

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 11 NOVEMBER 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting held on 9th September 2014.

**Mrs C Bulman
388234**

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 5 - 10)

A copy of the current Notice of Key Executive Decisions which was published on 17th October 2014 is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Democratic Services
388007**

4. CORPORATE PLAN - PERFORMANCE MONITORING (QUARTER 2) (Pages 11 - 20)

To consider performance against the key activities identified in the Council's Corporate Plan for 2014/15 for the period 1st July to 30th September 2014.

**H Thackray
388035**

(Executive Councillor, D B Dew has been invited to attend for this discussion).

5. SHARED SERVICES - BUILDING CONTROL (Pages 21 - 32)

To consider a report by the Head of Development on the business case for a Building Control Shared Service.

**A Moffat
388400**

6. LITTER POLICIES AND PRACTICES (Pages 33 - 46)

To consider a report by the Operations Manager containing details on the Council's street cleansing service and litter policies and practices.

**B Gordon
388720**

7. **WORK PLAN** (Pages 47 - 48)

To consider a report by the Scrutiny and Review Manager on the work programmes of the Social and Economic Well-Being Overview and Scrutiny Panels.

**A Roberts
388015**

8. **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) - PROGRESS** (Pages 49 - 52)

To consider a report by the Scrutiny and Review Manager detailing progress on the Panel's activities.

**A Roberts
388015**

9. **SCRUTINY** (Pages 53 - 58)

To scrutinise decisions taken since the last meeting 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 3rd day of November 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 Committee/Panel.

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

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

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

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

Emergency Procedure

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

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 9 September 2014.

PRESENT: Councillor G J Bull – Chairman.

Councillors M G Baker, Mrs B E Boddington, J W Davies, G J Harlock, 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 I C Bates.

IN ATTENDANCE: Councillors J D Ablewhite, Mrs A D Curtis, D B Dew and D M Tysoe.

29. MINUTES

The Minutes of the meeting of the Panel held on 15th July 2014 were approved as a correct record and signed by the Chairman.

30. MEMBERS' INTERESTS

No declarations were received.

31. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel considered and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Executive Leader of the Council for the period 1st September 2014 to 31st January 2015. At the request of the Chairman, the Executive member for Strategic Planning and Housing updated the Panel on the current position with forthcoming items from the Planning division. It was also reported that the Carbon Management Plan had been delayed to December 2014.

32. GREEN HOUSE PROJECT - SALE OF HOUSES

(Councillor D M Tysoe, Executive Member for Operations and Environment, was in attendance for this item).

With the assistance of a report by the Environmental Team Leader (a copy of which is appended in the Minute Book), the Panel considered the future of the Green House properties located in St Ives and St Neots. By way of background, Members were reminded that the Council had bought the properties to demonstrate home energy saving measures and to provide a mechanism to deliver the Green Deal initiative. However, it was reported that the properties had now served their purpose and there was less demand for the educational service they provided. With this in mind it was proposed to market the

properties and seek the best offers for their sale.

Having been advised that the properties had provided an excellent educational resource and had received a lot of positive media coverage, Members were informed that it was the intention to market the St Neots property as soon as possible. However, given that further educational visits were planned for the St Ives property for several months it was recommended that the marketing of the house should be planning to achieve a completion date of March / April 2015. Details of the likely total cost of the properties to the Council over the lifetime of the project were provided.

In considering the contents of the report, Members questioned whether consideration had been given to retaining the Green Houses as part of the Council's forthcoming strategy to invest in capital assets in order to achieve a return. However, it was reported that the properties were not purchased for a commercial objective, that the rates of return on market housing were not comparable with those that could be obtained from commercial property and any capital receipts received from the sale would be reinvested in the latter. Members also discussed the change in building regulations relating to energy efficiency standards since the properties had first been built. Whereupon, it was

RESOLVED

that the Cabinet be recommended to:

- (a) agree to the sale of the two Green Houses with the St Neots property being sold as soon as possible and the St Ives Green House early next year, using a local agent and the best price sought; and
- (b) authorise the Head of Operations after consultation with the Executive Councillor for Resources, to accept the best offers for the sale of the properties

(At 19.20pm at the conclusion of the discussion on this item, Councillor B Hyland took his seat at the meeting).

33. CORPORATE PLAN 2014-16: PERFORMANCE MONITORING

(Councillors J D Ablewhite, Executive Leader of the Council and Councillor D B Dew, Executive Councillor for Strategic Planning and Housing, were in attendance for this item).

With the assistance of a report by the Policy and Performance Manager (a copy of which is appended in the Minute Book), the Executive Leader, Councillor J D Ablewhite, presented the performance framework which would be used to measure progress against key activities and performance targets identified in the Council's Corporate Plan. Members' attention was drawn to the new data presentation format, which in due course would include an action column for each key action. It was hoped that this format would be easier for elected Members and members of the public to understand.

It was explained that the performance information had been split by

Strategic Themes and allocated as appropriate to the Overview and Scrutiny Panels. The Environmental Well-Being Panel would be responsible for monitoring the 'Enable Sustainable Growth' theme. It was anticipated that performance reports for quarter two would be submitted in November 2014. Members were informed that it was the intention that Executive Councillors would attend future Panel meetings to respond to questions that might arise on services within their respective portfolios. It was also expected that further information would be available regarding the forecast and predicted outturns at this time.

In welcoming the new format of the report, Members commented that it was easy to understand and could be readily traced back to the Corporate Plan. However, it was recommended that future reports should identify where targets had not been achieved and include comments on what was to be done to make improvements, whether the level of performance was to be accepted and the implications of not achieving the target.

In terms of the actions within the Panel's Strategic Theme, Members noted that work to update the Buildings at Risk Register was scheduled to commence in October and that the update to the Council's Design Guide was nearing conclusion. In response to a question by Councillor Mrs B E Boddington, the Executive Councillor for Strategic Planning and Housing outlined the steps he had taken to encourage the provision of affordable housing through the development of rural exception sites. Whereupon, it was

RESOLVED

that the contents of the report be noted.

34. WORK PLAN STUDIES

The Panel received and noted a report by the Scrutiny and Review Manager (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. The Chairman reported that arrangements had been made for an Overview and Scrutiny 'Away Day' on 13th October 2014 at Hinchingsbrooke Country Park, which all Panel Members were encouraged to attend.

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

The Panel received and noted a report by the Scrutiny and Review Manager (a copy of which is appended in the Minute Book) which contained details of actions taken in response to recent discussions and decisions. Members were informed that the Scrutiny and Review Manager shortly would be circulating possible dates for the Panel's site visits to the Great Fen and to the Alconbury Transfer Station and Waterbeach Waste Management Plant.

In terms of the Panel's work programme, it was reported that a further meeting of the Waste Collection Working Group would be convened once the survey work undertaken by the Head of Operations had

been completed. Dates for a meeting of the Flood Prevention Working Group would also be circulated.

With regard to the Panel's ongoing work on Rural Transport, Councillor Ms L Kadic drew attention to the consultation, which was currently being undertaken and was scheduled to conclude on 30th September 2014. Members were encouraged to respond where possible.

Following a suggestion by a Member, it was agreed that the impact of Facing the Future on the Council's licensing function should be added to the programme of studies. Given the current remits and responsibilities of the Overview and Scrutiny Panels, the Social Well-Being Panel could be involved with this work.

36. SCRUTINY

The Panel considered and noted the latest edition of the Decision Digest (a copy of which is appended in the Minute Book). The Chairman reported that it was planned to provide an update on the Shared Service for Building Control at the Panel's next meeting.

Chairman

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

Prepared by Councillor J D Ablewhite
Date of Publication: 17 October 2014
For Period: 1 November 2014 to 30 April 2015

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Executive Leader of the Council, with responsibility for Strategic Economic Development and Partnerships	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: Jason.Ablewhite@huntingdonshire.gov.uk
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG Tel: 01480 212540 E-mail: Barry.Chapman@huntingdonshire.gov.uk
Councillor D B Dew	- Executive Councillor for Strategic Planning and Housing	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntingdonshire.gov.uk
Councillor J A Gray	- Executive Councillor for Resources	Vine Cottage 2 Station Row Catworth Huntingdon PE28 0PE Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Howe	- Deputy Executive Leader of the Council with responsibility for Commercial Activities	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk

<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: Tom.Sanderson@huntingdonshire.gov.uk</p>
<p>Councillor D M Tysoe</p> <p>- Executive Councillor for Operations and Environment</p>	<p>Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA</p> <p>Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk</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. Agendas may be accessed electronically at www.huntingdonshire.gov.uk.

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

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

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

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

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

Notes:- (i) Additions changes from the previous Forward Plan are annotated ***

(ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
<i>Huntingdonshire District Council - Operational Asset Review 2014***##</i>	Cabinet	20 Nov 2014		<i>Colin Luscombe, Estates Strategic Assessment Tel No 01480 387086 or email Colin.Luscombe@huntingdonshire.gov.uk</i>		J A Gray	<i>Economic Well-Being</i>
Shared Service - Building Control	Cabinet	20 Nov 2014		Mr Andy Moffat, Head of Development Tel No. 01480 388400 or email Andy.Moffat@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
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 Ian.Sims@huntingdonshire.gov.uk		B S Chapman	Economic Well-Being
Anti-Social Behaviour, Crime and Policing Act 2014***	Cabinet	11 Dec 2014		Chris Stopford, Head of Community Services Tel No. 01480 388280 or email Chris.Stopford@huntingdonshire.gov.uk		D B Dew, T D Sanderson and D M Tysoe	Social Well Being and Environmental Well-Being
Rebate for Clothing & Shoe Bank Collections	Cabinet	11 Dec 2014		Mr Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Energy Management Plan	Cabinet	11 Dec 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Council Tax Support Scheme	Cabinet	11 Dec 2014		A Burns, Benefits Manager, Benefits Manager Tel No. 01480 388122 or email Amanda.Burns@huntingdonshire.gov.uk		B S Chapman	Social Well-Being
Draft Budget & MTFs	Cabinet	11 Dec 2014		Mr Clive Mason, Head of Resources Tel No. 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Huntingdonshire Design Guide Supplementary Planning Document****	Cabinet	19 Mar 2015	Draft Supplementary Planning Document	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
Huntingdonshire Infrastructure Business Plan	Cabinet	23 Apr 2015	Draft Infrastructure Plan	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	23 Apr 2015	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	Consultation	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
CPE - Civil Parking Enforcements	Cabinet	TBC		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
ECML Crossing Closures	Cabinet	TBC		Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being

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Agenda Item 4

Public
Key Decision - YES
* Delete as applicable

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: CORPORATE PLAN - PERFORMANCE REPORT

Meeting/Date: SOCIAL WELL-BEING 4th NOVEMBER 2014
ECONOMIC WELL-BEING 6TH NOVEMBER 2014
ENVIRONMENTAL WELL-BEING 11TH NOVEMBER 2014
CABINET 20th NOVEMBER 2014

Executive Portfolio: Cllr JASON ABLEWHITE AND RELEVANT EXECUTIVE COUNCILLORS

Report by: POLICY AND PERFORMANCE MANAGER

Ward(s) affected: All

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 1st July to 30th September 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

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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.

BACKGROUND INFORMATION

Performance Management reports

The Council's Corporate Plan

CONTACT OFFICER

Howard Thackray, Corporate Policy & Performance Manager

((01480) 388035

CORPORATE PLAN – PERFORMANCE REPORT
STRATEGIC THEME - ENABLE SUSTAINABLE GROWTH

Period July to September 2014

Key to status

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting update	progress	n/a	Not applicable to state progress
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Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting update	progress	n/a	Not applicable to state progress
	2		6		1					

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

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting update	progress	n/a	Not applicable to state progress
	2		1		4					1

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 Update
A	Invest in initiatives that will deliver affordable housing	Ongoing	Cllr Dew	Andy Moffat	Q2 The potential Council loan to Luminus for extra care in St Ives is progressing through due diligence. <i>Q1 Housing Strategy: The Council agreed in principle to provide a loan to Luminus for the development of extra care at Langley Court St Ives.</i>
A	Implement action plan to adopt a Local Plan 2036	Submission Draft to Cabinet in Nov 2104	Cllr Dew	Andy Moffat	Q2 Planning Policy: Further to discussions with the leadership, a further round of targeted consultation, including town/parish councils, is to take place from January 2015. The Stage 4 Submission Draft Local Plan is therefore now expected to be taken to Cabinet in April 2015.

					<p><i>Q1 Planning Policy: The Local Plan preparation is on target. The Stage 4 Submission Draft Local Plan will be taken to Cabinet in November 2014.</i></p>
A	Facilitate delivery of new housing on the large strategic sites at: Alconbury, St Neots and Wyton	Ongoing	Cllr Dew	Andy Moffat	<p>Q2 Development Management, Planning Policy, Economic Development and Housing Strategy:</p> <p>Alconbury Weald – S.106 completed and outline planning permission has been granted. The first conditions submissions have already been received.</p> <p>St Neots – First stage of Loves Farm Phase 2 was considered by the Development Management Panel in July. Wintringham Park viability submissions are being considered. Loves Farm Phase 2 viability submissions are awaited.</p> <p>Wyton – A document summarising the initial consultation events with Councillors has been circulated to Members and Town and Parish Councils surrounding the Wyton site. Defence Infrastructure Organisation (DIO) are assessing the final submissions from the two potential developers. We expect to be notified which developer will be appointed to lead the development of Wyton airfield shortly after the decision is made on 20th October.</p> <p><i>Q1 Development Management, Planning Policy, Economic Development and Housing Strategy: 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.</i></p> <p><i>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.</i></p> <p><i>Wyton – Defence Infrastructure Organisation are in the process of selecting a strategic development partner for the site. Two</i></p>

					<i>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.</i>
G	Negotiate the provision of new affordable housing on all relevant sites	Ongoing	Cllr Dew	Andy Moffat	Q2 Housing Strategy: As Q1. <i>Q1 Housing Strategy: Affordable housing is being negotiated where relevant in line with the Local Plan policy and viability of sites.</i>
G	Review council assets to identify which could be used to facilitate affordable housing		Cllr Dew	Andy Moffat	Q2 Housing Strategy : The sale of Hermitage Road Earith is being progressed by Estates and Legal. BPHA (the Housing Association that has acquired the site) have designed a scheme and consulted Planning colleagues before further consultation with the Parish Council. <i>Q1 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.</i>

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 Update
A	Devise a programme to develop and implement planning and development frameworks and master-plans for Local Plan site allocations		Cllr Dew	Andy Moffat	Q2 Planning Policy: The programme will be finalised prior to the consideration of the Submission Draft Local Plan (Stage 4) by Cabinet which, as stated above, is now expected to be in April 2015. <i>Q1 Planning Policy: The programme will be finalised prior to the consideration of the Submission Draft Local Plan (Stage 4) by Cabinet in November 2014.</i>

A	Develop town centre improvement strategies and action plans in the market towns		Cllr Dew	Andy Moffat	<p>Q2 Planning Policy: Staff resources are being deployed on the Local Plan. Initial scoping for St Neots was presented to ELSG and it was agreed that further detailed scoping for improvements to St Neots town centre and environs would commence in early 2015.</p> <p>Q1 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.</p>
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WE WANT TO: Enhance our built and green environment

Status	Key Actions for 2014/15	Target date	Cabinet Member	Lead Officer	Progress Update
R	Update the 'Buildings at Risk' register		Cllr Dew	Andy Moffat	<p>Q2 Planning Policy: Vacancies and an increasing workload, including enforcement matters, in Conservation mean that the update to the 2011 register will not start until early 2015 at the earliest.</p> <p>Q1 Planning Policy: Work on updating the Buildings at Risk Register is scheduled to commence in October 2014.</p>
A	Complete the updated Design Guide, setting out the council's requirements of new development	October 2014	Cllr Dew	Andy Moffat	<p>Q2 Planning Policy: The Design Guide is due to be presented to O&S (Environmental Well-Being) in December prior to consultation in the new year.</p> <p>Q1 Planning Policy: Work on the updated Design Guide is ongoing with completion planned for October 2014.</p>

Corporate Performance and Contextual Indicators
Key to status

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting update	progress	n/a	Not applicable to state progress
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Performance Indicator	Full Year 2013/14 Performance	Quarter 2 2013/14 Cumulative Performance	Quarter 2 2014/15 Cumulative Target	Quarter 2 2014/15 Cumulative Performance	Quarter 2 2014/15 Cumulative 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	10	164	70	R	328	130	R
Comment: (Development) <i>The target of 328/year (82/quarter) is based on the Strategic Housing Market Assessment identified need of 8188 homes over the local plan (25 years). This would only be achieved if 39% of all new dwellings built over the Local Plan period are affordable which, having regard to current viability, will not be achieved. The target of 130 is realistic, a stretched target and likely to be achievable.</i>								
Net additional homes delivered Aim to maximise					N/A			
Comment: (Development) <i>Figures available for whole year periods only</i>								
Number of unintentional priority homeless acceptances Aim to minimise	167	83	95	131	R	190	250	R
Comment: (Customer Services) <i>Notes: We are seeing an increase this year, in line with trends nationally. In particular this is because homes in the private sector are becoming harder to access (as landlords sell properties, seek to have alternative tenants who are not benefit claimants, or are increasing rents) and also because the volume of social rented properties is not in parity with demand. Wherever possible Officers attempt to combat these factors and avoid declaring customers as homeless</i>								
Number of households living in temporary accommodation (incl B&B) Aim to minimise	100	99	90	86	G	100	105	A
Comment: (Customer Services) <i>Notes: The number of households living in temporary accommodation is directly influenced by the number of households that are considered under the homelessness provisions, where homelessness prevention is not possible or has not been successful.</i>								

Performance Indicator	Full Year 2013/14 Performance	Quarter 2 2013/14 Cumulative Performance	Quarter 2 2014/15 Cumulative Target	Quarter 2 2014/15 Cumulative Performance	Quarter 2 2014/15 Cumulative Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Number of families in B&B Aim to minimise	n/a As snapshot in time	30	20	16	G	10	10	G
Comment: (Customer Services) Notes: <i>The number of households living in B&B is a subset of the total number of households living in temporary accommodation. As above this is influenced by homelessness prevention not being successful or possible and the council then having a duty to offer accommodation. The council is working with housing association partners to provide an increased number of emergency temporary accommodation units to reduce the use of B&B style accommodation, which is seen as the most inappropriate form of temporary accommodation. Note that this figure is a snapshot as at the date at the end of the quarter</i>								
Processing of planning applications on target – Major (within 13 weeks) Aim to maximise	66%	72%	60%	59%	A	60%	60%	G
Comment: (Development) <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. During Q2, the Planning Service Manager (Development Management) post was vacant, and the backlog of applications from Q1 and delays in registration has meant that performance is below target. A new Planning Service Manager (Development Management) starts on the 20th October A new Planning Service Manager (Development Management) starts on the 20th October and the filling of some vacant posts will ensure that performance can improve.</i>								
Processing of planning applications on target – Minor (within 8 weeks) Aim to maximise	65%	63%	65%	49%	R	65%	65%	A
Comment: (Development) <i>During Q1, 2 of the 3 Team Leader posts were vacant and this impacted on capacity and performance. Resources directed to major applications. During Q2, the Planning Service Manager (Development Management) post was vacant, and the backlog of applications from Q1 and delays in registration has meant that performance is below target. A new Planning Service Manager (Development Management) starts on the 20th October and the filling of some vacant posts will ensure that performance can improve.</i>								
Processing of planning applications on target – other (within 8 weeks) Aim to maximise	87%	86%	80%	67%	R	80%	80%	A
Comment: (Development) <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. During Q2, the Planning Service Manager (Development Management) post was vacant, and the backlog of applications from Q1 and delays in registration has meant that performance is below target. A new Planning Service Manager (Development Management) starts on the 20th October A new Planning Service Manager (Development Management) starts on the 20th October and the filling of some vacant posts will ensure that performance can improve.</i>								

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Shared Service – Building Control

Meeting/Date: COMT – 3rd November 2014
Overview and Scrutiny Panel (Environmental Well-Being) –
11th November 2014
Cabinet – 20th November 2014

Executive Portfolio: Strategic Planning and Housing

Report by: Head of Development

Wards affected: All Wards

Executive Summary:

This report includes recommendations to Cabinet from work on the business case for a Building Control Shared Service between South Cambridgeshire and Huntingdonshire District Councils. This work has been undertaken in context with other shared service partnership work by both Councils and Cambridge City reported to Cabinet in October 2014.

A report on the Building Control Shared Service was previously taken to Cabinet in July 2014, which requested approval to explore the business as one of four options. Progress made on this and the other options is detailed in Appendix A of this report.

This is a key decision because it results in the authority incurring expenditure which is, or the making of savings which are, significant having regard to this Council's budget for the service or function to which the decisions relates.

Recommendations:

It is recommended that Cabinet:

- a) Agree to the formation of a Shared Building Control Service between South Cambridgeshire and Huntingdonshire District Councils; and that South Cambridgeshire should be the Lead Authority for this phase of implementation.
- b) Give delegated authority to the Corporate Director (Delivery), in consultation with the Portfolio Holder for Planning and Housing Strategy, to implement a Building Control Shared Service between South Cambridgeshire and Huntingdonshire Councils.
- c) Note the intended use of the Transformation Challenge Award to fund short term costs necessary to implement the shared Building Control service as determined by the Shared Service Board.
- d) Agree the approach set out under Option 1 in Appendix A to underpin the further development of a Building Control Shared

Service between South Cambridgeshire and Huntingdonshire District Councils.

- e) Agree to progress a business case with Cambridge City to move towards a shared Building Control Service involving all three Councils. This will be reported to the three Councils in Spring 2015.
- f) Agree that South Cambridgeshire District Council, as lead authority, attend the Shadow Regional Board for Building Control, on behalf of Huntingdonshire and Cambridge City, in order to explore potential for a regional partnership. Any future such organisational arrangements to be by mutual agreement of both South Cambridgeshire and Huntingdonshire Councils (and also Cambridge City if they are involved in the Shared Service).

- 1. WHAT IS THIS REPORT ABOUT/PURPOSE?**
 - 1.1 To update Cabinet on the work undertaken following the resolution at the July 2014 meeting and to seek agreement to implement a shared service with South Cambridgeshire District Council and progress a business plan to also include Cambridge City Council in the shared service.
- 2. WHY IS THIS REPORT NECESSARY/BACKGROUND**
 - 2.1 The Council has significant budget challenges to meet and part of our strategy to deliver further efficiencies, whilst protecting the quality of frontline services, is through sharing services with the Council's strategic partners.
- 3. OPTIONS CONSIDERED/ANALYSIS**
 - 3.1 The options considered are set out in Appendix A.
- 4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**
 - 4.1 The matter is due to be considered at the 11th November 2014 Overview and Scrutiny Panel (Environmental Well-Being). Comments will be circulated separately.
- 5. KEY IMPACTS/RISKS?
HOW WILL THEY BE ADDRESSED?**
 - 5.1 There are potential benefits arising from the options in this report including savings, but also risks associated with large IT projects and partnership working.
- 6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**
 - 6.1 The actions and timetable are set out in Appendix A.
- 7. LINK TO THE CORPORATE PLAN**
 - 7.1 Ensuring we are a customer focused and service led council – The Corporate Plan states that we want to become more business-like and efficient in the way we deliver services, including investigating a programme of shared services.
- 8. CONSULTATION**
 - 8.1 The Building Control teams at HDC and SCDC have been jointly briefed on the contents of this report.
- 9. LEGAL IMPLICATIONS**
 - 9.1 Any legal implications will be addressed as the shared service moves forward.
- 10. RESOURCE IMPLICATIONS**
 - 10.1 The delivery of shared services will require additional capacity upfront in order to ensure effective delivery. However, it is anticipated that this will be recovered via future efficiencies and via external funding, in particular the Transformation Challenge Award.

- 10.2 The work undertaken concludes that a Shared Service can deliver further savings. Savings in HDC's Building Control have already been made in recent years with staffing costs falling from £458,000 in 2011/12 to £366,000 in 2013/14 (a 20% saving).

11. OTHER IMPLICATIONS

- 11.1 There will be staff implications arising from a shared service which will need to be considered in more detail as the project progresses.

12 REASONS FOR THE RECOMMENDED DECISIONS

- 12.1 The Corporate Plan includes a commitment to investigate a programme of shared services. The Council has committed to the principle of sharing services as part of its response to the current budget challenges. Without sharing services the Council will reduce its choices and options around sustainable service delivery models.

13. LIST OF APPENDICES INCLUDED

Appendix A – Building Control Shared Service: a joint report by SCDC and HDC
Appendix B – Building Control Shared Service: Shaping and Supporting Principles

BACKGROUND PAPERS

Shared Service Reports to:

10th July 2014 Overview and Scrutiny Panel (Economic Well-Being) and 10th July 2014 Cabinet;

15th July 2014 Overview and Scrutiny Panel (Environmental Well-Being) and 17th July 2014 Cabinet; and

9th October 2014 Overview and Scrutiny Panel (Economic Well-Being) and 23rd October 2014 Cabinet.

CONTACT OFFICER

Andy Moffat, Head of Development – Tel No. 01480-388400



Shared Services

Report of the Leaders of South Cambridgeshire District Council and Huntingdonshire District Council.

1. Purpose

- 1.1 Cambridge City Council, Huntingdonshire and South Cambridgeshire all made decisions in July 2014 to work in partnership to deliver shared services. A project to set up a shared Building Control Service is being progressed and a number of options were also reported to Cabinet in July 2014. Recommendations and findings from work on these options are detailed below.

2. Recommendations

- a) Agree to the formation of a Shared Building Control Service between South Cambridgeshire and Huntingdonshire District Councils; and that South Cambridgeshire should be the Lead Authority for this phase of implementation.
- b) Give delegated authority to the Corporate Director (Delivery), in consultation with the Portfolio Holder for Planning and Housing Strategy, to implement a Building Control Shared Service between South Cambridgeshire and Huntingdonshire Councils.
- c) Note the intended use of the Transformation Challenge Award to fund short term costs necessary to implement the shared Building Control service as determined by the Shared Service Board.
- d) Agree the approach set out under Option 1 below A to underpin the further development of a Building Control Shared Service between South Cambridgeshire and Huntingdonshire District Councils.
- e) Agree to progress a business case with Cambridge City to move towards a shared Building Control Service involving all three Councils. This will be reported to the three Councils in Spring 2015.
- f) Agree that South Cambridgeshire District Council, as lead authority, attend the Shadow Regional Board for Building Control, on behalf of Huntingdonshire and Cambridge City, in order to explore potential for a regional partnership. Any future such organisational arrangements to be by mutual agreement of both South Cambridgeshire and Huntingdonshire Councils (and also Cambridge City if they are involved in the Shared Service).

3. Findings from work on the Options reported to Cabinet in July 2014

Option 1: To develop a business case for a shared Local Authority Building Control Service between South Cambridgeshire and Huntingdonshire District Councils.

- 3.1 Our report to Cabinet in July 2014 identified that Huntingdonshire and South Cambridgeshire have commonalities in service delivery and culture and both have drive and enthusiasm to deliver high quality and efficient services.

- 3.2 Our work on the business case has explored the benefits and viability of the Shared Service between both Councils, including identifying any potential savings and income opportunities. It has considered service characteristics, including case work: fee and non fee, location of work and growth potential, impact of the Approved Inspector market, performance, accommodation and service support requirements such as IT.
- 3.3 The existing shared budget for both services is approximately £980,000. Our work has indicated that an estimated annual saving of in excess of £100,000 can be achieved by bringing these two services together.
- 3.4 The business case has been developed on a Lead Authority model which was approved by Cabinet in October 2014. It is recommended that South Cambridgeshire takes the role of lead authority for phase 1 of the shared service.
- 3.5 On comparing all aspects considered as part of the business case there were no compelling financial or operational arguments which pointed to a different decision regarding Lead Authority. Both Authorities currently have a similar profile of work and performance.
- 3.6 The other strong driver for the business case is resilience; the Building Control Service is difficult to recruit to from a relatively limited market of surveyors. This combined with competition from the private sector makes it increasingly difficult for smaller sized Local Authority Building Control services to deliver and reduction in quality of service is a risk. This shared service would provide the opportunity to provide a larger more sustainable service, enabling it to compete more effectively in the market. Our ambition is to increase resilience, invest in our staff and strengthen our service offer. Coupled with an effective marketing strategy, our work has indicated this will generate an additional £60,000 per annum in income.
- 3.7 As part of the business case work we mapped current work for both services and the growth sites identified in local plans. This indicated that the majority of work was located around the existing offices and did not present a compelling case for the location to be at either of the existing offices at Cambourne or Eastfield House. Both offices also provide sufficient accommodation to provide for the service operational needs.
- 3.8 It makes sense for the Shared Service to be located at one office to minimise overhead costs and it would be sensible to align the accommodation with the lead authority. However this decision needs to be made in light of other accommodation priorities associated with other pending Shared Service decisions. This includes the decisions as to whether Cambridge City joins the shared service.
- 3.9 As other Shared Service work between the three authorities has gathered momentum, we have developed our discussions with Cambridge City regarding joining the Building Control Shared Service. This includes work to prepare a detailed business case with Cambridge City, with a recommendation to Cabinets in April 2015. As part of this work we will test whether our recommendations on Lead Authority and location need to be revisited.
- 3.10 To ensure that we keep momentum we are recommending a two stage approach which involves setting up a shared service for Huntingdonshire and South Cambridgeshire first (Phase 1) and then including Cambridge City in Spring 2015 following the relevant decisions.

- 3.11 The business case for Phase 1 as a stand alone shared service stands up on its own, however we do think there would be other considerable benefits resulting from the City joining the Shared Service, including potentially generating more savings and service resiliency.
- 3.12 For Phase 1 we are proposing that staff continue to work from their existing offices and meanwhile we strengthen leadership and processes to build resiliency by co-ordinating service delivery across both teams.
- 3.13 We will also move towards a shared IT platform and maximise use of our existing technologies to enable surveyors to develop a consistent approach to mobile working including use of IT hubs to service our more remote areas. The shared platform in particular will enable us to embed a more efficient way of working pending the decision about Cambridge City joining.
- 3.14 The proposed shaping and supporting principals in Appendix B will ensure that we take a consistent approach to driving forward the implementation of the Shared Building Control Service
- 3.15 The general approach to recharging and sharing savings for Shared Services approved by Cabinet in October 2014 is *“a service by service approach based in the first instance on the budget of each service incorporated whilst also ensuring that appropriate efficiency targets are built in for each Council. “ and “ Once the shared service is created, we will need to ensure a more sophisticated approach by which each authority can determine the performance required and target potential efficiencies appropriately.”*
- 3.16 We will consider savings and recharges as part of the business case process with the City. Our recommendations will be reported to Cabinet in Spring 2015.

Option 2: For the business case to include a viability assessment of the IT solution developed by South Norfolk District Council

- 3.17 We have undertaken considerable work with South Norfolk to explore the viability of adopting their IT solution. The premise of this offer and business case was based on a regional partnership with a number of other authorities joining as shared service.
- 3.18 The Eastern Region Partnership has however not yet been formally set up and there is not a clear set of objectives which all partners have shaped and signed up to. To sign up to a potential partnership in isolation would represent a risk to our authorities as we are not in a position to fully assess the benefits or associated implications.
- 3.19 It is also our view that the benefits & performance of the IT solution are also intrinsically linked to the partnership offer and therefore cannot be fully achieved or assessed. As such we would recommend that we do not commit to the South Norfolk IT solution or Eastern Region partnership at this time.
- 3.20 A shadow partnership board is now being set up by the DCLG to shape the Regional partnership, we would recommend as lead authority South Cambridgeshire attends the Shadow Board. Its role will be to explore any potential benefits for any collaboration with Eastern Councils for our Shared Service and report to Cabinets in due course.

Option 3: To work with interested local authorities from Cambridgeshire and Bedfordshire to develop a proposal for a Local Authority Building Control cluster to operate within a regional network supported by South Norfolk District Council

- 3.21 Given our recommended stance on the Eastern Region Partnership and the impetus Corporately from all three authorities at Cambridge City, Huntingdonshire and South Cambridgeshire Councils with regards to taking forward Shared Services, we would recommend that our resources are prioritised to setting up a robust and sustainable Building Control Shared Service between Huntingdonshire and South Cambridgeshire Councils and potentially also Cambridge City.
- 3.22 We will continue to liaise with other local authorities including at the Shadow board and also through the Local Authority Building Control partnership (LABC) at officer level.

Option 4: To work with South Norfolk District Council and other interested 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.

- 3.23 The work on the Approved Inspector was also part of the Eastern Region Partnership offer but similar to the IT is being led and developed by South Norfolk. It is not clear how this will be taken forward by the proposed Shadow Board at this stage.
- 3.24 As such our recommendation is to focus our resources in setting our Shared service (Huntingdonshire and South Cambridgeshire and potentially also Cambridge City) and defining and strengthening our own offer. This will position us for assessing the viability of any Approved Inspector proposal by the Eastern Regional Partnership or any others.

4. Summary of recommendations and outcomes

- 4.1 There is a clear business case for the shared service between Huntingdonshire and South Cambridgeshire Councils, the key drivers are cost saving of in excess of £100,000 per annum and that the additional resilience will strengthen quality of service and enable us to generate additional income amounting to £60,000 per annum.
- 4.2 Whilst we need to do detailed work with Cambridge City on their business case, our initial view is that their joining the Shared Service will create more efficiencies and also strengthen the overall Building Control offer, enabling us to compete effectively in a competitive market place.
- 4.3 The recommended two stage approach to setting up the shared service will enable us to start shaping the service in accordance with the principles set out in Appendix B and by putting in some of the supporting measures such as the IT shared platform at an early stage which enable us to achieve some savings as early as 2015/16.

4.4 Other anticipated outcomes include:

- Enhancing customer service, we will consult with our customers and modify shared processes accordingly. A larger team will free up time to work on initiatives to refine the service offer and undertake targeted marketing such as joint marketing with other complimentary Services.
- Moving to a shared IT platform within the wider shared service context across the two and potentially three councils will lead to savings in management, hardware, software and services and support costs.
- Staff development – a larger service will increase the opportunity for staff development and exposure to a more diverse range of work. We will strengthen our personal development programme for this service in consultation with staff.
- Staff recruitment/retention – greater work opportunities should improve staff retention and help to reduce turnover. A larger shared service could provide increased opportunity to consider participating in a higher apprentice training scheme (growing our own).
- Opportunity to strengthen leadership and alignment with other complimentary services, including for the delivery of large development sites.

5. **Proposed next steps & timeframes**

- 5.1 As outlined above a phased approach to the implementation of the Building Control Shared Service will enable early efficiencies to be secured. It would be advantageous to put a shared service manager arrangement in place to shape implementation of the service from an operational perspective. This may be on an interim basis in the first instance.
- 5.2 In accordance with shared principles approved by Cabinet in October, staff will be seconded to the Lead Authority for the Shared Service. Locations for the teams will be confirmed in Spring 2015 depending on the outcome of the business case.
- 5.3 Depending on the outcome of the business case a structural review may be required as part of Phase 2 of the implementation process. Staff will be consulted appropriately at each stage in the process, in addition to monthly briefings which are currently taking place.
- 5.4 These, other steps and approximate timeframes for each Phase are as follows:

Phase 1: Shared Service- South Cambridgeshire and Huntingdonshire & Business case for Cambridge City joining

Outcome	Date
Cabinet report: Shared service South Cambridgeshire and Huntingdonshire Councils	Nov 2014
Confirm shared service implementation management arrangements	Nov – Dec 2014
Develop Cambridge City Business case	Dec – Feb 2015
Staff Consultation - South	January – Feb 2015

Cambridgeshire and Huntingdonshire Councils	
Confirm Phase 1 shared service arrangements	Early March 2015
Implementation of Phase 1 shared service arrangements	March – end April 2015

Phase 2: Shared Service- South Cambridgeshire, Huntingdonshire & Business Cambridge City

Outcome	Date
Initial Cambridge City Staff Consultation	March 2015
Decisions by all 3 Councils on BC shared service	April 2015
Staff consultation – implementation measures with city joining shared service including any secondments to preferred Service location	May 2015
Implementation of shared service at agreed location (s)	July – August 2015
Shared Service structural review (if required)	September – December 2015

6. Capacity & set up Requirements

- 6.1 Project management support for the project has been provided since May 2014. It is recommended that management arrangements are put in place at the earliest opportunity to support the implementation of the shared service and to ensure that any impacts on service delivery are minimised as a result of the change.
- 6.2 In line with the October 2014 Cabinet decision, Transformation Challenge Award Funding can be used for
- overall project management/co-ordination;
 - interim and permanent shared posts to ensure momentum and the early delivery of efficiencies/additional income
 - shared training programmes;
 - ICT harmonisation unto the shared platform

7. Member Governance Arrangements

- 7.1 It was agreed in July that overall progress would be overseen by a joint steering group involving Leaders, and relevant portfolio holders where appropriate, reporting back to the respective Cabinets and other decision-making bodies.
- 7.2 In addition, portfolio holders from each authority will also need to be involved in overseeing performance once specific shared services have been established.

8. Financial Implications

- 8.1 The delivery of shared services will require additional capacity & funding of approximately £100,000 in 2014/15 for Phase 1 in order to ensure effective delivery. However it is anticipated that this will be funded by the Transformation Challenge Award and costs will be minimised wherever possible.

9. Legal

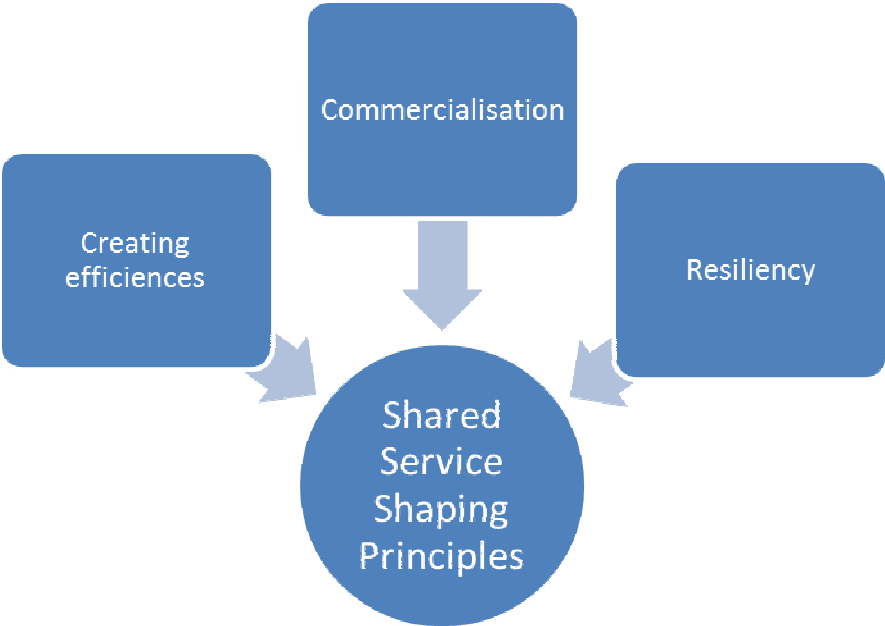
- 9.1 Any legal implications will be addressed as part of outline business cases as they are brought forward.

10. Staffing

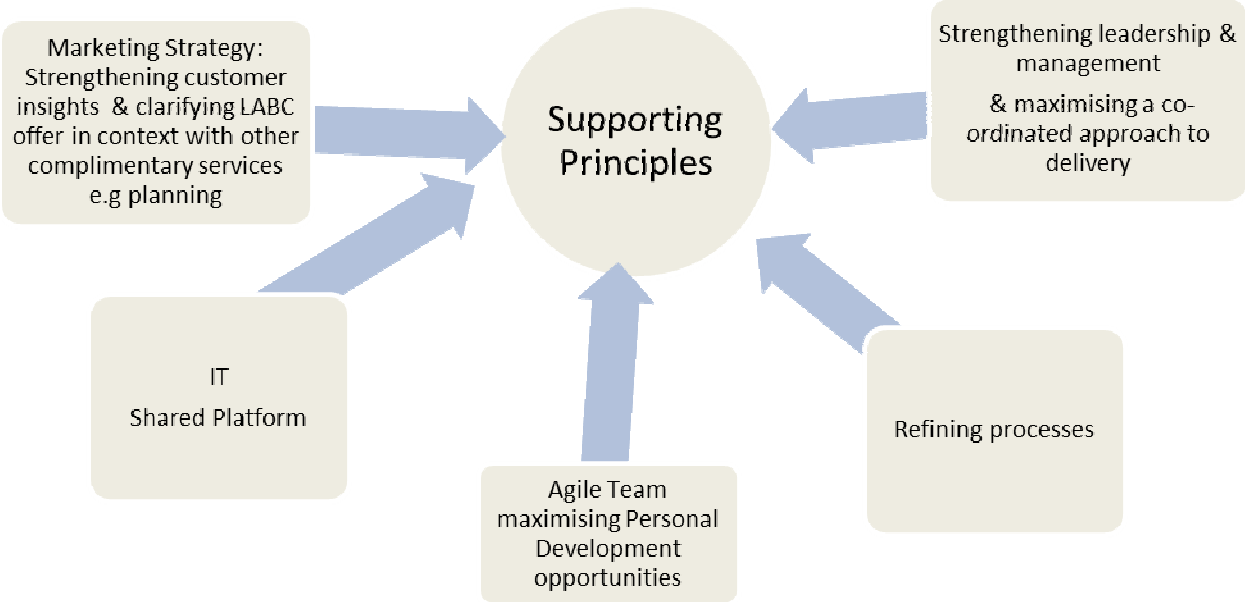
- 10.1 Whilst moving to shared services creates uncertainty for staff, it will also help to ensure greater capacity and resilience together with enhanced career opportunities. In the longer term, this will help to provide better job security and to minimise the need for compulsory redundancies.
- 10.2 As part of the process, it will be important to ensure full engagement and consultation with both staff and trade unions moving forward. The lead HR officers from all three Councils are currently working together to ensure a co-ordinated approach. Monthly staff briefings with staff from Huntingdonshire and South Cambridgeshire staff have been undertaken and will continue throughout this process. Separate briefings will take place for City staff until the work has progressed sufficiently on the business case.

11. Risk Management

- 11.1 A dedicated risk log has been set up for the Shared Services Project Board to ensure that risks are identified and managed. In addition, specific operational risks will be identified and managed through the business plan process.



Phase 1: Building Control Shared Service (HCD & SCDC) Shaping and Supporting Principles



Public
Key Decision - No*

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Litter policies and practices

Meeting/Date: Overview and Scrutiny Panel (Environmental Well-Being) –
11th November 2014

Executive Portfolio: Councillor D M Tysoe, Executive Councillor for Environment

Report by: Operations Manager

Ward(s) affected: All

Executive Summary:

This report provides details of the Council's street cleansing service and in particular our litter policies and practices as requested by Chairman of Overview and Scrutiny (Environment). It is timely to present this report as part of the Facing the future programme there are a number of projects relating to street cleaning which in effect means that a review of the service is required.

It provides details of the Council's statutory responsibilities and the arrangements we have in place to meet those requirements.

Recommendation(s):

It is recommended that the report be noted.

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1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 This report provides details of the Council's street cleansing service and how its litter policies and practices are delivered to meet our statutory responsibilities under the relevant legislation.
- 1.2 It also gives the committee the opportunity to review the standards and consider if they believe changes need to be recommended to Cabinet.

2. STATUTORY RESPONSIBILITIES

- 2.1 There are two main pieces of legislation relating to street cleansing. These are:
- Environmental Protection Act (EPA) 1990
 - Clean Neighbourhoods and Environment Act (CNEA) 2005 - this adds powers to and compliments parts of the EPA.
- 2.2 The main duties within the EPA are for the local authority to ensure it keeps any relevant land or relevant highway for which it is responsible, so far as is practicable, clear of litter and refuse.
- 2.3 Relevant land must be open on at least one side and under the direct control of a duty body (district, borough or county council) to which the public have access with or without payment.
- 2.4 Relevant highway means highway maintained at the public expense i.e. adopted roads. When determining the highway this normally means from boundary to boundary and will include verges, highway ditches, layby's, pavements and well as the road surface.
- 2.5 Private land and unadopted roads are not classed as relevant land or highway and would be the responsibility of the landowner.
- 2.6 As part of the EPA the Secretary of State has to prepare and issue a code of practice for the purpose of providing practical guidance on the discharge of the duties described above. This is known as the Code of Practice on Litter and Refuse (COPLR).
- 2.7 The COPLR contains three parts. Part 1 deals with the responsibilities required to keep relevant land and highway clear of litter and refuse. Part 2 provide advisory standards for graffiti and fly-posting (these are not statutory responsibilities). Part 3 contains details of the legislative standards.
- 2.8 The Code of Practice provides common definitions in relation to litter and refuse. These are as follows:
- Litter - most commonly assumed to include materials, often associated with smoking, eating and drinking, that are improperly discarded and left by members of the public; or are spilt during business operations as well as waste management operations. These include certain discarded smoking-related materials e.g. cigarette ends and discarded chewing gum (however cleansing standards under the COPLR do not apply to trodden-in chewing gum).
 - Refuse - this includes household and commercial waste and can include fly-tipped waste. Dog faeces are to be treated as refuse on certain descriptions of public land. Dog fouling is a separate offence from littering.

- 2.9 As part of our requirements to keep highways clean, it is recommended that detritus should be removed alongside litter and refuse and from all other hard surfaces for which the council is responsible. Detritus comprises small, broken down particles of synthetic and natural materials and includes dust, mud, soil, grit, gravel, stones, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials. Leaf and blossom falls become detritus once they have substantially lost their structure and have become mushy or fragmented.
- 2.10 The COPLR specifies grades of cleanliness for both litter and detritus against which the standard of an area can be judged. Depending on the grade of the area and the zoning of an area, this will determine the timescales to bring the area back up to an acceptable standard. Further details of the COPLR are detailed in Appendix 1.
- 2.11 The Council is expected to set their cleansing schedules so that they meet the duty to keep their relevant land clear of litter and refuse and highways clean. Response times are specified in the COPLR, and are maximum response times to restore the area to grade A standard if it falls below grade B. Consequently some Councils only maintain areas to a Grade B standard and so do not need to up the cleaning to a Grade A unless the standard falls.
- 2.12 The principle behind the COPLR is the management of an area to keep it clean, not on how often it is cleaned. Consequently resources are directed to those areas which need it most and in reality this means the town centre areas with villages receiving a reduced level of service as set out in Section 5.
- 2.12 If an individual felt that the Council was not complying with its duty under the EPA then they can take action through the magistrates' courts against us. If the magistrates' court concludes that the complaint is well founded, it may issue a Litter Abatement Order requiring the land be cleaned.

3. OTHER POWERS (NON-STATUTORY) RELATING TO STREET CLEANSING

- 3.1 The Anti-Social Behaviour, Crime and Policing Act 2014 introduces Community Protection Notices (CPN) which can be used to deal with a problem negatively affecting the community e.g. littering, accumulations of waste, graffiti. As this part of the Act only commenced on 20 October 2014, as yet the Council does not have authorised officers to issue notices.

4. CURRENT RESOURCES

- 4.1 The council currently employs 28 FTE and 2 part time staff on street cleansing, 1 Team Leader and a Supervising Inspector who covers both Street Cleansing and Grounds Maintenance. As part of the "Facing the Future" projects a number of posts have only been filled on fixed term contracts for between 1 and 2 years, to allow flexibility to change the service in the future.
- 4.2 The resources are deployed daily to try and maintain our requirements under the COPLR. In line with the need to respond to busy areas in less time than low intensity use areas, our resources are structured around this. Details of how our resources are deployed are detailed in Appendix B. This is dependent on us having enough staff to cover the work and we will prioritise busier areas or more urgent work if there are not enough staff available. Other factors may also determine where resources are used daily, for example where we need to urgently remove flytipping or in times of leaf fall when hot spot areas will be targeted. This will include accumulations of leaf fall on main pedestrian routes

(e.g. town centres, outside schools), or where leaves may cause an obstruction or danger to the public (for instance where the whole path is covered with wet and slippery leaves). When we get complaints from one of the main town areas, one of the crews within that area will be given the complaint to rectify. Availability of sweepers will also determine what resources are used daily. If a pavement sweeper is off the road, additional resources will need to be drafted into the town centres in the early morning to assist in this area.

- 4.3 Street cleansing works every day of the year (with the exception of Boxing Day). The main cleansing work is carried out during the week, however in order to meet our responsibilities in the COPLR, we also have a smaller resource who work at weekends. In order to reduce overtime costs, a number of staff now have weekend working in their contract of employment.

5. SERVICES DELIVERED UNDER STREET CLEANSING

- 5.1 Mechanical Sweeping - We operate two types of sweepers, road sweepers (2) and compact pavement sweepers (3). These are used to remove detritus and litter from both road channels and pavements across Huntingdonshire. The road sweepers do not operate where there are no kerbed channels, and in some areas due to the type of block paving cannot be used as they may loosen the blocks. The compact pavement sweepers are located in the main towns, assisting with the town centre areas first thing in the morning and then go out to other areas of the town covering most areas on a 4-6 week cycle depending on availability and other issues, such as leaf fall.

- 5.2 Manual litter picking – staff work across the district removing litter from roads, pavements, grass verges, grass areas, ditches, laybys and any other land we are responsible for. This includes high speed roads such as A14 and the A1. This can be based on their scheduled work, in towns the crews normally check most areas weekly, litter picking those that require it. Other crews go out and complete works tickets, these are requests for areas to be litter picked from the public, or where areas are noticed by Supervisory staff when undertaking inspections. In the northern area of the district the villages have a crew that litter picks these areas. In the southern area of the district the village work is carried out by either a dedicated village crew when additional resources are available or combined with the other flytipping, works tickets or bulky collections we are undertaking in these areas.

- 5.3 Fly tipping - as part of the Council's responsibilities to keep relevant land and highways clear of litter and refuse, we remove fly tipped waste. This can range from a black sack of waste to a lorry load of mixed waste. On some occasions hazardous waste such as chemicals or asbestos is found and a specialist contractor is used to remove this waste. In addition this can sometimes be in awkward locations such as roadside ditches which may be filled with water, or down bridleways which due to the weather we cannot access until conditions improve. Most fly tips which we are responsible for collecting are removed within 3 working days. Fly tipping on private land is the responsibility of the landowner to clear.

- 5.4 Graffiti and Illegal Sign Removal - we remove graffiti from accessible public places and not on private property. Removal of racist or offensive graffiti is normally completed within 48 hours of it being reported. On occasions we will remove graffiti from private property if the owner pays subject to an indemnity being provided. The provision of this service will depend on the type of surface and resources available.

The term 'illegal signs' refers to any notices that are put up on the public highway without prior permission. This may be 'A' boards advertising businesses which are on the pavement, notices tied to lamp-posts ('Look who's 40!' or 'Furniture Sale' type notices). Illegal signs are routinely removed by the Operations division.

We do not remove temporary signs for organised community and charity events unless these are left in place for any length of time after the event has taken place.

5.5 Removal of Dead Animals - we remove dead animals from the highway where they may cause a traffic incident. In the case of domestic pets we always remove these and scan them for owner details before arranging for disposal if the owner does not want them back.

5.6 Household Bulky Collections / Chute collections - these services are provided on behalf of the refuse collection service. Due to the current economic climate the household bulky collection has reduced to operating only one week out of two. The Council receives an income for providing each collection to a householder.

A number of flats within Huntingdonshire still operate on chute collections. Due to the type and size of the bags used for these collections, they have to be collected on a transit van so the street cleansing service undertakes this work. This is undertaken on a Monday and Friday every week.

5.7 Weed spraying - this is not a responsibility of the district council, but a County Council responsibility. We currently undertake this work on behalf of the County Council for which we are paid an income. The provision of the service has additional benefits to the Council in that it makes street cleansing easier and we incorporate some of this work in with our normal sweeping schedules. Due to complaints about the service this year it is clear that this Council is doing more than the service level agreement requires. Some discussion with the County Council will be required as their understanding of the SLA is a wider specification for the service than the latter requires.

6. ENFORCEMENT & EDUCATION

6.1 The Environmental Enforcement team have carried out a number of educational and enforcement actions in relation to complaints regarding litter. This has included work in St Ives to resolve the problem of fast food litter at weekends and work with Tesco in Huntingdon to resolve litter issues on their site.

6.2 Officers have also undertaken educational visits to take-away premises in St Ives and Ramsey and been involved in running a litter education session in the Junior PCSO scheme.

6.3 We are trying to make greater use of Fixed Penalty Notices for littering where appropriate and will hopefully looking to work with partners on this. This will be developed further as part of the Facing the Future projects as time and resources allow.

6.4 We provide resources such as litter pickers and hi-vis vests to community groups undertaking litter picks and will collect the waste. This encourages the local community to take pride in their town/village.

7 PROVISION & EMPTYING OF LITTER BINS

- 7.1 We receive a number of requests each year for litter bins. Due to the costs to supply and install litter bins, we have to assess whether an area actually needs a litter bin and whether there is a suitable location on the highway. When we receive a request for a litter bin we monitor the area for once/twice per week for approximately 3 months to assess the amount of litter and whether it would be justified. Where a bin is justified then we will install one.
- 7.2 Emptying of litter bins is undertaken by both the street cleansing staff and refuse collection staff. This ensures efficient use of resources and that we are not sending staff to empty bins in more rural areas that only have a few items in them. The information relating to litter bins is currently being transferred to the GIS system as it is unclear how many litter bins we currently have to empty without having to interrogate the paper records or ask the crews directly.
- 7.3 The council does not provide separate dog bins. Dog waste can be put in our litter bins.

8 BUDGET SAVINGS

- 8.1 Street cleansing was identified for budget savings for 2014/15 and £70K has been removed from the budget by reducing the litter bin budget, agency budget and overtime budget, plus a few other small areas.

9 FUTURE ISSUES

- 9.1 As the Council has a duty to keep clear any adopted highways, the service is growing every year. There has been no growth in the street cleansing budget for many years, and no additional resources provided. With staff now on contract to work weekends, we have to accommodate time off in the week which affects the numbers of resources in the week. With the rate of planned growth for the district this is starting to become an issue and some of the crews are struggling to cope with the areas their schedules cover and having to concentrate on more littered areas. If the Council wishes to maintain standards as they currently are, then future resourcing of the service will need to be considered, otherwise it is likely in future standards will have to be cut.

- 9.2 Facing the Future has a number of service reductions included:-

- Remove the town centres cleaners who operate during the day;
- Reduce the frequency of sweeping of highways and only have 1 road sweeper.
- Extend the hours worked or introduce working on a rota basis so that vehicles are used 7 days a week;
- Withdraw the graffiti/fly poster removal service.

There are also a range of service delivery options which will require a wholesale review of the service.

- 9.2 The construction of the new A14 will also have an impact as it is likely that we will be the authority responsible for litter picking and sweeping of this road. As the majority of the old road will remain, we will be taking on this work in addition to what we already do.

- 9.3 There is currently no specific guidance relating to health and safety operations and street cleansing, however this is currently being developed by HSE following a number of serious or fatal accidents involved in staff undertaking street cleansing operations. This is currently in development, however it is

likely that we will need to risk assess all roads we undertake street cleansing duties on, for all the activities we do (litter picking, sweeping, collection of fly tipping etc.). There may be a need in some cases to provide traffic management for some areas, which will be at a cost to the Council.

10 REASONS FOR THE RECOMMENDED DECISIONS
(Summary leading to the Recommendations)

10.1 This report is for members information and to note.

11. LIST OF APPENDICES INCLUDED

Appendix 1 - Summary of provisions of Code of Practice on Litter and Refuse

Appendix 2 - Allocation of Street Cleansing Resources

BACKGROUND PAPERS

Code of Practice on Litter and Refuse.

CONTACT OFFICER

Beth Gordon, Operations Manager
01480 388720

Summary of provisions of Code of Practice on Litter and Refuse

Grades of cleanliness

Litter and Refuse	Detritus
Grade A - no litter or refuse	Grade A - no detritus
Grade B - predominately free of litter and refuse apart from some small items	Grade B - predominately free of detritus except for some light scattering
Grade C - widespread distribution of litter and/or refuse with minor accumulations	Grade C - widespread distribution of detritus with minor accumulations
Grade D - heavily affected by litter and/or refuse with significant accumulations	Grade D - heavily affected by detritus with significant accumulations

Area zones

All the areas the council is responsible for cleansing are graded into zones. The zone is dependent on two variables

- The intensity of activity in the area from people and vehicles; and
- Health and safety limitations.

The zones are as follows:

- High intensity of use (busy public areas)
- Medium intensity of use (everyday areas, including most housing areas occupied by people most of the time)
- Low intensity use (lightly trafficked areas that do not impact upon most people's lives most of the time)
- Areas with special circumstances (situations where issues of health and safety and reasonableness and practicability are dominant considerations when undertaking environmental maintenance work).

Roads are high intensity whilst running through a primary or secondary retail and commercial centre, a medium intensity zone in the suburbs and a low intensity zone once in the countryside.

Response Times

High Intensity of Use	Medium Intensity of Use	Low Intensity of Use	Special Circumstances
½ day This means be 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and	1 day This means by 6pm the following evening	14 days	28 days or as soon as reasonably practicable

6pm on the previous day			
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There will be circumstances where it may be considered impracticable to clear the area within the timescales. These include:

- When there are severe weather conditions
- Health and safety considerations
- Special events
- Where advance notice is required for traffic management

Allocation of Street Cleansing Resources

Monday to Friday (except bank holidays)

Area	Resources	Details
Huntingdon	Town Centre operative	Area within ring road – litter picking & emptying bins.
	1 pavement sweeper	Town Centre early morning, then following 4-6 week schedule for pavements in the town.
	1 crew (3 operatives)	Litter picking across Huntingdon, emptying of pavement sweeper.
	1 crew (1 operative)	Town Centre litter bins early morning, then general litter picking in town, emptying of pavement sweeper.
St Ives	Town Centre operative	Town Centre – litter picking and emptying bins.
	1 pavement sweeper	Town Centre early morning, then following 4-6 week schedule for pavements in the town (visits Ramsey one day per week)
	1 crew (3 operatives)	Town Centre litter bins early morning, then general litter picking in town, emptying of pavement sweeper.
St Neots	Town Centre operative	Town Centre – litter picking and emptying bins.
	1 pavement sweeper	Town Centre early morning, then following 4-6 week schedule for pavements in the town.
	1 crew (3 operatives)	Town Centre litter bins early morning, then general litter picking in town, emptying of pavement sweeper.
	1 crew (1 operative)	Litter picking across St Neots, emptying of pavement sweeper.
	1 walking route operative	Outskirts of Town Centre.
Ramsey	1 operative	Town Centre – litter picking and emptying bins daily, then outskirts throughout the week.
Yaxley, Stilton + northern area	1 crew (1 operative)	Litter picking & litter bin emptying.

villages around this area		
Villages (southern area)	1 crew (2 operatives)	Either dedicated crew if resources are available or combined with other works being carried out.
Layby's & Godmanchester litter bins	1 crew (2 operatives)	Layby's on A1 & A14, Godmanchester litter bins.
Bulky collections, flytipping, other work (in response to complaints, observations by staff)	1 crew (2 operatives)	Across district (bulky collections are currently only carried out one week out of every two as demand is low).
Mechanical Road Sweeper	2 crews (1 operative)	1 x north area – 2 weekly for main routes through towns, rest of district approximately every 6 weeks. 1 x south area – 2 weekly for main routes through towns, rest of district approximately every 6 weeks.
Graffiti, Weed spraying, Works Tickets, Cover for other roles, collection of dead animals.	1 operative	In summer weed spraying carried out on behalf of CCC, this could be up to 5 people, mix of HDC staff and agency
A14 / A1	1 HDC operative (2 agency)	Litter pick A14 / A1 – subject to risk assessment

Saturday

Huntingdon	Town Centre operative (works all day) 1 pavement sweeper 1 crew (1 operative)	Area within ring road – litter picking & emptying bins. Town Centre 3 hours early morning Town Centre litter bins and litter picking – 3 hours early morning (this includes emptying Godmanchester litter bins).
St Ives	Town Centre operative (works all day) 1 pavement sweeper 1 crew (1 operative)	Area within ring road – litter picking & emptying bins. Town Centre 3 hours early morning Town Centre litter bins and litter picking – 3 hours early morning
St Neots	Town Centre operative	Area within ring road – litter picking &

	(works all day) 1 pavement sweeper 1 crew (1 operative)	emptying bins. Town Centre 3 hours early morning & Skateboard Park Town Centre litter bins and litter picking – 3 hours early morning
Ramsey	1 operative	Litter picking and litter bins 3 hours early morning

Sunday

Huntingdon	1 pavement sweeper 1 crew (1 operative)	Town Centre 3 hours early morning Town Centre litter bins and litter picking – 3 hours early morning (this includes emptying Godmanchester litter bins).
St Ives	1 pavement sweeper 1 crew (1 operative)	Town Centre 3 hours early morning Town Centre litter bins and litter picking – 3 hours early morning
St Neots	1 pavement sweeper 1 crew (1 operative)	Town Centre 3 hours early morning & Skateboard Park Town Centre litter bins and litter picking – 3 hours early morning
Ramsey	1 operative	Litter picking and litter bins 3 hours early morning

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CURRENT ACTIVITIES

STUDY	OBJECTIVES	PANEL	STATUS
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.
Affordable Housing	To 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.	Social Well-Being	Second meeting held. Relevant potential policies in new Local Plan reviewed and recommendations made. Study programme agreed.
Project Management	To be agreed during the study planning session in November.	Economic-Well Being	An update on the activities of the Council's Project Management Board has been provided to the Panel. The Corporate Team Manager will prepare an update for their meeting in December 2014.
Facing the Future	Ongoing monitoring role of financial implications of Facing the Future for the Medium Term Financial Strategy.	Economic Well-Being	The Panel has received an update on progress with the delivery of the Facing the Future programme. A further update will be prepared for the Panel's meeting in December.

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Panel Date	Decision	Action	Response	Date
	<u>Great Fen Project</u>			
12/03/13	Copy of the Socio-Economic study presented to Panel.		Site visit held on 17th September 2013.	
14/01/14	Great Fen Project Collaboration Agreement endorsed by Panel and Cabinet for renewal for a further 5 year period.			
17/06/14	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.		A visit has been arranged for 7 November 2014 at 1.30pm. An invitation has also been sent to Members of the Economic Well-Being Panel.	
	<u>Design Principles for Future Developments</u>			
17/06/14	The Panel will consider the Design Guide before being submitted to the Cabinet.		The Huntingdonshire Design Guide SPD is expected to be presented to Cabinet in March 2015.	19/03/15
	<u>Tree Strategy</u>			
15/07/14	Draft Strategy considered by the Panel. Its contents were endorsed for submission to the Cabinet.	Strategy approved by the Cabinet and the Corporate Director (Delivery) authorised to proceed with the implementation of the Action Plan 2015-2020.	Working Group to meet again in October 2014 to review the final content of the Strategy prior to its launch in January 2015.	
	<u>Whole Waste System Approach/ Waste Collection Policies</u>			
17/06/14	Agreed that the Waste Collection Working Group should reconvene to assist the Head of Operations and Executive Member for Operations & Environment with reviewing waste collection policies in relation to the collection points for wheeled bins/sacks and remote properties (farms and lodges). Councillors G J Bull and D A Giles appointed on to the Working Group alongside Councillors M G Baker and G J Harlock.	Meeting of the Working Group held on 24 th June 2014.	Further meeting to be held in to consider the outcome of the survey work undertaken by the Head of Operations.	

Panel Date	Decision	Action	Response	Date
17/06/14	<p><u>Rural Transport</u></p> <p>Councillor Mrs L Kadić re-appointed as the Panel's representative on the Cambridgeshire Future Transport Initiative.</p>		Updates to be delivered in due course.	
<p>11/2/14</p> <p>11/3/14</p> <p>8/4/14 / 17/06/14</p> <p>17/06/14</p>	<p><u>Flood Prevention</u></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 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.</p>	<p>Meeting of the Working Group to be arranged.</p>		
17/06/14	<p><u>Litter Policies and Practices</u></p> <p>Chairman requested an item on litter policies and practices to be submitted to a future Panel meeting. Councillor D A Giles requested that consideration is also given to graffiti</p>	Request submitted to Head of Operations.	Item to appear before the Panel in November 2014.	11/11/14

Panel Date	Decision	Action	Response	Date
	removal at this time.			
09/09/14	<p><u>Licensing</u></p> <p>Agreed to obtain further information to decide whether a study should be undertaken on the impact of Facing the Future on the Council's Licensing function.</p>	Information obtained from relevant Officers.		
	<p><u>Notice of Key Executive Decisions</u></p> <p>Huntingdon West Masterplan - Panel requested sight of the report prior to its submission to the Cabinet.</p> <p>Local Plan to 2036 – Proposed Submission - Panel will have sight of the report prior to its submission to the Cabinet.</p> <p>Energy Management Plan - Panel will have sight of the report prior to its submission to the Cabinet.</p> <p>Huntingdonshire Infrastructure Business Plan - Panel will have sight of the report prior to its submission to the Cabinet.</p> <p>Civil Parking Enforcement - 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 April 2015.</p> <p>Report expected December 2014.</p> <p>Report expected November 2014.</p>	<p>14/04/15</p> <p>09/12/14</p> <p>14/04/15</p> <p>TBC</p>
	<p><u>Huntingdonshire Strategic Partnership (HSP)</u></p> <p>The Panel scrutinises the work of the HSP, with the following thematic group falling within the Panel's remit:-</p> <p>Growth and Infrastructure</p>			

Panel Date	Decision	Action	Response	Date
14/1/14	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.		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 149

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st to 24th October 2014.

EXPENSES AND ALLOWANCES POLICY

The Employment Panel has reviewed and endorsed the contents of a new Expenses and Allowances Policy for the organisation. The Policy has been developed to provide a transparent and consistent framework for allowances, to provide guidance and a process for employees to claim expenses and to recognise changes as a result of moves to share services with neighbouring authorities.

Following endorsement by the Employment Panel, the final policy will now be presented to the Corporate Management Team for approval in accordance with the Council's Scheme of Delegation and then implemented at the start of the following calendar month.

JOB EVALUATION POLICY

The Employment Panel has endorsed for implementation the contents of a new Job Evaluation Policy. The Policy had been revised to draw on the experience obtained from the Pay Review, to clarify the job evaluation process and to provide an equitable framework for the Authority.

WORKFORCE REPORT 2014-15 (QUARTER 1)

The quarterly report on Human Resource matters impacting on the performance of the organisation during the period 1st April to 30th June 2014 has been

presented to the Employment Panel. A range of issues were discussed including employee numbers, salary costs, sickness absence and the HR caseload.

The Panel has noted that the average days sickness lost per FTE had increased to 8.2 days per annum from an average of 7.6 days in the preceding quarter. However this increase had occurred at a time of significant change for the organisation. Having noted that the Operations Division had experienced the highest increase in sickness since the previous quarter, Members were advised that work was ongoing to address this. The Panel has also discussed absences related to stress, anxiety, mental health and depression, together with the increase in long term sickness absence.

As the figures for sickness absence within the report related to the period to 30th June 2014, an update on the current position will be circulated to Panel Members.

LGSS PERFORMANCE REPORT AND LGSS MONITORING

The Employment Panel has considered the performance of the LGSS Human Resources, Payroll and Organisational Workforce Development Services during the period 1st April to 30th June 2014. Members noted that the majority of

service standards had been met or exceeded and that it was expected that the use of the strategic element of the contract would increase during the course of the year.

To assist the Panel in monitoring performance levels, feedback from the Council's Policy and Performance Manager and the views of District Council staff on each of the service areas was also provided. In recognition of the ongoing problems being experienced with the E-Recruitment system, the Panel has asked LGSS to prepare an action plan to address the issues which have been raised and to report back to the next meeting. A demonstration of the E-Recruitment system will also be provided at this time.

SHARED SERVICES

The Economic Well-Being Panel has received an update on the progress which has been made by Huntingdonshire District Council, South Cambridgeshire District Council and Cambridge City Council to work in partnership to deliver shared services and develop a shared service arrangement for the delivery of ICT and Legal Services. Members have conveyed their appreciation to those Officers who had been involved with the successful bid to the Transformation Challenge Fund which would provide additional resources to fund interim and permanent support to ensure that the momentum of the partnership is maintained.

The Panel has welcomed the overall direction of travel and have endorsed the recommendations within the report. However Members sought clarification and asked questions on a number of matters, which were responded to by the Executive Leader and the Corporate Director (Services). Members also discussed the importance of engaging with staff and carrying them with the Council on this journey and have been

assured that communication planning is a key part of the development of shared services and that there was a detailed communications plan in place for this purpose.

Having been informed that the arrangements for scrutinising the shared services had yet to be established, Members have expressed a desire to be involved within the development of the Overview and Scrutiny arrangements.

The Cabinet has subsequently indicated its support for the recommendations and the general principles to be used in progressing the project in relation to the lead authority approach, location and cost sharing proposals.

BUDGET MONITORING 2014/15 (REVENUE & CAPITAL) AND UPDATE ON ZERO BASED BUDGETING

The Overview and Scrutiny Panel (Economic Well-Being) has reviewed the variations to the approved 2014/15 revenue and capital budgets. The Head of Resources was asked to circulate details of the one off cost relating to the settlement of a legal dispute in the land charges service and the saving for Town and Parish Council support, which has been identified within Democratic Services and is yet to be resolved.

The Panel has also received an update on the arrangements for the Zero Based Budgeting process and Members were provided with an opportunity to ask questions on the operation of the process. Members have emphasised that the outcome of the process will only be as good as the managers' commitment to it and Members' appetite for changes to the way in which the Council currently does things. Panel Members will give

further consideration in advance of the next meeting as to whether it might be useful for the Panel to review one of the ZBB 'heavy' services in further detail.

Having discussed the methodology adopted for the ZBB exercise, the Cabinet has requested the Managing Director to expedite the process and after consultation with the Executive Leader and Executive Councillor for Resources to report back to them by March 2015 on a budgetary plan which would assign a timescale to the completion of the exercise.

OPTIONS FOR FRAUD INVESTIGATION POST SFIS

The Overview and Scrutiny Panel (Economic Well-Being) has considered various options available to the authority once its housing benefit fraud function has been transferred to a Single Fraud Investigation Service in May 2015. The Panel has subsequently recommended that a smaller fraud team be retained which can work in partnership with neighbours and other agencies.

This conclusion was supported by the Cabinet but Officers were requested to continue to pursue consideration of shared service options for the function with partner authorities by 2016.

COMMUNITY SAFETY PARTNERSHIP – ANNUAL REPORT

The Overview & Scrutiny Panel (Social Well Being) has received a presentation on the activities and outcomes of the Huntingdonshire Community Safety Partnership in 2013/14. Detailed costs associated with support for the Partnership and those challenges presented by the new Anti-Social Behaviour, Crime and Policing Act 2014 also were discussed.

The Partnership had been established in accordance with Sections 5–7 and 11 of

the Crime & Disorder Act 1998 which required responsible authorities to work together to protect their local communities from crime and help people feel safe and do all that was reasonable to prevent crime and disorder in the area. The Partnership comprises representatives from the District and County Councils, Cambridgeshire Constabulary, Cambridgeshire Fire & Rescue Service, Cambridgeshire & Peterborough CCG and the Probation Service. Other organisations were invited to participate as appropriate.

Funding for the partnership was now allocated to the Partnership from the Safer, Stronger Community Fund by the Police & Crime Commissioner and in 2013/14 this amounted to £28,000. Details of the projects towards which funding had been allocated in 2013/14 also was noted together with the cost to the Council in taking the lead in supporting and chairing the Partnership. It was explained, however, that the latter had now transferred from the District Council to the Chief Inspector thus reducing the costs previously incurred by the Council.

Having discussed the delivery and cost effectiveness of the service and established that Community Service Grant of £24,000 had been allocated by the Police & Crime Commissioner for 2014/15, the Panel questioned whether any cost analysis of the service had been undertaken to demonstrate the value and cost effectiveness of the Partnership. The Executive Councillor and Communities Manager agreed to undertake this exercise in the future.

Through questions, it was understood that the priorities of the Partnership over the period 2014-17 reflected those set by the police. It was made clear that prevention of crime

generally was the overriding and continuing priority for the Partnership although not listed specifically as a priority.

Although not mentioned in great detail, the Panel recognised the valuable contribution made by the CCTV service as a deterrent to anti-social behaviour. As the service had transferred to Community Division, the impact of CCTV would be reflected in future reports.

Having been briefed on the implications for the Partnership of the new Anti-Social Behaviour, Crime and Policing Act 2014 and noted that the Partnership was currently seeking to secure efficiencies and savings, the Panel agreed to consider at its forthcoming away day whether it wished to have the opportunity to engage in the outcome of the review at a future meeting.

CUSTOMER SERVICES MONITORING

The Overview & Scrutiny (Social Well Being) Panel has received and noted the performance and activities of the Customer Services Team over the period January to June 2014.

Although the report had formerly been submitted to the Economic Panel, COMT had taken the view that it was more appropriate if performance monitoring of customer services was undertaken by the Social Panel. The timeliness of the management information presented would be adjusted to reflect the work programme of the Panel in future. It also was noted that a review of progress on the Customer Services Strategy would be submitted to the Panel shortly.

Looking at the detailed performance information, it was explained that key measures were speed of response and quality of service (based on feedback received) arising from day to day operation of the service.

In response to a question on the rationale for the potential transfer of the Call Centre to Pathfinder House which appeared to be contrary to the shared service approach currently favoured by the District Council, the Head of Customer Service confirmed that there were still opportunities to establish the Call Centre as part of the Strategic Partnership with South Cambridgeshire/Cambridge City but in the short term, the likelihood was that the service would be relocated to Pathfinder House. Regarding a suggestion for joint services with Town Councils, the Panel noted that there was little advantage in partnership of this nature with the towns and concern that it could duplicate the existing response offered by the County Council.

In terms of the future, the Panel understood that it was the Council's intention to encourage the public to make greater use of online services rather than rely on the telephone or face to face contact. It was reported that a smartphone app was already used extensively by visitors to One Leisure and it was hoped to extend the facility to other parts of the organisation.

Regarding speed of response to enquiries at the Call Centre, the Head of Customer Service accepted that resilience to sickness absence required improvement and that there might be an opportunity to call on Customer Services staff in these circumstances should the team be located on the same site. It was made clear that any temporary staff exchange would not be to the detriment of customer services. However, there was also an opportunity to call in additional staff as cover in the event of concern.

Regarding the transfer of the team to Pathfinder House, the Panel was

informed that staff had welcomed the opportunity to have closer contact with their colleagues and other services.

The Panel concluded their discussion by looking forward to future reports on the opportunity there might be to encourage increased visitors to the Council's website.

AFFORDABLE HOUSING – UPDATE ON STUDY

Councillor R Fuller updated the Social Well Being Panel on the progress of the study on affordable housing. The Working Group had had the opportunity to discuss that part of the new Huntingdonshire Local Plan to 2036 relating to affordable housing provision at a meeting when the Executive Councillor for Planning and Housing Strategy also was present.

Councillor Fuller added that the Working Group was keen to examine opportunities to deliver additional affordable housing, reduce the number of families waiting for affordable housing and question why individuals appeared to remain on the waiting list without any potential to secure a housing offer. Brief mention also was made of current viability issues which severely impacted on the number of affordable units able to be offered by developers.

A written report on the most recent meeting would be submitted to the November Panel.

CAMBRIDGESHIRE HEALTH COMMITTEE

The Social Well Being Panel has received the Minutes of the meeting of the Cambridgeshire Health Community held on 11th September 2014.

Councillor Carter, the Panel's appointed representative, reported that Uniting Care Partnership had been selected as

the Preferred Bidder to improve older people's healthcare and adult community services across Cambridgeshire, Peterborough and parts of Northamptonshire and Hertfordshire. The services would provide urgent care for adults aged over 65 including inpatients as well as A&E services, Mental Health Services for people aged over 65, community health services for adults over 18 and other health services which support the care of people aged over 65. It was understood that the Partnership would spend the next six months preparing and putting everything in place to be able to start delivering services on 1 April 2015.

Members were hopeful that Uniting Care Partnership would be able to give a presentation to the Panel on how the new services would be delivered in Huntingdonshire.

DEVELOPMENT MANAGEMENT PANEL

The Development Management Panel considered eighteen applications at its October meeting and of these fourteen were approved, three refused and one deferred. Following a number of representations, the Panel deferred an application for the development of 43 dwellings and associated requirements on a site between St Andrews Way and Chapel End, Sawtry. Given concern expressed about flooding and drainage issues, the application was deferred to enable the Head of Development to establish the definitive drainage position with the applicant, Anglian Water, Environment Agency and the Middle Level Commissioners and to clarify whether the site roads and drainage arrangements are to be adopted by the relevant authorities.

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