

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 9 SEPTEMBER 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

### **APOLOGIES**

**1. MINUTES (Pages 1 - 6)**

To approve as a correct record the Minutes of the meeting of the Panel held on 15<sup>th</sup> July 2014.

**A Roberts  
388015**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda Item.

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

A copy of the current Notice of Key Executive Decisions, which was published on 7th August 2014 is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Mrs H Taylor  
388008**

**4. GREEN HOUSE PROJECT - SALE OF HOUSES (Pages 13 - 18)**

To consider a report by the Environment Team Leader setting out the latest position on the Greenhouse project and its future.

**C Jablonski  
388368**

**5. CORPORATE PLAN 2014-16: PERFORMANCE MONITORING (Pages 19 - 28)**

To consider a report by the Policy and Performance Manager containing details of the Council's performance against its priority objectives.

**H Thackray  
388035**

**6. WORK PLAN STUDIES (Pages 29 - 30)**

To consider, with the aid of a report by the Scrutiny and Review Manager, the current programme of Overview and Scrutiny studies.

**A Roberts  
388015**

**7. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) - PROGRESS (Pages 31 - 36)**

To consider a report by the Scrutiny and Review Manager on the Panel's programme of studies.

**A Roberts  
388015**

**8. SCRUTINY (Pages 37 - 44)**

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

Dated this 28 day of August 2014



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.*

**Non-Statutory Disclosable Interests**

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable 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 a disclosable pecuniary interest, 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, or*

(c) it relates to or is likely to affect any body –

- (i) exercising functions of a public nature; or
- (ii) directed to charitable purposes; or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

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

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**Please contact Democratic Services Team, Tel No: (01480) 388015/email: Anthony.Roberts@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.**

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

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

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

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

### **Emergency Procedure**

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

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 15 July 2014.

PRESENT: Councillor G J Bull – Chairman.

Councillors M G Baker, I C Bates,  
Mrs B E Boddington, J W Davies, D A Giles,  
B Hyland, Ms L Kadic, M C Oliver and  
R J West.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor G J Harlock.

IN ATTENDANCE: Councillors D B Dew and D M Tysoe.

### 17. MINUTES

The Minutes of the meeting of the Panel held on 17<sup>th</sup> June 2014 were approved as correct record and signed by the Chairman.

At the request of the Chairman, the Head of Development provided an update on the Bicton Public Inquiry and reported that during the proceedings reference had been made to the Wind Energy Development in Huntingdonshire 2014 Supplementary Planning Document. The outcome of the Inquiry was currently awaited from the Secretary of State.

### 18. MEMBERS' INTERESTS

Councillor I C Bates declared a non-disclosable pecuniary interest in Minute Nos. 14/21 and 14/22 by virtue of being Chairman of Cambridgeshire County Council's Economy and Environment Committee.

Councillor Mrs L Kadic declared a non-disclosable pecuniary interest in Minute No. 14/22 by virtue of being Chairman of the Huntingdon and Godmanchester Market Town Transport Strategy Member Steering Group.

### 19. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel considered and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Executive Leader of the Council for the period 1<sup>st</sup> July 2014 to 31<sup>st</sup> January 2015. It was likely that the report on Civil Parking Enforcement would be deferred from the stated September 2014 meeting to a later date.

## 20. A TREE STRATEGY FOR HUNTINGDONSHIRE

*(Councillors D B Dew and D M Tysoe, Executive Members for Strategic Planning and Housing and Operations and for Environment respectively, were in attendance for this item).*

With the aid of a report by the Arboricultural Officer (a copy of which is appended in the Minute Book) the Panel gave consideration to the content of the draft Tree Strategy for Huntingdonshire. The Strategy sought to provide a framework for the protection, maintenance and enhancement of trees within the District. It had been subject to prior review by the Panel's Tree Strategy Working Group. The Working Group was satisfied with the contents of the Strategy and had commended Officers on the production of the document.

The Panel was informed that the Strategy was intended for use as an electronic resource for interested stakeholders. Members welcomed the inclusion of associated policies and guidance notes on tree care, in particular the note on trees and development. All of the attachments had been compiled in accordance with national best practice and Government guidance.

In response to a comment by a Member that he sometimes experienced problems verifying the ownership of trees on public land, the Arboricultural Officer advised that the Action Plan included the production of a map of the Council's tree stock on a computerised tree management system. The Panel suggested that a mechanism should be introduced through which responsibility for trees which were perceived as being on land in public ownership could be identified.

The Panel drew attention to the importance of the Local Tree Warden Coordinators. Given the value of their work, it was further suggested that it could be beneficial to promote their role to establish a Warden in every Parish. Members then discussed the level of resources required to deliver the Strategy and concluded that the Council should increase the budget when resources allowed. It was recognised that the Strategy had an important role in reducing the risk to the Council in terms of claims made against the authority and consequently in reducing the Council's future insurance costs.

Having endorsed the content of the Strategy, the view was expressed that the commercial opportunities that the Strategy presented should be explored. Whereupon, it was

### RESOLVED

- (a) that subject to the comments outlined above, the content of the Tree Strategy for Huntingdonshire be endorsed;
- (b) that the Cabinet be recommended to adopt the Tree Strategy for Huntingdonshire, subject to any minor amendments being agreed between the Head of Development and the relevant Executive Members; and

- (c) that the Cabinet be recommended to authorise the Corporate Director (Delivery) to proceed with the implementation of the Action Plan 2015-2020.

**21. CAMBRIDGESHIRE LONG-TERM TRANSPORT STRATEGY & LOCAL TRANSPORT PLAN 3 REFRESH**

*(Councillor D B Dew, Executive Member for Strategic Planning and Housing, was in attendance for this item).*

The Panel gave consideration to a report by the Head of Development (a copy of which is appended in the Minute Book) detailing progress of the development of the Draft Long Term Transport Strategy for Cambridgeshire and containing an update on the Local Transport Plan 3. Both documents were essential to the delivery of the growth agenda and had been developed in conjunction with neighbouring authorities to ensure a coordinated and collaborative approach was taken to transport planning.

The Panel's attention was drawn to the schemes planned for delivery by the public sector in the period from 2014 to 2021, which included proposals for Huntingdon, St Ives and St Neots, together with details of planned and potential rail service improvements in the Cambridgeshire area. Improvements to the A428 were assumed at this stage. The position would be confirmed when the Highways Agency released its Route Based Strategy in March 2015. A new rail station was proposed at Alconbury Weald, which was welcomed by the Panel.

Members were advised that the Strategy represented a radical change in approach to transport planning in the Cambridgeshire area and had widespread political support. It was emphasised that developments would be planned in the context of the transport system as a whole rather than as individual projects. The point was also made that transport infrastructure improvements would be needed before large scale housing growth took place. Importantly, if growth was to be delivered, Government funding would be required to meet the cost of such works.

The Panel discussed the risks associated with the Strategy and its underlying links with the planning process. Councillor I C Bates drew attention to a recent Planning Inspectorate decision, which demonstrated that planning decisions that took account of transport matters could have an unexpected effect on the local planning policy position. The Panel stressed that all steps should be taken to prevent similar unintended consequences arising in Huntingdonshire.

**RESOLVED**

that the Cabinet be recommended to agree and note the current progress with the development of both the Cambridgeshire Long Term Transport Strategy and the refresh of Local Transport Plan 3.

**22. DRAFT HUNTINGDON AND GODMANCHESTER MARKET TOWN TRANSPORT STRATEGY**

*(Councillor D B Dew, Executive Member for Strategic Planning and Housing, was in attendance for this item).*

With the aid of a report by the Head of Development (a copy of which is appended in the Minute Book) the Panel was apprised of progress with the development of a new Market Town Transport Strategy (MTTS) for Huntingdon and Godmanchester. Members were informed that the Strategy contained up to date detailed projects that would enable advantage to be taken of funding opportunities from a number of sources including Section 106 and Community Infrastructure Levy funding.

The Panel endorsed the key proposals outlined in the MTTS and acknowledged that difficult decisions would need to be taken in the future because the challenges identified could not be avoided. The Transportation Team Leader indicated that solutions to them would have to be found regardless of whether or not they were the preferred option. The example referred to was the Hartford and Godmanchester link road.

The Panel expressed support for the publication of the Strategy. Having paid tribute to Councillor Mrs L Kadic for Chairing the Member Steering Group, it was

RESOLVED

that the Cabinet be recommended to

- (a) agree and note progress with the publication of the draft Huntingdon and Godmanchester Market Town Transport Strategy and confirm its support to the County Council; and
- (b) delegate authority to the Head of Development, after consultation with the Executive Councillor for Strategic Planning and Housing, to make any minor changes to the draft Strategy following public consultation and prior to any final formal adoption.

**23. SHARED SERVICE - BUILDING CONTROL**

*(Councillor D B Dew, Executive Member for Strategic Planning and Housing, was in attendance for this item).*

Consideration was given to a report by the Head of Development (a copy of which is appended in the Minute Book) seeking approval to develop a business case for a shared Local Authority Building Control Service between Huntingdonshire and South Cambridgeshire District Councils, including the use of the South Norfolk mobile working solution and to work towards an Eastern Region Building Control partnership arrangement. The proposals sought to maximise the potential to generate income, increase resilience and drive competitiveness. It was also expected that they would enhance the



customer experience, create efficiencies by maximising other shared infrastructure and IT and maximise staff development opportunities.

The Head of Development reported on the establishment of a Project Team and Project Board with relevant individuals from both authorities. In response to questions, the Panel was assured that staff were being engaged with from the outset and that career and development opportunities would emerge. In response to Members' concerns that the shared service might result in local knowledge and expertise being lost, it was reported that local teams would be established, which would prevent this from happening.

The Panel agreed that the Council should explore all four options for developing the shared service and was of the view that business cases should be developed as soon as possible. Given that the Building Control Service was in direct competition with the private sector, the Panel encouraged the Cabinet to give priority to completing the investigations into Options C and D as a matter of urgency.

#### RESOLVED

that subject to the comments outlined above, the Cabinet be recommended to

- (a) approve Option 1: To develop a business case for a shared Local Authority Building Control Service with South Cambridgeshire District Council;
- (b) approve Option 2: For the business case to include a viability assessment of the IT solution developed by South Norfolk District Council;
- (c) approve Option 3: To work with South Norfolk District Council and other interested local authorities local authorities to develop a proposal for an Eastern Region Approved Inspector Company, that will interact with the Cambridgeshire and Bedfordshire Local Authority Building Control cluster.

#### **24. WORK PLAN STUDIES**

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book), which contained details of studies being undertaken by the Overview and Scrutiny Panels for Social Well-Being and Economic Well-Being.

#### **25. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) - PROGRESS**

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

discussions and decisions. The Waste Collection Working Group had met since the Panel's last meeting.

**26. SCRUTINY**

The 146<sup>th</sup> Edition of the Decision Digest was received and noted.

**27. COUNCILLOR D B DEW, EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND HOUSING**

At the request of the Chairman, Councillor D B Dew, Executive Member for Strategic Planning and Housing, delivered a brief presentation on his portfolio responsibilities and the range of work on which he intended to focus in respect of the Planning and Housing services. He referred to the completion of the Local Plan, subsequent reviews of Development Plan Documents and Supplementary Planning Documents together with the need to reduce housing waiting times, identify affordable housing solutions and encourage Parishes to take advantage of rural exception sites.

**28. MISS H ALI**

In noting that Miss H Ali would be leaving the District Council later that month, the Panel paid tribute to her hard work, skill and professionalism and extended their best wishes to her in her future career with Ofsted.

Chairman

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

**Prepared by**  
**Date of Publication:**  
**For Period:**

**Councillor J D Ablewhite**  
**7 August 2014**  
**1 September 2014 to 31 January 2015**

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Leader of the Council, with responsibility for Strategic Economic Development & Partnerships	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: <a href="mailto:Jason.Ablewhite@huntingdonshire.gov.uk">Jason.Ablewhite@huntingdonshire.gov.uk</a>
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG Tel: 01480 212540 E-mail: <a href="mailto:Barry.Chapman@huntingdonshire.gov.uk">Barry.Chapman@huntingdonshire.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Strategic Planning & Housing	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntingdonshire.gov.uk">Douglas.Dew@huntingdonshire.gov.uk</a>
Councillor J A Gray	- Executive Councillor for Resources	Vine Cottage 2 Station Road Catworth PE28 OPE Tel: 01480 861941 E-mail: <a href="mailto:Jonathan.Gray@huntingdonshire.gov.uk">Jonathan.Gray@huntingdonshire.gov.uk</a>
Councillor R Howe	- Executive Councillor for Commercial Activities	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: <a href="mailto:Robin.Howe@huntingdonshire.gov.uk">Robin.Howe@huntingdonshire.gov.uk</a>

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

Notice is hereby given of:

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

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

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

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

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

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

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

Colin Meadowcroft  
Head of Legal and Democratic Services

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

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

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private.	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Sale of Land, St. Mary's Street###***	Cabinet	11 Sep 2014		Chris Allen, Project and Assets Manager Tel No 01480 388380 or email Chris.Allen@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Green House Project - Sale of Houses***	Cabinet	11 Sep 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Rebate for Clothing & Shoe Bank Collections***	Cabinet	23 Oct 2014		Mr Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Building Control/IT and Legal Business Cases for Sharing***	Cabinet	23 Oct 2014		Mrs Joanne Lancaster, Managing Director Tel No. 01480 388001 or email Joanne.Lancaster@huntingdonshire.gov.uk		J D Ablewhite	Environmental Well-Being and Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Shared Service Update - Building Control***	Cabinet	23 Oct 2014		Mr Andy Moffat, Head of Development Tel No. 01480 388400 or email Andy.Moffat@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
Huntingdon West Masterplan	Cabinet	23 Oct 2014	Following consultation. Preferred option.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
Carbon Management Plan	Cabinet	23 Oct 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Huntingdonshire Infrastructure Business Plan	Cabinet	23 Oct 2014		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
CPE - Civil Parking Enforcements	Cabinet	20 Nov 2014		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
Local Plan to 2036 - Proposed Submission	Cabinet	20 Nov 2014	Submission - Draft Local Plan	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Approval of Council Tax Base***	COMT (Chief Officers Management Team)	1 Dec 2014		Mr I Sims, Local Taxation Manager, Local Taxation Manager Tel No. 01480 388138 or email <a href="mailto:Ian.Sims@huntingdonsshire.gov.uk">Ian.Sims@huntingdonsshire.gov.uk</a>		B S Chapman	Economic Well-Being
Council Tax Support Scheme***	Cabinet	11 Dec 2014		A Burns, Benefits Manager, Benefits Manager Tel No. 01480 388122 or email <a href="mailto:amanda.burns@huntingdonsshire.gov.uk">amanda.burns@huntingdonsshire.gov.uk</a>		B S Chapman	Social Well-Being
Draft Budget & MTP	Cabinet	11 Dec 2014		Mr Clive Mason, Head of Resources Tel No. 01480 388157 or email <a href="mailto:Clive.Mason@huntingdonsshire.gov.uk">Clive.Mason@huntingdonsshire.gov.uk</a>		J A Gray	Economic Well-Being

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*Public*

**Key Decision - yes**

\* Delete as applicable

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** GREEN HOUSE PROJECT – HOUSE SALES

**Meeting/Date:** Overview and Scrutiny (Environmental Well-Being)  
9 September 2014  
Cabinet - 11 September 2014

**Executive Portfolio:** Cllr Tysoe, Cllr Gray

**Report by:** Environment Team Leader

**Ward(s) affected:** St Neots – Eynesbury Ward  
St Ives - South Ward

### **Executive Summary:**

This reports sets out the latest position with the Green House projects and its future need. The educational use of the two houses to show the latest energy saving technology has now passed its peak with the number of visitors dropping significantly. Approval is needed to sell these two properties and to delegate the acceptance of the sale price.

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

- 1 It is recommended that Cabinet:
  - a) agrees to the sale of the two Green Houses, with St Neots as soon as possible and St Ives early next year, using a local agent and the best price sought.
  - b) delegates responsibility to the Head of Operations (after consultation with the Executive Councillor for Resources) to accept the best offers for the sale of the properties

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

- 1.1 A report was presented to Cabinet on 20 October 2011 with an update on the Green house project and the benefits that this project was making to the council and the district. This report looks to how this scheme is now brought to a close and the future of the houses decided.

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

- 2.1 The Green House project used two houses that the council bought to show the possibilities of conversions and retrofit for energy savings. The St Ives house had been the main one used with visits taking place several times per week. These have now reduced to less than once a week. The St Neots house has been rented out since 2012.
- 2.2 The report of 20 October 2011 agreed to retain the St Ives Green House until March 2014 and to rent the St Neots property with the additional revenue costs being met from the existing Environmental Projects revenue budget. It supported the development of the project as the main mechanism for the Council to deliver the Government's Green Deal initiative in conjunction with project partners.
- 2.3 This report looks at the timescale for the sale of these two buildings.

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

- 3.1 The St Neots house has been rented out for 2 years with the rent covering any costs. The tenants have now given notice and expect to leave by October 2014. This makes it a good time to sell this property as well as there has been an upturn in the market.
- 3.2 The St Ives house is used less frequently for educational visits and the technology is now more common in other buildings. It therefore has served its purpose and can be sold, again while the market is buoyant. As there are visits already planned for several months ahead as part of the DECC funding scheme, it is recommended that the house is advertised for a completion date of March / April 2015.

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

- 4.1 Overview and Scrutiny Panel (Economic Well-Being) comments will be added when received

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

- 5.1 Selling the properties will stop all revenue costs for the sites such as rates and utility bills and give capital receipts
- 5.2 The MTP shows an expected total income from both properties of £415,000. Until these are marketed and sold it is not known what income will actually be achieved.

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

- 6.1 Prices and specifications will be sought for at least 3 local estate agents for the sale of the properties with the most economically advantageous being chosen.

6.2 The St Neots house will be marketed by local estate agents as soon as possible and the best offer accepted.

6.3 The St Ives house will be advertised in several months time so that the purchase can be completed in March/April 2015 when all appointments have been completed. Again the best offer will be accepted.

## 7. LINK TO THE LEADERSHIP DIRECTION

7.1 This proposal will provide capital receipts for the council as required in Facing the Future.

## 8. LEGAL IMPLICATIONS

8.1 The houses are owned by the council and this will put the properties back as residential in private ownership. This will be done via the normal legal land sale process.

## 9. RESOURCE IMPLICATIONS

9.1 By the time these properties are sold, over the lifetime of this project, the net:

- capital cost is estimated to be £0.136m (see table below).
- revenue costs are £50,000 (controllable) for the period 2009/10 to date.

<b>Net Capital Cost to HDC of the Sale of the Green House Properties</b>	<b>£000</b>
<b>Expenditure</b>	
<b>Capital</b>	
Purchase of two properties (2008)	326
Cost of works to houses including fees	437
<b>Revenue (Not yet paid)</b>	
Estate Agent Fee estimated (*) – costs of sale	5
<b>Total Expenditure</b>	<b>768</b>
<b>Income</b>	
Grant Funding	(172)
<b>Capital Receipt</b>	
Present estimated sale value of properties	(460)
<b>Total Income</b>	<b>(632)</b>
<b>Net Expenditure</b>	<b>136</b>
* Accounting regulations permit the setting off of the costs of sale.	

9.2 At this time the Medium Term Financial Strategy includes a capital receipt of £0.415m. If a sale price of £0.460m is achieved, after allowing for the costs of sale (£5,000) this would be a net gain of £40,000; however it should be noted:

- that the sale price is only an estimate.
- all such capital receipts will be held to support the financing of future capital expenditure.

9.3 The sale will be carried out using external estate agents as per quotations yet to be received and the property transfer will be carried out by the Legal team.

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

10.1 The properties have served their need as examples of good energy saving principles, but are now visited less often.

10.2 A capital receipt for the council would be of benefit in the short term.

## **BACKGROUND PAPERS**

### **Previous Cabinet reports**

## **CONTACT OFFICERS**

Name/Job Title	<b>Chris Jablonski, Environment Team Leader</b>
Tel No.	<b>( 01480 388368</b>

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Public  
Key Decision - No

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** CORPORATE PLAN - PERORMANCE REPORT

**Meeting/Date:** SOCIAL WELL-BEING 2<sup>nd</sup> SEPTEMBER 2014  
ECONOMIC WELL-BEING 4<sup>TH</sup> SEPTEMBER 2014  
ENVIRONMENTAL WELL-BEING 9<sup>TH</sup> SEPTEMBER 2014  
CABINET 11<sup>th</sup> SEPTEMBER

**Executive Portfolio:** Cllr JASON ABLEWHITE AND RELEVANT EXECUTIVE COUNCILLORS

**Report by:** POLICY AND PERFORMANCE MANAGER

**Ward(s) affected:** All

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### **Executive Summary:**

The purpose of this report is to brief Members on progress against the key activities identified in the Council's Corporate Plan for 2014/15 for period 1<sup>st</sup> April to 30<sup>th</sup> June 2014

Each of the Corporate Plan's strategic themes have been allocated to an Overview and Scrutiny Panel, as follows:

Social Well Being –	Working with our Communities
Economic Well – Being –	A strong local economy and Ensuring we are a customer focused and service lead council
Environmental Well- Being -	Enable sustainable growth

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

Members are recommended to consider progress made against key activities and performance data in the corporate plan

Members are asked to approve the change in Performance Indicator as stated in 3.4.

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## **1. PURPOSE**

- 1.1 The purpose of this report is to present to Members performance management information on the Council's Corporate Plan for 2014/15

## **2. BACKGROUND**

- 2.1 The Council's Corporate Plan was adopted by Council in April 2014. This is a two year plan and outlines its own priorities and its role in supporting the shared ambition for Huntingdonshire. The plan sets out what the Council aims to achieve in addition to our core statutory services.

## **3. PERFORMANCE MANAGEMENT**

- 3.1 Members of the Overview & Scrutiny Panels have an important role in the Council's Performance Management Framework and the process of regular review of performance data has been established. It is intended that Members should concentrate their monitoring on the strategic themes and associated objectives to enable them to adopt a strategic overview while building confidence that the Council's priorities are being achieved
- 3.2 Progress against Corporate Plan objectives is reported to Chief Officers Management Team quarterly on a service by service basis. A progress report from each Division includes performance data in the form of a narrative of achievement against each Key Action in the Corporate Plan and progress for each Performance Indicator those services contribute towards.
- 3.3 Overview and Scrutiny Panels will receive the appropriate quarterly performance reports, ordered by strategic theme. These will include performance data in the form of a narrative of achievement against each Key Action in the Corporate Plan and progress for each relevant Performance Indicator within each theme.
- 3.3 Cabinet will receive a quarterly performance report for each of the Corporate Plan strategic themes including all performance indicator data.
- 3.4 It has been advised that a Performance Indicator in the Corporate Plan cannot be measured sufficiently enough, as the work is not undertaken by HDC staff, but by the shared HIA service and as such an alternative Performance Indicator has been suggested. It is asked that the measure of "time taken from first visit to completion of work on Disabled Facilities Grant (DFG) with a value of over £1,000 (weeks)" is replaced by "average time (in weeks) between date of referral to practical completion for minor jobs up to £10,000".

## **BACKGROUND INFORMATION**

Performance Management reports

The Council's Corporate Plan

## **CONTACT OFFICER**

Howard Thackray, Corporate Policy & Performance Manager

( 01480) 388035

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## STRATEGIC THEME - ENABLE SUSTAINABLE GROWTH

### Key to status

J	Progress is on track	K	Progress is within acceptable variance	L	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
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### Summary of progress for Key Actions

J	Progress is on track	K	Progress is within acceptable variance	L	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	5		4						

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

### Summary of progress for Corporate Indicators

J	Progress is on track	K	Progress is within acceptable variance	L	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	4		1		2				

### WE WANT TO: Improve the supply of new and affordable housing to meet future needs

Status	Key Actions for 2014/15	Target date	Portfolio Holder	Head of Service	Progress - April to June 2014
K	Invest in initiatives that will deliver affordable housing	Ongoing	Cllr Dew	Andy Moffat	Housing Strategy: The Council agreed in principle to provide a loan to Luminus for the development of extra care at Langley Court St Ives.
J	Implement action plan to adopt a Local Plan 2036	Submission Draft to Cabinet in Nov 2104	Cllr Dew	Andy Moffat	Planning Policy: The Local Plan preparation is on target. The Stage 4 Submission Draft Local Plan will be taken to Cabinet in November 2014.

K	Facilitate delivery of new housing on the large strategic sites at: Alconbury, St Neots and Wyton	Ongoing	Cllr Dew	Andy Moffat	<p>Development Management, Planning Policy, Economic Development and Housing Strategy:</p> <p>Alconbury Weald – S.106 nearing completion, which will enable outline permission to be issued. Work on Design Codes for Phase 1 (circa 1000 dwellings and EZ) is well-advanced.</p> <p>St Neots – The development is made up of Wintringham Park and Loves Farm Phase 2. Like Alconbury Weald, these applications will be put to S.106 Advisory Group and Development Management Panel in two stages. First stage – to consider the proposed uses and amounts of each use plus the broad scope of S.106 matters to be sought. Second stage – to consider full details of S.106 matters and updates on any outstanding matters at first stage. First stage of Wintringham Park was considered in April. First stage of Loves Farm Phase 2 is due to be considered in July.</p> <p>Wyton – Defence Infrastructure Organisation are in the process of selecting a strategic development partner for the site. Two organisations have been shortlisted. Officers attended a presentation from the two potential developers and contributed to the subsequent evaluation. The final decision will be made in October. Consultation events were held for Elected Members and surrounding Town and Parish Councils in June and a document summarising the outcome from these events is being produced. The DIO and consultants are pulling together a body of evidence to help support the allocation of Wyton airfield in the forthcoming Local Plan.</p>
J	Negotiate the provision of new affordable housing on all relevant sites	Ongoing	Cllr Dew	Andy Moffat	<p>Housing Strategy:</p> <p>Affordable housing is being negotiated where relevant in line with the Local Plan policy and viability of sites.</p>

J	Review council assets to identify which could be used to facilitate affordable housing		Cllr Dew	Andy Moffat	Housing Strategy : Cabinet approved the sale of Hermitage Road Earith for new affordable housing. Next step is to progress with the sale and work on a draft scheme in consultation with BPHA and Earith Parish Council.
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**WE WANT TO: Develop sustainable growth opportunities in and around our market towns**

Status	Key Actions for 2014/15	Target date	Cabinet Member	Lead Officer	Progress - April to June 2014
K	Devise a programme to develop and implement planning and development frameworks and master-plans for Local Plan site allocations		Cllr Dew	Andy Moffat	Planning Policy: The programme will be finalised prior to the consideration of the Submission Draft Local Plan (Stage 4) by Cabinet in November 2014.
K	Develop town centre improvement strategies and action plans in the market towns		Cllr Dew	Andy Moffat	Planning Policy: A scoping exercise to inform potential briefs for town centre improvement strategies and action plans for the market towns will commence in September 2014.

**WE WANT TO: Enhance our built and green environment**

Status	Key Actions for 2014/15	Target date	Cabinet Member	Lead Officer	Progress - April to June 2014
J	Update the 'Buildings at Risk' register		Cllr Dew	Andy Moffat	Planning Policy: Work on updating the Buildings at Risk Register is scheduled to commence in October 2014.
J	Complete the updated Design Guide, setting out the council's requirements of new development	October 2014	Cllr Dew	Andy Moffat	Planning Policy: Work on the updated Design Guide is ongoing with completion planned for October 2014.

## Corporate Performance and Contextual Indicators

### Key to status

J	Progress is on track	K	Progress is within acceptable variance	L	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
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Performance Indicator	Full Year 2013/14 Performance	Quarter 1 2013/14 Performance	Quarter 1 2014/15 Target	Quarter 1 2014/15 Performance	Quarter 1 2014/15 Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Number of affordable homes delivered gross  Aim to maximise	41	0	82	69	K			
Comment: <i>Q1 outturn of 69 is still being validated with housing association partners. 328/year (82/quarter) based on SHMA (8188) over life of local plan (25 years)</i>								
Net additional homes delivered  Aim to maximise		n/a	n/a	n/a	n/a			
Comment: <i>Figures available for whole year periods only</i>								
Number of unintentional priority homeless acceptances  Aim to minimise	18	5	5	3	J			
Comment: <i>Notes: The number of households presenting as homeless is demand led and is not a directly controllable indicator. It is a measure of service demands and caseloads.</i>								

Number of households living in temporary accommodation (incl B&B)	N/A As snapshot in time	79	100	84	J			
Aim to minimise								
Comment: <i>As above, this is a demand led and so is a measure of service demands and caseloads.</i>								
Number of families in B&B	N/A As snapshot in time	11	15	14	J			
Aim to minimise								
Comment:								
Processing of planning applications on target – Major (within 13 weeks)	66%	77%	60%	64%	J			
Aim to maximise								
Comment:								
Processing of planning applications on target – Minor (within 8 weeks)	65%	68%	65%	55%	L			
Aim to maximise								
Comment: <i>During this period, 2 of the 3 Team Leader posts were vacant and this impacted on capacity and performance. Resources directed to major applications.</i>								
Processing of planning applications on target – other (within 8 weeks)	87%	86%	80%	71%	L			
Aim to maximise								
Comment: <i>During this period, 2 of the 3 Team Leader posts were vacant and this impacted on capacity and performance. Resources directed to major applications.</i>								

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## CURRENT STUDIES

STUDY	OBJECTIVES	PANEL	STATUS	TYPE
Delivery of Advisory Services Across the District	To monitor the performance of the voluntary organisations awarded grant aid by the Council in 2013-2015.	Social Well-Being	Annual performance report considered by Panel in June 2014.	Working Group.
Housing and Council Tax Benefit Changes and the Potential Impact Upon Huntingdonshire	To monitor the effect of Government changes to the Housing Benefit System arising from the Welfare Reform Act.	Social Well-Being	Six monthly reports to be presented to the Panel. Members of the Economic Well-Being Panel will be invited to attend. Next report to be considered at the Panel's December 2014 meeting.	Whole Panel
Review of Elderly Patient Care at Hinchingsbrooke Hospital	To undertake a review of elderly patient care at Hinchingsbrooke Hospital.	Social Well-Being	Working Group appointed to undertake a review which will be undertaken in conjunction with the Hospital. A number of meetings have been held. The general care and support provided to elderly patients at the Hospital will be the focus of discussions at the next meeting.	Working Group
Our Role in Supporting the Prosperity and Vitality of the Market Towns.	To be confirmed.	Economic Well-Being	Following a debate at the Council meeting in April, Mr W Grimsey has been invited to address the September meeting Panel on his vision for the future of the High Street. The content of the presentation will then be used to develop and scope a study in this subject. All	Whole Panel

			Members of the Council will be invited to attend.	
Project Management	To be confirmed.	Economic Well-Being	To review of the Project Management Arrangements within the Authority.	Whole Panel
Affordable Housing	Make recommendations for the next Housing Strategy 2016-19 by considering and making recommendations on ways to deliver affordable housing, including through the rural and enabled exceptions policy of the Local Plan and through the Community Land Trust model	Social Well-Being	Information sought from Housing Officers. Working Group meeting being arranged – details to be confirmed.  First meeting held. ToR agreed.	Working Group.

Panel Date	Decision	Action	Response	Date
4/06/14	<p><b><u>Corporate Plan</u></b></p> <p>Councillors G J Bull and Mrs L Kadić have been appointed to the Corporate Plan Working Group.</p>		First performance report expected September 2014. <b>This item appears elsewhere on the Agenda.</b>	9/09/14
<p>13/7/10 8/3/11 12/10/11 8/11/11</p> <p>12/03/13</p> <p>14/01/14</p> <p>17/06/14</p>	<p><b><u>Great Fen Project</u></b></p> <p>The Panel attended tours of the Great Fen. Latest visit undertaken on 1st October 2012.</p> <p>Copy of the Socio-Economic study presented to Panel.</p> <p>Great Fen Project Collaboration Agreement endorsed by Panel and Cabinet for renewal for a further 5 year period.</p> <p>Panel agreed that it would be timely to arrange a further site visit to the Great Fen. Invitation to be extended to Economic Well-Being Panel.</p>	<p>Updates on the progress of the project to be presented to the Panel at 6 monthly intervals.</p> <p>Site visits and information reports will be provided to the Panel as the Great Fen Project develops.</p>	<p>Site visit held on 17th September 2013.</p> <p>Visit to be arranged.</p>	
<p>14/09/10</p> <p>11/09/12</p>	<p><b><u>Tree Strategy</u></b></p> <p>To form a strategy in conjunction with the Tree Officers for the retention and planting of trees.</p> <p>Councillor J W Davies updated the Panel on progress made towards completion of the Tree Strategy.</p>	<p>A series of Working Group meetings have been held comprising Councillors M G Baker and J W Davies.</p> <p>Arboricultural Officer advised that he is working with consultants to finalise the Tree Strategy and that the first draft is with him for review.</p>		

Panel Date	Decision	Action	Response	Date
<p>17/06/14</p> <p>15/07/14</p>	<p>Councillor West appointed onto the Tree Strategy Working Group alongside Councillors M G Baker and J W Davies.</p> <p><b>Final Draft Strategy considered by the Panel. Its contents were endorsed for submission to the Cabinet.</b></p>	<p><b>Meeting of Working Group held on 14<sup>th</sup> July 2014.</b></p>	<p><b>Strategy approved by the Cabinet and the Corporate Director (Delivery) authorised to proceed with the implementation of the Action Plan 2015-2020.</b></p> <p><b>Working Group to meet again in October 2014 to review the final content of the Strategy prior to its launch in January 2015.</b></p>	
<p>9/04/13</p> <p>11/06/13</p> <p>10/09/13 &amp; 8/10/13</p> <p>11/03/14</p>	<p><b><u>Whole Waste System Approach/ Waste Collection Policies</u></b></p> <p>Panel received an update on progress with the RECAP Waste Partnership. The Panel has endorsed, in principle, the whole system approach, a business case for which is expected to be delivered to the Panel in the Autumn.</p> <p>In considering the Panel's work programme, Panel agreed that it may be necessary to reconvene the Waste Collection Working Group when consideration is given to the whole waste system approach. The Working Group comprises Councillors M G Baker and G J Harlock.</p> <p>Reports on Joint Materials Recycling Facility Procurement were considered by the Panel which forms part of the whole waste project. Further reports are expected to be submitted to the Panel in due course.</p> <p>RECAP Partnership Manager delivered a presentation on the projects being undertaken by RECAP. Panel has requested a site visit to a waste management facility.</p>	<p>Head of Operations acknowledged the Panel's request for the report prior to its submission to the Cabinet.</p> <p>Site visit to Alconbury Transfer Station and Waterbeach Waste Management Plant to be arranged.</p>		



Panel Date	Decision	Action	Response	Date
17/06/14	Agreed that it would not be necessary for the Working Group to consider the Design Guide. The document is to be submitted direct to the Panel for consideration.	the matter further.		TBC
10/07/12 & 9/04/13  17/06/14	<p><b><u>Rural Transport</u></b></p> <p>Report received on Transport for Cambridgeshire. A number of comments have been made and were conveyed to the Cabinet. The Panel wishes to review the provision of transportation in rural areas and has requested sight of the final report to be submitted to them at a future meeting.</p> <p>Councillor Mrs L Kadić re-appointed as the Panel's representative on the Cambridgeshire Future Transport Initiative.</p>	Outcome of the County Council's Overview and Scrutiny Committee on 27th March 2013 reported to Members where discussion took place on Cambridgeshire Future Transport.	Further updates to be delivered in due course.	
11/2/14  11/3/14  8/4/14 / 17/06/14  17/06/14	<p><b><u>Flood Prevention</u></b></p> <p>Agreed to undertake a study on flood prevention arrangements in the District and the impact of flooding on associated local policy developments.</p> <p>Representatives from the Environment Agency delivered a presentation on flood risk management within Huntingdonshire.</p> <p>Scoping Report submitted to meeting. Working Group appointed comprising Councillors Bull, West and Mrs Kadic to review the effectiveness of flood protection schemes in the District and to scrutinise environmental data including the outcome of the investigations currently being undertaken by the Local Resilience Forum into Flood Risk Management.</p> <p>Presentation delivered by Mr Ian Smith, Chief Executive</p>	Meeting of the Working Group to be		

Panel Date	Decision	Action	Response	Date
	and Clerk to the Middle Level Commissioners on the organisation's responsibilities for flooding within the District. Information presented will assist the Working Group with its investigations.	<b>arranged.</b>		
	<p><b><u>Notice of Key Executive Decisions</u></b></p> <p><b>Huntingdon West Masterplan</b></p> <p>Panel requested sight of the report prior to its submission to the Cabinet.</p> <p><b>Local Plan to 2036 – Proposed Submission</b></p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p> <p><b>Carbon Management Plan</b></p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p> <p><b>Huntingdonshire Infrastructure Business Plan</b></p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p> <p><b>Civil Parking Enforcement</b></p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p>	<p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Environment Team Leader.</p> <p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Transportation Team Leader.</p>	<p>Report expected October 2014.</p> <p>Report expected November 2014.</p> <p>Report expected October 2014.</p> <p>Report expected October 2014.</p> <p>Report expected October 2014.</p>	<p><b>14/10/14</b></p> <p><b>11/11/14</b></p> <p><b>14/10/14</b></p> <p><b>14/10/14</b></p> <p><b>14/10/14</b></p>

Panel Date	Decision	Action	Response	Date
14/1/14	<p><b><u>Huntingdonshire Strategic Partnership (HSP)</u></b></p> <p>The Panel scrutinises the work of the HSP, with the following thematic group falling within the Panel's remit:-</p> <p><b>Growth and Infrastructure</b></p> <p>Panel apprised of details of thematic group and its role in identifying key infrastructure projects and in recommending priorities for the allocation of Community Infrastructure Levy funding.</p>		Next update expected January 2015.	13/1/15

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

<u>Date of Request</u>	<u>Description</u>	<u>Response</u>
	None identified at present.	



## Decision Digest

Edition 147

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st to 31st July 2014.

### RECRUITMENT AND SELECTION POLICY

The Employment Panel has reviewed and endorsed the contents of a new Recruitment and Selection Policy for the organisation. The Policy has been developed to give managers greater flexibility to manage recruitment and selection in a way that meets their service needs and does not constrain managers with a one size fits all approach. The Policy will be supplemented by a Recruitment Toolkit which will provide a practical guide to support managers in recruitment activities.

### WORKFORCE DEVELOPMENT STRATEGY

The Employment Panel has endorsed a suggested approach to development of a Workforce Development Strategy for the District Council and a detailed project plan for its preparation. The Strategy will set out how managing and developing the workforce can achieve corporate objectives and ambitions and help to drive forward the authority's strategic aims and business plan.

Work on the strategy should commence in September 2014 and the views of the Staff Council will be requested as part of the focus group arrangements. The Panel has asked for an update on progress to their November meeting.

### WORKFORCE REPORT (QUARTER 4)

The Employment Panel has received the quarterly report on Human Resource matters impacting on the performance of the organisation during the period 1st January to 31st March 2014.

The Panel noted that the average days sickness per FTE had reduced again in the last quarter to 7.6 days per annum and that this was now lower than the CIPD Public Sector Average and the EELGA Authority Average. HR Advisors will continue to work closely with Managers to identify and tackle emerging issues particularly in services where there were high levels of absence.

### LGSS PERFORMANCE

The Employment 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 January to 31st March 2014 and over the course of the year.

Members noted that the majority of service standards either had been delivered or exceeded in 2014, which is particularly pleasing given that the last quarter had been a challenging time for

human resources and payroll services given the pay review process.

To assist the Panel in monitoring 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 services areas also was provided.

In general terms, Members welcomed the introduction of a new feedback form to enable District Council officers to formally submit their issues with the service to the appropriate LGSS Managers and receive a direct response. Work is also underway to improve the quality of the quarterly performance reports. The Panel will continue to monitor the service issues raised by staff at their future meetings.

### **EMPLOYEE HANDBOOK**

At the request of the Corporate Governance Panel, the Employment Panel has reviewed the content of a proposed Employee Handbook for the District Council. The Handbook had been designed to replace and strengthen the existing Employees' Code of Conduct. It is the intention that the Handbook will continue to evolve and will be more readily accessible to staff in its new format. With its change in nature it is no longer necessary to include the document in the constitution. As a result the Corporate Governance Panel has recommended to Council that the handbook be removed.

### **POOL CAR REVIEW**

The outcome of a review of the Council's policy of providing pool vehicles for use by District Council employees has been noted by the Employment Panel.

Running costs should be fully met from charges made to service users. At current usage levels, for the number of

vehicles provided, the Panel noted that it was financially worthwhile for the Council to continue to run the pool vehicle scheme.

### **USE OF CONSULTANTS, HIRED AND TEMPORARY STAFF**

The Employment Panel has been provided with details of the Council's expenditure on consultants, hired and temporary staff during the period 2013/14, in comparison with the previous year.

The Panel has welcomed the preparation of a guide for managers on the use of consultancy, hired and temporary staff which will assist Managers to identify and use the correct type of additional support. The Panel has approved the guidance for issue to all Managers.

### **PENSIONS POLICY AND LOCAL DISCRETIONS**

The Employment Panel has considered the content of a revised Pensions Policy and Local Discretions Policy for the Authority. It has been necessary to review the Policies following changes to the Local Government Pension Scheme in 2014 and it is proposed to review the Policy and the local discretions on an annual basis as part of the budget preparation process so that the most affordable policy is approved prior to the new financial year.

As the Local Government Pension Scheme required formal approval of the Council's Local Discretions Policy, the Panel has recommended that the draft Pension Policy and local discretions be approved by the Council.

### **SPORT AND ACTIVE LIFESTYLES TEAM ANNUAL REPORT 2013/14**

The Overview and Scrutiny Panel (Social Well-Being) has received details

of the performance, work programmes and highlights of the Sport and Active Lifestyles Team (SALT) during 2013/14.

Matters discussed include the position with external funding; namely public health and Lottery Grant, the cost of physical inactivity in Huntingdonshire, the difficulties in attracting external funding, the future viability of the Healthy Walks programme and the option to transfer this service to local communities.

### **CAMBRIDGESHIRE HOME IMPROVEMENT AGENCY SHARED SERVICE REVIEW AND DISABLED FACILITIES GRANT BUDGET**

The outcome of a review of the Cambridgeshire Home Improvement Agency (HIA) shared service was reported to both the Cabinet and Overview and Scrutiny Panel (Social Well-Being). The service has completed its second year of operation. Members also received an update on the impact of the Better Care Fund and the ongoing demand for Disabled Facilities Grants (DFGs).

The HIA has achieved its three key objectives and is now in a position to extend its service to the other Cambridgeshire authorities. Concerns do exist over the risks associated with the development, in particular the County Council's position, as they may wish to withdraw revenue funding if not all authorities sign up to the proposals.

Other matters discussed include an update on the latest position with Occupational Therapy waiting times, the possible introduction of a "fast track" grant system for smaller adaptations and the need to test the market to identify whether smaller local firms are able to compete for HIA works.

A report on lessons learnt from the HIA service is being produced by the Housing Strategy Manager. This was welcomed

by the Panel as it will inform the Council of matters to be aware of as future shared service proposals emerge.

Subsequently, the Cabinet has supported the development of an outline business case for an expansion of the service to include other districts with Cambridgeshire and has agreed that the current three year service agreement be extended to allow this to be explored further.

### **CAMBRIDGESHIRE AND PETERBOROUGH NHS FOUNDATION TRUST: PERSONALITY DISORDER COMMUNITY SERVICE / COMPLEX CASES SERVICE, INCLUDING LIFEWORKS CONSULTATION**

The Overview and Scrutiny Panel (Social Well-Being) has agreed to submit a response to Cambridgeshire and Peterborough NHS Foundation Trust's Consultation on Personality Disorder Community Service / Complex Cases Service, including Lifeworks. The Panel is supportive of the proposals but has commented on the need to ensure that service providers are fully integrated with local partners and networks in order to support community discharge planning and to facilitate social inclusion. Clarification is also sought on the provision of existing personality disorder services and the specific proposals for Huntingdonshire.

### **CAMBRIDGESHIRE LONG TERM TRANSPORT STRATEGY & LOCAL TRANSPORT PLAN 3 REFRESH**

Both the Cabinet and Overview and Scrutiny Panel (Environmental Well-Being) have endorsed the Cambridgeshire Long Term Transport Strategy and the refresh of Local Transport Plan 3 on the grounds that they are essential to the delivery of the growth agenda.

The Strategy represents a radical change in approach to achieving transport based solutions across the Cambridgeshire area, which the Panel has been advised has political support. Improvements to the A428 are assumed at this stage and the position will be confirmed when the Highways Agency releases its "Route Based Strategy" in March 2015. A new rail station at Alconbury Weald has been welcomed by the Panel.

The Panel has discussed the risks associated with the Strategy and its underlying links with the planning process.

The Cabinet was of the view that reference should be made to the required improvements to the A1, particularly at the Buckden roundabout and the need to improve accessibility to Cambridge. Mention also was made of the need to improve the two track section surrounding the Welwyn Viaduct given its impact on the local rail network. These views will be relayed to the County Council.

#### **DRAFT HUNTINGDON & GODMANCHESTER MARKET TOWN TRANSPORT STRATEGY**

Along with the Overview and Scrutiny Panel (Environmental Well-Being), the Cabinet has expressed support for the new Market Town Transport Strategy (MTTS) for Huntingdon and Godmanchester. The Strategy contains up to date detailed projects that will enable funding opportunities from a number of sources, including Section 106 and Community Infrastructure Levy funding to be taken advantage of.

The Panel welcomes the key proposals outlined in the MTTS and acknowledges that difficult decisions will need to be taken because the challenges identified cannot be avoided. Solutions will have to be found whether or not they are the

preferred option. However the Cabinet has suggested that greater emphasis be placed on the need of the motorist given the rural nature of the district and to traffic calming measures.

#### **A TREE STRATEGY FOR HUNTINGDONSHIRE**

The Overview and Scrutiny Panel (Environmental Well-Being) has endorsed the contents of the draft document 'A Tree Strategy for Huntingdonshire'. The Panel's Tree Strategy Working Group has been involved in its development. The Strategy is intended for use as an electronic resource for interested stakeholders.

An issue has been identified relating to ownership of trees. An attempt will be made to map the Council's tree stock on a computerised tree management system. The Panel recommends that a mechanism is introduced to identify responsibility for trees, which are perceived to be in public ownership.

Other matters discussed include the importance of the Local Tree Warden Co ordinators, the need to maintain the level of resources required to deliver the Strategy and a suggestion to explore the commercial opportunities that the Strategy presents.

Subsequently, the Cabinet has approved the Strategy and has requested that the document be made available electronically and its content promoted with Parish Councils.

#### **SHARED SERVICES BUILDING CONTROL**

The Overview and Scrutiny Panel (Environmental Well-Being) has supported the proposals for the Council to explore all four options for developing Building Control shared services. The Panel has been assured

that staff had been made aware of the proposals and that career and development opportunities will emerge. The Panel does not wish local knowledge and expertise to be lost. To prevent this from happening, it is likely that local teams will be established within the shared service.

There is a need to develop the business case for shared service as soon as possible as the Building Control Service is in direct competition with the private sector. The Panel encouraged the Cabinet to give priority to completing the investigations into Options C and D as a matter of urgency.

In considering the Panel's views the Cabinet has endorsed the development of the business case and authorised the Head of Development to work with interested local authorities to develop a proposal for a wider building control cluster. The cluster would operate within a regional network supported by South Norfolk District Council. Officers will be working with South Norfolk and other interested authorities to develop a proposal for an Eastern Region Approved Inspector Company.

### SHARED SERVICES

The Overview and Scrutiny Panel (Economic Well-Being) has endorsed a proposal to enter into a formal strategic shared services partnership with South Cambridgeshire District Council. As part of the proposal, the Council will also continue to work with Cambridge City Council and other appropriate partners where the opportunity exists to pursue a shared commitment to the delivery of other services.

Having welcomed the establishment of a shared services partnership, the Panel has sought clarification and asked questions on a range of matters, which were responded to by the Executive Leader and the Managing Director and

have informed the Cabinet deliberations on this matter. There will be an opportunity for further involvement as the partnership develops.

Members have been assured that the development of a shared services approach has no bearing on the sovereignty of services which will remain under the control of the District Council. Continuing with the current approach is no longer viable and is considered to be riskier than the proposed arrangements.

Subsequently, the Cabinet has agreed to form a shared services partnership with South Cambridgeshire District Council, whilst continuing to work with other councils including Cambridge City on services where there is a business case and a shared commitment to work together. Approval has also been given to the establishment of a joint informal steering group to oversee progress of the project. Legal, ICT and Building Control have been identified as potential services and a fund of £50,000 has been approved from the Transformation Budgets for project management costs.

### LOVES FARM COMMUNITY BUILDING – COMMITMENT TO CONTRACT

An update on the latest position with the development of the joint community building and pre-school playgroup in Loves Farm, St Neots has been considered by the Overview & Scrutiny Panel (Economic Well-Being).

In reviewing progress of the development of this facility, the Panel has discussed a range of issues including the ownership arrangements for the building, the procurement process, procedures by which a tender is awarded and the arrangements for completion of the external works.

Subsequently the Panel has endorsed terms for the continuation of the project.

Having regard to the views of the Panel the Cabinet has authorised the Head of Resources, after consultation with the relevant Portfolio Holder, to enter into a contract with the County Council for the construction phase of a scheme to provide a community building at Loves Farm. Although fully supportive of the scheme, concerns were raised that the final tender figure may be higher than budgeted. The Cabinet has confirmed that no additional funding would be made available.

### **BUDGET MONITORING 2014 (REVENUE AND CAPITAL)**

Both the Cabinet and Overview & Scrutiny Panel (Economic Well-Being) has reviewed the emerging variations to the approved 2014/15 revenue and capital budgets.

Having discussed an overspend of £0.050m on the Huntingdon Multi-Storey Car Park and noted that this was the subject of a separate review, the Panel has requested that the outcome should be presented to a future meeting.

### **RISK MANAGEMENT STRATEGY**

The Overview & Scrutiny Panel (Economic Well-Being) has considered the outcome of the annual review of the Council's Risk Management Strategy. The Panel has discussed the way in which financial risks are monitored and controlled, the number of risks within each risk category and the nine risks which had been categorised as the most serious. The Panel has also discussed the Panel's corporate approach to risk.

Having been informed that the Corporate Governance Panel reviews the Authority's 'total risk' every six months, it was agreed that the Panel Chairman would speak to the Chairman of the

Corporate Governance Panel to determine whether there was a role for the Economic Well-Being Panel to further review this area without duplicating the work which has already been undertaken.

In recognition of the financial pressures facing the Authority, the need to be innovative, explore alternative methods of service delivery and also reduce the Council's reliance on Government Grant, the Panel is content to support the risk appetite levels within the Strategy.

### **2013/14 TREASURY MANAGEMENT ANNUAL REPORT**

In accordance with the requirements of the CIPFA Code of Best Practice and the Council's Treasury Management Strategy, the Cabinet has reviewed and noted the Council's treasury management performance for the year ending 31 March 2014.

### **REPRESENTATIONS ON ORGANISATIONS**

The Cabinet has appointed representatives to serve on a variety of organisations for the ensuing year. The Corporate Team Manager, after consultation with the Deputy Executive Leader, has been authorised to make any changes to the schedule that may arise throughout the year.

### **REVIEW OF RISK MANAGEMENT STRATEGY**

The Cabinet has expressed its satisfaction with the conclusion of the annual review of the Risk Management Strategy and has been assured that the authority has robust risk management policies in place which are performing efficiently and support the Council's annual governance and statutory reporting processes.

### **MEMBERS' ALLOWANCE SCHEME – VARIATION TO SUPPORT GUIDELINES**

Following the Cabinet's decision regarding the future of Members IT, the Corporate Governance Panel has endorsed an amendment to paragraph 10 of the Members Allowances Scheme and minor changes to the Members' IT and Telephone Support Guidelines to reflect the move to electronic delivery of agenda for Council meetings. The changes were subsequently approved by the Council.

### **IMPLEMENTATION OF AGREED AUDIT ACTIONS**

The Corporate Governance Panel has received reassurances from the Managing Director that a culture of compliance was being promoted throughout the authority. Members were informed that the implementation of agreed audit recommendations will be routinely overseen by Management Team.

### **INTERNAL AUDIT & RISK MANAGER'S JOB DESCRIPTION**

Under the requirements of the Public Sector Internal Audit Standards, the Panel was provided with a copy of the job description and grade of the post of the Internal Audit & Risk Manager.

### **RIPA INSPECTION**

The outcome of an inspection by the Office of Surveillance Commissioner was reported to the Corporate Governance Panel. The inspection was undertaken in June and endorses the favourable conclusions of the 2011 report that the Council's use of the Regulation of Investigatory Powers Act is of a satisfactory level.

### **FRAUD WORKING GROUP**

Councillors M G Baker, E R Butler, K J Churchill, G J Harlock and P G Mitchell have been appointed by the Corporate Governance Panel to the Fraud Working Group.

### **PREPARING THE ANNUAL GOVERNANCE STATEMENT**

In reviewing the action taken to reassess the Code of Corporate Governance, the Corporate Governance Panel has concluded that the following issues be recorded in the Plan as significant:

- to develop the themes and aims in the Corporate Plan through service plans and performance measures;
- to review partnership working including benefits/outcomes and the contribution partnerships make to the Corporate Plan;
- to publicise the vision statement and strategic themes and outcomes; and
- continued compliance with the Code of Procurement.

### **INTERNAL AUDIT SERVICE – INTERNAL AUDIT PLAN**

The content of an Internal Audit and Assurance Plan has been approved by the Corporate Governance Panel. The Plan sets out key features of the internal audit plan process for the period 1st April 2014 to 31st March 2015.

### **REVIEW OF THE EFFECTIVENESS OF THE LICENSING AND PROTECTION PANEL/COMMITTEE.**

The Corporate Governance Panel has noted the outcome of a review of the effectiveness of the Licensing Panel/Committee which had been undertaken at the request of the Panel by three

members of the Licensing Committee. The Panel has agreed to look at the effectiveness of the S106 Agreement Advisory Group as their next task.

### TRAINING OF PANEL MEMBERS

Suggestions for training for Members of the Corporate Governance Panel based on the anticipated work programme over the ensuing year have been noted. A formal training day is to be held in September for all Members involved in the Audit Process across Cambridgeshire.

### DEVELOPMENT MANAGEMENT SERVICE – STAFF MATTERS

An update on the current position with regard to the appointment of new staff and the impact of these and the existing extended delegation on the delivery of the Development Management Service has been presented to the Development Management Panel. The Panel noted that three Team Leaders had now been appointed, that two temporary posts of Assistant Development Management Officer would be advertised and that it had been decided to hold vacant for the time being the post of Planning Service Manager (Development Management) formerly held by the Head of Development. Arrangements had been put in place over the period of the vacancies which had involved a temporary variation to the Panels' scheme of delegation. This had enabled Development Management Officers to determine certain types of applications within prescribed criteria. Some 130 applications had been determined during this time without any subsequent concerns. As this arrangement had proved successful and as it is the intention to review the Panel's scheme of delegation at the end of the year, the Panel agreed to extend the temporary scheme for a further period to 31st December 2014.

### DEVELOPMENT APPLICATIONS

The Panel determined eight applications and deferred one other for further information at its July meeting. Amongst these were two outline applications for major mixed development at RAF Brampton and on the site of Phase 2 of the Loves Farm Eastern Extension development in St Neots. Both applications are subject to a detailed Section 106 Agreement, the principles of which have been endorsed by the Panel for further negotiation by the Head of Development.