting held on 15th May 2013.	
2. MEMBERS' INTERESTS	2 minutes
To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.	
3. HEADLINE DEBATE	60 minutes
The Council is to welcome Sir Graham Bright, Police and Crime Commissioner to lead the Council debate.	
As part of his address Sir Graham has been requested to focus on -	
<ul style="list-style-type: none">◆ his plans for Cambridgeshire as they might impact on Huntingdonshire;◆ how the Police will work in partnership with the District Council to create safer, stronger communities;◆ how the Commissioner will allocate resources to policing in the District; and◆ how the Commissioner plans to engage with the public.	
<i>(It is envisaged that the debate will comprise an opening address [10 minutes], questions [45 minutes] and summing up [5 minutes].)</i>	
4. PUBLIC QUESTION TIME	7 minutes
A member of the public has given notice that he wishes to ask the following question -	
"Will the Council delay implementation of the green bin tax until further consideration has been given to the concerns of the local electorate and feedback is provided by the District Council to the issues raised, such as those contained in an e-petition on the subject which has been open for signatures for a period of 90 days from 17th June 2013?"	

Supporting information by the questioner has been sent separately to Members. The Deputy Executive Leader, Councillor N J Guyatt will respond to the question.

5. GREEN PAPER ITEM - HUNTINGDONSHIRE LOCAL PLAN PROCESS TO 2036 10 minutes

Councillor N J Guyatt, Executive Councillor for Strategic Planning and Housing to present information to the Council on housing targets for Huntingdonshire.

6. CABINET PROCEDURE RULES - DELEGATION BY THE EXECUTIVE LEADER (Pages 9 - 12) 10 minutes

In accordance with the Cabinet Procedure Rules (paragraph 1.2) and in the absence of the Executive Leader, Councillor N J Guyatt will present information about executive functions for the ensuing year and address the Council, briefly, on the challenges which lay ahead in each portfolio.

7. FOOD SAFETY SERVICE PLAN 2013/14 (Pages 13 - 24) 10 minutes

The Chairman of the Licensing and Protection Panel, Councillor J W Davies, to present a report by the Head of Environmental and Community Health Services proposing the adoption by the Council of the Food Safety Service Plan for 2013/14.

8. REPORTS OF THE CABINET, PANELS AND COMMITTEE 30 minutes

(a) Cabinet (Pages 25 - 26)

The Report of the meeting held on 20th June 2013 - to follow.

(b) Overview & Scrutiny Panel (Economic Well-Being) (Pages 27 - 32)

(c) Overview & Scrutiny Panel (Environmental Well-Being) (Pages 33 - 36)

(d) Overview & Scrutiny Panel (Social Well-Being) (Pages 37 - 42)

(e) Development Management Panel (Pages 43 - 44)

(f) Employment Panel

The Report of the meeting held on 19th June 2013 - to follow.

(g) Corporate Governance Panel (Pages 45 - 46)

9. ORAL QUESTIONS

30 minutes

In accordance with the Council Procedure Rules (Section 8.3) of the Council's Constitution, to receive oral questions from Members of the Council

10. VARIATION TO THE MEMBERSHIP OF COMMITTEES AND PANELS, ETC

2 minutes

The Deputy Executive Leader, Councillor N J Guyatt, to report.

Dated this 18th 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 Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@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 Council.

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.

Si vous voulez une traduction de ce document, veuillez nous contacter au 01480 388388 et nous ferons de notre mieux pour satisfaire à vos besoins.

Jeigu norite gauti šio dokumento išverstą kopiją arba atspausdintą stambiu šriftu, prašau kreiptis į mus telefonu 01480 388388 ir mes pasistengsime jums padėti.

Jeśli chciałoby Państwo otrzymać tłumaczenie tego dokumentu, wersję dużym drukiem lub wersję audio, prosimy skontaktować się z nami pod numerem 01480 388388, a my postaramy się uwzględnić Państwa potrzeby.

Se quiser uma tradução desse documento, por favor, contate o número 01480 388388 e tentaremos acomodar as suas necessidades.

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Civic Suite, Pathfinder House, St. Mary's Street, Huntingdon, PE29 3TN on Wednesday, 15 May 2013.

PRESENT: Councillor Mrs B E Boddington – Chairman.

Councillors J D Ablewhite, S Akthar,
M G Baker, K M Baker, Mrs M Banerjee,
I C Bates, P L E Bucknell, G J Bull,
E R Butler, R C Carter, S Cawley,
B S Chapman, K J Churchill, S J Criswell,
I J Curtis, J W Davies, D B Dew,
Mrs L A Duffy, R Fuller, D A Giles, J A Gray,
S Greenall, N J Guyatt, A Hansard,
G J Harlock, R Harrison, D Harty,
C R Hyams, P Kadewere, Ms L Kadic,
S M Van De Kerkhove, Mrs P J Longford,
A J Mackender-Lawrence, P G Mitchell,
J P Morris, J W G Pethard, P D Reeve,
T V Rogers, T D Sanderson, R G Tuplin,
D M Tysoe, R J West and A H Williams.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors W T Clough, R S Farrer, R B Howe, Mrs P A Jordan, M C Oliver, Mrs D C Reynolds, M F Shellens and P K Ursell.

1. PRAYER

The Reverend M Bonney, Dean of Ely opened the meeting with Prayer.

2. CHAIRMAN'S ANNOUNCEMENTS

(a) Council Membership

The Council extended a warm welcome to Councillor J P Morris who had been elected to represent Brampton Ward in the by-election held on 2nd May 2013.

(b) Chairman's Events

Among the activities she had undertaken since the last meeting, the Chairman drew particular attention to her attendance at the opening of the refurbished Visitor Centre at Grafham Water and the Cresco Charity Shop in Sawtry. The Chairman also was pleased to present a Young Enterprise Award for Best Product Innovation to a team from Hinchingsbrooke School.

Lastly, Councillor Mrs Boddington presented a cheque for £575 to Peterborough Samaritans at their recent Annual

General Meeting. Other charities to benefit from the Chairman's Events during the year included Cancer Research, Natural High and St. John's Ambulance.

The Chairman encouraged Members to make a note of the arrangements being made to mark Armed Forces Day and the ceremony which will be held on 28th June 2013 at 10.00am.

3. ELECTION OF CHAIRMAN

It was proposed by Councillor J D Ablewhite, seconded by Councillor N J Guyatt and

RESOLVED

that Councillor Mrs B E Boddington be elected Chairman of the Council for the ensuing Municipal Year.

Councillor Mrs Boddington made the Statutory Declaration of Acceptance of Office and thanked Members for the honour conferred in electing her as Chairman of the District Council for a further term of office.

Councillor Mrs Boddington paid tribute to the support she had received from the Vice-Chairman, Councillor K M Baker during her first year of office and made reference to the number of events that she had attended on the Council's behalf which had included visits to schools and colleges. The Chairman added that her initiative to invite Town and Parish Councils to visit Pathfinder House also had been particularly successful. However, the highlight of her year had been the opportunity she had had to present the Freedom of Huntingdonshire to the 423rd Airbase Group at RAF Alconbury and RAF Molesworth and in this respect she referred to a letter received from Her Majesty's Lieutenant Mr A H Duberly in which he had indicated his appreciation for the special occasion hosted by the Chairman on behalf of the District Council. Councillor Mrs Boddington indicated her intention to continue to work with schools and to host one charity event and concluded by stating that it would continue to be an honour to serve the Council in the forthcoming year.

Councillor Mrs B E Boddington in the Chair.

4. MINUTES

Subject to an amendment to Minute No. 80(d), second paragraph (fifth line) to reflect that representatives of the District and County Councils would be meeting Circle Health Care in the period between the Annual Reviews, the Minutes of the meeting of the Council held on 24th April 2013 were approved as a correct record and signed by the Chairman.

5. MEMBERS' INTERESTS

No interests were received from the Members present.

6. APPOINTMENT OF VICE-CHAIRMAN

It was proposed by the Chairman, Councillor Mrs B E Boddington, seconded by Councillor J W Davies and

RESOLVED

that Councillor A MacKender-Lawrence be appointed Vice-Chairman of the Council for the ensuing Municipal Year.

Councillor MacKender-Lawrence made the Statutory Declaration of Acceptance of Office, expressed appreciation to Members for their support and undertook to devote all his time and abilities to serve the District Council as Vice-Chairman.

7. LOCAL GOVERNMENT ACT 1972: SECTION 89 - BRAMPTON WARD

Further to Minute No. 2 (a) ante, the Acting Returning Officer extended his appreciation to the Elections Team and other staff for their involvement during the by and County Council elections and at the election count and wished to commend and place on record his gratitude for the efficient manner in which these elections had been conducted.

8. REPORT OF THE SENIOR OFFICERS' PANEL

Councillor N J Guyatt presented the Report of the meeting of the Senior Officers' Panel held on 1st May 2013.

.....

In connection with Item No. 1 and the proposed appointment of a new Managing Director, the Executive Leader, Councillor J D Ablewhite confirmed that, in accordance with the Officer Employment Procedure Rules, the Cabinet had no objection to the offer of the appointment to Mrs J Lancaster.

On the same subject and with regard to the proposed salary for the post, Councillor Guyatt undertook to respond in writing to Councillor D A Giles with information on the contribution that the District Council would be making to the pension fund of the successful candidate in addition to the salary which would be payable for the post.

Having thanked the Panel for their contribution, hard work and deliberations during the appointment process and reported that Mrs Lancaster would be able to commence her statutory duties with the District Council on 2nd July 2013, it was moved, duly seconded and

RESOLVED

- (a) that Mrs J Lancaster be appointed as Managing Director and Head of Paid Service on a spot salary of £125,000; and
- (b) that Mrs J Lancaster be appointed to the roles of Returning Officer and Electoral Registration Officer with effect from 5th July 2013.

[In accordance with paragraph 14.5 of the Council Procedure Rules, Councillors I J Curtis, Mrs L A Duffy and P D Reeve requested that their vote against the Motion be recorded in the Minutes.

Councillors D A Giles and S M Van De Kerkhove also requested that their decision to abstain from voting on the Motion be recorded in the Minutes.]

.....

Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meeting of the Senior Officers' Panel held on 1st May 2013 be received and adopted.

(The Chairman consented to the admission of the following item to the Agenda and agreed that it be considered as a matter of urgency under Section 100B(4) of the Local Government (Access to Information) Act 1985 given the special circumstances which had arisen within Hilton Parish Council.)

9. TEMPORARY APPOINTMENT OF MEMBERS TO PARISH COUNCILS: SECTION 91, LOCAL GOVERNMENT ACT 1972

By way of a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) Members were apprised of a situation whereby, due to several resignations, Hilton Parish Council was unable to act effectively or carry out its legal responsibilities.

The Council was advised that Section 91 of the Local Government Act 1972 provided that where there are so many vacancies on a Parish Council that it is unable to act then the District Council may by Order appoint persons to fill all or any of the vacancies until other Councillors are elected to take up office.

In view of the circumstances described, the Council

RESOLVED

- (a) that the Head of Legal and Democratic Services be authorised to make an Order under Section 91 of the Local Government Act 1972 and Section 39 (4) of the Representation of the People Act 1883 –
 - (i) to appoint Councillors I C Bates, G J Harlock and A H Williams to Hilton Parish Council on an interim basis until the first meeting of the Parish Council after the election on 4th July 2013, or until a sufficient number of elected Parish Councillors have taken up office, whichever is later;
 - (ii) to direct, if necessary, that the Annual Meeting of

Hilton Parish Council be held on a specified date as soon as practicable after the end of May 2013; and

- (b) that the Head of Legal and Democratic Services be authorised to make an Order under Section 91 of the Local Government Act 1972 and Section 39 (4) of the Representation of the People Act 1883 appointing additional persons as Parish Councillors in accordance with the procedures set out in paragraph 3.2 of the report now submitted and to deal with difficulties regarding the timetable for parish council elections and with the annual meeting date in the event of a similar situation arising at another Parish Council in the future.

10. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL PANELS, ETC

A report was submitted by the Head of Legal and Democratic Services, (a copy of which is appended in the Minute Book) relating to the principles of proportionality to be applied to the appointment of Panels in accordance with Section 15 of the Local Government and Housing Act 1989 and Part II of the Local Government Act 2000. Whereupon, it was

RESOLVED

that the allocation of seats on Panels to political groups and non-aligned Members be determined as set out in the report now submitted.

11. APPOINTMENT OF CABINET

The Executive Leader, Councillor J D Ablewhite advised the Council that he had considered the responsibilities of his Cabinet and proposed to increase its membership from six to seven subject to review at the Annual Council meeting in 2014. He explained that his strategic role and his contribution to partnership delivery work had greatly increased such that he was unable to spend as much time as he would like on economic development issues. With this in mind, Councillor Ablewhite announced that he had appointed the following Councillors with the portfolio responsibilities as listed to join him as Members of the Cabinet for the ensuing Municipal Year. He also announced that Councillor N J Guyatt would continue to be Deputy Executive Leader and Vice-Chairman of the Cabinet.

Councillor B S Chapman	– Customer Services
Councillor J A Gray	– Resources
Councillor N J Guyatt	– Planning and Housing Strategy
Councillor R B Howe	– Healthy and Active Communities
Councillor T D Sanderson	– Economic Development and Legal
Councillor D M Tysoe	– Environment.

12. OVERVIEW AND SCRUTINY PANELS

RESOLVED

that the following Members be appointed to the Overview and

Scrutiny Panels for the ensuing Municipal Year.

Overview & Scrutiny Panel (Social Well-Being)	Overview & Scrutiny Panel (Environmental Well-Being)	Overview & Scrutiny Panel (Economic Well-Being)
K M Baker	M G Baker	S Akthar
R Carter	Mrs M Banerjee	P L E Bucknell
S J Criswell	I C Bates	G J Bull
I J Curtis	G J Bull	E R Butler
R Fuller	K J Churchill	S Cawley
C R Hyams	J W Davies	S Greenall
Mrs P A Jordan	D A Giles	R Harrison
P Kadewere	G J Harlock	P G Mitchell
M Oliver	D Harty	P D Reeve
J W G Pethard	C R Hyams	T V Rogers
S M Van De Kerkhove	Mrs L Kadic	M F Shellens
R J West	Mrs D Reynolds	A H Williams

13. COMMITTEES AND PANELS

RESOLVED

- (a) that Members be appointed to serve on the Standards and Licensing Committees and Employment, Development Management, Licensing and Protection, Corporate Governance and Senior Officers' Panels for the ensuing Municipal Year as follows:-

Corporate Governance Panel (8)

Councillors M G Baker, E R Butler, K J Churchill, G J Harlock, R Harrison, P Kadewere, P G Mitchell and R J West.

Development Management Panel (16)

Councillors Mrs M Banerjee, Mrs B E Boddington, P L E Bucknell, G J Bull, E R Butler, W T Clough, D B Dew, R S Farrer, N J Guyatt, Mrs P J Longford, A MacKender-Lawrence, J P Morris, P D Reeve, R G Tuplin, R J West and A H Williams (including one Member of the Cabinet in an ex officio capacity with appropriate portfolio responsibilities).

Employment Panel (8)

Councillors J D Ablewhite, S Akthar, S Cawley, J A Gray, Mrs P A Jordan, J W G Pethard, R G Tuplin and R J West (including one member of the Cabinet in an ex officio capacity with appropriate portfolio responsibilities).

Licensing and Protection Panel (12)

Councillors K M Baker, W T Clough, I J Curtis, J W Davies, R Fuller, G J Harlock, C R Hyams, Mrs L

Kadic, M Oliver, T D Sanderson, S M Van De Kerkhove and R J West (including one Member of the Cabinet in an ex-officio capacity with appropriate portfolio responsibilities).

Licensing Committee (12)

Councillors K M Baker, W T Clough, I J Curtis, J W Davies, R Fuller, G J Harlock, C R Hyams, Mrs L Kadic, M Oliver, T D Sanderson, S M Van De Kerkhove and R J West (including one Member of the Cabinet in an ex-officio capacity with appropriate portfolio responsibilities).

Senior Officers' Panel (4+1)

Councillors M G Baker, S Cawley, N J Guyatt and R J West together with the relevant Executive Councillor in relation to the post(s) under consideration.

Standards Committee (8)

Councillors K M Baker, Mrs B E Boddington, W T Clough, Mrs L A Duffy, G J Harlock, A Hansard, T D Sanderson and P K Ursell.

- (b) that the following Members be nominated from which the Head of Legal and Democratic Services be authorised, when necessary, to convene a meeting of the Appeals Sub-Group to include up to five Members (excluding Members of the Employment Panel) to determine appeals under the Council's disciplinary and appeals procedures –

Councillors Mrs M Banerjee, I C Bates, Mrs B E Boddington, J W Davies, D B Dew, R Fuller, C R Hyams, P G Mitchell, M Oliver, R W G Pethard, Mrs D C Reynolds and A H Williams.

- (c) that the following Members be appointed to the Elections Working Group to undertake a review of polling Districts –

M G Baker, Mrs M Banerjee, G J Bull, J A Gray and P Kadewere together with either the Executive Leader or Deputy Executive Leader.

The meeting concluded at 6.30pm.

Chairman

This page is intentionally left blank

Cabinet Procedure Rules – Delegation by the Executive Leader

Report by the Head of Paid Service and Managing Director (Communities, Partnerships & Projects)

1. INTRODUCTION

- 1.1 The Cabinet Procedure Rules in the Council's Constitution set out arrangements for the operation and conduct of the Cabinet and its meetings. The Rules provide for the Executive Leader to present to the Annual Meeting of the Council or within 21 days thereafter to the Head of Paid Service a written record containing information about executive functions in relation to the following year.
- 1.2 Although, the Executive Leader announced changes to portfolios at the Annual Council meeting, precise details were not finalised to allow their presentation to the meeting. Therefore, the Head of Paid Service is required to report the information to the next ordinary meeting of the Council.

2. BACKGROUND

- 2.1 In accordance with the Constitution, the written record must contain the following information:-
- (i) the collation of relevant executive functions into related groups to be known as "portfolios";
 - (ii) the names and wards of the Members of the Cabinet appointed by the Executive Leader to be responsible for individual portfolios;
 - (iii) the extent of any authority delegated by the Executive Leader to a Member of the Cabinet individually (including himself), including details of the limitation (if any) on their authority;
 - (iv) the nature and extent of any delegation of executive functions proposed to any other authority or under any joint arrangements and the names of those Cabinet Members and/or other Members appointed to any joint Committee under Article 11 of the Constitution for the coming year; and
 - (v) the nature and extent of any delegation to Officers with details of any limitation (if any) on that delegation, and the title of the Officer to whom the delegation is made.

3. DELEGATION BY THE LEADER

3.1 In accordance with the above requirements, the Executive Leader has given notice of the following appointments:-

Portfolio for Strategic and Delivery Partnerships - Councillor J D Ablewhite (St. Ives East Ward)	To work with partners in the public and private sectors across the District and County to achieve a long term vision for Huntingdonshire as a place where current and future generations can enjoy a good quality of life and enjoy economic success.
Portfolio for Strategic Planning and Housing - Councillor N J Guyatt (Elton and Folksworth Ward)	To promote good sustainable development within Huntingdonshire and achieve the District Council's housing, employment, transport, green and leisure infrastructure objectives. This portfolio will include the localism and involvement Agenda.
Portfolio for Healthy and Active Communities - Councillor R B Howe (Upwood & The Raveleys Ward)	To promote healthy lifestyle practices to the community and develop the Council's range of leisure, health, education and protection and neighbourhood support services.
Portfolio for the Environment - Councillor D M Tysoe (Sawtry Ward)	To develop the Council's environmental services, including the collection of waste and recycling, promote good environmental practices to the public and throughout the Council and to maintain and encourage use of green space and the countryside.
Portfolio for Resources - Councillor J A Gray (Kimbolton and Staughton Ward)	To protect the Council taxpayer and Council's financial interests and develop medium term financial plans for the Council. To ensure that adequate financial and human resources and estates are available to undertake the Council's plans.
Portfolio for Customer Services - Councillor B S Chapman (St. Neots, Priory Park Ward)	To oversee the process by which the Council serves its customers, in particular those relating to benefits and housing services. To improve the Council's efficiency and effectiveness and achieve savings through the development and proper use of IT.

Portfolio for Strategic Economic Development and Legal – Councillor T D Sanderson (Huntingdon West Ward)

To promote the economic development of the District and support appropriate growth.

To oversee the Council's legal and democratic services division, including the licensing function, ensure that the Council acts lawfully and that the relevant services are provided efficiently and effectively.

Delegations to Officers

3.2 Delegations to Members or Officers are listed in the current Constitution.

4. RECOMMENDATION

4.1 **The Council is requested to note the information presented by the Executive Leader on Executive functions for the ensuing Municipal Year.**

BACKGROUND DOCUMENTS

District Council's Constitution.

Contact Officer: Christine Deller, Democratic Services Manager
(01480) 388007

This page is intentionally left blank

Food Safety Service Plan 2013/14

Report by the Head of Environmental & Community Health Services

1. INTRODUCTION

- 1.1 The purpose of this report is to seek Council's approval for the Food Safety Service Plan for 2013/14 which includes a review of the previous year's activity. It is a requirement of the Food Standards Agency (FSA) Framework Agreement on Local Authority Food Law Enforcement that a Food Safety Service Plan be prepared in accordance with a format provided by the FSA. Under the Council's constitution this is part of the policy framework that has to be formally approved by the Council.
- 1.2 This is the thirteenth annual report that has been submitted to Members. It details the work that the service has planned for 2013/14, the staffing and financial resources required, the constraints that may prevent some of the tasks from being fulfilled and the priority of the tasks. It also includes a review of the previous year's performance and identifies where the Authority was at significant variance from the service plan and the reasons for that variance.

2. FINANCIAL COMMENT

- 2.1 The overall budget for 2012/13 is £441,360 which represents a minor reduction on the previous financial year. It is anticipated that the budget will be sufficient to meet the demands of the service, but in the event of a complex legal case or the introduction of central sampling charges then additional funds will have to be sought. Further details are provided within the service plan and in the Executive Summary at Annex 1 of this report.

3. SUPPORTING/BACKGROUND INFORMATION

- 3.1 Huntingdonshire District Council is a Food Authority and as such it is responsible for enforcing specific food safety legislation, this work is carried out by the Environmental and Community Health Services Division.
- 3.2 The service is linked to Huntingdonshire District Council Leadership Direction Strategy, the FSA Strategy to 2015 and Cambridgeshire's Health and Wellbeing Strategy. There are also close links with the Council's Environment Strategy and the National Health Improvement Agenda. The service provides a positive opportunity for the Council to interact with local businesses and protect the health of our community.
- 3.3 There are currently 1494 food businesses in the district and the service helps the changing local food economy to remain vibrant and provides

practical support to businesses in a difficult economic times. The work of the service helps to maintain public confidence in the standards of our local food industry, helps businesses comply with food legislation which helps ensure fair competition, and allows well-run food businesses to flourish and contribute to the local economy.

3.4 The aim of the Service Plan is to:

- ◆ provide information about the Food Safety Service
- ◆ identify the means by which the service will be provided
- ◆ identify the means by which the service will meet any relevant performance targets or performance standards
- ◆ enable performance to be reviewed by examining any variances from the Service Plan and identify areas for improvement and
- ◆ demonstrate a balanced enforcement approach.

3.5 In planning and delivering the service the Service Plan takes into account the Government's better regulation agenda. Key to this agenda are the five principles of good regulation:

- ◆ targeting (to take a risk-based approach)
- ◆ proportionality (such as only intervening where necessary)
- ◆ accountability (to explain and justify service levels and decisions to the public and to stakeholders)
- ◆ consistency (to apply regulations consistently to all parties) and
- ◆ transparency (being open and user friendly).

4. REVIEW OF PERFORMANCE IN 2012/13

4.1 The staffing resources for the Food Service were 20% less than planned due to a long-term absence within the team. In order to try to maintain service levels a contractor was engaged for a short period using salary savings and FSA grant funding which had been allocated to help meet the costs for the implementation of the National Food Hygiene Rating Scheme and a number of officers worked additional hours (including evenings and weekends).

4.2 Members of the team were also involved with a number of legally and technically complex cases, 4 food safety prosecution cases, an investigation into alleged illegal meat slaughtering and visiting at short notice a number of premises at the specific request of the FSA in connection with the horsemeat scandal. These matters had an impact on routine workloads and it was therefore not possible to deliver all the elements of the service plan as intended, although it is intended that some of the service development projects be incorporated into the next year's service plan. As a result of re-prioritising of work the service ensured that 95.6% of higher risk and 64.4% of lower risk premises requiring an inspection were inspected within the specified time frame.

4.3 In total 1216 inspections, interventions and visits were carried out to food premises as part of programmed activity and in response to complaints, food alerts and service requests. This includes the initial business support visits to the 136 new food businesses who registered this year. The support we provide on all inspections and visits can be

vital to businesses that are under pressure in the current financial climate. Our officers make sure food businesses are aware of their legal obligations and help them to ensure that the food they supply to local consumers is safe. A range of alternative approaches to engage low-risk businesses has been carried out, which are aimed at minimising burdens on the businesses while still ensuring that they have support from the Council.

- 4.4 In response to the Food Standard Agency's guidance on E.coli O157 and controlling the risk of cross contamination, the service successfully continued in the development and delivery of an appropriate implementation plan for caterers and food producers to address the necessary requirements. Due to the public health significance of the new guidance many Food Business Operators have required or requested additional help and advice in understanding and adopting the guidance and this has resulted in an increase in time being spent in premises during the inspection process.
- 4.5 The National Food Hygiene Rating Scheme (NFHRS) was launched in Huntingdonshire on 30 April 2012 as a direct migration from the previous Scores on the Doors Scheme. Premises are now issued with a rating of between 0 and 5 and the scheme continues to be very popular with businesses and consumers. There is evidence that this scheme has encouraged food businesses to improve standards with a significant improvement in the number of 3 to 5 rated premises. This in turn has meant that associated efficiency savings have enabled resources to be directed into dealing with higher-risk premises and those presenting a risk to public health.
- 4.6 During the year an intervention programme including support and training was directed to those high-risk businesses which have a history of consistently performing at a poor level (0-2 stars). Where appropriate, relevant enforcement action was taken. Evaluation of the project has been encouraging and improvements in food safety standards have been achieved and maintained in many businesses.
- 4.7 The Secret Garden Party, a licensed annual music and arts festival attracting over 25,000 visitors, required significant resources and food officer involvement. Around 100 food vendors were visited, and food and water samples taken. Formal action was taken where appropriate. This was in addition to the inspection of site infrastructure, displays, event areas, water and lake-based activities, car parking and camping areas for health and safety issues. A growing number of other large-scale events, fairs, shows and heritage attractions place a significant demand on the service resulting in increased proactive and reactive work often at weekends and unsociable hours. These activities have been absorbed within existing budgets and resources but their impact should be noted.
- 4.8 The service has a clearly laid down enforcement policy which focuses on providing advice and guidance for businesses to secure compliance. This process is successful in the vast majority of cases. However, where businesses consistently fail to comply with the law or present a serious threat to public health it is important that the Council takes action to protect consumers. In 2012/13 there were 4 successful prosecutions

instigated for unhygienic premises and practices. The courts imposed significant fines and there was local media coverage. One case resulted in the court imposing a prohibition on the food business operator from managing the business. A total of 33 Hygiene Improvement Notices were served on 11 premises all of which have either been complied with within the specified timescales or have resulted in further action being taken. 5 premises were subject to voluntary closure and quantities of unfit food were voluntarily surrendered following routine inspections.

- 4.9 The service received 526 service requests from members of the public and food businesses. This represents an increase of 76% compared with 2011/12. Of these service requests 140 were complaints about unfit food or unhygienic food premises and 96 were food alerts from the FSA. These were all dealt with efficiently and effectively and provided a vital opportunity to demonstrate that the service responds to the needs and concerns of our community. Responding to complaints is a key way in which the service can gain intelligence about food businesses and helps to maintain consumer confidence in local food businesses.
- 4.10 119 food and 14 water samples were taken for analysis (considerably fewer than planned) of which 20 were found to be unsatisfactory. Appropriate action was taken to resolve any problems. An FSA funding of £2K was awarded for the successful installation and implementation of a new national sampling protocol and database.
- 4.11 The service carried out a range of promotional and educational activities, including the FSA national Food Safety Week and promoting the migration from 'Scores on the Doors' to the national 'Food Hygiene Rating Scheme'. The food service also provided a number of ad hoc lectures and presentations to schools, business groups and voluntary sector organisations and produced 2 newsletters for all registered food businesses. Food Safety distance learning packages were also bought by a number of local food businesses.
- 4.12 The preventative activity did not eradicate all food-borne illness and 147 cases were notified to the Council. Some food poisoning organisms can cause serious illness and permanent disability and some types can kill. Where appropriate individual cases were promptly investigated and analysis of the investigation findings show that the majority of food-borne illnesses reported by residents of the district were contracted abroad, outside Huntingdonshire or in a domestic setting. There were no outbreaks of food poisoning or food borne illness reported.
- 4.13 Full details of the review are set out in Section 6 of the Service Plan.

5. SERVICE PLAN FOR 2013/14

- 5.1 The format of this document remains essentially unchanged from that of the previous year. (An executive summary can be found in Annex 1) The resources provided by the Council for this year are in keeping with the previous year and should be sufficient to enable this Authority to meet the requirements of the FSA provided the current level of resources is maintained. The food service has always adopted a risk-based approach to inspections and a graduated approach to enforcement. The service will continue to explore the use of alternative

enforcement strategies and interventions for low-risk businesses and any time saved will be invested in inspecting high-risk premises and providing education and guidance.

- 5.2 In the event of unforeseen issues arising during the year that would hinder the achievement of all targets within the service plan, priority would be given to the inspection of high-risk food premises and delivery of key projects which will help to protect the health of individuals. It is also possible that the FSA may redirect resources, at any time, to meet the need of a nationally significant food safety concern or the Health Protection Agency may do the same in the event of a significant outbreak or public health emergency (eg pandemic flu).
- 5.3 Following the removal of essential car user status and associated allowances a review will be needed on the flexibility of the service's response to reactive and proactive visits, interventions and service requests in order to ensure that an effective and efficient service is maintained.
- 5.4 Regard will also need to be given to the changing regulatory landscape and Government direction as it relates to business regulation and enforcement.

6. CONCLUSION

- 6.1 The Food Safety Service Plan 2013/14 provides comprehensive information about the service, and identifies the means and resources required to deliver this year's programme of work. It includes a review of the previous year's performance, including deviations from the plan and identifies a number of areas for service development

7. RECOMMENDATION

- 7.1 Council is requested to note the contents of the report and approve the Food Safety Service Plan**

BACKGROUND INFORMATION

Food Safety Service Plan 2013/14
FSA Framework Agreement
FSA Code of Practice

Contact Officer: Chris Lloyd, Health Protection Manager
Environmental and Community Health Services
☎ 01480 388290

A full copy of the Food Safety Service Plan 2013/14 is available in the Members' Room. If you wish to have an individual copy, please contact the Environmental Health Admin Section on 01480 388302.

This page is intentionally left blank

EXECUTIVE SUMMARY 2013/14

AIMS AND OBJECTIVES

The overall objective of the Food Safety Service is to work with businesses and consumers to endeavour to ensure that food intended to be placed on the market for human consumption which is produced, stored, distributed, handled and purchased within Huntingdonshire is without risk to public health or the safety of the consumer.

The service is linked to Huntingdonshire District Council Leadership Direction Strategy, the FSA Strategy to 2015 and Cambridgeshire's Health and Wellbeing Strategy. There are also close links with the Council's Environment Strategy and the National Health Improvement Agenda. The service provides a positive opportunity for the Council to interact with local businesses and protect the health of our community.

The following key activities are identified within the performance management system and will be measured to determine the effectiveness of the listed activities and actions.

- ◆ Planned and reactive inspections of registered and approved food businesses.
- ◆ Provision of training, advice to businesses and food hygiene promotion.
- ◆ Taking food, water and environmental samples.
- ◆ Investigation of cases and outbreaks of food-borne and food poisoning illnesses.

The service will seek to achieve this through a number of key actions that are identified within this service plan.

CHANGES IN RESOURCES FROM 2012/13 TO 2013/14

STAFF	2012/13	2013/14
Environmental Health Officers (EHO)	2.0	2.0
Environmental Health Protection Officers (EHPO)	1.2	1.2
Senior Environmental Health Officer	0.8	0.8
Commercial Team Leader	0.5	0.5
Health Protection Manager	0.2	0.2
	4.7	4.7
Admin Support Staff	1.3	1.3
	Total	
	6.0	6.0
FINANCIAL	2012/13	2013/14
Direct Costs (Employees)	£275,550	£275,440
Overheads	£158,400	£157,850
Other Direct costs (specialist equipment legal fees and sampling)	£10,110	£10,070
	Total	
	<u>£444,060</u>	<u>£443,360</u>
	Income	
	<u>-£2,000</u>	<u>-£2,000</u>
	NET EXPENDITURE	
	<u>£442,060</u>	<u>£441,360</u>

ACTIONS AND TIME ALLOCATIONS

All calculations assume 1 x FTE = 1290 hours per year (215 working days x 6 productive hours per working day). Time does not include administrative support.

Proactive Tasks	Level of activity		Hours	FTE
	Actual 2012/13	Estimate 2013/14	Estimate 2013/14	Estimate 2013/14
Planned food hygiene inspections (A-D risk rated, in addition to those below)	483	410	3207	2.48
Alternative Enforcement Strategy (AES)	19	20		
Unrated food business interventions	2	55		
Revisits	177	144		
Inspection of new food businesses (occurring during course of year)	136	200		
Inspection of temporary food businesses	155	200		
Inspection of Approved establishments*	10	9		
Other visits (food, water and environmental samples/advisory)	234	250		
Overdue from 2102/13		67		
TOTAL	1216	1355		
Prosecutions	4			
Formal action (service of notices)	33			
Food safety and public health promotion	Project work linked to delivery of Corporate aims, Sustainable Community Strategy, Statutory duties and the delivery of the Service Development Plan eg Provision of targeted interventions, food hygiene training courses, scores on the doors/National Food Hygiene Rating Scheme (FHRS), development of newsletters, leaflets, website, promoting food safety, healthy eating initiatives and reduction in infectious diseases.		555	0.44
Liaison with other organisations and agencies	Maintenance and development of existing links and initiatives both internal and external.		165	0.13

* includes dairy, meat cutting, gelatine re-wrapping, egg packing establishments, cold stores and establishments producing meat products.

Reactive Tasks	Level of activity		Hours	FTE
	Actual 2012/13	Estimated 2013/14	Estimated 2013/14	Estimated 2013/14
Food related service requests and complaints (premises and food)	526	500	629	0.48
Food inspection and sampling - estimate food, water and environmental samples to be taken	47	80	120	0.09
Infectious disease control - estimate notifications of food borne/food poisoning illnesses	147	200	129	0.1
FSA food alerts for action	12	15	30	0.02
Advice to business enquiries/response to business and consumer queries	Provision of guidance to start up businesses on implementation of relevant legislation and all businesses on changes to legislation, emerging risks and issues of interest. Alternative Interventions to specific business groups including newsletters. Promotion of the FSA 'Safer Food Better Business' toolkit to all relevant food business. Advice given at the time of each inspection plus an estimated further 200 service requests and enquiries from the public and businesses on food safety matters, including voluntary organisations, community events, emerging risks and issues of interest, Home Authority/Primary Authority Principle.		530	0.42
Staff development and training	Internal and external training courses, peer review exercises, research.		200	0.15
Service management	Overall supervision and management of service, policy and procedural development. Responding to central government consultations and audits.		500	0.39
Total			6064	4.7

The overall budget for 2012/13 is £441,360 which represents a minor reduction on the previous financial year. It is anticipated that the budget will be sufficient to meet the demands of the service but in the event of a complex legal case or the introduction of central sampling charges then additional funds will have to be sought.

The administrative support workload includes producing post-inspection letters; data entries to Flare and Anite; taking and recording enquiries and service requests; collating data on infectious diseases; collating information for the Food Standards Agency; internal performance monitoring; on-line services; and legislative compliance.

A balanced workload has been proposed for the 2013/14 year which incorporates a full range of enforcement actions including food safety interventions, advice and assistance. Due to the nature of the service some interventions are carried out during evenings and weekends. The plan has been based upon the service being fully staffed. If staffing levels are not maintained, then the service will be under-resourced to meet the requirements of this service plan. This will have an impact on completion of inspections targets (particularly lower-risk ones) and the delivery of the development plan as outlined below. The occurrence of any major incidents, large or legally or technically complex cases or enforcement action, or a food poisoning outbreak would also have a significant impact on the delivery of the service plan.

The impact of large scale events such as the Secret Garden Party (SGP) and other major organised events also needs to be recognised. In 2012 the SGP resulted in approximately 180 hours of officer time including staff involvement in relation to food hygiene and health and safety both before and during the event.

DEVELOPMENT PLAN 2013/14

During 2013/14, the following developments are planned. This work is in addition to proactive and reactive food enforcement and promotional work being undertaken as identified in this service plan and is linked to the objectives and outcomes identified in the Corporate Plan, the Sustainable Community Strategy and Regional and National strategies.

- ◆ Maintain, review and update the Flare database to include business email addresses so as to improve communication with businesses and identify efficiency savings.
- ◆ Maintain, review and where relevant develop the work undertaken to address the FSA guidance on controlling risk of cross contamination from *E. coli* O157 within food businesses, including catering and retail businesses.
- ◆ Develop an educational and advisory program targeting new businesses to improve compliance and food safety.
- ◆ Deliver targeted educational and enforcement interventions for high-risk businesses which consistently demonstrate poor compliance (ratings between 0 and 2).
- ◆ Continue to review existing and identify any new private water supplies and onward distribution systems within the district and carry out appropriate risk assessments as required by legislation.
- ◆ Consider the feasibility of extending the Primary Authority Scheme to additional local businesses.
- ◆ Maintain and review the Council's food service website content and customer information access.
- ◆ Provide and display promotional materials to support the 2013 FSA National Food Safety Week.
- ◆ Continue to monitor the whereabouts of car boot sales within the district and identify the number and types of food businesses trading on them.

This page is intentionally left blank

Cabinet

Report of the meeting held on 16th May 2013

Matters for Information

1. APPOINTMENT OF EXECUTIVE COUNCILLORS

Executive responsibilities for the Municipal Year 2013/14 have been allocated by the Executive Leader of the Council as follows:-

- ◆ Strategic and Delivery Partnerships - Councillor J D Ablewhite
- ◆ Strategic Planning and Housing - Councillor N J Guyatt
- ◆ Healthy and Active Communities - Councillor R Howe
- ◆ Resources - Councillor J A Gray
- ◆ Environment - Councillor D M Tysoe
- ◆ Customer Services - Councillor B S Chapman
- ◆ Strategic Economic Development and Legal - Councillor T D Sanderson

Executive Councillors have been appointed to serve as ex-officio Members of Panels as follows –

Executive Councillor for	Ex-Officio for
Strategic Planning and Housing	Development Management Panel
Healthy and Active Communities	Licensing and Protection Panel/ Licensing Committee

The Executive Leader has been appointed ex-officio member of the Employment Panel.

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

The Cabinet has noted the progress made to date on preparing the new Huntingdonshire Local Plan and the next steps in the consultation plan making process.

Having noted that the next step, lasting 8 weeks, will involve consultation and engagement through coverage in the local press, town and parish seminars and local exhibitions, the Cabinet has authorised Officers to proceed to Stage 3 – the non statutory consultation stage, using appropriate material, the content of which will be agreed by the Assistant Director, Environment, Growth and

Planning after consultation with the Executive Councillor for Strategic Planning and Housing.

Under the National Planning Policy Framework, the current Development Management Plan Document cannot be afforded significant weight in the development management process. To overcome this issue, the Cabinet has endorsed the use of the emerging Draft Local Plan policies for development management purposes.

**3. REPRESENTATION ON ORGANISATIONS AND PARTNERSHIPS
2013/14**

The Cabinet has made appointments/nominations in relation to representation on a variety of organisations/partnerships and has authorised the Head of Legal and Democratic Services, after consultation with the Deputy Executive Leader, to make any changes that may be required throughout the year.

J D Ablewhite
Chairman

Overview & Scrutiny Panel (Economic Well-Being)

Report of the meeting held on 6th June 2013

Matters for Information

1. HUNTINGDONSHIRE REGULATION 123 AND INFRASTRUCTURE BUSINESS PLAN 2013 /14 LIST

Further to Item No.49 of their previous Report to Council, the Panel has received an update on the outcome of the public consultation on the Draft Huntingdonshire CIL Regulation 123 List. The List defines the types of infrastructure that the Council intends to fund from the levy. It ensures there is no duplication between contributions from CIL and Section 106 Agreements.

Members have been informed that the Government continues to change the Regulations surrounding the Levy. Specifically, it is considering proposals to exempt self-build properties. The Deputy Executive Leader has reported that he has responded to the consultation on this proposal on the basis that this should not be permitted because small sites constitute a significant proportion of development within the District. Furthermore, it could create a mechanism through which CIL might be avoided and could also affect the meaningful proportion which is allocated to town and parish councils.

The Planning Policy Manager has explained that the preparation of an Infrastructure Business Plan for 2013/14 is the first stage of a longer process. Work has already started on the next iteration of the Business Plan and one of the major challenges will be to find alternative sources of funding to address the gap in funding for strategic infrastructure.

The Panel has noted that work has now started with town and parish councils to develop the way in which the District Council works with them on how their contributions will be spent. As part of this process a series of briefings for parish and town councils have already been held and the Planning Policy Manager has attended a number of parish council meetings to talk about the way in which shared priorities might be achieved. Members have welcomed the dialogue which has been opened with town and parish councils, particularly in view of the concerns which they have previously expressed about the absence from the CIL governance structure of local community representatives.

In considering the contents of the report and having acknowledged that the District Council will be the collecting body for CIL expenditure, Members have stressed the need for there to be an audit trail for how CIL money is distributed and spent. The Panel has been assured that partner agencies will be required to provide details of how funds are spent.

In response to concerns that infrastructure negotiated by communities through already existing Urban Design Frameworks might not now be delivered, the Deputy Executive Leader has explained that it is not possible to give guarantees, but best endeavours will be made to meet the commitments already made.

Having been informed that developments of 200 dwellings or more will be liable to pay both S106 contributions and CIL, the Panel has drawn attention to the importance of ensuring that there are strict governance arrangements in place to avoid any inference of bribery.

At the conclusion of its deliberations, the Panel has recommended the Cabinet to approve the revised Regulation 123 list incorporating the Huntingdonshire Business Plan 2013/14.

2. COMMUNICATIONS

Following a request at a previous meeting, the Panel has received a presentation by the Corporate Team Manager, Mrs H Donnellan on the Council's communications function. The aim of the function is to achieve a cross Council, unified approach to communications and secure value for money. As part of the presentation the Panel has been provided with details of work which is ongoing with regard to external and internal communications and how to develop these areas going forward. Information on the work undertaken by the Press Office has also been provided, together with details of the 'Team Brief' and 'Members Brief' newsletters which are produced on a regular basis.

The Panel has been advised of the work, which is being undertaken to develop an external communications strategy. A survey is being carried out by local consultants with residents and Councillors for this purpose. It has been suggested that local Members could be a useful communications tool for the Council and they should be utilised more than they presently are.

The Panel has discussed the use that is made of Twitter and Facebook. The Council primarily uses these facilities to communicate in an emergency. The Corporate Team has reviewed those organisations which represent best practice. Members' attention has been drawn to the successful use of Twitter by Coventry City Council whose approach focusses on the community. This has required a change in organisational culture. Members have expressed the opinion that a more strategic approach should be adopted towards the use of the facility. It has also been suggested that it may be useful to segment the twitter feeds for different groups of customers.

The Panel has examined in detail the Council's use of Twitter. Having established that tweets are 're-tweeted' in accordance with the guidelines contained in the Council's Social Media Policy, Members have discussed the Council's list of Twitter followers and the ways in which the Council intends to improve on the current number of them.

The Panel has asked for information on the budget for communications and comparable figures for the three previous years. Members have also expressed an interest in the outcome of efforts being taken to measure the benefits of the work which the communications team does. Although it is difficult to measure some areas of its activity, they have been informed that the Local Government Communications Group measures reputation and trust. Furthermore, the employee opinion survey undertaken by the Authority is able to provide an indication of the effectiveness of internal communications.

3. TREASURY MANAGEMENT ANNUAL REPORT 2012/13

In accordance with the requirements of the CIPFA Code of Best Practice and the Council's Treasury Management Strategy, the Panel has reviewed the Council's treasury management performance for the year ending 31st March 2013. Members have been pleased to note that the funds have performed well, significantly exceeding both the benchmark and the budgeted investment interest. The actual net investment interest is more than three times the estimated credit budget of £11,000, which is particularly noteworthy in the current economic climate.

The Panel has commented on a range of issues including current economic trends and the problems being experienced by the Co-operative Bank. With regard to the latter, the Panel has been advised that the Co-operative Bank is not one of the Council's counterparties and that the counterparty list is reviewed on a monthly basis with the assistance of the Council's advisors. The Accountancy Manager has then been asked to provide the Panel with further information on the estimated credit budget for the forthcoming year.

In terms of the management of VAT, the Panel has noted that the Council's liability is reviewed annually by HMRC. The Panel has discussed whether there might be a benefit for the Council of transferring the leisure centres to a trust. Given that the Council's VAT liability is not wholly attributable to the leisure centres there would not be a total saving of the VAT sum.

4. WORK PROGRAMME

During a review of its programme of studies and work programme for the forthcoming year, the Panel has examined the membership of its existing working groups and endorsed a number of changes to their composition for the forthcoming Municipal Year. It has also agreed to establish a small team to follow-up on the recommendations arising from the review of the Document Centre.

The Panel has been provided with an update on the development of the new Council Customer Services Strategy and on the discussions which are taking place as a consequence of the review of the Document Centre. In addition, Members have been provided with details of studies being undertaken by the other Overview and Scrutiny Panels and reminded of the opportunity that they have to participate in the investigations should they wish.

Following a review of the effectiveness of the overview and scrutiny function, the Panel has endorsed the contents of a protocol which is designed to put the Panel's operating practices on a more formal footing, provide a framework for the conduct of business and promote closer working with the Executive and senior management.

In considering potential areas for future investigation, the Panel has developed a draft list of ideas which will be discussed further at its next meeting. These include –

- ◆ communications and marketing;
- ◆ treasury management – shared services;
- ◆ the A14 (to include access from the development of the former RAF Wyton site);
- ◆ the Making Assets Count Programme;
- ◆ estates; and
- ◆ the Local Enterprise Partnership.

In response to a suggestion that the Panel should request a breakdown of statutory and non-statutory services, Members have expressed some doubts about the practicalities of achieving this. It has been suggested that there should be a pilot exercise on a small service area to establish the practicalities and value of the extent to which it exceeds the main statutory requirements.

In response to a question about the Council's performance in the collection of Council Tax receipts, the Panel has noted that there are plans to develop a range of indicators to illustrate the Council's performance in relation to this and a range of other areas.

Other Matters of Interest

5. NOTICE OF EXECUTIVE DECISIONS

The Panel has been acquainted with details of the Notice of forthcoming Executive decisions prepared by the Executive Leader. In doing so, the Panel has received an update on the Social Well-Being Panel's discussions on the Home Improvement Agency Shared Service Review and the Budget for Disabled Facilities Grant.

6. SCRUTINY

The Panel has considered the latest edition of the Decision Digest and discussed matters contained therein.

T V Rogers
Chairman

This page is intentionally left blank

Overview & Scrutiny Panel (Environmental Well-Being)

Report of the meeting held on 11th June 2013

Matters for Information

1. REVIEW OF GROUNDS MAINTENANCE – SERVICE STANDARDS

The Panel has considered the first stage of a review of grounds maintenance service standards. The Council has to identify £2 million of savings and this is one area which has been identified where savings might be achieved.

Background information on the range of work undertaken by the Grounds Maintenance Team and the current service standards provided have been reported to Members. Service changes and a reduction in service standards were introduced in 2011 following an earlier review undertaken at the time to streamline the service. The purpose of bringing the report before Members was to gain agreement on the service standards to be achieved. Once standards are agreed, then work will commence on service delivery options.

Owing to the complexity of the way in which the service operates a reduction in cost will not necessarily be achieved as a result of reducing service standards. Service reductions relating to grass cutting could potentially result in an increased level of spend elsewhere within the service and an increase in the risk of claims being made against the Council. Members have concurred with the view that the standards in respect of grass cutting should be retained at the current levels.

An explanation has been received of the duties placed upon the Council to maintain open spaces and, in particular, closed churchyards. With regard to the latter, town and parish councils can serve statutory notices upon the District Council to undertake this work. However, attempts are being made to work with the town and parish councils to rationalise all grounds maintenance. The Panel has also been acquainted with the latest position with regard to the County Council and Luminus contracts.

The Panel has indicated there is a need to educate residents on the effects of littering. On this subject it has been suggested that the Council could work with local "Friends of the Park" groups to discourage littering in their areas.

During discussion on the Council's strategic approach to the service, it was suggested that the opportunities presented by outsourcing the service or, alternatively, undertaking more work on behalf of town and parish councils or other local authority areas should be investigated.

The District is likely to continue to obtain open space in developments through S106 Agreements. However, Members have been informed that the introduction of the Community Infrastructure Levy raises doubts about whether funding will be available for their maintenance. Even if it is, it is usually time limited and the Council eventually becomes responsible for its maintenance. This will put further pressure on the service.

An opportunity exists to achieve savings in respect of litter picking. A report to this effect will be submitted to the Panel in the autumn. Other suggestions for savings made by the Panel include the use of growth inhibitors and the introduction of a single grounds maintenance service for town parks, small areas of amenity land, the leisure centres and the country parks. The latter could result in efficiencies through joint working such as the effective utilisation of equipment. The Executive Councillor for Environment has undertaken to investigate these matters once senior management's plans for savings have been published.

2. MEETING OUR OBJECTIVELY ASSESSED NEED FOR HOUSING: MEMORANDUM OF CO OPERATION – SUPPORTING THE SPATIAL APPROACH 2011-2031

In conjunction with the Cabinet, the Panel has been acquainted with the content of a Memorandum of Co-operation on the assessment of future housing needs. The Memorandum refers to the Council's joint working with other partner authorities in Cambridgeshire and Peterborough. The Council can now set its own future housing targets, which is a requirement of the National Planning Policy Framework. This work has been undertaken to comply with the Duty to Co-operate contained in the Localism Act 2011.

There will be a need for 93,000 homes across the Cambridge Sub-Region Housing Market Area between 2011 and 2031. Peterborough's housing market area overlaps into Cambridgeshire, and as Peterborough has already accommodated a proportion of the housing need, its contribution is assumed to amount to approximately 2,500 homes. This means that 90,500 dwellings are required in the Cambridge Sub-Region Housing Market Area, with Huntingdonshire contributing 17,000 homes by 2031 and 21,000 homes by 2036. In Huntingdonshire, 10,000 of these homes will roll forward from the former Core Strategy and there are currently planning applications for around 11,000 dwellings within the planning system. It is, therefore, expected that the allocation for Huntingdonshire will be achieved by 2036. It has been confirmed that the future growth proposals contained within the emerging Local Plan are in accordance with the Memorandum of Co-operation.

Huntingdonshire is the only authority to identify housing allocations up to 2036 because, unlike the other authorities, it already had a Local Plan in place to 2026 and there is a requirement that the new Plan will last for at least a further 15 years. The District's housing needs have, therefore, been forecast for the period to 2036.

Having been advised of the methodology employed to determine allocations across each local authority area and of the factors that are likely to produce an increase in demand for housing including fluctuations in birth rates, the ageing population and local economic pressures, the Panel has noted that the Council collaborates with partner authorities on other infrastructure issues such as local bus services and the rail network.

3. WORK PROGRAMME

The Panel has been provided with an opportunity to establish its work priorities for 2013/14 and to review its current work programme. As part of this process the functions and responsibilities of the Corporate Governance and Employment Panels have been taken into account.

The Panel has reviewed the membership of each of its Working Groups and appointed Councillor Mrs L Kadić to the Cambridgeshire Future Transport Initiative. It might be necessary to reconvene the Waste Collection Working Group when consideration is given to an item on the Whole Waste System Approach at the Panel's October meeting.

The Panel has considered the addition of new subject areas to the work programme. Car parking management, the impact of large scale housing developments upon the A428, local bus services within Towns and recycling in flats have been suggested as study areas. Members will discuss how this work will proceed at their next meeting.

Members have noted the outcome of the recent review of the effectiveness of overview and scrutiny and endorsed the content of an Overview and Scrutiny Protocol. The Protocol provides a framework for Council's Overview and Scrutiny function.

Other Matters of Interest

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

The Panel has reviewed its programme of studies. Members have noted that a site visit to the Great Fen will take place on 17th September 2013 and that work to finalise the Tree Strategy and Design Guide is being undertaken but owing to resource constraints within the Planning Service it is taking longer than anticipated.

5. WORK PLAN STUDIES

The Panel has received details of the studies being undertaken by the other Overview and Scrutiny Panels.

6. NOTICE OF EXECUTIVE DECISIONS

The Panel has been acquainted with the current Notice of Executive Decisions. The report on the Whole Waste System Approach will be considered by the Panel at its October 2013 meeting.

7. SCRUTINY

The Panel has considered the latest edition of the Decision Digest and discussed matters contained therein.

G J Bull
Chairman

Overview and Scrutiny Panel (Social Well-Being)

Report of the meeting held on 4th June 2013

Matters for Information

1. HUNTINGDONSHIRE TOWN AND PARISH CHARTER AND VOLUNTARY SECTOR COMPACT

The Panel has considered the content of a Huntingdonshire Town and Parish Charter and a Voluntary Sector Compact for Huntingdonshire. Both documents are subject to final agreement with Town and Parish Councils and the voluntary and community sector in Huntingdonshire. They aim to achieve the objectives of the Localism Act 2011 by establishing a framework to allow the County, District, Town and Parish Councils and the voluntary and community sector to work together in partnership to improve the economic, social and environmental well-being of the District for the benefit of the local community.

The County Secretary of the Cambridgeshire and Peterborough Association of Local Councils and the Chief Executive of the Hunts Forum of Voluntary Organisations have explained the benefits of both documents and the obligations placed upon the three tiers of local government and the voluntary and community sectors to cooperate with one another. It has been acknowledged that both documents will evolve with time given that the essence of localism is to promote cultural change. It has been suggested that the Charter document should refer to Local Joint Committees as an example of an appropriate forum through which to engage with communities.

Huntingdonshire is the most advanced of the district level authorities in Cambridgeshire in developing a Charter and Compact. The others are looking to Huntingdonshire to guide the introduction of their own documents. The Panel has discussed the levels of engagement with both the Town and Parish Councils and the voluntary and community sectors, which are held to be encouraging.

The Panel has been acquainted with the County Council's commitment to and support for both documents, the benefits that a local Compact might bring to the voluntary and community sectors such as the encouragement of more open and transparent procedures and the challenges that will arise to embed new working practices within organisations. Members have stressed the need to be mindful of the existing pressures placed upon Town and Parish Councils, the importance of identifying Compact Champions to

encourage acceptance of the agreement within organisations, the advantages of employing closer working practices between organisations and the outcomes that the Compact document will achieve for the end user.

In noting that the documents have yet to be formally endorsed by the District, Town and Parish Councils and the voluntary and community sectors, the Panel has requested sight of both documents again in September 2013 prior to their submission to the Cabinet. In addition, it was agreed that the Panel will have a role to play in monitoring the implementation of the Charter and Compact. How this work is undertaken will be determined by the Panel at a later date.

2. HOME IMPROVEMENT AGENCY SHARED SERVICE REVIEW AND DISABLED FACILITIES GRANT BUDGET

The outcome of a review of the Home Improvement Agency (HIA) shared service following one year of operation and the on-going demand for Disabled Facilities Grants (DFGs) has been reported to the Panel. The service has experienced some problems in the first six months but these issues have now been resolved. The Deputy Executive Leader has reiterated the commitment made by the Council to support the delivery of DFGs and the difficulties faced by the authority in forecasting future levels of demand with the financial impact this has on the Council.

The Panel has been acquainted with background to the establishment of the shared service. DFGs are only awarded for adaptation works in excess of £1,000. Following longstanding problems in the area, successes have been achieved in reducing the waiting times for Occupational Therapists (OT) from eight months in March 2012 to four months in March 2013. In that context Members' attention has been drawn to the HIA's progress against its agreed key objectives and the work plan that will guide its activities over the course of the ensuing year. The latter will include improving the efficiency and effectiveness of the service through measures such as introducing competitive tendering for equipment and for the procurement of adaptation works from local businesses.

Despite the improvements made to reduce OT waiting times, the Panel is keen to see further reductions in the future. Four months is likely to appear to applicants to be a significant time to wait. The HIA Manager intends to prioritise further improving these times. In addition, there is some concern over the impending dissolution of Cambridgeshire Community Services and the future OT service provision. Meetings are being held with relevant parties to address this matter.

The Panel has discussed a number of matters including the feedback received from clients who have had works carried out on their homes, which reveals very high levels of satisfaction with the service they have received. Members have also considered a suggestion that homeowners might be encouraged to utilise the value of their properties as a means of funding adaptations in the future, the

reasons why only 70% of DFG applications are fully completed, the point at which OT assessments are undertaken, the charges placed on properties where owner occupiers receive a DFG in excess of £10,000 for adaptations relating to garage or outbuilding conversions and/or extensions and the point in the process at which applicants are means tested. On the latter, the Panel has expressed the view that means testing should take place at the start of the process so that works are not undertaken on cases that do not proceed because the applicant is not eligible for assistance.

With regard to the DFG budget, clarification has been received that "HIA earned fee income" refers to the 10% of the capital grant that the Council pays to the HIA for running the service. The Chairman of the Economic Well-Being Panel attended the meeting for this item and he commented on the need for the Council to review its commitment to financing DFG adaptations in the future. He also suggested that the budget forecast should be reviewed to reflect a more realistic view of demand. Past trends show a continuous increase in demand and, given projected demographic changes, this increase is likely to continue in the future. Finally, he requested that when the review of contractor lists is undertaken, the option of establishing an in-house service to carry out adaptation works should be explored.

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

Councillor R J West has reported that an induction meeting for the Cambridgeshire Adults, Well-Being and Health Overview and Scrutiny Committee will be held on 11th June with the first meeting of the Committee to be held on 18th July 2013.

4. WORK PROGRAMME

The Panel has been provided with an opportunity to establish its work priorities for 2013/14 and to review its current work programme. In doing so, attention has been drawn to the functions and responsibilities of the Corporate Governance and Employment Panels.

Members have noted progress of the recent review of the effectiveness of overview and scrutiny and endorsed the content of an Overview and Scrutiny Protocol. The Protocol provides a framework for the conduct of overview and scrutiny within the Council and will promote closer working with the Executive and senior management.

The Panel has reviewed the membership of each of its Working Groups and made changes as necessary. The study on Social Value is nearing completion and the findings will be reported to the Panel in due course.

Having considered the addition of new subject areas to the Panel's work programme, it has been agreed to establish a Working Group to undertake a review of elderly patient care at Hinchingsbrooke Hospital

and Members have been appointed to a Working Group for this purpose. This work will be undertaken in conjunction with the Hospital and public views will be elicited as part of the study. Other areas for inclusion within the Panel's work programme include an update on the redesign of mental health services and Ambulance Service provision. Representatives of Cambridgeshire and Peterborough Clinical Commissioning Group will be in attendance at the Panel's September 2013 meeting to deliver an update on the former.

Given that the Panel has developed its health scrutiny role and that there are a range of data sources available, Members have requested a report be submitted to a future meeting on health trends across the District.

Other Matters of Interest

5. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) – PROGRESS

The Panel has reviewed its programme of studies. It has been agreed at a recent meeting of the Executive Leader's Strategy Group that the Panel's previous proposals to establish Local Joint Committees (LJCs) will be revisited. Whilst there is support for the model proposed, the Executive Leader has stressed that it will be permissive thereby allowing local communities to establish LJCs for themselves. It will be for groups of Parishes to organise, pay for and service the LJCs. The Council will recognise them as legitimate forums with which to engage. A report to this effect will be submitted to the Cabinet in due course.

The Panel has agreed to widen the scope of its work relating to the Local Plan 2036 in respect of social and affordable housing to include supported housing. It will, for example, look at the opportunities that exist for housing developments to include bungalows for elderly residents. Members have also requested Officers to liaise with the relevant Lead Officer of the Children and Young Peoples Thematic Group with a view to enquiring when she will be in a position to deliver a presentation on the Group's work at a future meeting.

6. WORK PLAN STUDIES

The Panel has received details of studies being undertaken by the other Overview and Scrutiny Panels. Members have been reminded of the opportunity they have to participate in the studies should they wish.

7. NOTICE OF EXECUTIVE DECISIONS

The Panel has been acquainted with the current Notice of Executive Decisions. Members of the Voluntary Sector Working Group will be

provided with an opportunity to comment on the Community Chest Allocations 2013/14 when details are circulated around to all Members prior to a decision being made by the Executive Councillors for Resources and Healthy and Active Communities on 27th June 2013.

8. SCRUTINY

The Panel has considered the latest edition of the Decision Digest and discussed matters contained therein.

S J Criswell
Chairman

This page is intentionally left blank

Development Management Panel

**Report of the meetings held on 20th May and
17th June 2013**

Matters for Information

1. REVIEW OF PRE-APPLICATION ADVICE PROCEDURES

The Local Government Act 2003 enabled local Planning Authorities to charge for pre-application advice provided any income received did not exceed the cost of providing the service. In common with neighbouring authorities in Cambridgeshire, the Panel approved the introduction of procedures to provide pre-application advice in April 2011. As it was timely to review these procedures after two years of operation, Panel has been advised that during this period up to 800 enquiries had been received of which 43% incurred a fee resulting in income of some £37,000 per year.

Having being briefed on the feedback received on the procedures at a Developer and Agents Forum, been assured that the procedures generally were working well and advised of some changes which would be made to the charges imposed for written advice and when dealing with major applications, the Panel has approved revised procedures for pre-application advice for implementation with effect from 3rd June 2013.

In future, Planning Services will also consider attending a greater number of office-based and site meetings when requested although charges for these also would have to allow for travelling time.

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

The Panel has undertaken its regular review of the performance of the Development Management Service between 1st January – 31st March 2013 in comparison with the corresponding period in 2012.

Although the service had met the targets established for the determination of major and minor applications, the target of 80% for the determination of all 'other applications' has not been met in the quarter to the end of March 2013 (a figure of 76% had been achieved in this period).

The Panel noted that it was the intention to recruit two new temporary posts of Assistant Development Management Officer to assist in responding to 'other applications'. A significant increase in income

from planning fees over the quarter as a result of the submission of applications for major housing development, including St. Neots East, has given the service the opportunity to advertise for the two posts.

3. DEVELOPMENT APPLICATIONS

The Panel has approved fifteen applications over two meetings. Of these, twelve have been approved, two refused and one deferred at the request of the applicants to allow further information to be provided to the Development Management Service.

As an illustration of the way in which the Panel considers each application on its merits and following an expression of support from local people, approval has been given (subject to conditions which include measures to safeguard users of a nearby gliding club) for the installation of four wind turbines and on site equipment and infrastructure for generating renewable energy at St Mary's Road, Ramsey. After representations from the Ward and Parish Councillors including several from neighbouring authorities and an Action Group, the Panel has indicated that it would have refused for various reasons, the most significant of which related to the impact of the development on heritage assets, landscape character and amenity and residential amenity, an application for six wind turbines on a site south west of RAF Molesworth in the parish of Bythorn and Keyston. The application will now be determined by a Planning Inspector following a Public Inquiry likely to be timetabled for December.

The Panel also has indicated that it would have refused an application for a foodstore and 14 apartments on a site at Stukeley Road, Huntingdon as the applicant had failed to provide an adequate and robust sequential assessment and demonstrate that the proposal could not be located within Huntingdon Town Centre contrary to various national and local planning policies. As the applicant has submitted an appeal against non determination, this application also will be determined by an Inspector following a hearing on a future date.

D B Dew
Chairman

Corporate Governance Panel

Report of the meeting held on 22nd May 2013

Matters for Information

1. CORPORATE GOVERNANCE PANEL - PROGRESS

The Panel was provided with an opportunity to comment on the progress of previous decisions made by them. Members expressed concern that limited progress appeared to have been made to introduce a Corporate Guide to manage projects. The Assistant Director, Finance and Resources reassured the Panel that some work has been undertaken, including the preparation of a timeframe and establishment of a Working Group.

2. HOUSING NEEDS COMPLAINT: AWARD OF COMPENSATION

Having been apprised of the circumstances which had led to a complaint to the Ombudsman regarding a homelessness matter, the Panel has approved a compensation payment of £250. The payment will be set against a debt owed to the Council by the complainant relating to a bond granted under the Rent Deposit scheme. The Panel has questioned why the Ombudsman decided in the first instance to investigate the matter rather than referring it back to the Council. The Panel was informed that the Ombudsman does have the discretion to accept complaints directly in certain circumstances, but the Panel requested that the matter be clarified.

3. REVIEW OF THE EFFECTIVENESS OF OVERVIEW AND SCRUTINY

The outcome of a review undertaken by a Working Group established by the three Overview and Scrutiny Panels into the effectiveness of Overview and Scrutiny was noted by Members. It was reported that the Panels were generally acting effectively in terms of the discharge of their responsibilities and fulfilling their terms of reference.

In discussing the areas identified by the Working Group as requiring improvement, attention was drawn to the engagement of the public and other stakeholders. Given their disappointment that the proposed pilot Local Joint Committee had yet to be organised, the Panel has requested the Deputy Leader to update the Panel on the progress being made with the pilot scheme.

Additionally, the Panel has endorsed a recommendation that effectiveness reviews be continued and suggested that the Licensing and Protection Panel/ Licensing Committee be reviewed next.

4. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT SERVICE

The Panel has noted the outcome of a review of the effectiveness of the Internal Audit Service which is a requirement of the Accounts and Audit Regulations 2011.

An action plan will continue to be used to address the areas of non-conformance. Members have been reassured that the matters referred to the Plan were of a minor nature and not considered significant enough to warrant inclusion in the Annual Governance Statement.

5. WORK PROGRAMME AND TRAINING

The Panel has noted details of their anticipated work programme in 2013/14.

E R Butler
Chairman