

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 18 DECEMBER 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		2 minutes
The Reverend Andrew Milton, Team Rector of Huntingdon will open the meeting with prayer.		
APOLOGIES		2 minutes
CHAIRMAN'S ANNOUNCEMENTS		10 minutes
1.	MINUTES	2 minutes
To approve as a correct record the Minutes of the meeting held on 9th December 2013 - to follow.		
2.	MEMBERS' INTERESTS	2 minutes
To receive from Members declarations as to disclosable pecuniary or other interests and the nature of those interests in relation to any Agenda Item. Please see Notes 1 and 2 below.		
3.	BUDGET UPDATE (Pages 1 - 14)	30 minutes
Councillor J A Gray, Executive Councillor for Resources to update the Council, by reference to a report by the Assistant Director, Finance and Resources on progress towards the Budget 2014/15 and the Medium Term Plan. See also Item No 6 (a) Report of the Cabinet.		
4.	POLLING DISTRICT AND PLACES REVIEW (Pages 15 - 44)	10 minutes
To consider a report by the Elections Working Group to be presented by the Chairman, Councillor N J Guyatt.		
5.	'GREEN PAPER' ITEM - UPDATE ON THE LOCAL PLAN	10 minutes
Councillor N J Guyatt to update the Council on the current position on the new Local Plan.		
6.	REPORTS OF THE CABINET, PANELS AND COMMITTEE	30 minutes
	(a) Cabinet (Pages 45 - 52)	
Report of the meeting of the Cabinet to be held on 12th December 2013 - to follow.		

- (b) Overview and Scrutiny Panels - Social, Environmental and Economic Well-Being (Pages 53 - 54)
- (c) Overview and Scrutiny Panel (Economic Well-Being) (Pages 55 - 56)
- (d) Development Management Panel (Pages 57 - 58)
- (e) Employment Panel (Pages 59 - 62)
- (f) Standards Committee
Report of the meeting held on 5th December 2013 - to follow.
- (g) Corporate Governance Panel (Pages 63 - 70)

7. ORAL QUESTIONS

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

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

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

Dated this 10th day of December 2013



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*

- (i) your spouse or civil partner; or
- (ii) a person with whom you are living as husband and wife; or
- (iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

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

Other Interests

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

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

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

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 chcieliby 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.

Public
Key Decision

HUNTINGDONSHIRE DISTRICT COUNCIL

Title:	Budget Update
Meeting/Date:	Cabinet - 12 December 2013 Council - 18 December 2013
Executive Portfolio:	Resources
Report by:	Assistant Director (Finance and Resources)
Wards affected:	All

Executive Summary:

The Government's Autumn Statement is planned for 4th December with the Local Government draft settlement expected one or two weeks later. The settlement is expected to clarify the:

- ◆ Level of Formula Grant (RSG) for 2014/15.
- ◆ Any changes to the financial impact of Business Rates.
- ◆ The criteria for determining an excessive Council Tax increase, including the changes in relation to the precepts from Internal Drainage Boards.

It should also provide at least some indications for the anticipated higher funding losses in 2015/16 which include the proposed reduction in New Homes Bonus.

Cabinet will also be conscious that the Facing the Future process is only partially complete with proposals for both straightforward and more difficult potential savings emerging each week.

Other key data, such as the financial impact of the pay review, will not be available and the new pension contribution rates, relating to the 3 yearly revaluation of the pension fund, may not be available.

In these circumstances there seems little point in preparing a draft budget at this stage.

This report therefore comprises of a set of annexes that itemise proposed variations to be included in the new budget and MTP:

- ◆ Any base budget issues that need to be addressed.
- ◆ Progress in achieving any savings which are part of the approved MTP and any variations required.
- ◆ Progress in achieving any "targeted" savings and any variations required.
- ◆ Extra savings proposals that it is proposed to include at this stage because they have no or minimal impact on service levels and would be straightforward to implement.
- ◆ Proposals for increasing the budget for specific projects or purposes e.g. to include provision in the new year 5 (2019/20) for Disabled Facilities Grants.
- ◆ Schemes where rephasing is unavoidable or proposed.
- ◆ Technical items

Within the annexes the items are colour coded as follows:

Green	Additional savings (extra income or reduced cost)
Red	Extra cost (or reduced income)
Grey	Rephasing
Blue	Transfers
Brown	Revenue to Capital
Beige	Net Nil / Invest to Save

The tables below summarise the position shown in these annexes:

Annex	REVENUE Variation type	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
A	Base	-13	393	282	223	241	245
B	Base savings	371	108	116	111	76	152
C	Targeted savings	-333	-1,313	-1,652	-1,813	-1,841	-1,841
D	Additional savings	-176	-249	-256	-212	-211	-209
E	Proposed increases	66	86	142	148	64	36
F	Rephasing	-471	509	42	47	29	29
G	Technical	-395	-253	-206	-206	-206	-206
	Other Forecast Savings	-935					
	TOTAL #	-1,886	-719	-1,532	-1,702	-1,848	-1,794

Note #: Revenue table does not include the revenue effect of variations in capital expenditure.

REVENUE SAVINGS	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
From September Forecast Report						
Targeted		-1,377	-1,852	-2,050	-2,090	-2,090
Unidentified		-138	-2,620	-2,948	-3,181	-3,694
total		-1,515	-4,472	-4,998	-5,271	-5,784
% of Budget		6.4%	18.4%	20.0%	19.9%	20.7%
Identified so far (from above)	-1,886	-719	-1,532	-1,702	-1,848	-1,794
Still required		-796	-2,940	-3,296	-3,423	-3,990
% of Budget		3.4%	12.1%	13.2	13.0	14.3

Warning: The above table should be treated as indicative at this stage as adjustments have not yet been made for interest rates, inflation, revenue impact of capital, risk provision etc.

Annex	NET CAPITAL Variation type	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
A	Base	-93	-40	-40	-70	10	10
B	Base savings	406	-64	0	0	-44	45
C	Targeted savings	0	2	2	150	65	0
D	Additional savings	0	0	0	0	0	0
E	Proposed increases	172	1,290	-352	176	222	2,834
F	Rephasing	618	699	-480	-183	-218	-33
G	Technical	380	47	0	0	0	0
	Less 2018/19 Provision						-3,347
	Additional Carry forward from 2012/13	-707					
	TOTAL	776	1,934	-870	73	35	-491

The Cabinet has been asked to consider these annexes and determine if there is any item(s) that they consider should not be included when the budget/MTP is produced in January. Their comments are in the Report of their meeting held on 12th December 2013.

A briefing paper will be circulated to all Members soon after the Local Government draft settlement is received.

The search for sufficient savings will need to continue into next year. Cabinet will receive a report following Overview and Scrutiny consideration of the Facing The Future templates and will then determine those areas which are a priority for investigation. The process will then need to be dynamic with any further proposals receiving appropriate priority, whilst less practical proposals are removed, until a robust programme has been confirmed that should, at least, allow the necessary 2015/16 savings to be realistically achieved.

RECOMMENDATIONS:

That Cabinet:

- **Determine whether there are any items contained in the annexes to this report that should not be included in the February Budget and MTP proposals.**
- **Determine whether there are any additional items that should be included in the February Budget and MTP proposals.**
- **Note that a briefing note will be distributed once the Local Government draft settlement is received.**

That Council:

Consider the views and recommendations of the Cabinet as set out in the Report of their meeting elsewhere on the Agenda (Item No. 6 (a)).

BACKGROUND PAPERS

Financial Forecast Report
Working Papers in Financial Services

Contact Officers: Steve Couper, Assistant Director (Finance And Resources)
☎ 01480 388103/
Clive Mason, Accountancy Manager
☎ 01480 388157

ANNEXES

- A** Base budget proposed variations
- B** Base saving progress/proposed variations
- C** Targeted savings progress/proposed variations
- D** Proposed additional savings items
- E** Proposed increases
- F** Proposed rephrasing
- G** Technical
- H** Totals

This page is intentionally left blank

ANNEX A - BASE budget proposed variations

Bid No.	Scheme	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS					
		F'CAST	MTP					F'CAST	MTP					F'CAST	MTP				
			2013	2014	2015	2016	2017		2018	2013	2014	2015	2016		2017	2018	2013	2014	2015
		2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Managing Directors and Corporate Office																			
	HR & Payroll																		
1048	Re-alignment of Commercial Estates Budget	116	111	106	101	101	101												
Head of Legal & Democratic Services																			
	Environmental Health (Licensing)																		
SAVING	Regulatory Limitation on price increases		19	19	19	19	19												
	Democratic Representation																		
825	Members Allowances Review																		4
380	Replacement Printing Equip.							-45				-30							
Head of Operations																			
	Refuse and Recycling																		
1052	Bulky refuse income and expenditure	20	20	20	20	20	20												
969	Recycling Gate Fees	-11	-9																
	Community Safety																		
1023	Wireless CCTV		30	30	30	30	30	40											
	Car Parks																		
SAVING	Increase in Car Park Charges		16																
Head of Planning Services																			
	Planning Policy and Conservation																		
358	Ramsey Rural Renewal	-5	-3					-63											
903	Local Development Framework (Plan Policies) examinations	-217	105	49															
	Private Housing Support																		
932	Decent Homes - Thermal Efficiency and Category 1 H&S							-25	-40	-40	-40	10	10						
Head of Environmental Management																			
	Building Control																		
1086	Building Control Income	60	60	60	60	60	60												
	Environmental Health (Energy Efficiency)																		
918A	Building Effic. Imps (Potential LC proportion)	-10	-28	-42	-47	-29	-29												
Head of Customer Services																			
	Homelessness																		
1019	Homeless Accommodation - Cost Reduction Schemes		32																
Head of Financial Services																			
	Other Expenditure																		
1077	Insurance Premium Income	28	34	34	34	34	34												
1101	Removal of Credit Interest Budget	6	6	6	6	6	6												
Total BASE budget proposed variations		-13	393	282	223	241	245	-93	-40	-40	-70	10	10	0	0	0	0	0	0

ANNEX C - Targeted Savings

Bid No.	Scheme	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS					
		F'CAST	MTP					F'CAST	MTP					F'CAST	MTP				
		2013	2014	2015	2016	2017	2018	2013	2014	2015	2016	2017	2018	2013	2014	2015	2016	2017	2018
		2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Head of Financial Services																			
	Other Expenditure																		
	Reduced Audit Fees budget		-40	-40	-40	-40	-40												
1076	Saving in External Audit Fee	-50	-10	-10	-10	-10	-10												
	Identify & Remove spare budgets across the Council		-50	-50	-50	-50	-50												
1080	Identify & Remove spare budgets across the Council		50	50	50	50	50												
1081	Adverting Opportunities		-20	-25	-25	-25	-25												
1082	Reduce training budgets to focus on priorities		-20	-20	-20	-20	-20												
	Outsourced/Shared Debtors		-25	-25	-25	-25	-25												
	Outsourced/Shared Debtors		25	25	25	25	25												
1083	Margin on Loans to RSL's etc		-30	-75	-125	-175	-175												
1084	Other emerging minor staffing adjustments		-25	-50	-75	-100	-100												
	Other emerging minor staffing adjustments		25	50	75	100	100												
1085	No grants to towns/parishes re. Housing Support		-357	-357	-357	-357	-357												
TOTAL Targeted SAVINGS (September 2013) - Approved Budget/MTP		0	-1,377	-1,852	-2,050	-2,090	-2,090	8,054	8,060	8,064	8,216	8,135	8,074	8,054	8,058	8,062	8,066	8,070	8,074
Targeted Savings Current Forecast		-333	-1,313	-1,652	-1,813	-1,841	-1,841	0	2	2	150	65	0	0	0	0	0	0	0
Over (-) / Under Achievement		-333	64	200	237	249	249												

ANNEX E - New Extra Costs

Bid No.	Scheme	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS						
		F'CAST	MTP					F'CAST	MTP					F'CAST	MTP					
		2013 2014 £000	2014 2015 £000	2015 2016 £000	2016 2017 £000	2017 2018 £000	2018 2019 £000	2013 2014 £000	2014 2015 £000	2015 2016 £000	2016 2017 £000	2017 2018 £000	2018 2019 £000	2013 2014 £000	2014 2015 £000	2015 2016 £000	2016 2017 £000	2017 2018 £000	2018 2019 £000	
Head of Legal & Democratic Services																				
	Democratic Representation																			
1041	Individual Electoral Registration (IER)	8	3	5	18	20	20													
Head of Operations																				
	Refuse and Recycling																			
979	Wheeled Bins for New Properties	-3	-4	-10	-17	-28	-31	-36	255	135	130	110	55		-139	-79	-65	-55		
1031	Extra refuse round due to housing growth											10								
	Parks and Open Spaces																			
854EY	Play Equipment & Safety Surface Renewal												21							
	Car Parks																			
1055	Christmas Parking	13																		
	Vehicles and Plant																			
886	Vehicle fleet replacements.							97	130	8	41	97								
886EY	Vehicle fleet replacements.												408							
Head of Planning Services																				
	Development Management																			
1072	Wyton Airfield Development		50	75	75															
	Car Parks																			
923	Extra Car Parking, Huntingdon Town Centre		-10	-10	-10	-10	-10	787	500	-500					-500	500				
	Private Housing Support																			
866	Disabled Facilities Grants							-507	200			1,250	57						400	
867	Repairs Assistance	10						70				100								
Head of Customer Services																				
	Local Taxation and Benefits																			
1100	Loss of Admin Subsidy		50	50	50	50	50													
Head of IMD																				
	Business Analysis and Project Management																			
891	Business Systems							34	5	5	5	5	200							
General Manager, OneLeisure																				
	Leisure Centres																			
861	Future maintenance	20						7					550							
896	St Ivo LC - Football Improvements													27		53			-53	
956	Replacement Fitness Equipment	18	-3	32	32	32	7	-280	200				250							
Total New Extra Costs		66	86	142	148	64	36	172	1,290	-352	176	222	2,834	57	-612	421	-12	-55	347	

Note
MTP 923 It should be noted that for the Net Capital amount there was a £0.418m reduction in spend in 2013/14.
MTP 1072 There is the potential for future developer contributions to negate part or all of this growth, but at this time the level of contribution is not known.

ANNEX F - Rephasing

Bid No.	Scheme	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS					
		F'CAST	MTP					F'CAST	MTP					F'CAST	MTP				
		2013 2014 £000	2014 2015 £000	2015 2016 £000	2016 2017 £000	2017 2018 £000	2018 2019 £000	2013 2014 £000	2014 2015 £000	2015 2016 £000	2016 2017 £000	2017 2018 £000	2018 2019 £000	2013 2014 £000	2014 2015 £000	2015 2016 £000	2016 2017 £000	2017 2018 £000	2018 2019 £000
Head of Legal & Democratic Services																			
	Document Centre																		
894	Replacement Equipment Document Centre							-34	22	-12	2	25	12						
895	Multi-functional Devices							-80	80			-80	80						
Head of Environmental and Community Services																			
	Community Initiatives																		
952	Loves Farm Community Centre							-60	37										
Head of Operations																			
	Refuse and Recycling																		
948	Provision for Bin Replacements							-9	-6	-6	0	0	75						
	Pool Cars																		
1026	Pool Cars							60											
Head of Planning Services																			
	Development Management																		
997	RAF Alconbury Development	-75	75																
	Economic Development																		
224	Town Centre Developments	-86	86					-94	-80	74	100								
401	Huntingdon Town Centre Development							10											
850	Huntingdon West Development (Housing Growth Fund)							-23	941	-200	-55	-200	-200	-5338	-300	200	200	200	200
	Private Housing Support																		
869	Social Housing Grant							2											
Head of Environmental Management																			
	Environmental Health (Energy Efficiency)																		
879	Environment Strategy Funding							3	50										
880	Sustainable Homes Retrofit							415		-180	-235			-415	180	235			
918	Building Efficiency Improvements (Salix Grant)	10	28	42	47	29	29	-27	-45	-36	5	37							
	Environmental Improvements																		
1011	Chequers Court Public Realm													-240	-258	498			
	Offices																		
890	Headquarters							420	-300	-120				-420	300	120			
Head of Customer Services																			
	Local Taxation and Benefits																		
1017	Council Tax support module							35											
Head of Financial Services																			
	Other Expenditure																		
	Pay Protection Contingency	-320	320																
Total Rephasing		-471	509	42	47	29	29	618	699	-480	-183	-218	-33	-6,413	-258	998	435	200	200

ANNEX H - Summary of Variations for 2014/15 Budget

	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS						
	F'CAST	MTP					F'CAST	MTP					F'CAST	MTP					
	2013	2014	2015	2016	2017	2018	2013	2014	2015	2016	2017	2018	2013	2014	2015	2016	2017	2018	
	2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019	
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
ANNEX A - BASE budget proposed variations	-13	393	282	223	241	245	-93	-40	-40	-70	10	10	0	0	0	0	0	0	0
ANNEX B - BASE saving progress/proposed variations	371	108	116	111	76	152	406	-64	0	0	-44	45	-168	0	0	0	0	0	0
ANNEX C - Targeted Savings	-333	-1,313	-1,652	-1,813	-1,841	-1,841	0	2	2	150	65	0	0	0	0	0	0	0	0
ANNEX D - Proposed additional savings	-176	-249	-256	-212	-211	-209	0	0	0	0	0	0	0	0	0	0	0	0	0
ANNEX E - New Extra Costs	66	86	142	148	64	36	172	1,290	-352	176	222	2,834	57	-612	421	-12	-55	347	
ANNEX F - Rephasing	-471	509	42	47	29	29	618	699	-480	-183	-218	-33	-6,413	-258	998	435	200	200	
ANNEX G - Technical and Other	-395	-253	-206	-206	-206	-206	380	47	0	0	0	0	0	0	0	0	0	0	0
Other Forecast savings	-935																		
less 2018/19 Capital Provision												-3,347							
less Additional Carry-Forward from 2012/13							-707												
Total	-1,886	-719	-1,532	-1,702	-1,848	-1,794	776	1,934	-870	73	35	-491	-6,524	-870	1,419	423	145	547	

Elections Working Group

Report of the Working Group

1. INTRODUCTION

- 1.1 The Elections Working Group met on Wednesday, 9th October 2013 to consider a review of polling districts and polling places as required by Section 16 of the Electoral Administration Act 2006.
- 1.2 Councillors M G Baker, Mrs M Banerjee, G J Bull and N J Guyatt (Chairman) were present at the meeting.

2. POLLING DISTRICTS AND POLLING PLACES REVIEW

- 2.1 The Review of Polling Districts and Polling Places (Parliamentary Election) Regulations 2006 requires the Council to undertake a review of the polling district and all of the polling places in its area on a regular four yearly cycle. The first such review was completed in 2007 and another review conducted in 2011. Due to the scheduled implementation of Individual Electoral Registration in 2014, the 2015 review was brought forward to 2013. The aim of the review is to ensure that all electors have reasonable facilities for voting and that the polling places are accessible to all electors.
- 2.2 Whilst polling stations are not formally part of the review, it is essential that the Council and Returning Officer have regard to the adequacy and suitability of premises used, particularly in relation to accessibility by disabled electors.
- 2.3 A formal consultation exercise was undertaken from October until November 2013, whereby residents, County and District Councillors, Town and Parish Councils, Returning Officers, political agents/parties and local disability groups were asked to make comments on the existing arrangements for polling places and polling stations.
- 2.4 A total of six relevant responses were received (Appendix A) and arising from the representations made, the Chairman of the Working Group has agreed the changes to the polling district boundaries and polling places. The Schedule of Polling Districts and Polling Places is set out at Appendix B.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 In accordance with the Electoral Administration Act 2006, the Council must undertake a review of the polling district and polling places every four years. The adequacy and suitability of polling stations is regularly reviewed to ensure that premises remain suitable and accessible for electors.
- 3.2 The Working Group therefore

RECOMMENDS

that the Council approves the Schedule of Polling Districts and Polling Places 2013 as appended to the report now submitted.

BACKGROUND INFORMATION

Agenda and Reports of the Elections Working Group held on 9 October 2013.

Contact Officer: Laura Lock, Electoral Services Manager,
Tel No. 01480 388086

HUNTINGDONSHIRE DISTRICT COUNCIL – POLLING DISTRICTS AND POLLING PLACES REVIEW 2013

RESPONSES SCHEDULE

CONSULTEE	COMMENTS IN RELATION TO WARD/PARISH	COMMENTS RECEIVED IN RESPONSE TO CONSULTATION	ACTION / PROPOSAL
Huntingdon Constituency Returning Officer – Mrs Joanne Lancaster	Constituency wide comment	Agrees with proposed changes	None
Cllr J Davies	St Ives (South)	Recommends No Change	None
Liberal Democrats – Mr Martin Land	Whole district	Recommends No Change	None
Mrs M Mahoney, Resident	St Neots (Priory Park)	No Recommendation	None
Clerk to Warboys Parish Council – Mr R Reeves,	Warboys	Recommends No Change	None
Clerk to Ramsey Town Council – Mr G Cook,	Ramsey	Suggestion made to move polling station from Community Centre to Library.	Following agreement from District Councillors and site visit, a booking has been made for May 2014.

This page is intentionally left blank

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Alconbury & the Stukeleys	Alconbury	AC	Alconbury Parish	Alconbury	Alconbury Memorial Hall, School Lane, Alconbury	1,144	
	Alconbury Weston	AD	Alconbury Weston Parish	Alconbury Weston	57 Highfield Road, Alconbury Weston	555	
	Great Stukeley	FH	The Great Stukeley part of The Stukeleys Parish	Great Stukeley	Gt Stukeley Village Hall, Great Stukeley	569	
	Little Stukeley	FJ	The Little Stukeley part of The Stukeleys Parish	Little Stukeley	Lt Stukeley Village Hall, Little Stukeley	194	
Brampton	Brampton	AH	Brampton Parish	Brampton	Brampton Community Centre, High Street, Brampton	3,587	
	Grafham	BM	Grafham Parish	Grafham	Grafham Village Hall	496	
	Perry	DM	Perry Parish	Perry	Perry Church, Perry	529	
Buckden	Buckden	AM	Buckden Parish	Buckden	Buckden Methodist Hall, Buckden	2,174	
	Diddington	BA	Diddington Parish	Diddington	Diddington Village Hall, Diddington	55	Village Hall ceases trading Jan 2014. Propose changing Diddington Polling Station to Buckden Methodist Hall
	Southoe	FD	Southoe & Midloe Parish	Southoe	Southoe Village Hall, Southoe	317	
Earith	Bluntisham	AG	Bluntisham Parish	Bluntisham	The Old Pavillion, Recreation Field, Mill Lane, Bluntisham	1,478	
	Earith	BB	Earith Parish	Earith	Earith Parish Hall, Earith	1,203	
	Holywell cum Needingworth	CD	Holywell cum Needingworth Parish	Needingworth	Needingworth Village Hall, Needingworth	1,983	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Ellington	Barham & Woolley	AF	Barham & Woolley Parish	Spaldwick	Spaldwick Community Room, Spaldwick Community Primary School	41	
	Spaldwick	FE	Spaldwick Parish	Spaldwick		437	
	Easton	BC	Easton Parish	Spaldwick	Church of St Peter, Easton	130	
	Brington	AJ	The Brington part of the parish of Brington & Molesworth	Brington	St Leonards Hall, High Street, Brington	125	
	Molesworth	AK	The Molesworth part of the parish of Brington & Molesworth	Molesworth	Molesworth Village Hall, Molesworth	112	
	Buckworth	AN	Buckworth Parish	Buckworth	The Club Room, Buckworth	99	
	Bythorn	AR	The Bythorn part of the parish of Bythorn & Keyston	Bythorn	Bythorn Village Hall, Bythorn	105	
	Keyston	AS	The Keyston part of the parish of Bythorn & Keyston	Keyston	Keyston Village Hall, Keyston	131	
	Catworth	AT	Catworth Parish	Catworth	Catworth Village Hall, Catworth	277	
	Ellington	BD	Ellington Parish	Ellington	Ellington Village Hall	450	
	Leighton Bromswold	DE	Leighton Bromswold Parish	Leighton Bromswold	The Old School House, Leighton Bromswold	162	
	Old Weston	DL	Old Weston Parish	Old Weston	Old Weston Village Hall, Old Weston	160	
	Stow Longa	FG	Stow Longa Parish	Stow Longa	The Old Barn, Spaldwick Road, Stow Longa	105	
	Stow Longa	FK	The part of Stow Longa parish which includes Kimbolton Road	Stow Longa	The Old Barn, Spaldwick Road, Stow Longa	7	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change	
Elton & Folksworth	Alwalton	AE	Alwalton Parish	Alwalton	Colonel Dane Memorial Hall, Alwalton	232		
	Chesterton	AV	Chesterton Parish	Chesterton		124		
	Elton	BE	Elton Parish	Elton	Highgate Hall, Elton	544		
	Folksworth & Washingley	BK	Folksworth & Washingley Parish	Folksworth	Folksworth, Washingley & Morborne Village Hall, Folksworth	692		
	Haddon	BV	Haddon Parish	Haddon		The Old Rectory, Haddon	46	
	Morborne	DG	Morborne Parish	Haddon		20		
	Sibson cum Stibbington	FB	Sibson cum Stibbington Parish	Sibson cum Stibbington	The Christie Hall Stibbington, Elton Road, Wansford	347		
	Water Newton	FV	Water Newton Parish	Sibson cum Stibbington		61		
Fenstanton	Fenstanton	BJ	Fenstanton Parish	Fenstanton	Church Centre, School Lane, Fenstanton	2,364		

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Godmanchester	Godmanchester (part)	DA	That part of Godmanchester which includes the following roads:- Allen Farm Close, Almond Close, Anderson Crescent, Bascraft Way, Berry Lane, Bridge Place (Riverside Mill), Cambridge Road, Cambridge Street, Cambridge Villas, Chadley Lane, Church Place, Corpus Christi Lane, Cow Lane, Duck End, Earning Street, East Chadley Lane, Fairey Avenue, Field Walk, Fox Grove, Granary Close, Grove Court, Hilsdens Drive, Kisby Avenue, Lancaster Way, Laroc Close, Linden Grove, London Street, Meadow Way (Harcourt), Merton Walk, New Street, Offord Road, Old Court Hall, Orchard Way, Park Lane, Pavillion Close, Pettit Road, Pinfold Lane (Oakleigh Crescent) (The Maltings), Pipers Lane, Post Street, Ravenshoe, Rectory Gardens, Roman Gate, Rushes Walk, Saxon Close, Silver Street (St Anns Lane) (Woodley Court), Stuart Close, Sylton Close, The Avenue, The Causeway, The Close, The Stiles, Tudor Road, West Street (Oak Tree Court) (The Chestnuts), White Hart Lane, Wigmore Close, Windsor Road, York Close.	Godmanchester	Queen Elizabeth School, Godmanchester	2,539	
	Godmanchester (part)	DB	That part of Godmanchester which includes the following roads:- Bascraft Way, Bayliss, Bearscroft Lane, Bergamot Close, Betts Close, Bluegate, Brick Kilns, Buttermel Close, Carnaby Close, Cob Place, Comben Drive, Croftfield Road, Crowhill, Danescroft, Devana Close, Dove House Close, Earning Street, Ermine Street, Ferndown Drive, Fisher's Way, Golden Rod, Grainger Avenue, Greenacre Close, Hayling Close, Holmehill, Hudpool, Jarwood Walk, Lions Cross, Littlefield Close, London Road, London Street, Malecoff, Martin Close, Middlemiss View, Miller Close, Mowlands (McCartney House), Parcell Walk, Peate Close, Pinder Close, Porch Close, Port Holme Close, Roman Way, Rushes Walk, Sears Close, Silver Street, Stokes Drive, Sweetings Road, Thickwillow, Tudor Road.	Godmanchester	Judiths Field Hall, London Road, Godmanchester	2,266	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Gransden and the Offords	Abbotsley	AA	Abbotsley Parish	Abbotsley	Abbotsley Village Hall, Abbotsley	463	
	Great Gransden	BR	Great Gransden Parish	Great Gransden	The Reading Room, Great Gransden	785	
	Great Paxton	BS	Great Paxton Parish	Great Paxton	Community Room, Great Paxton, Primary School	761	
	Offord Cluny	DH	Offord Cluny	Offord Cluny	Offord Village Hall, Offord Cluny	416	
	Offord D'Arcy	DJ	Offord D'Arcy Parish	Offord Cluny		625	
	Toseland	FM	Toseland Parish	Toseland	St Michael's Church, High Street, Toseland	72	
	Waresley-cum-Tetworth	FT	Waresley-cum-Tetworth Parish	Waresley	Waresley Village Hall, Waresley	228	
	Yelling	GE	Yelling Parish	Yelling	Yelling Village Hall, Yelling	246	
Huntingdon - East	Huntingdon – East	CG	That part of Huntingdon Parish which includes the following roads:- Bradbury Place, Castle Hill, Castle Hill Court, Castle Hill Lane, Dallington Court, Euston Street, Hartford Road (part), High Street (St Clements Passage), Ingram Street, Montagu Road, Orchard Lane (Renton Court), Ouse Walk, Temple Close (Hemmdan Terrace), Temple Place, The Brow, The Walks East, Victoria Square, Waters Meet, Wood Street.	Huntingdon – East	Methodist Church Hall, High Street, Huntingdon	489	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Huntingdon - East	Huntingdon – East	CH	That part of Huntingdon Parish which includes the following roads:- American Lane, Clayton's Way, Coldhams Crescent, Coldhams North, Coldhams South, Coronation Avenue, Cross Street, Desborough Road, Drivers Avenue, East Street, Frobisher Close, Greenhart Grove, Hardy Close, Hartford Road (part), Mayfield Crescent, Mayfield Road (Suffolk House), North Street, Nursery Road (Charlton House), Primrose Lane, Priory Grove, Priory Road, Queens Drive, Sapley Square, South Street, Suffolk Close (Grenville House), Tennis Court Avenue, West Street.	Huntingdon – East	MS Therapy Centre, Bradbury House, Mayfield Road, Huntingdon	1,282	
	Huntingdon – East	CJ	That part of Huntingdon Parish which includes the following roads:- Amners Close, Arundel Road, Barn Close, Buzzard Close, Capulet Court, Charles Drive, Church Lane, Clare Road, Coneygear Road, Dene Close, Desborough Road, Drake Close, Duncan Way, Eagle Way, Eaton Close, Elizabeth Drive, Falcon Drive, Falstaff Way, Florida Avenue, Girton Crescent, Goldfinch Close, Goshawk Close, Hall Close, Hamlet Close, Harrier Close, Hawk Drive, Hobby Close, Kestrel Close, Kings Close, Kite Close, Lark Crescent, Longstaff Way, Macbeth Close, Main Street, Manor View, Maryland Avenue, Merlin Close, Mill Close, Mill Road, Nelson Road, Newnham Close, Nightingale Close, Oberon Close, Old Houghton Road, Osprey Close, Othello Close, Owl Way, Pembroke Close, Pennington Road, Peregrine Close, Prospero Way, Rodney Road, Ruston Close, Sapley Park, Sapley Road, School Lane, Skeels Court, Snowy Way, Sparrowhawk Way, Stoney Close, Tawny Crescent, Thames Road, The Grove, The Hollow, The Spinney, Veasey Road, Wallace Court, Whitney Close.	Huntingdon – East	Hartford Village Hall, Main Street	3,775	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	Huntingdon – East	CL	That part of Huntingdon Parish which includes the following roads:- Alberta Crescent, Alder Drive, Ambury Hill, Ambury Hill Walk, Ambury Road, American Lane, Ashton Gardens, Aspen Green, Avenue Road, Bevan Close, Brookside, Bushey Close, Cowper Road, Coxon's Close (Wilberforce Terrace), Cromwell Square, Harebell Close, Hawthorn Drive, Hodson's Drive, Horsecommon Close, Horse Common Lane, Kings Gardens, Lammas Gardens, Mulberry Close, Priors Lane, Priors Road, Sparrow Close, Springfield, St Lukes Close, The Paddock, Wellsfield.	Huntingdon – East	Huntingdonshire Regional College, California Road	1,352	
Huntingdon – North	Huntingdon – North	CN	That part of Huntingdon Parish which includes the following roads:- Armstrong Court, Ash Close, Beale Court, Beaton Crescent, beaumont Close, Beech Close, Beevor Close, Bernard Close, Bradshaw Close, Burnett Way, Butts Grove Way, Byron Close, California Road, Chestnut Close, Collinson Crescent, Coneygear Court, Coneygear Road, Cotton Court, Deal Close, Dover Close, Elm Close, Essex Road, Foster Court, Garner Court, Gimber Court, Godeby Court, Green Tiles Close, Hazelwood Walk, Howell Drive, Jackson Walk, Jeffrey Drive, Judson Court, Kent Road, Kings Ripton Road Sapley, Kingston Close, Lamport Drive, Lavender Court, Lawrence Close Sapley, Lucas Court, Maple Drive, Martin Luther King Close, Maule Close, Medway Road, Milton Close, Moorhouse Drive, Nene Road, Norfolk Road, Perkins Court Sapley, Poplar Close, Richmond Close, Robertson Way, Sallowbush Road, Sandwich Close, Sapley Road Hartford, Sapley Square, Saunders Close, Selby Court, Shelley Close, Silver Birch Close, Spring Close, St Barnabas Court, Surry Road, Sycamore Drive, Tennyson Close, Thackray Close, The Whaddons, Thongsley, Tomlinson Court, Wolff Close	Huntingdon – North	Medway Community Centre, Medway Road, Huntingdon	3,781	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Huntingdon – West	Huntingdon – West	CP	That part of Huntingdon Parish which includes the following roads:- Ambury Road South, Astilbe Lane, Blaines Court, Brampton Road (Station Cottages), Cherry Tree Close, Cromwell Mews, Cromwell Walk, Ermine Street, Ferrars Court, Ferrars Road, George Street (St Johns) (The Views), Great Northern Street, High Street (Manchester Place, Newtons Court, St Georges Court), Market Hill, Merritt Street, Mill Common, Parkside Grammar School Walk, Princes Street, Roscrea Court, Roscrea Terrace, Rowan Close, Royal Oak Passage, Sallowbush Road, Sayer Street (St Johns Terrace, St Andrews Court, Brooklands Terrace), St Johns Street, St Marys Street, St Peters Road, Terril Close, The Walks East, The Walks North, Walden Grove, Walden Road, Walnut Tree Drive	Huntingdon – West	Civic Suite, Pathfinder House, St Mary's Street, Huntingdon	1,110	
	Huntingdon – West	CR	That part of Huntingdon Parish which includes the following roads:- Bassenthwaite, Beacon Close, Blea Water, Blethan Drive, Boretree Way, Brigland Close, Burmoor Close, Buttermere, Coniston Close, Crummock Water, Derwent Close, Devoke Close, Elter Water, Ennerdale Close, Goodliff Close, Grasmere, Greendale, Haweswater, Knipe Close, Lake Way, Levers Water, Lindeth Close, Lingmoor, Loughrigg Close, Loweswater, North Side, Orthwaite, Overwater Close, Parkgate, Percy Green Place, Provence Road, Rydal Close, Salon Way, Seathwaite, Skeggles Close, South Side, St Peters Road, Stickle Close, Stukeley Road, Thirlmere, Thomas King Drive, Ullswater, Wastwater, Wertheim Way, West Side, Whinfell Close, Windermere	Huntingdon – West	Stukeley Meadows School, Stukeley Meadows, Huntingdon	2,361	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	Huntingdon – West	CS	That part of Huntingdon Parish which includes the following roads:- Bliss Close, Bradley Road, Brampton Road, Brecon Road, Brecon Way, Burrows Drive, Christie Drive, Cromwell Drive, Dartmore Drive, Dyson Close, Exmoor Close, Flamsted Drive, Halley Close, Headlands, Hinchingsbrooke Park Road (Albert House) (Alexandra House) (Elizabeth House) (Victoria House), Lodge Close, Meadow Rise, Parkway, Peaks Court, Pond Close, Scholars Avenue, Snowdonia Way, The Copse, The Glades, The Poplars, The Shrubbery, The Vale, Woodlands.		Hinchingsbrooke House, Hinchingsbrooke School, Brampton Road	1,297	
27 Kimbolton & Staughton	Covington	AY	Covington Parish	Covington	Covington Village Hall, Covington	78	
	Great Staughton	BT	Great Staughton Parish	Great Staughton	Gt Staughton Village Hall, Great Staughton	663	
	Hail Weston	BW	Hail Weston Parish	Hail Weston	Hail Weston Village Hall, Hail Weston	464	
	Kimbolton & Stonely	DC	Kimbolton & Stonely Parish	Kimbolton	The Mandeville Hall, Kimbolton	1,047	
	Tilbrook	FL	Tilbrook Parish	Tilbrook	Tilbrook Village Hall, Tilbrook	209	
Little Paxton	Little Paxton	DF	Little Paxton Parish	Little Paxton	Little Paxton Village Hall, Little Paxton	2,814	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Ramsey	Ramsey (Town)	DR	That part of Ramsey Parish which includes the following roads:- Biggin Lane, Blenheim Road, Brands Close, Bryan Close, Bury Road, Canberra Court, Charles Close, Cricketfield Lane, Cromwell Close, Darling Mews, Drayhorse Road, Fairfields Drive, Fellowes Drive, Field Road, Flask Walk, Freeman Terrace, Great Whyte, Grenfell Road, High Street, Hildred Court, Hopbine Court, Lion Yard, Malthouse Lane, Mews Close, Milton Close, Oast House Way, Old Station Road, Oliver Close, Palmer Close, Park Road, Pathfinder Way, Queen Mary Close, Queens Walk, School Lane, Sejeants Close, Slade Close, Spinning Court, St Marys Road, Station Road, Taverners Drive, Temperance Court, The Avenue, The Malting, West Avenue, Wheatfield Drive, Whytefield Road, Wyatt Close.	Ramsey (Town)	Ramsey Royal British, Legion Hall, Cricket Field Lane	2,047	
	Ramsey Heights	DS	The Ramsey Heights part of the Ramsey Parish	Ramsey Heights	306 Uggmere Court Road Ramsey Heights	344	
	Ramsey St Mary's	DT	The Ramsey St Mary's part of the Ramsey Parish	Ramsey St Mary's	The Barn Ashbeach School, Ashbeach Drove, Ramsey St Marys	650	
	Ramsey Mereside	DV	The Ramsey Mereside part of the Ramsey Parish	Ramsey Mereside	Ramsey Mereside Village Hall, Ramsey Mereside	473	
	Ramsey Forty Foot	DW	The Ramsey Forty Foot part of the Ramsey Parish	Ramsey Forty Foot	Ramsey Forty Foot, Village Hall, Ramsey Forty Foot	570	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	Ramsey (Town)	DX	That part of Ramsey Parish which includes the following roads:- Abbey Fields, Abbey Road, Abbey Rooms Lane, Abbey Terrace, Abbots Close, Allen Road, Bankers Walk, Becketts Close, Burybrooke Court, Church Green, Conley Close, Crown Mews, Ethelred Close, Factory Bank, Field Road, Fisher Terrace, Fletchers Close, Flowers Close, Granary Court, Great Whyte, Hawthorn Road, High Street, Hollow Lane, James Court, Jones Court, Lawrence Road, Lime Road, Lion Yard, Little Whyte, Longlands Court, Malting Yard, Marriotts Yard, Meadow Walk, Mill Lane, Millfields, New Road, Newtown Road, North Walk, Oates Way, Orchard Way, Oswald Close, Parkholme Gardens, Princes Street, Rudds Court, Scotts Row, Silver Street, South Walk, Spencer Court, St Marys Road, Star Lane, Station Gardens, Station Road, The Hollow, The Pavement, Tower Close, Turvers Lane, Vinery Court, Westfield Road, Whyte Court, Whytefield Road, Wood Lane	Ramsey (Town)	Ramsey Community Information Centre	2,197	Move polling station to Ramsey Library on the Great Whyte
Sawtry	Conington	AX	Conington Parish	Conington	Yew Tree Farm, Conington Lane, Conington	158	
	Glatton	BL	Glatton Parish	Glatton	Glatton Village Hall, Glatton	224	
	Great and Little Gidding	BN	Great Gidding Parish	Great and Little Gidding	Great Gidding Village Hall, Great Gidding	233	
		BP	Little Gidding Parish	Great and Little Gidding		13	
	Hamerton & Steeple Gidding	BX	Hamerton & Steeple Gidding Parish	Hamerton and Steeple Gidding	Hamerton Village Hall, Hamerton	88	
	Sawtry	FA	Sawtry Parish	Sawtry	The Old School Hall, 37 Green End Road, Sawtry	3,844	
	Upton & Coppingford	FN	Upton & Coppingford Parish	Upton	Upton Village Hall, Upton	169	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	Winwick	FW	Winwick Parish	Winwick	Winwick Village Hall, Winwick	81	
Somersham	Broughton	AL	Broughton Parish	Broughton	Broughton Village Hall, Broughton	200	
	Colne	AW	Colne Parish	Colne	Colne Community Hall, East Street, Colne	691	
	Old Hurst	DK	Old Hurst Parish	Old Hurst	Old Hurst Village Hall, Old Hurst	200	
	Pidley-cum-Fenton	DN	Pidley-cum-Fenton Parish	Pidley-cum-Fenton	Pidley Village Hall, Pidley	300	
	Somersham	FC	Somersham Parish	Somersham	Victory Hall, Parkhall Road, Somersham	2,810	
	Woodhurst	FY	Woodhurst Parish	Woodhurst	Woodhurst Village Hall, Woodhurst	259	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
St Ives – East	St Ives East	DY	That part of St Ives Parish (East Ward) which includes the following roads:- Albermarle Road, Anson Drive, Arran Way, Barley Close, Bedford Crescent, Bittern Close, Bleheim Drive, Burleigh Road, Cambridge Drive, Canberra Drive, Comet Way, Constable Road, Curlew Close, Da Vinci Close, Degas Drive, Devon Close, Edinburgh Drive, Fraser Drive, Gainsborough Drive, Grafton Close, Grebe Close, Heron Way, Hill Rise, Hogarth Close, Holbein Road, Kent Road, Kestrel Close, Kingfisher Green, Lancaster Drive, Lincoln Avenue, Lowry Close, Lysander Close, Manchester Way, Marlborough Close, Milton Close, Money Close, Morland Way, Norfolk Road, Ramsey Road, Rembrandt Way, Renoir Close, Reynolds Close, Romney Close, Rubens Way, Rutland Close, Salisbury Close, Sandwich Close, Spencer Drive, Stirling Road, Stubbs Close, Suffolk Close, Swan Close, Teal Close, The Mallards, The Whistlers, Turner Road, Valiant Road, Van Dyke Place, Van Gough Place, Victor Close, Wellington Avenue, Windsor Close, Witham Close, York Way.	St Ives East	Burleigh Hill, Community Centre, Constable Road	2,596	
	St Ives East	DZ	That part of St Ives Parish (East Ward) which includes the following roads:-Abbots Crescent, All Saints Close, All Saints Green, Alwyn Close, Bure Close, Burleigh Hill, Burstellers, Cam Close, Chelmer Close, Dart Close, Deben Avenue, Derwent Close, Dovey Close, Erica Road, Forsythia Road, Garden Close, Gossland Close, Granta Close, Heddon Way, Ilex Road, Kings Hedges, Kingsbrook, Lavender Way, Leger Close, Nene Way, Orwell Close, Ouse Road, Ramsey Road, Redmoor Close, Ribble Close, Somersham Road, Spinney Way, Stour Close, Tamar Close, Tay Close, The Pund, Trent Close, Waveney Road, Welland Close, Welland Close, Wensum Close, Wheatfields, Witham Close.	St Ives East	Wheatfields Primary School, Wheatfields, St Ives	2,274	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	St Ives East	EA	That part of the St Ives Parish (East Ward) which includes the following roads:- Old Ramsey Road.	St Ives East	Burleigh Hill Community Centre, Constable Rd, St Ives	8	
St Ives – South	St Ives South	EB	That part of the St Ives Parish (South Ward) which includes the following roads:- Adams Drive, Bridge Street, Bridge Terrace, Broad Leas Court, Broad Leas, Brook Way, Broom Way, Bull Lane, Burleigh Terrace, Burstellars, Chapel Court, Chapel Lane, Coach Mews, Cootes Meadow, Cow and Hare Passage, Cromwell Place, Cromwell Terrace, Crown Close, Crown Street, Crown Walk, Darwood Court, Darwood Place, Deighton Close, East Street, Elsworth Close, Enderbys Wharf, Faifields Crescent, Fairfields, Farthing Lane, Gorse Way, Great Farthing Close, Grove Court, Hawthorn Way, Hazel Way, Keln Leas, Kings Road, Laburnum Way, Landcliffe Close, Lilac Way, Little Farthing Close, London Road, Low Road, Market Hill, Meadow Close, Meadow Lane, Merryland, Myrtle Green, Needingworth Road, New Road, Nicholas Lane, North Road, Nursery Gardens, Orchard Terrace, Oxford Road, Park Avenue, Park Road, Parkside, Parkway, Pig Lane, Priory Mews, Priory Road, Quay Court, Ramsey Road, River Place, Robbs Walk, Rookery Close, Rushington Close, Russet Close, Sheep Market, Sheepfold, Skelton Place, St Audrey Close, St Audrey Lane, St Georges Road, St Johns Road, Station Road, Tannery Mews, Tenterleas, The Broadway, The Pavement, The Quadrant, The Quay, The Waits, The Wilderness, Vine Court, Warners Grove, Warren Road, Wellington Street, West Street, White Hart Court, White Hart Lane, Willow Way, Woodside Way, Woolpack Lane.	St Ives South	Sacred Heart Church Hall, Needingworth Road, St Ives	3,371	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	St Ives South	EC	That part of the St Ives Parish (South Ward) which includes the following roads:- Admans Drive, Brigham Crescent, Broad Leas, Burgess Walk, Burstellers, Church Street, Clare Court, Copperbeech Close, Goodman Close, Green End Barns, Green Lane, Green Leys, Greengarth, Harvest Court, High Leys, Houghton Road, Hurstingstone, Knights Way, Lammass Way, Langley Close, Langley Court, Leas Close, Links Way, Norris Road, North Road, Paragon Road, Pig Lane, Queens Close, Ramsey Road, St Audrey Lane, Stanpoint Way, The Crescent, The Drive, The Furrows, The Pound, West Leys, Westbury Road, Westwood Close, Westwood Road, Whitecross.		Crossways Christian Centre, Ramsey Rd, St Ives	1,688	
St Ives – West	St Ives West	ED	That part of the St Ives Parish (West ward) which includes the following roads:- Acacia Avenue, Alabama Way, Ansley Way, Audley Close, Beech Drive, Blackmills Road, Burns Way, Bury Close, Bury Way, California Road, Cedar Road, Chaucer Way, Chestnut Close, Chestnut Road, Clark Drive, Cordell Close, Dryden Close, Elm Drive, Freston Close, Garner Drive, Goldie Close, Great How, Grebe Close, Green How, Hill Rise, Houghton Road, Hurstingstone, Kestrel Close, Kiln Close, Little How, Lorna Court, Meadow How, Michigan Road, Milton Close, Oak Tree Close, Old Ramsey Road, Pettis Road, Pettis Walk, Ramsey Road, Redwell Close, Scrolans, Shakespeare road, Sharp Close, Silver Birch Avenue, Tennyson Avenue, The Crescent, Thorndown Close, Virginia Way.	St Ives West	One Leisure, St Ives Outdoor Centre	2,303	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
St Neots – Eaton Ford	St Neots – Eaton Ford	EN	That part of the St Neots Parish (Eaton Ford Ward) which includes the following roads:- Alamein Court, Apple Grove, Arnhem Close, Blenheim Close, Bradshaws Court, Brook Road, Browning Drive, Burns Court, Byron Place, Chaucer Place, Coleridge Court, Constable Avenue, Corunna Close, Cowper Court, Crecy Court, Crosshall Park Court, Crosshall Road, Culloden Close, Eaton Ford Green, Fielding Court, Ford Close, Gainsborough Avenue, Gorham Place, Great North Road, Green Gables, Hanover Close, Hardy Place, Hogarth Place, Inkerman Rise, Ivel Close, Jutland Rise, Keats Court, Kipling Place, Kym Road, Lawrence Road, Laxton Close, Linclare Place, Longfellow Place, Lowry Road, Marlowe Court, Masefield Avenue, Meadowsweet, Mill Hill Road, Milton Avenue, Minden Court, Nene Road, Orchard Close, Orchard Road, Ouse Road, Reynolds Court, River Road, Romney Court, Rosamund Mews, Saviles Close, Shelley Place, Spencer Close, St Neots Road, Stevenson Court, Tennyson Place, The Paddock, Trafalgar Road, Turner Road, Weir Cottage Close, Wellend Court, Weston Court, Whistler Road, Wordsworth Avenue.	St Neots – Eaton Ford	The Scout Hall, Mill Hill Road, Eaton Ford	3,051	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	St Neots – Eaton Ford	EP	That part of the St Neots Parish (Eaton Ford Ward) which includes the following roads:- Alder Close, Axis Way, Beaver Close, Beezling Close, Begwary Close, Bilberry Close, Burwell Close, Chawston Close, Cornwall Court, Crosshall Road, Duloe Brook, Duloe Road, Edinburgh Drive, Elizabeth Court, Fallow Drive, Farcet Close, Foxglove Close, Gazelle Close, Gery Court, Great North Road, Hempsals, Honeydon Avenue, Langwood Close, Lottings Way, Meadowsweet, Milestone, Monarch Road, Mountbatten Court, Mullein Close, Muntjac Close, Orchid Close, Osier Court, Otter Way, Queens Gardens, Roe Green, Royal Court, Sambar Close, Setchel, Silverweed, Squires Court, Staughton Place, Sundew Close, Tansy Close, Teasel Close, Teversham Way, The Hallards, The Maltings, Valerian Close, Wistow Court, Wyboston Court.	St Neots – Eaton Ford	Eatons Community Centre, The Maltings, Eaton Socon	2,088	
35	St Neots – Eaton Socon	ER	That part of the St Neots Parish (Eaton Socon Ward) which includes the following streets:- Ackerman Gardens, Ackerman Street, Addington Walk, Avon Court, Barley Road, Capulet Close, Castle Hill Close, Clover Road, Collingwood Road, Colmworth Gardens, Drake Road, Falstaff Road, Field Cottage Road, Great North Road, Grenville Way, hathaway Close, Kenilworth Close, Manor House Close, Marlborough Road, Nelson Close, Old School Gardens, Peppercorn Lane, Roberts Close, School Lane, Shakespeare Road, Simpkin Close, Stratford Place, The Crescent, Warwick Court, Wheatsheaf Road, Wilkinson Close.	St Neots – Eaton Socon	The Jubilee Hall, School Lane, Eaton Socon	1,550	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	St Neots – Eaton Socon	ES	That part of the St Neots Parish (Eaton Socon Ward) which includes the following roads:- Admirals Way, Anson Place, Baron Court, Beatty Road, Beauchamp Close, Blackwood Road, Blakes Way, Bushmead Gardens, Bushmead Road, Byng Close, Codrington Court, Cornwallis Drive, Countess Close, Crown Walk, Cunningham Way, Darrington Close, Digby Court, Duchess Close, Dukes Road, Duloe Brook, Earl Close, Freemantle Court, Great North Road, Hargood Court, Jellicoe Place, Jenkins Close, Kings Road, Knights Close, Lady Way, Linton Close, Marchioness Way, Marquis Close, Monarch Road, Nelson Road, Ockenden Close, Peer Road, Popham Close, Prince Close, Queens Court, Queens Gardens, Raleigh Close, Regent Close, Sycamore Close, Vicarage Gardens, Viceroy Close, Viscount Court.	St Neots – Eaton Socon	Bushmead School, Bushmead Road, Eaton Socon	2,460	
St Neots – Eynesbury	St Neots – Eynesbury	EF	That part of the St Neots Parish (Eynesbury Ward) which includes the following roads:- Barford Road, Belmont Close, Berkley Court, Berkley Street, Buckley Road, Burnt Close, Caldecote Road, Chestnut Grove, Cromwell Court, Cromwell Road, Eynesbury Green, Fairfax Court, Ferrars Avenue, Glenariff Close, Hall Road, Hardwick Road, Harvey Street, Howitts Lane, Humberley Close, Ireton Close, Jubilee Close, Lansbury Close, Laurels Close, Lee Court, Linley Road, Luke Street, Montagu Court, Montague Square, Montague Street, Mountfort Close, Navigation Wharf, Old School Yard, Pope Road, Saxon Place, Shirdley Road, Silver Street, Springbrook, St Marys Court, St Marys Street, The Broad Walk, Toller Mews, Washbank Road, Waterloo Drive, Waterloo Farm Close, Wildber Close, Willow Close.	St Neots – Eynesbury	New Methodist Church Hall, Berkley Street, Eynesbury	2,021	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
37	St Neots – Eynesbury	EG	That part of the St Neots Parish (Eynesbury Ward) which includes the following roads:- Brampton Gardens, Browns Square, Cambridge Street, Cemetery Lane, Charles Street, Cromwell Gardens, Dryden Court, Duck Lane, Eayre Court, Henbrook, Mallard Lane, Manor Farm Road, Manor Grove, Manor Park, Marshall Road, Medland Grove, Musgrave Way, Naseby Gardens, Nursery Road, Pepys Road, Sandfields Road, Shortsands Yard, Whitehall Walk, Wintringham Road.	St Neots – Eynesbury	Bargroves Resource Centre, Cromwell Rd, Eynesbury, St Neots	1,700	
	St Neots – Eynesbury	EH	That part of the St Neots Parish (Eynesbury Ward) which includes the following roads:- Alwick Court, Andrew Road, Arundel Crescent, Bakers Link, Balmoral Way, Banks Court, Barford Road, Barnard Close, Baxter Drive, Beacon Close, Bellamy Close, Bevington Way, Bishops Road, Blair Way, Bluebell Walk, Bodiam Way, Brittain Close, Burr Close, Buttercup Avenue, Caernarvon Road, Carisbrooke Way, Cawdor Place, Chapman Way, Chesterfield Way, Compton Close, Conway Place, Cook Drive, Corfe Place, Criccieth Way, Cumberland Way, Daffodil Close, Dunster Way, Edward Road, Elm Villa Gardens, Flawn Way, Flint Way, George Place, Glamis Court, Hampden Way, Harlech Court, Howitts Gardens, Howitts Lane, James Court, Jennings Avenue, Knaresborough Court, Lindisfarne Close, Malden Way, Mallow Close, Maule Close, Parker Close, Pashley Court, Pearson Close, Pembroke Avenue, Penrwyn Court, Philip Gardens, Potton Road, Powis Place, Ream Close, Richmond Close, Ridgeway, Rye Close, Shepherd Drive, St Neots Mobile Home Park, Stocker Way, Tenby Way, Tintagel Court, William Drive, Windsor Close, Wren Walk.	St Neots – Eynesbury	Ernulf Academy, Barford Road, Eynesbury	3,485	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
St Neots – Priory Park	St Neots – Priory Park	EJ	That part of the St Neots Parish (Priory Park Ward) which includes the following roads:- Brook Street, Cambridge Street, Chandlers Wharf, Church Meadows, Church Street, Church View, Church Walk, Fishers Yard, Friars Court, Grosvenor Gardens, High Street, Huntingdon Street, Ingles Court, Knights Court, Market Square, Meadow Close, New Street, Old Bull Yard, Old Market Court, Priory Lane, Park Road, River Terrace, Russell Street, South Street, St Anselm Place, Tan Yard, Tebbutts Road, The Close, The Old Dairy, The Priory, Ware Road, West Street, Windmill Row.	St Neots – Priory Park	St Neots Voluntary Centre, Church Walk, St Neots	768	To run the polling district boundary for St. Neots Priory Park (EJ) along Bedford Street rather than Russell Street to enable all residents at Chesterton Court to vote at the same polling station

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	St Neots - Priory Park	EL	That part of the St Neots Parish (Priory Park Ward) which includes the following roads:- Acacia Grove, Almond Road, Avenue Road, barnes Close, Barringer Way, Bean Close, Bedford Street, Beech Grove, Cambridge Gardens, Cambridge Street, Chamberlain Way, Childs Pond Road, Cressener Terrace, Curlew Place, Dewpond Close, Dove House Close, Eagle Court, East Street, Emery Place, Falcon Close, Fox Close, Fydell Court, Grebe Way, Green End Road, Greenfields, Harland Road, Hatley Close, Hawksford Way, Hawthorn Road, Heron Court, Hill Rise, Huntingdon Road, Huntingdon Street, Kestrel Place, Kings Lane, Kings Road, Lammas Way, Leys Road, Lime Grove, Longsands Parade, Longsands Road, Merlin Close, Mill Lane, Murrell Close, Murrell Court, New Street, Nightingale Way, Oak Close, Park Road, Parkway, Phoenix Square, Princes Drive, Prospect Row, Queensway, Raven Close, Redwing Place, Riversmead, Rowley Road, Russell Court, Russell Street, Rycroft Avenue, Sandwich Road, Shaftesbury Avenue, Springfield Close, Station Road, Sunnybank, Swallow Court, Swift Close, Tansur Court, Tern Way, The Crescent, The Grove, Topham Court, Woodlands.	St Neots - Priory Park	Creativexchange, Longsands Campus, Longsands Rd, St Neots	3,534	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	St Neots - Priory Park	ET	That part of the St Neots Parish (Priory Park Ward) which includes the following roads:- Alsop Way, Alvey Road, Anderson Close, Ash Treet Lane, Bargroves Avenue, Bawlins, Belland Hill, Briar Court, Cambridge Road, Clark Drive, Cockrells, Day Close, Dixy Close, Dramsell Rise, Embry Drive, Field Gate Close, Fox Brook, Fox Covert, Furrowfields, Gorham Way, Great High Ground, Hogsden Leys, Hull Way, Lannesbury Crescent, Leveret Way, Loves Way, Lucas Crescent, Middle Ground, Oliver Way, Paddock Close, Pattison Court, Priory Hill, Radlend Close, School Drive, Station Square, Stone Hill, The Runnells, The Warren, Top Birches, Waterland, Whiston Way, Whitchurch Walk, Wood Ridge Crescent.	St Neots - Priory Park	St Neots Town Football Club, Rowley Park, Kester Way, St Neots	1,622	
40 Stilton	Holme	CC	Holme Parish	Holme	The Admiral Wells, Station Road	488	
	Denton and Caldecote	AZ	Denton & Caldecote Parish	Stilton	Stilton Village Hall, Stilton	59	
	Stilton	FF	Stilton Parish	Stilton		1,800	
The Hemingfords	Hemingford Abbots	BZ	Hemingford Abbots Parish	Hemingford Abbots	Hemingford Abbots, Village Hall, Hemingford Abbots	515	
	Hemingford Grey	CA	Hemingford Grey Parish	Hemingford Grey	St James Parish Centre, 33 High Street, Hemingford Grey	2,148	
	Hilton	CB	Hilton Parish	Hilton	Hilton Village Hall, Hilton	809	
	Houghton & Wyton	CE	The Houghton & Wyton Parish (Houghton & Wyton Ward)	Houghton	Houghton & Wyton Memorial Hall, Houghton	1,411	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Upwood and The Raveleys	Abbots Ripton	AB	Abbots Ripton Parish	Abbots Ripton	Abbots Ripton Village Hall, Abbots Ripton	239	
	Kings Ripton	DD	Kings Ripton Parish	Kings Ripton	Kings Ripton Village Hall, Kings Ripton	142	
	Upwood and The Raveleys	FP	Upwood and The Raveleys Parish	Upwood	Upwood Village Hall, Upwood	978	
	Woodwalton	GA	Woodwalton Parish	Woodwalton	Woodwalton Village Hall, Woodwalton	189	
	Wyton-on-the-Hill	CF	Wyton-on-the-Hill Parish	Wyton	Wyton on the Hill, Primary School, Cambridge Square	764	
Warboys and Bury	Bury	AP	Bury Parish	Bury	Bury Village Hall, Bury	1,356	
	Warboys	FR	Warboys Parish	Warboys	Parish Centre, Warboys	2,848	
	Warboys Fen	FS	Warboys Fen part of Warboys Parish	Warboys	Parish Centre, Warboys	164	
	Wistow	FX	Wistow Parish	Wistow	Wistow Village Hall	402	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
Yaxley and Farcet	Farcet	BH	Farcet Parish	Farcet	Farcet Village Hall	1,360	
	Yaxley	GB	That part of the Yaxley Parish which includes the following roads:- Abbott Way, Allard Close, Alvis Drive, Aston Close, Austin Court, Baird Close, Beauvoir Place, Bentley Way, Blenheim Way, Broadway, Brunel Way, Broadway, Brunel Drive, Carysfort Close, Chapel Street, Church Street, Church Walk, Cock Close Road, Cookson Close, Cookson Walk, Daimler Avenue, Dovecote Lane, Edison Drive, Faraday Close, Ferndale, Field Rise, Fleming Close, Folly Close, Ford Close, Great North Road, Green Lane, Hillcrest Avenue, Humber Drive, Kingfisher Close, Laurel Close, Lawn Close, Lee Road, Livingstone Road, London Road, Main Street, Mallory Drive, Manor Close, Marconi Drive, Marlborough Close, Middletons Road, Morgan Close, Morris Court, Mountbatten Avenue, Nightingale Drive, Owl End Walk, Partridge Close, Pheasant Way, Pooley Way, Proby Close, Riley Close, Rolls Close, Royce Close, Scott Drive, Seaton Close, Shackleton Way, Stephenson Close, Stonehouse Road, Telford Drive, The Rookery, Vicarage Way, West End, Westfield Close, Westfield Road, Wisteria Road, Wolseley Close, Wykes Road.	Yaxley	Royal British Legion Hall, 210 Broadway, Yaxley	3,580	

WARD	POLLING DISTRICT	PD CODE	DESCRIPTION OF POLLING DISTRICT	POLLING PLACE	POLLING STATION	ELEC	Proposed Change
	Yaxley	GC	That part of the Yaxley Parish which includes the following roads:- Apple Tree Close, Ashridge Walk, Askews Lane, Azalea Court, Badger Close, Beatons Close, Bellflower Drive, Birch Close, Bramble Close, Briar Court, Broadway, Cherry Tree Walk, Clover Court, Crane Avenue, Crocus Way, Daffodil Court, Elm Close, Foxglove Close, Freesia Way, Great Drove, Harebell Drive, Hawthorn Road, Highfield Walk, Hillside Walk, Holme Road, Jasmine Way, Laburnum Avenue, Lancaster Court, Lancaster Walk, Lancaster Way, Lansdowne Road, Larch Close, Lavender Close, Lilac Walk, Lime Tree Close, Litchfield Close, Main Street, Maltings Square, Maple Court, Meadow Walk, Mere View, Middletons Road, Mulberry Close, Narrow Drove, Needham Court, Oak Court, Orchard Walk, Orchid Close, Park Close, Peartree Walk, Poppy Close, Primrose Drive, Queen Street, Rose Court, Rosewood Close, Silverwood Walk, Southdown Road, Speechley Road, Springfield Road, St Peters Walk, The Green, Thistle Close, Violet Way, Vixen Close, Windsor Road.	Yaxley	Owen Pooley Hall, Main Street, Yaxley	3,040	

This page is intentionally left blank

Cabinet

Report of the meeting held on 21st November 2013

Matter for Decision

28. SHELTERED HOUSING SCHEME AT LANGLEY COURT AND LANGLEY CLOSE, ST IVES

With the assistance of a report by the Head of Legal and Democratic Services (reproduced as an Appendix), the Cabinet has received a petition concerning the potential closure of the Sheltered Housing Scheme at Langley Court and Langley Close, St Ives together with a Motion by Councillor K J Churchill on the matter. Both items had been referred to the Cabinet by Council at their meeting held on 13th November 2013.

In discussing the items, the Cabinet had the benefit of the views expressed by local Ward Members whom, along with the Executive Leader, had met with residents of Langley Court to discuss their concerns over proposals by Luminus to demolish the building in order to build an extra-care facility. Mention was made of the need for extra care facilities in the town and the measures being offered by Luminus to support those affected. It was now Members' understanding that existing residents will be rehoused locally whilst the rebuild takes place and given the opportunity to return to the new facility if they wished to.

The Cabinet has concurred with Ward Councillors that improvements could have been made in the way the scheme was communicated by Luminus to residents. Executive Councillors were concerned that residents had been left confused and anxious about their future. However, having examined the overall scheme the Cabinet felt that the new facility will provide additional care provision for the District including specialist accommodation. Furthermore, evidence suggested that the majority of Langley Court residents had now indicated their willingness to move. On the basis that their recommendation will not prejudice the formal determination of the planning application for the development should one be forthcoming and in referring to the request for a loan from Luminus to finance the scheme (Item No.32 below refers), the Cabinet

RECOMMEND

- (a) that paragraph (a) of the Motion be noted;**

- (b) that, having regard to the advice of Councillors representing St Ives and to evidence which suggests that the majority of Langley Court residents have clearly indicated their willingness to move, it be concluded that it is in the best interests of the residents to ensure that necessary steps are taken, at the earliest possible opportunity to resettle them; and
- (c) that, following investigation, it be confirmed that Langley Court is the most appropriate site for the extra care home.

Matters for Information

29. FINANCIAL MONITORING CAPITAL PROGRAMME 2013/14

The Cabinet has been acquainted with variations in the capital programme in the current year and has considered cost variations and timing changes for 2014/15.

30. FINANCIAL MONITORING REVENUE BUDGET 2013/14

The Cabinet has noted the expected revenue budget variations already identified in the current year. Executive Councillors were advised that the expected outturn for revenue expenditure was now £21.8m which represented a slight reduction to that previously forecast.

**31. TECHNICAL REFORM OF COUNCIL TAX –
LOCALLY DEFINED DISCOUNTS**

The Cabinet has reviewed the use of discretionary powers under the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations to award 100% discount up to a maximum of twelve months for properties which are uninhabitable and requiring/undergoing structural alteration or major repair. Executive Councillors were advised that during 2013/14, the Local Taxation Section had received more than 60 applications and granted £112k of discount using this policy. It was reported that the level of administration involved with verifying applications and dealing with complaints or disputes had been far higher than expected. Having recognised the need to encourage owners to re-occupy properties and in order to achieve both income generation and administration efficiencies, the Cabinet has agreed that this discount be reduced to 0% with effect from 1st April 2014.

32. LOAN TO LUMINUS

(The following item was considered as a confidential item under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.)

The Cabinet has approved terms for a loan to Luminus of up to £5.5m over 30 years to fund a new extra care scheme at Langley Court, St Ives. The Assistant Director, Finance and Resources has been authorised to make the loan following consultation with the Executive Councillor for Resources, who will have the right to require agreement of the final details by Cabinet if he feels it is necessary to do so.

In expressing their support for the scheme, the Cabinet has stressed that:

- ◆ no residents should be asked to leave until planning permission for the scheme is granted;
- ◆ provision be made to allow any resident that wishes to return to do so after the new build is finished;
- ◆ every possible effort be made to ensure that any resident that wishes to return is temporarily housed in St Ives; and
- ◆ efforts be made to enhance the working relationship between the Luminus Board and District Council appointed Members.

J D Ablewhite
Chairman

**THE LOCAL AUTHORITIES
(EXECUTIVE ARRANGEMENTS) (MEETINGS AND
ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012**

Paragraph 19 of Part 5 of the above Regulations, requires the Executive Leader to submit a report to the Council containing details of each executive decision taken where the making of the decision was agreed as urgent and adequate notice had not been given, as required. As it is reasonable to report these decisions on an annual basis, I can confirm that the following reports were not included in the Notice of Executive Decisions due to timing constraints, but were considered by the Cabinet, during the period 1st November 2012 to 31st October 2013, following the agreement of the Chairman of the relevant Overview and Scrutiny Panel:

- Award of Grants to Voluntary Organisations
- St Neots Railway Station Footbridge
- Charging for Second Green Bin
- Settlement of Outstanding Legal Proceedings Relating to a Staffing Matter
- Loan to Huntingdonshire Regional College
- Joint Materials Recycling Facility Procurement: Invitation to Tender
- Street Naming and Numbering: Implementation of Charges
- A14 Improvements: Highways Agency.

The outcome of the Cabinet's deliberations on these items has been previously reported to Council.

This page is intentionally left blank

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Sheltered Housing Scheme at Langley Court and Langley Close, St Ives.

Meeting/Date: Cabinet – 21 November 2013

Executive Portfolio: Executive Leader, Councillor J D Ablewhite

Report by: Head of Legal and Democratic Services

Ward(s) affected: St Ives (South)

Executive Summary:

This report outlines details of a petition presented to Council on 13th November 2013 concerning the potential closure of the Sheltered Housing Scheme at Langley Court and Langley Close, St Ives together with a Motion by Councillor K J Churchill on the matter which had been referred, by the Council to the Cabinet.

The Cabinet is also being asked to consider a request for a loan from Luminus to enable them to develop a new Extra Care scheme for frail older people at Langley Court, St Ives. (Item 7 refers).

Recommendation:

It is recommended that Cabinet consider the contents of this report.

1. PETITION

- 1.1 At the Council meeting on 13th November 2013, a petition was presented on behalf of 52 signatories concerning the potential closure of the Sheltered Housing Scheme at Langley Court and Langley Close, St Ives. The petition read as follows:

"This petition relates to a statutory function of the Council in that the District Council is ultimately responsible for housing.

We are a group of over 50 elderly people who live in this Sheltered Housing Scheme at Langley Court and Langley Close in St Ives. We have Assured Tenancy Agreements and the Scheme is administered by the Luminus Group based at Brook House in Huntingdon.

We are petitioning the District Council to ask for your help in our campaign to prevent the Luminus Group (our landlords) from demolishing our homes in order to build an extra-care facility on the site.

On July 22nd of this year we the residents were invited to a meeting in the communal lounge to hear "some exciting news about the future of Langley Court and Langley Close". The meeting was well attended. We were indeed excited (new bathrooms perhaps?). Imagine our shock and horror when we were told that Luminus intended to demolish the building in order to replace it with an extra-care facility, that our building was old (Langley Close was built in 1978 and Langley Court was added in 1990) and that 95% of the ageing population lived in the community and only 5% were in assisted housing. So we didn't count? We were informed that this was a Government initiative propelled by the need to get elderly long-term patients out of hospital.

While we understand and support the need for such care we cannot see the sense of destroying the homes of one lot of elderly people in order to build to provide for a different set of elderly people in the future. The common sense solution would be to have both - keeping the sheltered housing and building the extra-care facility on another site, we understand that there are other suitable sites available within the county.

We are all friends and neighbours who value the safety and security in which we live as well as the lively community of which we are a part. We wish to stay where we are, where we have lived for many years and where we have put down roots. We do not wish to be hustled off to who knows where as we have come to rely on each other for support and help which is not always available elsewhere.

For all their assurance, Luminus cannot provide like for like as they can only provide places as they become available and we will be separated from our friends, families, neighbours and some will be even sent to different towns within the county.

We have all been under great stress since the announcement. Elderly people are easily frightened and this whole affair has been and still is like a sword hanging over our heads. Many will agree to go because they cannot cope with the uncertainty.

So we are begging you to use whatever influence you may have and your humanitarian instincts to save us from this fearful infringement of our human rights."

1.2 Following questions from Members, it was RESOLVED that the petition be referred for consideration to the Cabinet.

2. MOTION ON NOTICE

2.1 The following motion was moved by Councillor K J Churchill and duly seconded at the Council meeting on 13 November 2013:

"(a) that the Council notes:

- that residents of the Sheltered Housing Scheme at Langley Court and Langley Close, St Ives, Cambridgeshire may be faced with possession proceedings to be issued by their landlord, Luminus;
- that the nature of the said redevelopment of the site would be the provision of extra-care type housing designed for elderly people with a range of dependencies (for which substantial Government support is available) but for which only a small number of the current residents may qualify when the new facility is completed. The remainder would be rehoused at various locations through the District;
- that the current dwellings are structurally sound and some of the residents have expended substantial amounts of their own monies in improving their homes over time. Many have been resident there for a number of years and there is a strong community among them;
- that Huntingdonshire District Council has already given its support to develop extra-care housing in St Ives.

(b) the Council considers:

- that it is not in the best interests of the residents, both individually and collectively, for them to be subjected to the trauma of being uprooted and settled at varying locations throughout Cambridgeshire; and

(c) that this Council calls upon the Cabinet to:

- withdraw any support, financial or otherwise, from Luminus that would in any way cause or contribute to the breakup of this sustainable retirement community; and
- explore every possible alternative to provide the extra-care facility that will be required in the future."

2.2 Mindful of ongoing consultation with residents and Luminus on these issues, the Council agreed to refer consideration of both the petition and the motion to the Cabinet.

BACKGROUND PAPERS

Council Agenda 13 November 2013.

Contact Officer: Helen Taylor, Senior Democratic Services Officer
☎ 01480 388008

This page is intentionally left blank

Overview & Scrutiny Panels

Report of the meetings of the Overview & Scrutiny Panels held on 5th, 7th, 12th, 14th, 19th, 20th & 28th November and 3rd & 4th December 2013

Matters for Information

1. FACING THE FUTURE

In recognition of the financial position facing the Council and at the request of the Cabinet, the Panels have commenced a programme of work to review services delivered by the Council and to identify opportunities for savings. To help them complete this work each service within the Council has been asked to complete a Strategic Service Review template, which contains details of its statutory duties, performance standards, manpower and other financial information. It also includes a series of options for the future delivery of the service, which Members have been asked to assess.

At the date of the Agenda despatch, the following service areas have been reviewed:-

- ❖ Development Management
- ❖ Planning Policy
- ❖ Strategic Housing
- ❖ Economic Development
- ❖ CCTV
- ❖ Legal
- ❖ Democratic Services
- ❖ Elections and Land Charges
- ❖ Licensing
- ❖ Document Centre
- ❖ Facilities Management
- ❖ Environment
- ❖ Building Control
- ❖ Projects and Asset Management
- ❖ Refuse and Recycling including vehicle management
- ❖ Grounds Maintenance
- ❖ Street Cleansing
- ❖ Parks, Open Spaces and Countryside
- ❖ Car Parking and Street Rangers
- ❖ Operational Housing
- ❖ Customer Services
- ❖ Revenues
- ❖ Benefits
- ❖ Information Management Division
- ❖ Accountancy
- ❖ Audit and Risk Management
- ❖ Procurement

The following services have yet to be scrutinised, but will have been by the time of the Council meeting:-

- ❖ Environmental Health
- ❖ Community Health
- ❖ One Leisure
- ❖ Estates
- ❖ Corporate Office (remainder)
- ❖ Communications.

Following completion of the reviews of individual services, the identified actions will be prioritised. The priority list will be submitted to Overview and Scrutiny Panels before being presented to the Cabinet in February 2014. It is intended that the Cabinet's decision will initiate a series of reports back to the Panels containing more detailed proposals for implementation.

S J Criswell
Chairman
Social Well-Being

G J Bull
Chairman
Environmental Well-Being

T V Rogers
Chairman
Economic Well-Being

Overview & Scrutiny Panel (Economic Well-Being)

Report of the meeting held on 5th December 2013

Matters for Information

**22. NATIONAL NON DOMESTIC RATES –
CHANGES TO DISCRETIONARY RELIEF POLICY**

The Panel has recommended that the Council's existing Discretionary Relief Policy is amended so that fully qualifying newly built and unoccupied non domestic properties completed from 1st October 2013 to 30th September 2016 will be eligible for 100% discretionary rate relief for a maximum period of up to 18 months. The cost of any relief awarded by the Council will be reimbursed by the Government.

23. BUDGET UPDATE

Given that the Local Government draft settlement had not yet been published, the Facing the Future reviews were only partially complete and other key financial data was not yet available, the Panel noted that a draft Budget for 2014/15 and Medium Term Plan had not yet been prepared. In the circumstances the Panel has examined proposed variations for inclusion within the budget and Medium Term Plan. In doing so, Members have discussed in detail:

- ◆ the Base Budget;
- ◆ progress in achieving savings which form part of the approved Medium Term Plan;
- ◆ progress in achieving targeted savings;
- ◆ additional savings proposals;
- ◆ proposals for increasing the budget for specific projects or purposes;
- ◆ schemes where rephrasing is unavoidable or proposed; and
- ◆ technical items.

Subject to:

- ◆ confirmation being received of the requirement in the stated timescale for additional provision for work on the development of Wyton Airfield, and
- ◆ the inclusion of information on the pay review, the senior management review and the Chancellor's Autumn Statement

the proposed variations have been endorsed.

The Panel's comments have been conveyed to the Cabinet. A briefing note will be distributed to Members on the Local Government draft settlement once it has been received.

**24. TREASURY MANAGEMENT REVIEW OF PERFORMANCE:
6 MONTHLY REVIEW**

In order to fulfil its role of overseeing the management of the Council's financial investments and borrowing, the Panel has reviewed the Council's treasury management activity for the period 1st April to 30th September 2013. The report has been considered by the Cabinet and appears elsewhere on the Council Agenda.

Other Matters of Interest

25. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has received the Notice of forthcoming Key Executive decisions, which has been prepared by the Executive Leader.

**26. OVERVIEW & SCRUTINY PANEL (ECONOMIC WELL-BEING) –
PROGRESS**

The Panel has reviewed its programme of studies.

27. SCRUTINY

The Panel has received the latest edition of the Decision Digest.

T V Rogers
Chairman

Development Management Panel

Report of the meetings held on 18th November and 9th December 2013

Matters for Information

10. DEVELOPMENT MANAGEMENT PROGRESS REPORT: 1ST JULY TO 30TH SEPTEMBER 2013

The Panel has undertaken its regular review of the activities of the Development Management Service covering the period 1st July to 30th September 2013 and compared performance with the preceding quarter and that of the corresponding period in 2012. Looking at the number of major, minor and other applications which had been determined within the timescales of 13 or 8 weeks specified, it is apparent that lower percentages have been dealt with than formerly may have been the case. For example 62% rather than 89% and 59% rather than 69% when comparing the previous quarter for the determination of major and minor applications respectively. The Panel has been advised that several Officers would shortly be leaving the service and as it was not the expectation that they would be replaced at this time, the Panel was likely to receive shorter reports and less dedicated Officer time to respond to detailed matters before meetings.

Recognising a small reduction in fee income compared to the corresponding period in 2012, the Panel has been reminded that this was variable but largely depended on the scale and nature of applications received. The Panel has noted, however, that the recent validation of several major applications would have a positive impact on fee levels.

11. MIXED USE DEVELOPMENT OF LAND AT THE FORMER ALCONBURY AIRFIELD SITE AND NEIGHBOURING FARMLAND, ERMINE, STREET, THE STUKELEYS

Further to Item No 11 of the Report of the meeting held on 21st October, a special meeting of the Panel has subsequently been held to consider the progress in negotiations with the developers and other infrastructure providers in terms of the proposed package of developer contributions to be secured through the Community Infrastructure Levy and S106 Agreement for each phase of the redevelopment of the former Alconbury Airfield.

Representations were made to the Special Meeting by the Stukeleys Parish Council and the applicant and the Panel was advised of the support given by the Section 106 Agreement Advisory Group for the proposed terms of the Section 106 obligations.

Having had a further opportunity to discuss the details of the application and following a robust exchange of concerns, the Panel considered that the proposals represented a balanced position and provided the District Council and its partners with an acceptable way to deliver corporate aims.

Because the application proposed retail, leisure and office development on land which is edge of centre, out of centre or out of town and consisted of or included the provision of buildings where the floor space to be created is 5000 sq metres or more, the application was required to be referred (should the Council be minded to support it) to the Secretary of State for Communities and Local Government.

Having expressed their satisfaction with the phasing of the development, the arrangements for submission of reserved matters in accordance with relevant phases and conditions and having acknowledged the importance of effective joint working with the County Council and other stakeholders, the Panel recommended to a Special Meeting of the Council that it was minded to approve the application subject to satisfactory completion of the related Section 106 Agreement and imposition of appropriate conditions by the Assistant Director, Environment, Growth & Planning after consultation with the Chairmen of the Panel and the Section 106 Agreement Advisory Group and the Executive Councillor for Planning & Housing Strategy.

12. OTHER DEVELOPMENT APPLICATIONS

In addition to the proposals for development at Alconbury Airfield, the Panel has determined seven other development applications of which six were approved and one refused.

D B Dew
Chairman

Employment Panel

Report of the meeting held on 20th November 2013

Matters for Information

12. EQUALITY MONITORING (EMPLOYEES)

Having noted that the 2010 Equality Act requires the Council to publish information relating to the characteristics of its employees, the Panel has considered the results of the equal opportunities monitoring of its employees during 2011/12 and 12/13. It is not compulsory for employees to provide this information but missing data could result in the Council being unable to identify and address equality issues.

In noting that the Council employs relatively few 16-24 year olds on full time and part-time contracts, the Panel has asked about the work which is being actively undertaken to address this. Members have been advised that the Council is keen to explore the use of apprenticeships and it was hoped to address this further through the development of the new Workforce Development Strategy.

In response to comments regarding the use of local newspapers to advertise vacancies within the Authority, the Panel has noted that the introduction of an e-recruitment solution would provide access to a wider range of free forums for advertising.

In concluding their discussions and to address the workforce issues which have been identified within the reports, the Panel has tasked -

- ◆ all Managers to make efforts to increase the self reporting of equality characteristics by Council employees;
- ◆ the Staff Council to encourage the self reporting of equality characteristics by Council employees;
- ◆ LGSS with advising the Council on the costs and benefits of advertising jobs more widely and raising the Council's profile among young jobseekers through job fairs; and
- ◆ LGSS with exploring apprenticeships and supporting the DWP's Youth Contract by registering the Council's interest in the work programme.

In addition, the Chief Officers Management Team has been asked to ensure that the new system for incremental progression is compliant with equalities legislation.

13. WORKFORCE INFORMATION (QUARTER 2)

The Panel has received the quarterly report on Human Resource matters impacting on the performance of the organisation. On this occasion, the report has included the latest position and trends relating to:-

- ◆ employee numbers;
- ◆ employee turnover;
- ◆ sickness absence reporting; and
- ◆ the Human Resources caseload.

In terms of tackling sickness absence, the Panel has been pleased to note that the average day's sickness per FTE employee had reduced again in the last quarter to 8.3 and that this was also lower than the corresponding period in the previous year. The level of sickness due to stress, depression, mental health and fatigue had also decreased. As the winter months begin, this will continue to be a focus for the HR Team and Managers.

In an effort to streamline the options for reporting sickness and to simplify the existing process, the Panel has asked LGSS to look at the categories for recording sickness absence in neighbouring authorities. The outcome will be reported to the next meeting of the Panel.

Finally, the Panel has placed on record its recognition of, and gratitude for the excellent contributions made by Ms J Nicholls and Ms G Pooley during their employment in the local government service and has conveyed its best wishes to them for a long and happy retirement. Following the death of a young man employed by One Leisure Huntingdon, the Panel has offered their condolences to his family, friends and colleagues and commended him for his service to the District Council.

14. LGSS PERFORMANCE

The Panel has considered the performance of LGSS Human Resources, Payroll and Organisational Workforce Development services across the key service measures agreed under the current contract during the period 1st April to 30th June 2013. LGSS performance is measured in four areas namely:

- ◆ General Service Standards;
- ◆ HR Strategic and Advisory;
- ◆ Recruitment and Payroll; and
- ◆ Organisational workforce development.

To assist the Panel in monitoring the performance levels and to create a balanced and impartial report, feedback from the LGSS Contract Manager and the views of District Council staff on each of these service areas also has been provided.

Whilst the majority of service standards had been met, the Panel discussed the issues which had been raised with the recruitment

team, the reasons for this and the measures which had been put in place to address these. A new e-recruitment system would further improve the situation when it is launched on 16th December 2013.

In considering the targets for Organisational & Workforce development, the Panel has also discussed the disappointing take-up of training courses (only 177 places had been delivered in the first six months of the year out of an annual target of 500). Having noted that proactive work had been undertaken by the Organisational & Workforce Development Team to promote and further advertise the courses which were available, the Panel enquired why, as a consequence training opportunities were not being taken up and the steps which could be taken to encourage employees to do so. It was noted that Management Development days had received the lowest take-up within the last quarter.

In terms of LGSS' priorities for the next quarter, Members have been informed that these will include support for the ongoing pay review, final testing and roll out of the E Recruitment solution, engagement with stakeholders in the development of a competency framework for the Authority and a review of the existing HR policies for Leave and Special Leave.

In general terms, the Panel has discussed the change in culture which the LGSS contract represented for Managers. Having been advised of the outcome of a recent audit of the Council's relationship with LGSS and the mechanisms which are being put in place to improve the monitoring of the contract, the Panel has requested further information on the performance of LGSS to ensure that the Council is receiving good value for money. Information has also been requested on the mutual benefits of the improved resources and the lessons learned to date.

15. REDUNDANCY POLICY

(The following item was considered as a confidential item under paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.)

The Panel has considered the content of a revised Redundancy Policy for the Authority. It has been amended to address specific issues and to update a number of areas in line with current best practice and legislation. The opportunity had also been taken to make it easier for employees and managers to understand.

Having been advised of the main changes which have been proposed to the existing policy, the Panel has been made aware of the views of Employees Side' representatives, together with the current management position with respect to these issues. Clarification has also been provided with regard to the proposals for redundancy payments for affected staff.

In considering the contents of the draft Policy, Members have been reminded of the Council's current financial position and the need to develop a sustainable business model for the Authority going forward.

Members have asked a number of questions relating to changes in job roles and the operation of the 80/20 rule, the circumstances in which posts accepted for voluntary redundancy may be filled and the requirements of the Local Government pension scheme. Employees' Side representatives have also suggested that the potential to challenge and appeal a decision regarding a change in job role should be included within the policy document itself.

In recognition that there were a number of matters which were still subject to negotiation with the Staff Council, the Panel has authorised the Chairman and Vice Chairman in consultation with the Executive Leader and Deputy Executive Leader to endorse the contents of the final policy. The implementation date is yet to be determined and will be the subject of further discussion between the Managing Director and the Staff Council.

16. PAY REVIEW PROJECT

(The following item was considered as a confidential item under paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.)

The Panel has received an update on the progress being made on Stage 2 of the Council's Pay Review Project. Members have been informed that consultation on a new pay and grading framework and the appeals process had now commenced and will conclude on 9th December 2013. There had been 81 responses received to date. The Panel has also been updated on the recent developments with regard to 'job families' and the decision subsequently, to evaluate every post within the Authority individually.

Having been advised by Employee Side's representatives of the issues and concerns being raised by staff, the Panel recognised that it was an uncertain time for all employees and as this had been ongoing for some time, Members noted that the Leadership was keen to bring the process to a close as quickly as possible.

Following the closure of the consultation, the outcome would be considered by the Cabinet before individual notifications were sent to staff. Members have requested copies of the information which is provided to staff and the responses to the questions raised as part of the consultation.

S Cawley
Chairman

Corporate Governance Panel

Report of the meeting held on 27th November 2013

Matter for Decision

20. OVERVIEW AND SCRUTINY PANELS CO-OPTED MEMBERS

By way of a report by the Head of Legal and Democratic Services (a copy of which is reproduced as an Appendix), the Panel has been acquainted with the outcome of a review of the involvement of external co-optees on the Overview and Scrutiny Panels.

The review had concluded that instead of making permanent appointments to the Scrutiny Panels, there was merit in inviting individuals who had specialist knowledge or expertise to contribute to particular study areas. It was reported that there was currently three vacancies for the position of co-optee and the terms of office of two others would end naturally in February. It was therefore proposed that all appointments should finish at that time.

Having noted that the Overview and Scrutiny Panel Chairmen have been consulted and support the proposal, the Panel

RECOMMEND

that the following words be deleted from paragraph 2 of the Overview and Scrutiny Procedure Rules contained in the Constitution:

“Each Overview and Scrutiny Panel shall comprise two co-opted persons appointed for a four year period without voting rights. The co-opted persons shall not be paid an allowance”.

Matters for Information

21. EXTERNAL AUDITORS: ANNUAL AUDIT LETTER 2012/13

The Panel has formally received the Annual Audit Letter from the Council's External Auditors, PricewaterhouseCooper for 2012/13. A number of recommendations had been made to strengthen the budgetary control and financial planning process for the medium and

longer term and discussion on these and on monitoring of savings and the implications of zero based budgeting also have taken place.

In discussing the findings of the Auditor's review into the LGSS HR Contract and their opinion of project management, procurement and contracting, the Panel expressed disappointment that the report lacked any Officer response to the issues raised. Owing to their concerns, the Assistant Director, Finance and Resources has agreed to circulate information on the actions taken and planned to address the auditor's comments, including timescales, to Panel Members.

22. ANNUAL REPORT OF THE FREEDOM OF INFORMATION ACT, ENVIRONMENTAL INFORMATION REGULATIONS AND DATA PROTECTION ACT

The Panel has received a report on the number of requests received by the Council under the Freedom of Information Act, Environmental Information Regulations and Data Protection Act. In discussing the cost to the Council of complying with these legislative requirements, Members were advised that a high level of requests were for general information and that alternative methods of making such data available to the public was being considered, including making maximum use of the Council's website.

24. CORPORATE BUSINESS CONTINUITY PLANNING

An update on current progress to review the Council's corporate business continuity arrangements has been presented to the Panel. The Business Continuity Plan has been updated and an exercise to test its robustness undertaken, as a result of which a number of issues were identified. In noting the success of the event, Members were advised that the exercise will become an annual event to help ensure that the Plan remains a "living" document.

It has been confirmed that agreement in principle had been reached with Huntingdon Library to provide alternative accommodation for face to face services in the event of Pathfinder Customer Centre becoming inaccessible. This arrangement will be tested over the next 12 months.

25. ANNUAL REVIEW OF WHISTLEBLOWING POLICY AND PROCEDURE

The Panel has endorsed changes to the Council's Whistleblowing Policy and Guidance which have been revised to reflect legislative changes arising from the Enterprise and Regulatory Reform Act 2013 (EERA). The changes narrow the definition of "protected disclosure", remove the requirement that a worker or employee must make a protected disclosure in "good faith", introduces personal liability for co-workers who victimise whistleblowers and extends the meaning of "workers". The new policy also aims to prevent employees from

making whistleblowing claims around spurious issues by introducing a requirement that the alleged disclosure should relate to a public interest.

26. OFFICER GOVERNANCE WORKING GROUPS

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

Six working groups will be created, reporting to an Officer Governance Board consisting of Chief Officer's Management Team, the Monitoring Officer and the Internal Audit and Risk Manager. In considering the main elements to be considered by the groups, the Panel has commented on the level of commitment expected from officers and expressed concern that the groups will be led by a Head of Service or Service Manager who has not got responsibility for that service area as part of their normal role.

27. WORK AND TRAINING PROGRAMME

Members of the Panel have received details of their anticipated work programme over the ensuing year.

A Member of the Council Programme Group has questioned the process when dealing with a Notice of Motion at Council and reference was made of the need to review the Council's Procedure Rules. The Head of Legal and Democratic Services reported that the Deputy Leader has also suggested that such a review be undertaken by the Panel and that he would be discussing this further with him. In the meantime and given the complexity of the Council's Constitution, it was suggested that a presentation be held at the start of the next meeting on the various sections of the Council's Constitution.

28. INTERNAL AUDIT – PAY REVIEW

(The following item was considered as a confidential item under Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972).

The Panel was apprised of the outcome of a review by the Internal Audit Manager into the job evaluation and pay review process.

In discussing the job evaluation methodology being used to evaluate the posts, Members have questioned the basis for Inbucon's assertion that their scheme was equality compliant. The Head of Legal and Democratic Services explained that Inbucon had considerable experience in such matters and had been engaged by

the authority to provide a legally compliant scheme. In these circumstances and in the event of any successful challenge to the adopted scheme, the Council would be able to seek redress from Inbucon. The Assistant Director, Finance and Resources added that the scheme has been considered by the Equality Commission, who had raised no concerns.

E R Butler
Chairman

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Overview and Scrutiny Co-opted Members
Meeting/Date: Corporate Governance Panel – 27th November 2013
Executive Portfolio: Strategic Economic Development and Legal
Report by: Head of Legal and Democratic Services
Ward(s) affected: All

Executive Summary:

At the March 2013 meeting, the Panel noted that the Head of Legal and Democratic Services would be undertaking a review of the Overview and Scrutiny Panel's Procedure Rules, specifically the need for continued involvement of external co-opted persons. The review of Co-opted Members' involvement in Scrutiny has been completed and it is recommended that the Council ceases to co-opt individuals to the Overview and Scrutiny Panels on a permanent basis.

The financial implications of this report are minimal.

Recommendations:

That the Council is recommended to delete the following words from paragraph 2 of the Overview and Scrutiny Procedure Rules contained in the Constitution:

“Each Overview and Scrutiny Panel shall comprise two co-opted persons appointed for a four year period without voting rights. The co-opted persons shall not be paid an allowance.”

This page is intentionally left blank

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The purpose of this report is to acquaint the Panel with the outcome of the review of the external co-optees appointment to the Overview and Scrutiny Panels.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The original co-optees' term of office expires in February 2014. It is necessary to determine whether they are to continue or introduce alternative arrangements.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 Some other authorities co-opt individuals on a temporary basis to contribute to single studies. However, this could result in particular perspectives having greater influence on a Panel than others. Instead, it is argued that if all interested parties are able make submissions or present evidence, Members will be in a position to triangulate it against other relevant sources and make an objective judgment on the study aims and recommendations.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

- 4.1 The Chairmen and Vice-Chairmen have been consulted and they support the recommendation.

5. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 5.1 The Co-opted Members currently are not involved in the Scrutiny Panel's work while the Facing the Future process is taking place. It had been intended they would resume their role in January 2014. If it is decided that they are no longer required, the Co-opted Members would be advised so that their terms of office would naturally end in February 2014. Two vacancies have not been filled because the review was taking place. A further vacancy has recently arisen. One Co-opted Member's term extends past February because he was appointed when a previous post-holder resigned. It is suggested that his term should finish at the same time as the others.

6. RESOURCE IMPLICATIONS

- 6.1 Co-opted Members are entitled to be reimbursed for travel and subsistence expenses incurred in undertaking their role. They claimed a combined total of £184.70 in 2012/13 and £140.40 in 2013/14.

7 REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 The Co-opted Members' terms of office will expire at the start of 2014. The Head of Legal and Democratic Services has been asked to carry out a review of their involvement with the Overview and Scrutiny Panels. This has been done through consultation with the Chairmen and Vice-Chairmen of the Scrutiny Panels. It is intended that the Scrutiny Panels' studies will be conducted more like Select Committee investigations. Instead of making permanent appointments to the Scrutiny Panels, individuals who have specialist knowledge will be invited to provide evidence on particular study areas.

Recommendations:

That the Council is recommended to delete the following words from paragraph 2 of the Overview and Scrutiny Procedure Rules contained in the Constitution:

“Each Overview and Scrutiny Panel shall comprise two co-opted persons appointed for a four year period without voting rights. The co-opted persons shall not be paid an allowance.”

BACKGROUND PAPERS

Constitution

Reports and Minutes of the meetings of the Council held on 22nd April 2009 and 17th February 2012

Reports and Minutes of the meetings of the Overview and Scrutiny Panels held in February 2010.

CONTACT OFFICER

Tony Roberts, Scrutiny and Review Manager
01480 388015.