

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

**Contact  
(01480)**

**1. MINUTES (Pages 1 - 4)**

To approve as a correct record the Minutes of the meeting of the Panel held on 11th November 2014.

**A Roberts  
388015**

**2. MEMBERS' INTERESTS**

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

**3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 5 - 10)**

A copy of the current Notice of Key Executive Decisions, which was published on 12 November 2014 is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Democratic Services  
388007**

**4. ENERGY MANAGEMENT PLAN (Pages 11 - 18)**

To consider a report by the Environment Team Leader on progress against the Energy Management Plan and on proposals to introduce an enhanced approach to energy management.

**C Jablonski  
388368**

**5. HUNTINGDONSHIRE DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT**

To receive a presentation by the Planning Services Manager and the Urban Design, Trees and Landscape Team Leader on the purpose of the Design Guide.

**P Bland  
388430  
M Huntingdon  
388404**

**6. OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) - PROJECT MANAGEMENT SELECT COMMITTEE**

The Overview and Scrutiny Panel (Economic Well-Being) intends to hold a select committee to carry out investigations into project management and has invited the Social and Environmental Panels to participate.

**A Roberts  
388015**

The Panel is requested to nominate three representatives to sit on the select committee.

**7. WORK PLAN (Pages 19 - 20)**

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

**A Roberts**  
**388015**

**8. OVERVIEW AND SCRUTINY (ENVIRONMENTAL WELL-BEING) - PROGRESS** (Pages 21 - 24)

To consider a report detailing progress on the Panel's activities.

**A Roberts**  
**388015**

**9. SCRUTINY** (Pages 25 - 32)

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 28 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.**

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**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, 11 November 2014.

PRESENT: Councillor G J Bull – Chairman.

Councillors J D Ablewhite, M G Baker,  
Mrs B E Boddington, Mrs A D Curtis,  
J W Davies, D A Giles, G J Harlock,  
Ms L Kadic and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates, B Hyland and M C Oliver.

IN ATTENDANCE: J D Ablewhite, D B Dew and D M Tysoe.

### **37. MINUTES**

Subject to the inclusion of an apology on behalf of Councillor D A Giles, the Minutes of the meeting of the Panel held on 9th September 2014 were approved as a correct record and signed by the Chairman.

### **38. MEMBERS' INTERESTS**

No declarations of interest were received.

### **39. NOTICE OF KEY EXECUTIVE DECISIONS**

The Notice of Key Executive Decisions which was published on 17th October 2014, was received and noted.

### **40. CORPORATE PLAN - PERFORMANCE MONITORING (QUARTER 2)**

*(Councillors J D Ablewhite, Executive Leader, and D Dew, Executive Councillor for Strategic Planning and Housing, were in attendance for the discussion on this item).*

Consideration was given to a report by the Policy and Performance Manager (a copy of which is appended in the Minute Book) on progress against the key actions and performance indicators contained in the Corporate Plan. The data covered the period 1st July to 30th September 2014 and included the position in the previous period for comparison.

The Executive Leader informed the Panel that the production of performance monitoring reports represented a significant step forward in the management of the Authority. He then confirmed, in response to a question by a Councillor, J W Davies, that Luminus had not requested a further amount in addition to the loan that had already

been agreed for development of a site in St. Ives.

Comment was made that there was a need to align more closely the reporting of performance with the remits of the Scrutiny Panels. In response to questions about roads associated with large strategic housing sites, it was confirmed that negotiation was taking place on new infrastructure in connection with potential development at Wyton and that conditions would be applied to the planning permission for proposed developments in St Neots that would limit development until improvements had been completed to the A428 and other roads.

Following questions about progress on the update to the Buildings at Risk Register and the processing of planning applications, the Executive Councillor for Strategic Planning and Housing reminded Members that the Planning Section had been operating significantly below establishment for some time. He went on to assure them that both areas of activity would be 'on-track' by the end of the year. In addition to having a full complement of staff, other measures to improve the processing of planning applications included reviewing the Scheme of Delegation and the way it was interpreted. The Executive Councillor expected next year's target for processing planning applications to correspond with national levels of performance.

With regard to the number of households living in temporary accommodation, Members were informed of a specific scheme to provide four additional dwellings intended for this type of tenure in Abbots Ripton Road, Huntingdon. More generally, analysis was being undertaken of demand and the location of temporary accommodation and, once this work had been completed, other schemes would come forward.

RESOLVED

that progress made against the key actions and performance indicators in the Corporate Plan be noted.

#### **41. SHARED SERVICES - BUILDING CONTROL**

*(Councillors J D Ablewhite, Executive Leader, and D Dew, Executive Councillor for Strategic Planning and Housing, were in attendance for the discussion on this item).*

By means of a report by the Head of Development (a copy of which is appended in the Minute Book) the Panel gave consideration to a proposal to form a shared Building Control service between Huntingdonshire and South Cambridgeshire District Councils. Councillor D B Dew, Executive Councillor for Strategic Housing and Planning, confirmed that the option of adopting South Norfolk District Council's IT solution had been thoroughly investigated but was not currently being taken forward.

Members received assurances that service standards would be maintained and that the evidence that supported the business plan to generate an additional £60,000 per annum in income was robust. It was further clarified that the net benefit of the savings and additional income referred to in paragraph 4.1 of Appendix A would be shared

between the partners.

Having welcomed the opportunities the shared service could provide for employees in terms of career progression, the Panel recommended the Cabinet to approve the recommendations contained in this report. In addition, it was recommended that, to promote good governance, scrutiny arrangements were developed for the shared service.

RESOLVED

that the Cabinet be recommended to approve the recommendations contained in the report by the Head of Development.

## **42. LITTER POLICIES AND PRACTICES**

*(Councillor D M Tysoe, Executive Councillor for Operations and Environment, was in attendance for the discussion on this item).*

Pursuant to Minute Nos. 07/13 and 15/13, the Panel received and noted a report by the Operations Manager (a copy of which is appended in the Minute Book) on the Council's litter policies and practices. Councillor D M Tysoe, Executive Councillor for Operations and Environment advised the Panel that in-depth figures for every area of work had not been included, but these could be provided if a detailed study was to be undertaken. He then drew Members' attention to various aspects of the service including the differing standards applied in towns, compared with rural areas for litter removal and the financial pressures on the service.

The Panel discussed the likely impact of potential areas for savings and, in particular, their implications for the resilience of the service. It was suggested that the Panel should examine these under the options for savings taking into account residents' appetite for change and make recommendations for future service scope and standards. On that subject, comment was made that the Council should encourage greater involvement of parishes in collecting litter. Furthermore, it was explained that the Council retained a statutory responsibility for standards of cleanliness and that current standards could be lowered without minimum standards being reached.

Following a question by Councillor D A Giles on waste collection from flats, it was agreed that Council representatives on the Board of a local Registered Provider should be asked to use their influence to encourage the organisation to make the necessary structural changes to such buildings. Councillor Giles also made a suggestion for responding to reports of graffiti. While there was agreement that there should be a single point of contact, it was decided that more work was needed on the details of how the Council's responsibilities were met.

In response to questions by Councillor G J Harlock on weed spraying and street sweeping, the Panel was informed that the Council had a standards based contract with the County Council for this work, but there was some disagreement on how the standards were interpreted. There was a need for clarification and agreement to be

reached between the two parties on the terms of the contract. Following discussion on enforcement of fly-tipping, it was

**RESOLVED**

that Councillors M G Baker, G J Bull, D A Giles and R J West be appointed to a Working Group to consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes.

**43. WORK PLAN**

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.

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

In receiving and noting a report by the Scrutiny and Review Manager (a copy of which is appended in the Minute Book) on the Panel's ongoing studies, clarification of the status of the Tree Strategy was requested. It was reported that survey findings would be made available to the Waste Collection Working Group in February.

In order to provide Member input into a planned water and flooding Supplementary Planning Document for Cambridgeshire, a meeting of the Flood Prevention Working Group shortly would be held.

On the proposed study into the Licensing Service, it was reported that the Cabinet had held informal discussions on the Council's general enforcement role. It was agreed that the Panel would monitor developments and undertake a study if the circumstances merited it.

**45. SCRUTINY**

The Panel received and noted the latest edition of the Decision Digest (a copy of which is appended in the Minute Book). Councillor Mrs B E Boddington made a comment that the item on the Development Management Panel should distinguished between decisions, which were in accordance with Officers' recommendations and those that were not.

Chairman



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

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

**Councillor J D Ablewhite**  
**12 November 2014**  
**1st December 2014 to 31st May 2015**

Membership of the Cabinet is as follows:-

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

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

Notice is hereby given of:

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

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

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



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

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing [Legal&DemServDemocratic@huntingdonshire.gov.uk](mailto:Legal&DemServDemocratic@huntingdonshire.gov.uk) or by contacting the Democratic Services Team. 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	Reasons for the report to be considered in private.	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Approval of Council Tax Base	COMT (Chief Officers Management Team)	1 Dec 2014		Ian Sims, Local Taxation Manager, Local Taxation Manager Tel No. 01480 388138 or email <a href="mailto:ian.Sims@huntingdonshire.gov.uk">ian.Sims@huntingdonshire.gov.uk</a>		B S Chapman	Economic Well-Being
Estate Strategy##	Cabinet	11 Dec 2014		Colin Luscombe, Estates Strategic Assessment Tel No 01480 387086 or email <a href="mailto:Colin.Luscombe@huntingdonshire.gov.uk">Colin.Luscombe@huntingdonshire.gov.uk</a>		J A Gray	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 <a href="mailto:Chris.Stopford@huntingdonshire.gov.uk">Chris.Stopford@huntingdonshire.gov.uk</a>		D B Dew, T D Sanderson and D M Tysoe	Social Well Being and Environmental Well-Being
Energy Management Update	Cabinet	11 Dec 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email <a href="mailto:Chris.Jablonski@huntingdonshire.gov.uk">Chris.Jablonski@huntingdonshire.gov.uk</a>		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	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Council Tax Support Scheme	Cabinet	11 Dec 2014		Amanda Burns, Benefits Manager, Benefits Manager Tel No. 01480 388122 or email Amanda.Burns@huntingdonshire.gov.uk		B S Chapman	Social Well-Being
Draft 2015/2016 Budget and MTF5***	Cabinet	22 Jan 2015		Clive Mason, Head of Resources Tel No 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Treasury Management Strategy 2015//2016***	Cabinet	12 Feb 2015		Clive Mason, Head of Resources Tel No 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Final 2015/2016 Budget and MTF5***	Cabinet	12 Feb 2015		Clive Mason, Head of Resources Tel No 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Rebate for Clothing & Shoe Bank Collections	Cabinet	12 Feb 2015		Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental 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

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
A14 Statement of Common Ground and Environmental Impact Assessment****	Cabinet	19 Mar 2015	Environmental Impact Assessment	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
CPE - Civil Parking Enforcements	Cabinet			Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendal@huntingdonshire.gov.uk		B S Chapman	Environmental Well-Being
ECML Crossing Closures	Cabinet			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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Public  
Key Decision - No

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** ENERGY MANAGEMENT UPDATE

**Meeting/Date:** CMT – 3<sup>rd</sup> November 2014  
O&S – Environmental Wellbeing 9<sup>th</sup> December 2014

**Executive Portfolio:** ENVIRONMENT

**Report by:** ENVIRONMENT TEAM LEADER

**Ward(s) affected:** All

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### **Executive Summary:**

Improving energy efficiency is a key strategic objective for the Council. Making the buildings within our estate as efficient as possible and considering opportunities to generate income through the use of energy saving technologies, can play an important role in the Councils overall cost reduction strategy.

This report gives details of the energy and cost savings that have been made through the Council's Carbon Management Plan in 2009/14. The Plan has facilitated the adoption of a rigorous approach to energy management by the Council and in 2013/14 alone projects to the value of £183,000 were implemented, saving the council an estimated £55,000 per annum.

Whilst a number of significant projects have been implemented there is considerable scope to undertake further work and the challenge is to build upon the success to date and introduce a framework that will deliver further energy and cost reductions.

This report presents plans to streamline and enhance our approach to energy management and to access the RE:FIT procurement framework to assist with the identification and procurement of future projects.

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

- That the contribution of the Carbon Management Plan 2009/14 is recognised in assisting the Council to reduce its energy use and carbon emissions from its buildings and fleet.
- That Members note plans to enter into a partnership with the County Council, Greater London Authority and Local Partnerships to access the RE:FIT programme, allowing the Council to;
  - Commission free desk top energy assessments of the Council's 9 main sites.
  - Explore commissioning Investment Grade Proposals, where a business case for energy reduction is identified by the desk top assessment.

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

- 1.1 This report summarises the success of the Council's Carbon Management Plan 2009/14 in improving the energy efficiency of the Council's buildings and fleet and gives details of the benefits to the council of accessing the RE:FIT energy efficiency framework to assist with the identification and implementation of further energy saving measures.
- 1.2 The report outlines plans for the Council to access the RE:FIT framework to scope possible projects, identify business cases and where appropriate, implement energy efficiency improvements at its 9 main operational sites as listed below:

Eastfield House	One Leisure St Ives (Indoor)
Pathfinder House	One Leisure St Ives (Outdoor)
One Leisure Huntingdon (Dry side)	One Leisure Ramsey
One Leisure Huntingdon (Wet side)	One Leisure Sawtry
One Leisure St Neots	

## 2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 Progress in delivering energy efficiency and cost savings through the Council's Carbon Management Plan (2009/14) has been significant. Analysis of the Council's energy use from billing data shows, that during the lifespan of the plan the Council reduced its carbon emissions by 17.4% and its' overall energy consumption by 10%.
- 2.2 In 2013/14 alone, projects to the value of £183,000 were implemented delivering an estimated £55,000 of savings per annum. All projects undertaken are assessed using the Salix Energy Efficiency compliance tool, which requires a project payback of less than five years.
- 2.3 Despite the work already undertaken, in 2013/14 HDC spent over £670,000 on electricity and gas at its 9 main sites. The Council's Environment Team has been tasked with assessing all viable opportunities to further increase the energy efficiency of the Council's Estate and make additional costs savings.
- 2.4 Projects to install LED lighting, improve air handling, to utilise combined heat and power (CHP) and solar photovoltaic panels have all been shown to have considerable potential (with payback of between 3 – 5 years in many cases). However, the work that is necessary to take individual projects forward, from initial scoping, specification and the preparation of tender documentation, is time consuming and slows down the implementation and realisation of potential savings.
- 2.5 The Council is a partner in the Mobilising Local Energy Investment (MLEI) initiative. The main objectives of the MLEI project are to:
- Set up a financial mechanism or fund that allows the alignment of private and public sector investment into low carbon energy infrastructure.
  - Set up appropriate delivery mechanism(s) to deliver low carbon infrastructure projects
  - Bring forward energy infrastructure projects on public sector assets to the value of at least £15 million by August 2015

- 2.6 As part of the MLEI scheme Cambridgeshire County Council (CCC) has recently procured a framework contract which public sector bodies in Cambridgeshire can access, to identify opportunities for installing energy efficient plant and equipment into their buildings, manage the installation process and provide a guaranteed return on investment through an Energy Performance Contract (EPC).

### **3. THE RE:FIT ENERGY EFFICIENCY FRAMEWORK**

- 3.1 The RE:FIT programme was originally developed by the Greater London Authority (GLA). It now operates nationwide and in August 2014, Cambridgeshire County Council undertook a competitive mini-competition exercise and appointed an Energy Service Company (ESCO), Bouygues, to operate a framework contract for public sector organisations in Cambridgeshire to undertake:

- Free of charge desk top assessments to assess energy efficiency potential
- Site by site Investment Grade Proposals (IGPs) – (See Section 4 below)
- Full site retrofit – with energy savings guaranteed

- 3.2 The RE:FIT framework is available to the Council with the clear benefit of working co-operatively with a major infrastructure provider, with all public sector procurement requirements already satisfied. Huntingdonshire District Council is a named party in the tender and the Council's Procurement Officer has confirmed the Council is free to enter into an access agreement to use the framework.

- 3.3 A whole site approach is taken both to the assessment of energy saving technologies through to final installation. As a result the timescale for installation is considerably shorter than if the Council were to identify suitable measures and install them on a project by project basis.

- 3.4 In addition to resource savings from decreasing the lead time to assess potential projects, tender the work and implement projects, the RE:FIT framework guarantees a return on investment with typical savings in energy usage of over 20% per annum. These savings are contractually guaranteed by the Energy Service Company and measured in accordance with the 'International Performance Management and Verification Protocol', which requires agreed baselines and the preparation of a transparent plan for evaluating the performance of all measures installed.

- 3.5 At a meeting on 3<sup>rd</sup> November 2014 Chief Officer Management Team (CMT) approved a proposal to access the RE:FIT Framework and to undertake free desk top assessments at the Councils 9 main sites. Since this meeting work has been ongoing to put in place the necessary arrangements to take advantage of the framework.

- 3.6 Access agreements with the County Council, GLA and Local Partnerships are currently being considered by HDCs legal section and the Council is in preliminary discussions with Bouygues who manage the framework within Cambridgeshire to schedule desk top assessments and ensure that initial business cases are prepared in early 2015.

#### **4. RESOURCE IMPLICATIONS**

- 4.1 A diagram illustrating how the RE:FIT programme works can be found at Appendix A.
- 4.2 As a partner in the scheme, the first stage is for a desk top assessment of the potential energy saving measures to be carried out. This will take into account work already undertaken at a particular site and make an assessment of energy saving potential still to be realised.
- 4.3 If the desk top assessment identifies potential for the installation of further energy saving measures, the next stage is for the provider partner to prepare a detailed Investment Grade Proposal outlining the cost of all potential projects and the guaranteed savings that will result.
- 4.4 There is no fee for the preparation of the initial desk top energy assessments and if the Council chooses to walk away at this stage it can do so without liability.
- 4.5 There is fee of circa £1,000 - £4,000 per site (depending on size) for the preparation of a full Investment Grade Proposal with guaranteed savings. This is only payable if the council decides not to take a proposal forward. There is currently revenue allocation of £15,000 for energy improvement works and it is anticipated that any fees would be paid from this existing budget.
- 4.6 If the council wishes to progress to installation then upfront capital investment is required. There is a capital allocation of £95,000 for the current financial year and a further £55,000 per annum in the council's medium term plan until 2017/18 to fund energy efficiency improvements at the council's main sites. This allocation may not be sufficient to fund all future proposed works, but any projects identified will stand in their own right as invest to save opportunities, which can be financed through direct capital investment or through a Salix zero interest energy efficiency loan.

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

- 5.1 There are significant advantages to the council from becoming a partner in the RE:FIT programme.
- It is an opportunity to make further substantial energy savings at council buildings – typical savings of over 20% per annum in energy usage.
  - A guaranteed return on investment – the savings are contractually guaranteed by the Energy Services Company
  - Projects identified have low payback periods – typically 3 – 7 years
  - A mini-tender exercise has been undertaken by Cambridgeshire County Council to select a delivery partner. As a partner in the MLEI scheme, Huntingdonshire District Council was named in the tender and the Council's Procurement Officer has confirmed the Council is free to enter into an access agreement for the contract and that all public sector tendering requirements have been satisfied.
  - Using the framework will streamline the procurement of energy saving projects considerably. A simplified commissioning role will free resources and allow additional resilience to be built into the structure of Operations Division, to undertake projects identified in Facing the Future, without compromising service delivery.

## **BACKGROUND PAPERS**

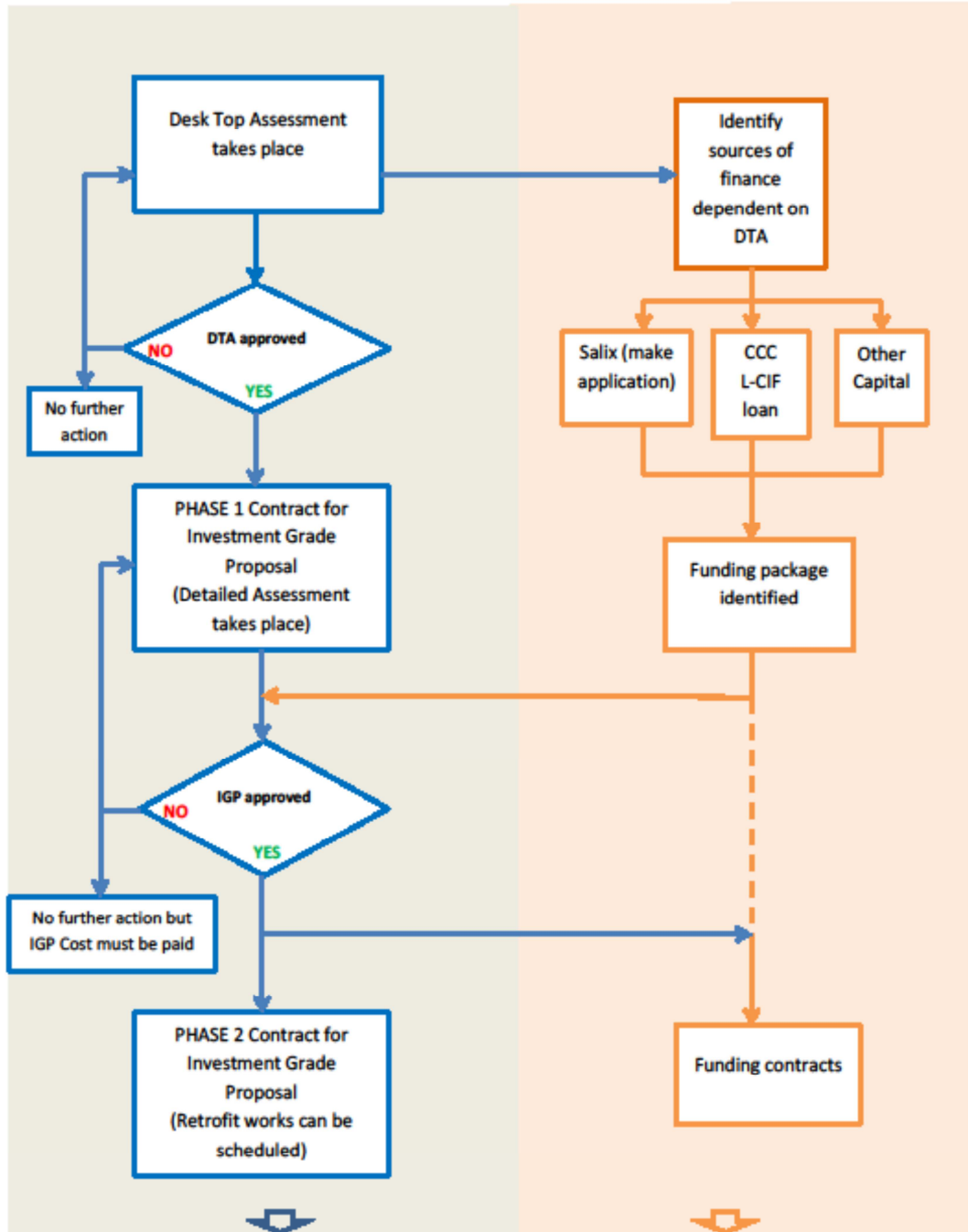
Cambridgeshire Energy Performance Contracting Project – Invitation to Tender  
A Guide to Using the RE:FIT Framework – Starter Pack

## **CONTACT OFFICER**

Chris Jablonski, Environment Team Leader, Ext. 8368

**DECISION MAKING PROCESS CHART:  
FOR ALL SITES PROCEEDING WITH ENPC**

July 2014



**PROCEED WITH RETROFIT WORKS**

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**CURRENT ACTIVITIES**

<b>STUDY</b>	<b>OBJECTIVES</b>	<b>PANEL</b>	<b>STATUS</b>
Delivery of Advisory Services Across the District	Performance monitoring of the voluntary organisations awarded grant aid by the Council in 2013 – 2015.	Social Well-Being	Annual performance report considered by Panel in June 2014.
Housing and Council Tax Benefit Changes and the Potential Impact Upon Huntingdonshire	To monitor the effect of 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 in December.	Economic-Well Being	Following the Panel's discussion on the Project Closure reports for the Huntingdon Multi-Storey Car Park and One Leisure, St Ives, the Panel has agreed to establish a Select Committee in February 2015 to give further consideration to the issues emerging from the report, to seek assurances that improvements had been made to Council processes moving forward and to test the robustness of the Council's approach. Representatives from the Social and Environmental Well-Being Panels will also be involved. The Terms of Reference for this Committee will be considered by the Economic Well-Being Panel in December.
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 has been prepared for the Panel's meeting in December.

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Panel Date	Decision	Action	Response	Date
<p><b>12/03/13</b></p> <p><b>14/01/14</b></p> <p><b>17/06/14</b></p>	<p><b><u>Great Fen Project</u></b></p> <p>Copy of the Socio-Economic study presented to Panel.</p> <p>Great Fen Project Collaboration Agreement endorsed by Panel and Cabinet for renewal for a further 5 year period.</p> <p>Panel agreed that it would be timely to arrange a further site visit to the Great Fen. Invitation to be extended to Economic Well-Being Panel.</p>		<p>Site visit held on 17th September 2013.</p> <p><b>A visit took place on 7 November 2014 at 1.30pm.</b></p>	
<p><b>17/06/14</b></p>	<p><b><u>Design Principles for Future Developments</u></b></p> <p>The Panel will consider the Design Guide before being submitted to the Cabinet.</p>		<p>See item elsewhere on the Agenda.</p>	<p>9/12/14</p>
<p><b>15/07/14</b></p>	<p><b><u>Tree Strategy</u></b></p> <p>Draft Strategy considered by the Panel. Its contents were endorsed for submission to the Cabinet.</p>	<p>Strategy approved by the Cabinet and the Corporate Director (Delivery) authorised to proceed with the implementation of the Action Plan 2015-2020.</p>	<p><b>Working Group to meet again in January 2015 to review the final content of the Strategy prior to its launch.</b></p>	<p>01/15</p>
<p><b>17/06/14</b></p>	<p><b><u>Whole Waste System Approach/ Waste Collection Policies</u></b></p> <p>Agreed that the Waste Collection Working Group should reconvene to assist the Head of Operations and Executive Member for Operations &amp; Environment with reviewing waste collection policies in relation to the collection points for wheeled bins/sacks and</p>	<p>Meeting of the Working Group held on 24<sup>th</sup> June 2014.</p>	<p><b>Further meeting to be held in to consider the outcome of the survey work undertaken by the Head of Operations.</b></p>	<p>Early 2015</p>

Panel Date	Decision	Action	Response	Date
	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.			
17/06/14	<p><b><u>Rural Transport</u></b></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.	
11/2/14  11/3/14  8/4/14 / 17/06/14  17/06/14	<p><b><u>Flood Prevention</u></b></p> <p>Agreed to undertake a study on flood prevention arrangements in the District and the impact of flooding on associated local policy developments.</p> <p>Representatives from the Environment Agency delivered a presentation on flood risk management within Huntingdonshire.</p> <p>Scoping Report submitted to meeting. Working Group appointed comprising Councillors Bull, West and Mrs Kadic to review the effectiveness of flood protection schemes in the District and to scrutinise environmental data including the outcome of the investigations currently being undertaken by the Local Resilience Forum into Flood Risk Management.</p> <p>Presentation delivered by Mr Ian Smith, Chief Executive 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>	Meeting of the Working Group to be arranged to consider draft terms for a Flood and Water supplementary planning document.		

Panel Date	Decision	Action	Response	Date
<p><b>17/06/14</b></p> <p><b>11/11/14</b></p>	<p><b><u>Litter Policies and Practices</u></b></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 removal at this time.</p> <p>Scoping report considered. Working Group appointed to consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes</p>	<p>Request submitted to Head of Operations.</p>		
<p><b>09/09/14</b></p> <p><b>11/11/14</b></p>	<p><b><u>Licensing</u></b></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> <p>Agreed to monitor the service and to undertake a study if required.</p>	<p>Information obtained from relevant Officers.</p>		
	<p><b><u>Notice of Key Executive Decisions</u></b></p> <p><b>Huntingdon West Masterplan</b> - Panel requested sight of the report prior to its submission to the Cabinet.</p> <p><b>Local Plan to 2036 – Proposed Submission</b> - 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><b>Report expected April 2015.</b></p>	<p><b>14/04/15</b></p>

Panel Date	Decision	Action	Response	Date
	<p><b>Energy Management Plan</b> - Panel will have sight of the report prior to its submission to the Cabinet.</p> <p><b>Huntingdonshire Infrastructure Business Plan</b> - Panel will have sight of the report prior to its submission to the Cabinet.</p> <p><b>Civil Parking Enforcement</b> - Panel will have sight of the report prior to its submission to the Cabinet.</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><b>Report appears elsewhere on the Agenda.</b></p> <p><b>Report expected April 2015.</b></p>	<p><b>09/12/14</b></p> <p><b>14/04/15</b></p> <p><b>TBC</b></p>
14/1/14	<p><b><u>Huntingdonshire Strategic Partnership (HSP)</u></b></p> <p>The Panel scrutinises the work of the HSP, with the following thematic group falling within the Panel's remit:-</p> <p><b>Growth and Infrastructure</b></p> <p>Panel apprised of details of thematic group and its role in identifying key infrastructure projects and in recommending priorities for the allocation of Community Infrastructure Levy funding.</p>		<p>Next update expected January 2015.</p>	<p><b>13/1/15</b></p>

24

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

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

## Decision Digest

Edition 150

**Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st to 21st November 2014.**

### **CORPORATE PLAN: PERFORMANCE MONITORING**

The Overview and Scrutiny Panels have been acquainted with progress on the key activities identified in the Corporate Plan during the period 1st July to 30th September 2014. Members have had the opportunity to ask questions of Cabinet Members on the progress which has been made within their specific areas of responsibility. These have been submitted to the Cabinet Meeting on 20th November 2014 for further consideration.

In general terms, Members of the Economic Well-Being Panel have welcomed the progress that has been made in developing the format of the report to incorporate the comments which have been made in the first quarter and have been informed that work is now being undertaken to develop a more rigorous internal quality assurance approach. Members have also been assured that identification of outcomes will be the next part of the development of the performance management process.

In terms of mechanisms for removing actions from the performance report once they have been completed, the Panel expressed the opinion that items should not be removed until it has been agreed with the relevant Overview and Scrutiny Panel.

In a very full discussion, the Social Well Being Panel raised fixed penalty notices

and litter nuisance and the Executive Councillor undertook to pursue the issue of litter around out of town stores and fast food outlets with the organisations themselves, to look at the possibility of litter control zones under the Environmental Protection Act and to engage local schools in litter prevention programmes.

To increase the take up of 'Action on Energy' grant highlighted by the Panel, the Managing Director undertook to produce a briefing note for Members and Parish Councils on the scheme.

Regarding refuse collection and street cleansing and having indicated his willingness to review performance indicators to seek to set targets to reduce the amount of refuse going to landfill, the Panel noted that the issue of contamination of waste needed to be overcome before any alternative approach could be considered. Responding to the suggestion that street cleansing was better in the towns than rural areas, the Executive Councillor undertook to raise this and the potential for service level agreements with his Cabinet colleagues.

Mention also was made of diversionary activities for young people, partnership arrangements, temporary housing, design of new properties for the elderly and the disabled, inspection of food establishments and disabled facilities grants.

The Environmental Well-Being Panel has been acquainted with ongoing negotiations on potential housing developments and has discussed the performance of the Planning section generally. With regard to the latter, Members have noted that the Planning Section has been operating significantly below establishment for some time but will be 'on-track' against its targets by the end of the year. There is now a full complement of staff and measures to improve the processing of planning applications will be introduced. It is expected that next year's target for processing planning applications will correspond with national levels of performance.

The Environmental Well-Being Panel has also been informed that analysis is being undertaken of demand and the location of temporary housing accommodation and, once this work is complete, development schemes will come forward.

The Cabinet, in noting the progress made against key activities and the observations made by the Overview & Scrutiny Panels, acknowledged that the performance management framework would continue to evolve over time and that indicators could be varied to reflect changes to corporate priorities and to achieve value for money objectives. Responding to specific comments raised, the Cabinet noted that an updated customer engagement/services strategy would be submitted to a future meeting, that managers would receive further training and support to ensure consistent implementation of the sickness absence policy and that Officers would look at ways under new and existing legislation to respond to fly tipping and litter nuisance.

#### **TREASURY MANAGEMENT: REVIEW OF PERFORMANCE: 6 MONTHLY REVIEW**

In order to fulfil its role of overseeing the management of the Council's financial

investments and borrowing, the Overview and Scrutiny Panel (Economic Well-Being) has reviewed the Council's treasury management activity for the period 1st April to 30th September 2014. The Panel has recommended that the Cabinet should endorse the report for submission to the Council.

In recommending that the current position be noted, the Cabinet was pleased that, although operating in difficult market conditions, the Council had achieved a 0.43% return on short term investment against a national performance benchmark of 0.23%. The Cabinet also discussed an opportunity to vary governance arrangements to provide for the management of property and investment activity in the future.

#### **GROWTH DEAL ROUND 2 (STRATEGIC ECONOMIC PLAN) UPDATE**

The Overview and Scrutiny Panel (Economic Well-Being) has received an update on the preparation of a response to the second round bidding process for Government Growth Deal funding.

Having congratulated District Council Officers on their achievements in preparing a bid in the timeframe which was available, Members noted the specific projects relating to Huntingdonshire and acknowledged the positive benefits which have been achieved from the collaborative approach to the preparation of the bid. Members have raised a number of questions regarding the accountability and transparency of the Local Enterprise Partnership and future development at the Ramsey Northern Gateway.

The Panel has requested a further update following the announcement on

the outcome of the bidding process in December 2014.

### PROJECT CLOSURE REPORT

The Economic Well-Being Panel has reviewed the closedown report for the development of the Multi-Storey Car Park in Huntingdonshire and the One Leisure facility in St Ives. The report outlines the lessons which have been learnt from the roll-out of these schemes and also sets out a series of detailed recommendations to improve the Council's project management arrangements moving forward.

To enable Panel Members to give further consideration to the issues emerging from the report, to seek assurances that improvements have been made to Council processes moving forward and to test the robustness of the Council's approach, the Panel has agreed to establish a Select Committee in the New Year. It is envisaged that the Select Committee will report its findings, together with any proposed recommendations to the Cabinet and Council in April 2014.

### SHARED SERVICE – BUILDING CONTROL

The Environmental Well-Being Scrutiny Panel has reviewed a proposal to form a shared Building Control service. Members have received assurances that service standards will be maintained and that the evidence that supports the business plan to generate an additional £60,000 per annum in income is robust. It has further been clarified that the net benefit of the savings and additional income will be shared between the partners.

The option of adopting South Norfolk District Council's IT solution has been thoroughly investigated but will not be taken forward at the present time.

It has been recommended that, to promote good governance, scrutiny arrangements are developed for the shared service.

Following Scrutiny, the Cabinet also considered the progress achieved towards reaching an agreement with South Cambridgeshire District Council on the implementation of a shared service arrangement for the Building Control function. The potential to extend the shared service arrangement to Cambridge City Council also was considered.

Estimated savings of £100,000 could result by bringing the two services together and additional income of £60,000 per annum could be generated by strengthening the quality and resilience of the service. The Cabinet requested that a full business case for the proposal and that involving Cambridge City Council should be developed for their March 2015. The package should also include the detailed budgetary implications of the agreement.

Having noted the support of the Environmental Well Being Scrutiny Panel for the proposal, the Cabinet agreed the formation of a shared building control service between the two authorities with South Cambridgeshire acting as lead authority for the current phase of the project. The Corporate Director (Delivery) was authorised, after consultation with the Executive Councillor for Planning & Housing Strategy to work on implementation of the agreement using the Transformation Challenge Award to fund the short term costs necessary. In the meantime, action will be taken to progress a business case with Cambridge City Council and an eventual shared Building Control Service involving all three partners with a view to reporting to all Councils in Spring 2015.

South Cambridgeshire District Council has been authorised to act as lead authority and attend the Shadow Regional Board for Building Control on behalf of the District and Cambridge City Council and to explore the potential for a regional partnership. Any future organisational arrangements will require to be agreed by all authorities before they proceed.

### **AFFORDABLE HOUSING WORKING GROUP**

The Social Well Being Panel has received a report from its Working Group on affordable housing and noted their proposed study programme going forward. The Group has expressed its confidence in the ability of new local plan policies to deliver affordable housing and is satisfied that the policies will encourage innovative approaches to affordable housing by use, for example, of exception sites and Community Land Trust models. Further information on the Housing Waiting List has been requested by the Working Group for its next meeting.

### **LITTER POLICIES AND PRACTICES**

The Environmental Well-Being Scrutiny Panel has received a scoping report on the Council's litter policies and practices, including graffiti removal. The report included reference to potential areas for savings.

The Panel has discussed waste collection from flats and a suggested way of responding to graffiti. It has been decided that more work was needed on the detail of how the Council's responsibilities in respect of graffiti are met.

On weed spraying and street sweeping, the Panel noted that the Council has a standards based contract with the County Council for this work but there is some disagreement on how the

standards are interpreted. There is a need for clarification and agreement to be reached between the two parties on the terms of the contract.

Discussion on enforcement of fly-tipping has also taken place.

The Panel has appointed a Working Group to consider and make recommendations on future litter and graffiti service scope and standards and on the public appetite for changes.

### **DEVELOPMENT MANAGEMENT APPLICATIONS**

At its November meeting, the Development Management Panel considered eleven applications of which seven were approved and four refused. Reserved matter applications were considered for two sites – at the Brampton Hut Roadside Services at the junction of the A1 and A14 where a proposal to vary the site and car park layout to accommodate a larger unit and drive through was approved. The second application related to the residential phase of the Ramsey Gateway development and concerned the means of access, appearance, landscaping, layout and scale. Discussions with the Middle Level Commissioners on surface water drainage and reinforcement of High Lode continue. As consultation on ecology also is outstanding and layout adjustments have yet to be secured, the Head of Development was authorised to determine the application after consultation with the Chairman of the Panel, the Executive Councillor for Planning & Housing Strategy and a Ward Councillor for Ramsey.

### **UNAUTHORISED WORKS, MANOR FARMHOUSE, 15 HIGH STREET, SPALDWICK**

The Development Management Panel noted that, in accordance with the



scheme of delegation and having consulted with the Vice Chairman, an injunction order had been secured under the Town & Country Planning Act 1990 to prevent any further works to a Grade II listed building known as the Manor Farmhouse, 15 High Street, Spaldwick. The building is on the Council's Buildings at Risk Register. The injunction prevents the owner from carrying out any works of extension or alteration to the building which would affect its character as a building of special architectural or historic interest without first obtaining listed building consent or prior written authorisation from the local planning authority.

### EMPLOYEE OPINION SURVEY

The results of the 2014 Employee Opinion Survey have been presented to the Employment Panel. Members were reminded that the survey was undertaken during a period of significant change within the Council and that the period of transition in senior management and the outcome of the pay review had had an impact on the results.

Having noted that the results have been presented to staff, the Panel has welcomed the preparation of a comprehensive action plan to respond to the issues / areas of concern that have been identified and the intention to repeat the exercise in 2015.

In terms of specific actions within the action plan, Members have welcomed the commitment which has been made to fill vacant posts as soon as approval has been granted and the introduction of a 'back to the floor' programme to enable the Senior Management Team to spend time experiencing what teams do. Members have also expressed reservations with regard to the proposal to introduce an 'employee of the month' scheme and have suggested that the mechanisms for rewarding success should be given further consideration.

In response to Member concerns about communications with staff, the Panel has been assured that the Council is committed to improving the way in which the Authority communicates and to work with staff to come up with ideas for improvement. The Chairman has suggested that notwithstanding the responsibilities of District Council Managers, he would like to have sight of plans for engaging the Staff Council as a channel of communication in their own right.

In general discussion it was suggested that it was important not to draw too many hard conclusions from the survey results given that different questions and answers could be interpreted as meaning different things to different individuals. Given the challenging and volatile environment in which the District Council is currently operating it was no surprise that employees do not have a clear understanding of the Council's vision and objectives. Following the appointment of a new Senior Management Team, it was hoped that employee perceptions of the management of change will also improve.

### WORKFORCE DEVELOPMENT STRATEGY

The Employment Panel has received an update on the progress to develop a Workforce Development Strategy for the District Council. The Panel has endorsed the contents of an outline project plan which sets out the stages of work for the development of the Strategy and a timetable for their completion. The draft Strategy will be presented to the next meeting of the Panel for their consideration.

### WORKFORCE REPORT (QUARTER 2)

The quarterly report on Human Resource matters impacting on the

performance of the organisation during the period 1st July to 30th September 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 10.1 days per annum which is above the CIPD Public Sector Average and the EELGA Authority Average. Members have been assured that the HR Team are working with Managers and Heads of Service to manage sickness and progress cases of the formal stages of the sickness absence procedure as appropriate. To further support managers, additional training on managing sickness absence will shortly be provided.

Having noted that there has been a significant increase in sickness in the Operations Division, the Panel has noted that work is being undertaken within the Division to address this with the support of managers from other divisions and the occupational health service.

In reviewing the reasons for absence the Panel has noted that during the course of the last year there has been a marked shift between the numbers of long term and short term cases of sickness absence, such that the majority of cases are now of a long term nature. Members have been pleased to note that recent changes to sickness reporting categories have meant that there is no longer any sickness classified as 'other' which will provide the Authority with more meaningful information going forward.

Members have discussed absences relating to stress, anxiety, mental health and depression during the period. The Panel has been informed that work is ongoing with Managers to help support personal as well as work related stress within the Authority and has noted that

the Stress Management Toolkit and the First Contact Service are an integral part of the Council's absence management arrangements. In response to concerns raised by Staff Council representatives regarding the First Contact Service, the Managing Director undertook to give these matters further consideration outside the meeting.

### **LGSS PERFORMANCE REPORT AND MONITORING REPORT**

The Employment Panel has considered the performance of LGSS Human Resources, Payroll and Organisational Workforce Development services across the key service measures agreed under the current contract during the period 1st July to 30th September 2014. To assist the Panel in monitoring performance levels, feedback from Council employees on the service delivered by LGSS has also been provided to Panel Members.

Members have been pleased to note that there are no issues to report for the Strategic and Advisory, Transactional Human Resources, Payroll or Organisational Workforce Development elements of the contract.

With regard to the recruitment element of the contract, the Panel has noted that problems continued with the E-Recruitment system. Following a request at their previous meeting, the Panel has reviewed the contents of an action plan which had been prepared to address the issues which have been raised by Council employees. Members have been pleased to note that all the issues within this log had now been addressed.

To assist Panel Members in understanding the system and to aid the discussions on the subject, the Panel has also received a presentation on the operation and functionality of the

LGSS E-Recruitment system. The Panel has also sought and obtained the views of those Managers who were in attendance at their meetings and had had cause to use the system.

Having noted that the Council will continue to utilise the issues log to bring service issues to the attention of LGSS, the Executive Leader has drawn attention to the absence of any formal mechanisms to scrutinise the Council's contract with LGSS to ensure that the Authority is receiving good value for money. This will be of particular importance as the Council begins to enter into shared service arrangements for the delivery of other Council services.

### **FOOD INFORMATION REGULATIONS 2014 - DELEGATIONS**

The Licensing and Protection Panel has authorised the Head of Community after consultation with the Executive Councillor for Strategic Economic Development and Legal to create and maintain policies and procedures in line with the Food Information Regulations 2014.

The Regulations, which come into force on 13 December 2014, include a requirement for food business operators to provide allergen information to customers and provide their staff with associated training in order that they can advise customers when required.

To enable the Council to enforce certain provisions under the Regulations the Head of Community, after consultation with the Legal Service Manager, has been authorised to appoint appropriate Officers to initiate legal proceedings for such offences.

### **ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014 – PUBLIC SPACE PROTECTION ORDERS**

The Public Space Protection Order (PSPO) is one of six new powers for

dealing with anti-social behaviour brought about by the Anti-Social Behaviour Crime and Policing Act 2014. The Licensing and Protection Panel has approved the appropriate delegations for dealing with the policies and procedures arising from PSPOs which replace the Designated Public Places Order. The Panel also noted the requirement to adopt the new provisions in order to maintain the two existing DPPOs and implement new PSPOs.

### **LICENSING AND PROTECTION APPLICATIONS SUB-GROUP**

The Licensing and Protection Panel has received a summary of the five meetings of the Applications Sub-Group which have taken place between 20th June and 8th October 2014.

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