

A meeting of the **CABINET** will be held in **CIVIC SUITE 0.1A PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 19 JUNE 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

APOLOGIES

(
Contact
(01480)

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meetings held on 21st May and 4th June 2014.

Mrs H J Taylor
388008

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, non-disclosable pecuniary or non pecuniary interests in relation to any Agenda item. See Notes below.

3. APPOINTMENT OF EXECUTIVE COUNCILLORS

To note those Members appointed to hold responsibility for executive powers and duties determined by the Executive Leader.

The following portfolios were approved by the Cabinet in May 2013:

- Strategic & Delivery Partnerships
- Strategic Planning & Housing
- Healthy & Active Communities
- Environment
- Resources
- Customer Services
- Strategic Economic Development & Legal

Those Members appointed as Executive Councillors for Healthy and Active Communities and Planning Strategy and Housing were also appointed ex-officio Members respectively of the Licensing and Protection Panel/Licensing Committee and Development Management Panel.

The Executive Leader was appointed ex-officio Member of the Employment Panel.

4. HINCHINGBROOKE COUNTRY PARK JOINT GROUP

To appoint four Members to serve on the Hinchingsbrooke Country Park Joint Group.

5. DEVELOPMENT PLAN POLICY ADVISORY GROUP

To appoint seven Members to serve on the Development Plan Policy Advisory Group.

A Sub-Group of the Cabinet that is exercising any decision-making powers delegated to it by the Cabinet must include only Cabinet Members. Those whose terms of reference are merely advisory can include non-Cabinet Members.

6. MEMBER DEVELOPMENT WORKING GROUP

To appoint six cross party Members to the Member Development Working Group.

7. SAFETY ADVISORY GROUP

To appoint five Members to serve on the Safety Advisory Group.

8. ONE LEISURE HUNTINGDON SPORTS CENTRE JOINT COMMITTEE

To appoint three Members to serve on the Joint Committee.

**9. PROVISIONAL OUTTURN 2013/14 (REVENUE & CAPITAL)
(Pages 7 - 24)**

To consider a report by the Head of Resources.

**C Mason
388157**

10. CORPORATE CONSULTATION AND ENGAGEMENT STRATEGY (Pages 25 - 48)

To consider a report by the Policy and Performance Officer seeking approval of the Consultation and Engagement Strategy.

**L Sboui
388032**

11. WIND ENERGY DEVELOPMENT IN HUNTINGDONSHIRE 2014 SUPPLEMENTARY PLANNING DOCUMENT (Pages 49 - 52)

To receive a report from the Landscape Officer on Wind Energy Development in Huntingdonshire 2014 Supplementary Planning Document.

**P Bland
388430**

A hardcopy of the Supplementary Planning Document has been circulated to Cabinet Members only. To access a copy of the document online, please click on the following link which will direct you to the District Council's Planning Consultation Portal:-

<http://consult.huntsdc.gov.uk/portal>

12. A14 CAMBRIDGE TO HUNTINGDON - RESPONSE TO HIGHWAYS AGENCY DEVELOPMENT CONSENT ORDER PRE-APPLICATION STATUTORY CONSULTATION

To receive a report from the Head of Development outlining the Council's response to the Highways Agency Development Consent Order Pre-Application Statutory Consultation (TO FOLLOW).

**A Moffat
388400**

13. SERVICE DELIVERY OPTIONS FOR LEGAL AND IMD (Pages 53 - 56)

To consider a joint report by the Managing Director, Head of Legal and Democratic Services and IMD Service Manager.

**C Meadowcroft/ C Hall
388021/388116**

14. WASTE POLICIES (Pages 57 - 76)

To receive a report from the Operations Manager on the Council's Waste Policies.

**E Kendall
388635**

15. EXCLUSION OF PRESS AND PUBLIC

To resolve:-

that the public be excluded from the meeting because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

16. POTENTIAL SALE OF HDC LAND AT HERMITAGE ROAD, EARITH (Pages 77 - 84)

To consider a report by the Lead Housing Strategy Manager.

**Ms J Emmerton
388203**

17. RECYCLING CONTRACT AWARD

To receive a verbal report from the Head of Operations.

**E Kendall
388635**

Dated this 11 day of June 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

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

Please contact Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntingdonshire.gov.uk /e-mail: 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 Cabinet.

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.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Wednesday, 21 May 2014.

PRESENT: Councillor J D Ablewhite – Chairman.
Councillors B S Chapman, J A Gray,
N J Guyatt, T D Sanderson and D M Tysoe.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor R B Howe.

86. MINUTES

The Minutes of the meeting of the Cabinet held on 10th April 2014 were approved as a correct record and signed by the Chairman.

87. MEMBERS' INTERESTS

No declarations were received.

88. THE FUTURE OF MEMBERS IT - CALL IN

Further to Minute No. 13/84 and with the assistance of a report by the Overview and Scrutiny Panel (Economic Well-Being) (a copy of which is appended in the Minute Book) the Cabinet considered the deliberations of the Panel following its "call in" of the decision made by the Cabinet on the Future of Members IT at its meeting on the 10th April 2014.

Members were advised that the Panel had recognised the need to remove Members' connectivity to the Council's network for security purposes and had noted that the Authority had secured two domain names which could be used for Members' email addresses to create a consistent and professional approach.

With regard to the Cabinet's decision to withdraw printed agendas and reports for Members meetings, where possible, the Panel had expressed concern with regard to the increased costs which Members might incur when printing documents at home and sought clarification that printed agendas and reports would be provided on request. In response, the Deputy Executive Leader stressed that the arrangements were flexible and those wishing to have a printed agenda would be able to.

On the issue of newly elected or re-elected Members being required to participate in the new scheme, the Panel had felt that the decision should refer to the offer of financial assistance to enable the purchase an iPad. In the discussion that ensued, Executive Councillors reiterated that the minimum requirement for members to participate in

the arrangements was the ownership of a desk based PC. Furthermore, the Cabinet felt the recommendations of the Panel were too prescriptive and did not offer the flexibility of the approved scheme.

Having referred to the need to gain Public Services Network compliance, to respond to the support expiry deadline for Windows XP and to improve on Members' existing IT experience and given the significant savings related to the scheme, the Cabinet

RESOLVED

- (a) that the views expressed by the Overview and Scrutiny Panel (Economic Well-Being) be noted; and
- (b) that the resolution at Minute No 13/84 of the Cabinet meeting held on 21st May 2014 be reaffirmed.

89. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the public be excluded from the meeting because the business to be transacted contained exempt information which would disclose information relating to an individual and would be likely to reveal the identity of that individual

90. SENIOR OFFICERS' PANEL - CABINET NOTIFICATION

The Managing Director reported on the outcomes of the meetings of the Senior Officer's Panel which had interviewed short listed candidates for seven newly established senior officer posts.

Having been acquainted with the requirement of paragraph 4 (e) of the Officer Employment Procedure Rules, the Cabinet confirmed that there was no material or well founded objection to the Panel's proposals with regard to the offer of appointments to the following positions:

- ◆ Corporate Director (Services);
- ◆ Corporate Director (Delivery);
- ◆ Head of Community;
- ◆ Head of Leisure & Health;
- ◆ Head of Resources;
- ◆ Head of Development; and
- ◆ Head of Customer Services.

91. COUNCILLOR N J GUYATT

The Executive Leader referred to the impending retirement of Councillor N J Guyatt who would not be seeking re-election to the District Council in tomorrow's elections. Particular tribute was paid to the contributions made to the Council during his three years as Deputy Executive Leader and his commitment to Huntingdonshire since 1998.

Chairman

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Wednesday, 4 June 2014.

PRESENT: Councillor J D Ablewhite – Chairman.

Councillors B S Chapman, D B Dew,
J A Gray, R B Howe, T D Sanderson and
D M Tysoe.

1. MEMBERS' INTERESTS

No declarations were received.

2. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the public be excluded from the meeting because the business to be transacted contained exempt information which would disclose information relating to an individual and would be likely to reveal the identity of that individual

3. SENIOR OFFICERS PANEL - CABINET NOTIFICATION

The Chairman the Senior Officer's Panel, Councillor S Cawley reported that the original candidate selected for the post of Head of Customer Services had withdrawn from the process. In these circumstances, an offer of appointment had been made to an alternative candidate. Having received details of the candidate and in accordance with the requirement of paragraph 4 (e) of the Officer Employment Procedure Rules, the Cabinet confirmed that there was no material or well founded objection to this appointment.

Chairman

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HUNTINGDONSHIRE DISTRICT COUNCIL

Title:	Provisional Outturn 2013/14 (Revenue and Capital)
Meeting/Date:	Cabinet 19 June 2014
Executive Portfolio:	Resources: Councillor J A Gray
Report by:	Head of Resources
Ward(s) affected:	All Wards

Executive Summary:

Members will be aware that over the past year they have been receiving more detailed financial performance monitoring reports which has enabled them to make more informed decisions on the achievement of their financial objectives.

In the past, Cabinet has not been informed of the financial outturn until after the accounts have been closed. However, this has meant that members are effectively “behind the curve” and have limited influence into how variances from the original budget should be treated. Therefore, continuing the process of improving the reporting of financial performance, this report provides a provisional outturn to give a good indication of how the Council has performed over the last financial year.

Revenue

At this time the provisional revenue outturn is showing a net expenditure position of £20.5m for 2013/14. This means, compared to the original 2013/14 budget (approved in February 2013) that expenditure is £2.2m below the level expected. If there was no allocation to earmarked reserves, this would be a marginal net contribution from the General Fund balance of £38,000.

However, it is proposed that, considering the expected service transformation programme that the Council is embarking on and the potential for investing in revenue generating capital projects, that there will be contributions of £0.9m and £1.5m to the Special Reserve and a new Capital Investment Earmarked Reserve respectively. This would leave the General Fund balance at £8.145m.

To further improve the management of the budget, it is proposed that the Council commences a programme of Zero Based Budgeting to drive out costs from the base budget.

Capital

At this time the provisional capital outturn is showing a net expenditure position of £10.1m for 2013/14; £8.5m in respect of new or enhancements to capital assets and £1.6m in respect of capital investments. This means, compared to the updated 2013/14 budget (approved in February 2014) that expenditure is £1.8m below the level expected; this is primarily due to slippage that will be utilised in future years capital programmes (assuming that the capital programme does not change).

Recommendation(s):

The Cabinet is requested to:

1. note, in respect of revenue the:
 - 2013/14 provisional outturn of £20.5m.
 - reasons for the £2.2m variance to the 2013/14 Original Budget (Table 2 of the main report).

2. note, in respect of capital the:
 - 2013/14 provisional outturn of £10.1m
 - reasons for the £1.8m variance to the 2013/14 Update Capital Programme (Table 4 of the main report).

3. approve, in respect of revenue and based on the provisional outturn noted in 1 above:
 - a contribution to the Special Reserve of £0.9m.
 - to the establishment of a “Capital Investment” Earmarked Reserve and a contribution of £1.5m.

4. approve a delegation for the Head of Resources:
 - i. to adjust the revenue contributions noted in 3 above, in consultation with the Portfolio Holder for Resources and the Managing Director, if the actual outturn varies to that noted in 1 by more than 2.5%.

 - ii. to commence a Zero Based Budgeting review programme across the Council, to be funded from the Special Reserve, and to update the Cabinet on a quarterly basis.

1. PURPOSE

- 1.1 Members of the Cabinet will recall that over the past year there has been an improvement in the frequency of reporting the forecast financial position, more rigorous financial monitoring and improved transparency in the information supplied. These improvements have included the Cabinet receiving, on a monthly basis, the Financial Performance Monitoring Suite and all members receiving the Financial Dashboard.
- 1.2 With regard to the financial outturn, in the past Cabinet have received a report in July noting the “actual” outturn; however best practice is that as soon as the “provisional” cash outturn is established, this is reported to Cabinet so they can consider the treatment of any forecast variance from the approved budget. Therefore, in the spirit of continuing on the path of increasing financial transparency, it is now opportune to present to Cabinet the provisional outturn for 2013/14.

2. BACKGROUND

Approved Budget

- 2.1 In February 2013 the Council approved the following 2013/14 net expenditure budgets of:
- £22.764m for revenue, and
 - £ 8.863m for capital.
- 2.2 In respect of:
- revenue, the Budget Requirement was £20.511m which required a £2.253m contribution from General Reserves that gave an estimated General Fund Balance of £8.334m at the 31st March 2014
 - capital, this was to be financed from a mix of capital receipts, capital reserves and working capital.

Budget Monitoring

- 2.2 In early April 2014, the Cabinet received the February 2014 Financial Performance Monitoring Suite. The key financial indicators reported at this time were forecast:
- revenue spending is £20.4m, £2.3m less than the original budget.
 - revenue contribution **to** general reserves is £0.1m, which compares to an originally budgeted contribution **from** general reserves of £2.2m.
 - net capital spending of £11.9m (assets: £10.3m; investments: £1.6m).

3. PROVISIONAL OUTTURN - REVENUE

Provisional Revenue Outturn compared to Original Budget

- 3.1 For all Council services, the provisional revenue outturn for “net expenditure” is £20.5m; this includes the following accounting adjustments:
- statutory adjustments in respect of contributions to Earmarked Reserves for capital receipts/grants,
 - technical adjustments in respect of Receipts in Advance, and

- cash adjustments in respect of Irrecoverable VAT, government grant and bad debts provision.

3.2 Considering the aforementioned provisional outturn, the net impact of this is that net expenditure was less than the original budget by £2.215m; this is illustrated the Table 1 below:

Table 1				
Summary of the Variation in the 2013/14 Original Budget to the Provisional Revenue Outturn				
	Original Budget £m	Provisional Outturn £m	Variance	
			£m	%
Net expenditure	22.764	20.549	2.215	(9.7)
Use of reserves: - from reserves	(2.253)	(38)	2.215	(98.3)
Budget requirement	20.511	20.511		
Unringfenced Government Support & Collection Fund surplus	(13.005)	(13.005)		
Council Tax	7.506	7.506		

3.3 In order to further strengthen the robustness of financial monitoring, it is proposed that the Council commences a Zero Based Budgeting review of the base budget to ensure that a new budget is produced in line with corporate objectives.

Proposed Use of Unused Revenue Resources

3.4 Considering that the provisional outturn is indicating a contribution from general reserves of £38,000, it is expected that, if no allocations were made to Earmarked Reserves that the General Fund Balance at the 31st March 2014 would be £10.549m (this is £2.404m higher than the £8.145m estimated when the 2013/14 budget was approved in February 2013).

3.5 However, considering the service transformation that the Council is facing over the medium term and the proposal to provide additional investment in “revenue generating” capital projects, it is proposed that a total of £2.404m is transferred to Earmarked Reserves:

- The Special Reserve is increased to £2.2m (a contribution of £0.9m).
- A new “Capital Investment” Earmarked Reserve is established with a balance of £1.5m.

This would bring the General Fund balance to £8.145m, in line with the original budget.

Variations in Revenue Spend

3.6 Over the year, Heads of Service have provided an extensive commentary on the reasons for variations in their forecast outturn to the updated budget. Table 2 below illustrates the main reasons for the provisional outturn variances against the original budget. Only variances greater than £75,000 are shown separately.

Table 2		Variation in the Original Budget 2013/14 to the Provisional REVENUE Outturn		
Service	£000	£000	Variation	Commentary
Planning				
- Original Budget		1,863		
	(478)		CIL Receipts	To be transferred to an Earmarked Reserve.
	(114)		Town Centre	Rephasing of Town Centre (St Neots) and adjustment for previous years carry forward.
	(105)		Head of Service	Salary savings, Lower Transport Costs and Additional Income
	90		Management Unit	
	(46)	(653)	Private Housing Support	Prior year VAT determined from Improvement Agency fees.
			Other	Aggregated variances less than £75,000.
- Provisional Outturn		1,210		
Corporate Office				
- Original Budget		603		
	(157)		Directors Management Unit	Interim effect of senior management restructure.
	(130)		Corporate Officer	Estates staff vacancies, externally funded work and savings on supplies and services and training.
	(89)		Community Initiatives	Budget carry forward, unapplied grant and permanent virement.
	94		Estates	Reduction in rental income.
	18	(264)	Other	Aggregated variances less than £75,000.
- Provisional Outturn		339		
One Leisure				
- Original Budget		269		
	292		One Leisure St Ives	Reduced income due to delay in opening.
	(101)		Other One Leisure Sites	Savings on employees & supplies and services to off-set One Leisure St Ives cost.
	5	196	Other	Aggregated variances less than £75,000.
- Provisional Outturn		465		

Table 2 (continued)		Variation in the Original Budget 2013/14 to the Provisional REVENUE Outturn		
Service	£000	£000	Variation	Commentary
Environmental Management				
- Original Budget		2,579		
	(184)		Pathfinder House and Eastfield Depot	Savings on salaries, utilities and repairs and maintenance.
	(132)		Environmental Management Unit	Savings on Training, Employee Oncosts and Car Allowances
	(114)	(430)	Other	Aggregated variances less than £75,000.
- Provisional Outturn		2,149		
Customer Services				
- Original Budget		2,917		
	(274)		Housing Benefits	Technical adjustment in respect of the Bad Debts Provision, lower costs of rent allowances and additional DWP grants.
	(161)		Homelessness	Technical adjustment in respect of Bad Debts Provision, savings from temporary accommodation, lower prevention payments and hotel support.
	(144)			Additional admin grant and higher than expected recovery of Council Tax benefit overpayments.
	(143)		Customer Services	Savings on staffing costs, lower cash handling charges and general supplies costs.
	(10)	(732)	Other	Aggregated variances less than £75,000.
- Provisional Outturn		2,185		
Environmental & Community Health				
- Original Budget		2,174		
	(134)		E&CH Management Unit	Staff vacancies, savings on travel, training and administrative costs.
	(106)	(240)	Other	Aggregated variances less than £75,000.
- Provisional Outturn		1,934		

Table 2 (continued)		Variation in the Original Budget 2013/14 to the Provisional REVENUE Outturn		
Service	£000	£000	Variation	Commentary
Financial Services				
- Original Budget		4,946		
	(888)		Additional Grants	Section 31 grants, including NDR relief/transitional protection, capitalisation grant; renewal energy business rates; senior management savings.
	(211)		S.106 Receipts	To be transferred to an Earmarked Reserve.
	(205)		Contingency	None use of contingency reserve.
	(137)		Minimum Revenue Provision	Reduction in MRP due to slippage in capital programme.
	(97)		Collection Fund	Technical adjustment in respect of HDC share of Collection Fund surplus/deficit.
	(83)		External audit fees	Reduction in audit fees.
	587		Redundancy Costs	Corporate cost in relation to senior management restructure.
	(135)	(1,169)	Other	Aggregated variances less than £75,000.
- Provisional Outturn		3,777		
Operations				
- Original Budget		4,370		
	(173)		Street Cleaning & Litter	Savings from agency staff and overtime and general costs of service delivery.
	(112)		Operations Management Unit	Staff savings and savings from supplies and services and transport.
	(105)		Recycling	Savings from Agency Staff and accounting correction.
	(70)	(460)	Other	Aggregated variances less than £75,000.
- Provisional Outturn		3,910		
Information Management				
- Original Budget		1,887		
	(81)		IMD Management Unit	Savings from staff, training software and travel costs.
	(8)	(89)	Other	Aggregated variances less than £75,000.
- Provisional Outturn		1,798		

Table 2 (continued)		Variation in the Original Budget 2013/14 to the Provisional REVENUE Outturn		
Service	£000	£000	Variation	Commentary
Legal & Democratic Services				
- Original Budget	(120)	1,657	Central Services	External elections contributions to support costs and budget carry forward for grant received. Aggregated variances less than £75,000.
- Provisional Outturn	(67)	1,470	Other	
Total Service Expenditure		19,237		
Summary				
Original Budget				
Service Expenditure		23,265		
Revenue expenditure financed from Capital		(501)		
Net Expenditure		22,764	(a)	
Provisional Outturn				
Service Expenditure		19,237		
Accounting Adjustments	1,627			
Revenue expenditure financed from Capital	(315)	1,312		
Net Expenditure		20,549	(b)	
Unused Revenue Resources		2,215	(a-b)	

4. PROVISIONAL OUTTURN - CAPITAL

Provisional Capital Outturn compared to the Updated Budget

4.1 For all Council services, the provisional capital outturn is £10.111m; this takes into account all known cash adjustments.

At the time of writing this report, it is not expected that there will be any further accounting adjustments that will affect the provisional outturn. However, if such adjustments are required these will be reported at the final outturn stage.

4.2 The original 2013/14 Capital programme was £8.863m; however a further £3.040m was approved in February 2014 as part of the 2014/15 budget process giving an Updated Budget of £11.903m. Considering the aforementioned provisional capital outturn, the net impact is that expenditure is £1.792m less than the Updated Budget; this is illustrated in Table 3 below:

Table 3			
Summary of the Variation in the 2013/14 Updated Capital Programme to the Provisional Capital Programme to the			
	Capital		Total
	Assets £000	Investments £0000	£000
Original Capital Programme	8,863	0	8,863
Approved additional capital expenditure	1,540	1,500	3,040
Updated Capital Programme	10,403	1,500	11,903
Provisional Capital Outturn	8,536	1,575	10,111
Variation Provision Outturn Against Updated Budget	(1,867)	75	(1,792)
Financing of Provisional Capital Outturn			
External Borrowing	0	1,500	1,500
Capital Receipts	965	0	965
Capital Grants Unapplied Reserve	318	0	318
	1,283	1,500	2,783
Minimum Revenue Provision			1,118
Working Capital			6,210
Total Financing			10,111

Proposed Use of Unused Capital Resources

4.3 The £1.792m unused capital programme (slippage) remains within the Councils working balances and can be applied to future years capital assets/investments within the requirements of the Councils Treasury Management Strategy.

Variations in Capital Spend

- 4.4 Over the year, Heads of Service have provided an extensive commentary on the reasons for variations in their forecast capital outturn to the updated budget. Table 4 below illustrates the main reasons for the provisional capital outturn variances against the updated budget. Commentary is only provided on variances greater than £25,000.

Table 4 Variation in the 2013/14 Updated Capital Programme (Assets) to the Provisional Outturn						
Service	Original Capital Programme (Net)	Approved Changes (Feb 2014)	Updated Capital Programme (Net)	Net Provisional Capital Outturn	Variation	Commentary
	£000	£000	£000	£000	£000	(on variations greater than +/-£25,000)
Planning						
• Housing Private Sector Grants	100	70	170	152	(18)	
• Disabled Facility Grants	1,550	(507)	1,043	1,159	116	Joint Housing Improvement Agency processed more DFG grants than expected.
• Social Housing Grants	118	2	120	118	(2)	
• Decent Homes	50	(22)	28	13	(15)	
• Town Centre Developments	210	(210)	0	0	0	
• Rural Renewal NE Hunts (Pump Priming)	63	(63)	0	0	0	
• Community Infrastructure Levy	23	5	28	0	(28)	The main CIL Software replacement is included within the IMD Business Systems programme. This budget will only be required if the Uniform software cannot deliver all the functionality.
• Huntingdon Town Centre Extra Car Parking	3,973	787	4,760	4,577	(183)	Construction was delayed due to the time taken to finalise the development agreement, poor ground conditions and a collapsed sewer.
• Railway Station Enhancements	0	94	94	116	22	
• Perry Cycleway	0	9	9	(3)	(12)	
• Mill Common Cycleway	0	0	0	0	0	
• Yaxley Cycleway	0	1	1	2	1	
• Railway Station Improvements	0	0	0	1	1	
• MHP Replacement Static Caravans	0	30	30	0	(30)	Delays in procurement has meant that acquisition of the static caravans has been delayed until 2014/15.
Provisional Outturn	6,087	196	6,283	6,135	(148)	

Table 4 (continued) Variation in the 2013/14 Updated Capital Programme (Assets) to the Provisional Outturn						
Service	Original Capital Programme (Net)	Approved Changes (Feb 2014)	Updated Capital Programme (Net)	Net Provisional Capital Outturn	Variation	Commentary
	£000	£000	£000	£000	£000	
Corporate Office						
• Highlode Ramsey	0	263	263	0	(263)	HDC currently negotiating with landlord in respect of acquiring freehold.
Provisional Outturn	0	263	263	0	(263)	
One Leisure						
• St Ives Outdoor Centre	(53)	53	0	0	0	
• St Ives Leisure Centre Redevelopment	1,000	430	1,430	1,431	1	
• Leisure Centre (Future Enhancement)	272	(264)	8	0	(8)	
• Replacement Fitness Equipment	330	(330)	0	0	0	
• One Leisure St Ives	0	136	136	136	0	
• Synthetic Pitch	0	14	14	14	0	
• Fitness Equipment	0	7	7	7	0	
• Squash Court Refurbishment	0	14	14	14	0	
• Ramsey LC (1)	0	4	4	4	0	
• St Ives Outdoor Centre	0	1	1	1	0	
• Ramsey LC (2)	0	55	55	57	2	
Provisional Outturn	1,549	120	1,669	1,664	(5)	

Table 4 (continued)		Variation in the 2013/14 Updated Capital Programme (Assets) to the Provisional Outturn				
Service	Original Capital Programme (Net) £000	Approved Changes (Feb 2014) £000	Updated Capital Programme (Net) £000	Net Provisional Capital Outturn £000	Variation £000	Commentary
Environmental Management						
• Greenhouses	(415)	415	0	0	0	
• Pathfinder House	(420)	420	0	0	0	
• Heart of Oxmoor	(1,366)	0	(1,366)	(1,405)	(39)	Technical accounting benefit due to higher interest indexing as a result of delayed receipt of income.
• Building Efficiency (Salix)	77	(27)	50	67	17	
• Godmanchester Flood Alleviation	175	0	175	175	0	
• Environmental Strategy Funding	55	3	58	38	(20)	
• Chequers Court Public Realm	0	0	0	0	0	
• Huntingdon West Development	473	(23)	450	164	(286)	Scheme was delayed because of protracted development negotiations but is now complete. However, there are still outstanding compensation issues which may take some time to settle.
Provisional Outturn	(1,421)	788	(633)	(961)	(328)	

Table 4 (continued)		Variation in the 2013/14 Updated Capital Programme (Assets) to the Provisional Outturn				
Service	Original Capital Programme (Net) £000	Approved Changes (Feb 2014) £000	Updated Capital Programme (Net) £000	Net Provisional Capital Outturn £000	Variation £000	Commentary
Environmental & Community Health						
• Loves Farm Community Centre	60	(60)	0	9	9	
• Pedals Scheme	0	11	11	0	(11)	
Provisional Outturn	60	(49)	11	9	(2)	
Financial Services						
• VAT Exempt Capital	53	(49)	4	0	(4)	
• General Allocation	50	0	50	0	(50)	Unused capital contingency.
Provisional Outturn	103	(49)	54	0	(54)	

Table 4 (continued)

Variation in the 2013/14 Updated Capital Programme (Assets) to the Provisional Outturn

Service	Original Capital Programme (Net) £000	Approved Changes (Feb 2014) £000	Updated Capital Programme (Net) £000	Net Provisional Capital Outturn £000	Variation £000	Commentary
Operations						
• Recycling Kerbside Collection	181	(48)	133	51	(82)	Change in policy during the year, meaning that developers contribute towards the cost of the New bins for NEW planning applications. Also bins lasting longer than originally planned, so deliberate delay in purchase of replacements.
• Refuse/Green Waste Collection	20	12	32	11	(21)	
• CCTV (Camera Replacement)	291	(214)	77	41	(36)	Expenditure deferred to tie in with shared service implementation.
• Play Equipment	45	0	45	17	(28)	Insufficient time to implement. The programme was reprofiled and exceptionally wet weather delaying installation.
• Vehicle & Plant	1,124	77	1,201	714	(487)	Insufficient staff time to proceed with purchasing program. A full-time fleet manager is now employed to bring back in line for 2014/15.
• In Cab Technology	70	0	70	0	(70)	Insufficient resources within IMD so project is delayed.
• Pool Vehicles	0	60	60	40	(20)	
• Flail Mower	0	12	12	10	(2)	
• Play Equipment S106	0	75	75	74	(1)	
• Wireless CCTV	0	290	290	0	(290)	Following further investigation, CCTV service is reviewing what offers the best value for money solution.
Provisional Outturn	1,731	264	1,995	958	(1,037)	

Table 4 (continued) Variation in the 2013/14 Updated Capital Programme (Assets) to the Provisional Outturn						
Service	Original Capital Programme (Net)	Approved Changes (Feb 2014)	Updated Capital Programme (Net)	Net Provisional Capital Outturn	Variation	Commentary
	£000	£000	£000	£000	£000	
Information Management						
• Business Systems General	225	15	240	240	0	This programme includes a number of projects, including, Legal Case Management, GIS Corporate, Uniform, BACS Replacement, Automated Phone Payments, Sharepoint, Email Archive, Payment Hub, Car Parking, Mobile Apps, Q-Matic Replacement.
• Service Virtualisation & Network	258	116	374	63	(311)	Net position for this programme is (£48,000). These three projects are linked due to the work being undertaken to roll out replacement computers for the Desktop Delivery Project. Work planned for 2013/14 has not happened due to the scale of the project and the very small window of roll out after the decision to switch from a VDI solution to a traditional replacement was made in January 2014. Work to complete the roll out is continuing into 2014/15.
• ICT Replacement	0	0	0	59	59	
• ICT Virtualisation (Desktop)	75	0	75	279	204	
• Call Centre Replacement	0	0	0	34	34	The programmed work took more resources than originally planned.
• Council Tax Support Software	0	35	35	25	(10)	
• eForms	0	0	0	7	7	
Provisional Outturn	558	166	724	707	(17)	

Table 4 (continued)		Variation in the 2013/14 Updated Capital Programme (Assets) to the Provisional Outturn				
Service	Original Capital Programme (Net)	Approved Changes (Feb 2014)	Updated Capital Programme (Net)	Net Provisional Capital Outturn	Variation	Commentary
	£000	£000	£000	£000	£000	
Legal & Democratic Services						
• Printing Equipment	70	(45)	25	24	(1)	
• Multi-Functional Devices	80	(80)	0	0	0	
• Document Centre Equipment	46	(34)	12	0	(12)	
Provisional Outturn	196	(159)	37	24	(13)	
TOTAL ASSETS	8,863	1,540	110,403	8,536	(1,867)	
Table 4 (continued)		Variation in the 2013/14 Updated Capital Programme (Investments) to the Provisional Outturn				
Service	Original Capital Programme (Net)	Approved Changes (Feb 2014)	Updated Capital Programme (Net)	Net Provisional Capital Outturn	Variation	Commentary
	£000	£000	£000	£000	£000	
Financial Services						
• Huntingdon Regional College	0	1,500	1,500	1,500	0	
• Huntingdon Gym Loan	0	0	0	75	75	A supplementary capital estimate was approved by cabinet for loans totalling up to £300,000, up to the end of March only £75,000 had been requested by Huntingdon Gym.
TOTAL INVESTMENTS	0	1,500	1,500	1,575	75	

5. LEGAL IMPLICATIONS

5.1 No direct, material legal implications arise out of this report.

6. RESOURCE IMPLICATIONS

6.1 The resource implications are noted within this report.

LIST OF APPENDICES INCLUDED

None

BACKGROUND PAPERS

Working papers in Financial Services

CONTACT OFFICER

Clive Mason, Head of Resources
(01480 388157

Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Consultation and Engagement Strategy

Meeting/Date: Overview & Scrutiny Panel (Social Well-Being) Consultation Processes Working Group – 29th April 2014
Overview & Scrutiny Panel (Social Well-Being) 10th June 2014
Cabinet – 19th June 2014

Executive Portfolio: Councillor J D Ablewhite

Report by: Corporate Project Officer (Policy & Performance)

Ward(s) affected: All Wards

Executive Summary:

The purpose of this report is to seek approval for the updated Corporate Consultation and Engagement Strategy, action plan and appendices. This strategy updates the previous Consultation & Engagement Strategy approved in 2008.

An Overview & Scrutiny (Social Well-Being) Working Group has supported the development on this strategy. The review has taken into account the recommendations made by the Working Group, particularly that we need to be better at providing feedback and to involve Members more in the process.

Recommendation(s):

The Cabinet is invited to adopt the Corporate Consultation and Engagement Strategy and note the action plan and guidance appendices.

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1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The purpose of this strategy is to provide a more realistic and proportionate approach to consultation and engagement whilst also ensuring that, where appropriate, the views and needs of local residents and other stakeholders are used to inform and shape the delivery of services

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The previous Consultation and Engagement Strategy was approved in 2008, and an update was overdue.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 The Strategy has been reviewed to take into consideration that as a publicly funded organisation, local people need to continue be involved in shaping the services that the council provides, which is particularly important as more challenging decisions need to be made in light of considerable pressure on finances.
- 3.2 The Strategy also recognises that a more representative and proportionate approach should be adopted and the focus should be on consulting and engaging on issues that really matter to people, and those that they can influence.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL (SOCIAL WELL-BEING)

- 4.1 On 29th April 2014, the Consultation Processes Working Group appointed by the Overview and Scrutiny Panel (Social Well-Being) met to review the content of the Corporate Consultation and Engagement Strategy. The Working Group is satisfied with its content, in particular the role that Members will have in the process and the adoption of pre and post consultation checklists. The Working Group discussed the success measures to be included within the annual consultation evaluation report, the need to design consultations in a way that reaches target audiences, the role of Members in communicating to their constituents when consultations are being undertaken and the various aspects of the accessibility guidance issued alongside the Strategy. The Working Group is satisfied that all previous recommendations arising from its former study undertaken in 2011 have been incorporated into the new Strategy and associated guidance.
- 4.2 The Overview and Scrutiny Panel (Social Well-Being) recommends that the Strategy is adopted subject to reference being made to the Council also consulting with public sector partners on matters which could potentially have an impact upon their services. The action plan and guidance appendices have been noted by the Panel.

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

- 5.1 The key impact from this Strategy will be that:
a more representative and proportionate approach is taken with regards to consultation and engagement.
the council is clearer about how views have been taken into account.
the focus will be consulting and engaging on issues that really matter to people, and that they can influence.

elected Members are more aware of consultation and engagement activities

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 The Strategy will be implemented as soon as it is approved. An action plan will measure delivery of the objectives and actions

7. LINK TO THE LEADERSHIP DIRECTION

- 7.1 The council's vision is:
To continue to improve the quality of life for the people of Huntingdonshire and work towards sustainable economic growth whilst providing value for money services

It will do this by:

Empowering local communities
Ensuring that we engage with customers when deciding how services are delivered and improved

8. CONSULTATION

- 8.1 This Strategy has been developed in consultation with an Overview & Scrutiny (Social Well-Being) Consultation Processes Working Group.

9. LEGAL IMPLICATIONS

(Comments from the Head of Legal & Democratic Services)

- 9.1 The Council has a legal obligation to consult in certain circumstances and will consider it beneficial to do so in other cases. The Strategy sets out the guidelines and parameters for such consultations.

10. RESOURCE IMPLICATIONS

- 10.1 It is anticipated that there will be no additional resource implications associated with the implementation of this Strategy.

11. OTHER IMPLICATIONS

An Equality Impact Assessment has been completed, and has been appended as Appendix 5

12. REASONS FOR THE RECOMMENDED DECISIONS

- 12.1 The Strategy adopts a more realistic and proportionate approach to consultation and engagement. In addition, it proposes a pre and post consultation check list, which will encourage
- better use of the consultation and engagement Forward Plan, calendar and database
 - better awareness raising among elected Members regarding consultation and engagement activities
 - better feedback to those involved in the consultation & engagement activity on how their views and opinions have been used.

13. LIST OF APPENDICES INCLUDED

- Appendix 1 - Action Plan 2014/15
- Appendix 2 - Consultation checklists
- Appendix 3 – [Guidance on methods and techniques](#)
- Appendix 4 – [Guidance on accessibility](#)
- Appendix 5 - [Equality Impact Assessment](#)

BACKGROUND PAPERS

None

CONTACT OFFICER

Louise Sboui, Corporate Project Officer (Policy & Performance)
Tel No. 01480 388032

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Consultation and Engagement Strategy 2014-2017

Introduction

The council is committed to involving local people in shaping their area and the services they receive; consultation and engagement is one of the key ways the council interacts with and involves local communities and residents. Public understanding, involvement and perception of consultation and engagement are particularly important as more challenging decisions need to be made in light of considerable pressure on finances.

Purpose

The purpose of this strategy is to provide a framework and a consistent approach to our consultation and engagement activities. It is supported by guidance and an action plan.

This strategy aims to adopt a more realistic and proportionate approach to consultation and engagement whilst also ensuring that, where appropriate, the views and needs of local residents and other stakeholders are used to inform and shape the delivery of services.

Corporate Context

The council's vision is:

To continue to improve the quality of life for the people of Huntingdonshire and work towards sustainable economic growth whilst providing value for money services.

It will do this by:

- Empowering local communities
- Ensuring that we engage with customers when deciding how services are delivered and improved.

Principles

These principles set out how the council will approach consultation and engagement in Huntingdonshire.

Representative

The council will make sure that there are opportunities for all local residents, partners and business to get involved in consultation and engagement.

Inclusive

The council understands that successful involvement cannot happen without a good understanding of the make-up, needs and interests of different people and their capacity to engage. An inclusive approach will enable different groups to have the opportunity to participate and help us to fulfill our duties under the Equality Act. To encourage people to take part, a variety of methods will be used for example, surveys, face to face meetings, Internet and social media.

Effective

Effective consultation and engagement means ensuring people's views are used to inform and shape the delivery of services and that council is clear about how views have been taken into account.

Roles and responsibilities

Elected Members

Elected Members as leaders and representatives of Huntingdonshire residents have an important role in bringing to the council, the needs, views and aspirations of the communities they represent.

Check list for Members

- ensuring the needs, views and aspirations of communities contribute towards the democratic decision making process
- comment on proposed consultation & engagement activities
- promote and encourage local residents to get involved

Services

To deliver the right services and ensure value for money, services will need to continue to consult and engage with local residents. To improve coordination and help the council to achieve our principles, all service level consultation and engagement activity will need to be approved by the Corporate Team

Check list for services

If you are thinking about consultation & engagement please:

- complete the pre consultation check list in appendix two
- ensure that this checklist has been signed off by the Corporate Team
- make sure that your Portfolio Holder, relevant Overview & Scrutiny panel, or where appropriate, Ward Member has been informed.

Partners

Joint working with other public sector organisations on a consultation and engagement activity can be a productive way of achieving a more effective and efficient use of resources and should be considered where appropriate.

The voluntary and community sector supports many residents; the views of these organisations are valuable and should also be considered as they can make a significant contribution to consultation and engagement activities.

Action Plan

The action plan details how we intend to deliver against the principles set out in this strategy over the next year.

Monitoring and Evaluation

Monitoring and evaluation are critical to ensuring that we achieve against our action plan. To ensure we are making progress we will:

- Report performance on consultation and engagement activities (annual report to senior officers and relevant scrutiny panel)

This Strategy, Action Plan and Guidance will be reviewed annually so that we can set specific targets for the future. A comprehensive review of the strategy will be undertaken every three years.

Appendix One - Action Plan 2014/15

Appendix Two - Consultation checklists

Appendix Three - Consultation & Engagement Strategy - advice on methods and techniques

Appendix Four - Consultation & Engagement Strategy - advice on making consultation more accessible

Appendix 1

Huntingdonshire District Council

Consultation & Engagement Strategy - Action Plan 2014/2015

Priorities	Action	Target	By whom
Improve internal processes to contribute towards achieving the corporate priorities of: <ul style="list-style-type: none"> • Empowering local communities • Ensuring that we engage with customers when deciding how services are delivered and improved 	Update and promote the use of the Consultation & Engagement Strategy and appendices as good practice guidance	Sept 2014	Corporate Team
	Investigate alternative methods for using the website for consultation and engagement	Sept 2014	Corporate Team and IMD
	Investigate corporate approach to obtaining resident satisfaction/perception	April 2015	Corporate Team and Customer Services
	Annual consultation evaluation report to senior officers and Members summarising outcomes from consultation & engagement activities	April 2015	Corporate Team and Customer Services
	Establish contact list or database of community/voluntary groups or forums who represent the needs of hard to reach groups or residents that we can develop to work with on consultation & engagement	April 2015	Corporate Team
	Consultation with residents to inform 2014/15 budget planning	June-Aug 2014	Corporate Team

Consultation and Engagement Strategy - Appendix 2 Pre- Consultation check-list

1. To avoid duplication have you checked whether similar consultation has already been carried out by the council or by partners? Have you checked the [Consultation & Engagement database](#)?

Yes
No
N/A

2. Have you updated the Consultation & Engagement [Forward Plan](#) and [Calendar](#)?

Yes
No
N/A

3. Have you informed your Portfolio Holder and/or relevant Overview & Scrutiny Panel and/or Ward Member? **It is good practice to let appropriate Members know of any planned consultation or engagement activity, particularly if it affects particular wards or a particular portfolio area. Please fully brief relevant Members on the proposals. Where appropriate the relevant Overview & Scrutiny Panel should also be made aware of the consultation or engagement exercise.**

Yes
No
N/A

4. How have you ensured that all people who may have an interest been given the opportunity to participate? Please specify how.

5. If an external contractor has been used to conduct the consultation? Who are they and do they conform to the equality aspects of Council's Procurement Strategy?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
N/A	<input type="checkbox"/>

Name of contractor.....

6. Have you included equality monitoring questions?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

7. Are you using plain English in your consultation? for example no acronyms

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

8. Are you aware of how to get alternative formats (large print, Braille, etc.) if requested?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

9. If relevant, have you selected a suitable venue in terms of physical access, transport, provision of appropriate aids such as hearing loops, signing and interpreting services?) If required?
If yes, please specify.

10. How are you intending to provide feedback to people who have contributed to your consultation and engagement activity?

Post - Consultation check-list

1. Have you provided feedback to those involved in the consultation & engagement activity on how their views and opinions have been used?

Yes	
No	If no, why not?
N/A	

2. Have you carried out an evaluation¹ of your consultation and are there any actions required as a result of it?

Yes	
No	If no, why not
N/A	

3. Have you updated the [consultation and engagement database](#) with decisions/outcomes?

Yes	
No	
N/A	

¹ Did you achieve your objectives e.g. stayed on budget and timescales and received enough responses?
What worked well, what didn't work well, anything worth sharing?
Did Members respond?

Huntingdonshire District Council Equality Impact Assessment (EIA)



Consultation and Engagement Strategy Appendix 5

Service area	Corporate Team
Date of assessment	March 2014
Name of strategy/policy/function/service to be assessed	Consultation & Engagement Strategy
Is this a new or existing strategy?	Review of existing strategy
Name of manager responsible for strategy	
Names of people conducting the assessment	Louise Sboui
Step 1 – Description of strategy	
Describe the aims; objectives and purpose of the strategy (include how it fits in to wider aims or strategic objectives).	<p>The purpose of this strategy is to provide a framework and a consistent approach to our consultation and engagement activities. It is supported by guidance and an action plan.</p> <p>This strategy aims to adopt a more realistic and proportionate approach to consultation and engagement whilst also ensuring that, where appropriate, the views and needs of local residents and other stakeholders are, where appropriate, used to inform and shape the delivery of services.</p>
The Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, the Council also needs to demonstrate its compliance with the Equality Duty. The Council therefore needs to understand how its decisions and activities impact on different people, specifically employees and how they are affected by policies and practices. An Equality Impact Assessment is the current method by which the Council can assess and keep a record of the impact of the impact of new or amended strategies, policies, functions or services.	



<p><i>Definition of Adverse Impact - occurs when a decision, practice, or policy has a disproportionately negative effect on a protected group.</i></p> <p><i>Adverse Impact may be unintentional</i></p> <p>Adverse impact can be measured statistically:</p>	<p>Are there any (existing) equality objectives of the strategy?</p>	<p>To ensure that consultation and engagement is representative, inclusive and effective. The strategy recognises that successful involvement cannot happen without a good understanding of the make-up, needs and interests of different people and their capacity to engage. An inclusive approach will enable different groups to have the opportunity to participate and help us to fulfill our duties under the Equality Act.</p>
	<p>Who is intended to benefit from the strategy and in what way?</p>	<ul style="list-style-type: none"> • Local residents (opportunities to get involved in shaping the delivery of services) • Members (better informed and more involved in consultation & engagement activities) • Officers (guidance to support consultation & engagement activities).
	<p>What are the intended outcomes of this strategy?</p>	<ul style="list-style-type: none"> • To ensure that consultation and engagement is representative, inclusive and effective. <p>To contribute towards the council's vision which is to <i>continue to improve the quality of life for the people of Huntingdonshire and work towards sustainable economic growth whilst providing value for money services</i></p> <p>The Strategy will support this by contributing towards the priorities of:</p>



	<ul style="list-style-type: none"> • Empowering local communities • Ensuring that the council engages with customers when deciding how services are delivered, modified and improved
<p>Step 2 – Data</p>	
<p>What baseline quantitative data (statistics) do you have about the strategy relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population), relevant to this policy?</p>	<p>Census district profile</p>
<p>What qualitative data (opinions etc) do you have on different groups (e.g. comments from previous consumer satisfaction surveys/consultation, feedback exercises, or evidence from other authorities undertaking similar work), relevant to this strategy?</p>	
<p>Are there concerns that the strategy could have a differential impact on different racial groups; this refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. Gypsy/Travellers are distinct group within this category.</p> <p>What evidence do you have for your answer?</p>	<p>The Accessibility guidance aims to define different groups within communities, explains potential barriers and gives guidance on how to consult and engage with Black & Minority Groups, Gypsy/Travellers, migrant workers. Also included is guidance on when and how to use translation and interpretation services.</p>
<p>Are there concerns that the strategy could have a differential impact on younger or older people? For some services this should include consideration of impact in terms of safeguarding young people. What evidence do you have for your answer?</p>	<p>The Accessibility guidance aims to define different groups within communities, explains potential barriers and gives guidance on how to consult and engage with younger and older people.</p>

Huntingdonshire District Council Equality Impact Assessment (EIA)



<p>Are there concerns that the strategy could have a differential impact on gender, including transgender people? What evidence do you have for your answer?</p>	<p>The Accessibility guidance does not currently include any reference to barriers to consultation and engagement that may be experienced based on gender or transgender.</p>
<p>Are there concerns that the strategy could have a differential impact on part time/full time employees? What evidence do you have for your answer?</p>	<p>No adverse impact identified.</p>
<p>Are there concerns that the strategy could have a differential impact on disabled people? What evidence do you have for your answer?</p>	<p>The Accessibility guidance aims to define different groups within communities, explains potential barriers and gives guidance on how to consult and engage to take account of disabilities, also included is guidance on accessible information.</p>
<p>Are there concerns that the strategy could have a differential impact in terms of marriage and civil partnership</p>	<p>No adverse impact identified.</p>
<p>Are there concerns that the strategy could have a differential impact in terms of pregnancy and maternity (e.g. pregnant or breast feeding women)</p>	<p>No adverse impact identified.</p>
<p>Are there concerns that the strategy could have a differential impact on lesbian, gay men, bisexual or heterosexual (straight) people? What evidence do you have for your answer?</p>	<p>Accessibility guidance does not currently include any reference to barriers to consultation and engagement that may be experienced based on sexual orientation.</p>
<p>Are there concerns that the strategy could have a differential impact on grounds of religion or belief? What evidence do you have for your answer?</p>	<p>Accessibility guidance does not currently include any reference to barriers to consultation and engagement that may be experienced based on religion or belief.</p>
<p>Are there concerns that the strategy could have a differential impact in terms of specific characteristics of Huntingdonshire e.g. Rural isolation</p>	<p>The Accessibility guidance aims to define different groups within communities, explains potential barriers and gives guidance on how to consult and engage to take account of rural isolation.</p>



Findings

The Strategy acknowledges that effective involvement cannot happen without a good understanding of the make-up, needs and interests of different groups and their capacity to engage and that an inclusive approach will need to be used to ensure that different groups have the opportunity to participate. The Accessibility Appendix sets out how some of these groups can be reached.

Recommendations

- explore whether additional guidance required on issues relating to gender, transgender, religion and belief and sexual orientation .

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**Confidential - No
Key Decision - yes**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: “Wind Energy Development in Huntingdonshire 2014”
Supplementary Planning Document

Meeting/Date: COMT – June 2nd 2014
Development Management Panel– June 16th 2014
Overview and Scrutiny {Env Well Being} – June 17th 2014
Cabinet – June 19th 2014

Executive Portfolio: Doug Dew, Executive Councillor for Planning
and Housing Strategy.

Report by: Chris Thompson – Landscape Officer, Planning Services

Ward(s) affected: All

Executive Summary:

The current Supplementary Planning Document [SPD] “Wind Power” was adopted in 2006. Since that time there have been major changes in national and local planning policy, and the granting of various permissions and the related construction of many turbines of all sizes throughout the district. The current SPD is now considered to be out of date.

A revised SPD is necessary to better support the Council’s case at Public Inquiries and in the general course of the development management process.

Recommendation(s):

That the Development Management Panel, and Overview and Scrutiny Panel [Environmental Well Being] endorses the proposed “Wind Energy Development in Huntingdonshire 2014” Supplementary Planning Document and recommends that it should be adopted by Cabinet.

That Cabinet adopts the proposed “Wind Energy Development in Huntingdonshire 2014” Supplementary Planning Document, with any minor amendments prior to publication being delegated to the Head of Development in consultation with the Executive Member for Planning and Housing Strategy.

That Cabinet, in making that decision, notes the comments from the Statement of Consultation and endorses the officer responses to the issues raised.

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The purpose of this report is to seek Cabinet's approval for the 'Wind Energy Development in Huntingdonshire 2014' Supplementary Planning Document', (**Appendix A** – please note that this will be circulated separately) which was subject to public consultation between 28th March 2014 and 9th May 2014.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The updated 'Wind Energy Development in Huntingdonshire 2014' Supplementary Planning Document' will replace the existing 'Wind Power Supplementary Planning Document', which was adopted in 2006. The draft SPD consists of 2 parts.
- 2.2 Part 1 of the new Supplementary Planning Document updates the 2006 version with regard to:
- Reflecting the publication of the National Planning Policy Framework (NPPF) and the recent on line Planning Practice Guidance on Renewable and Low Carbon Energy;
 - Acknowledging the development of the methodological approach to assessing the landscape sensitivity to wind turbine development that has taken place since 2005;
 - Recognising and resolving certain inconsistencies that have been identified between the SPD and "Wind Turbine Development in Huntingdonshire" (2005), the study undertaken by Land Use Consultants that underpinned the SPD; and
 - Acknowledging the need for guidance on the siting and design of smaller turbines.
- 2.3 Part 2 of the draft SPD was produced in response to member concerns about the lack of information on current cumulative impacts. It gives an assessment of the current cumulative impacts of operational and consented wind turbine developments, and guidance on assessment of future turbine proposals. Both the National Planning Policy Framework [NPPF] and the recent on line Planning Practice Guidance on Renewable and Low Carbon Energy confirm that cumulative landscape and visual impacts need to be addressed satisfactorily as part of any Local Planning Authority renewables strategy.
- 2.4 It is important to note that the new Supplementary Planning Document does not, and was never intended to change the main conclusions of the 2006 Supplementary Planning Document with regard to the capacity of local landscapes to accommodate wind turbine development. These conclusions, though amended in the draft SPD, remain substantially valid. The intention was to produce a more up to date, coherent, and usable document that is compliant with the NPPF and other current planning policy. The SPD will be used to inform and support Council decisions with regard to proposed wind turbine developments. It will be used at all stages in the development management process, including Public Inquiries.

- 2.5 Both the existing and new Supplementary Planning Documents are primarily concerned with guiding the location of turbine development by reference to the key characteristics of the District's component Landscape Character Areas. Turbine proposals will have to respond to all the guidance criteria contained in the draft SPD, and not consider certain aspects in isolation.

3. THE CONSULTATION RESPONSE

- 3.1 The new Supplementary Planning Document was subject to a six week consultation period, between 28th March 2014 and 9th May 2014. A presentation on the consultation draft Supplementary Planning Document was given to members on April 29th and to the Executive Leader's Strategy Group on May 27th 2014.
- 3.2 Over 180 responses were received from a wide range of consultees including members of the public, local pressure groups, Council Members, Parish Councils, other Local Planning Authorities, several Non-Governmental Organisations, planning consultants, and national and international renewable energy companies.
- 3.3 Due to the large number of responses the Statement of Consultation, attached as **Appendix B**, is based around the issues raised, rather than individual consultee responses. The relevant HDC Consultation Portal Identification Numbers are listed for each topic discussed, and then the Council's considered response is given to the particular issue.
- 3.4 Among the range of comments raised the most common responses focussed on the following issues:
- Omission of guidance on other issues relevant to turbine development.
 - The need for better clarity in relating the 2 parts of the SPD to each other.
 - How previous inconsistencies have been dealt with in the draft SPD.
- 3.5 These and other concerns expressed by respondents have been fully considered and, where appropriate, they will be responded to in the form of amendments to the new Supplementary Planning Document.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 The draft SPD will be taken to Development Management Panel and Overview and Scrutiny Panel [Environmental Well Being] prior to being presented to Cabinet for adoption on June 19th.

5. FINANCIAL IMPLICATIONS

None.

6. LEGAL IMPLICATIONS

- 6.1 The updating of our local policy position will give more coherent, consistent and robust support to the Council's position with regard to wind energy development in the district. The adoption of the draft SPD will give it additional weight at Public Inquiries and throughout the development management process.

- 6.2 The production, public participation and potential adoption of this draft SPD have complied with relevant regulations and provisions as set out in the Town and Country [Local Planning] [England] Regulations 2012 as amended, being the applicable regulations for the process.

7. REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 If adopted, the proposed SPD will enhance our local planning policy and lend better support to the Council's case at any future Public Inquiries, and assist in the general course of the development management process when considering wind turbine proposals.

Adoption by Cabinet in June 2014 would give the SPD additional appropriate weight in respect of the ongoing appeal process and the forthcoming Public Inquiry concerning the proposed wind farm at Bicton, north of Kimbolton.

8. LIST OF APPENDICES INCLUDED

Appendix A: Draft SPD 'Wind Energy Development in Huntingdonshire 2014'
Appendix B: Revised Statement of Consultation

BACKGROUND PAPERS

None

CONTACT OFFICER:

**ENQUIRIES ABOUT THIS REPORT TO PAUL BLAND, PLANNING SERVICE
MANAGER (POLICY) 01480 388400**

Agenda Item 13

Public - Yes
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Service Delivery Options for Legal and IMD
Meeting/Date:	Overview & Scrutiny (Economic Well-Being) - 12th June 2014 Cabinet – 17th June 2014
Executive Portfolio:	Customer Services and Strategic Economic Development and Legal
Report by:	Managing Director Head of Legal and Democratic Services IMD Service Manager
Ward(s) affected:	All (indirectly)

Executive Summary:

To consider the possible options for developing shared services, initially with regard to Legal and ICT services.

Recommendation(s):

That Cabinet endorse:-

1. The cessation of negotiations with LGSS; and,
2. The continuation of discussions with SCDC.

1. WHAT IS THIS REPORT ABOUT?

- 1.1 To consider the possible options for developing shared services, initially with regard to Legal and ICT services.

2. BACKGROUND

- 2.1 Following several months of detailed discussions between relevant officers from the Council and LGSS COMT considered the outline business cases for Legal, IMD and Revenues and Benefits to enter into potential Partnership and Delegation Agreements with LGSS. Following early development of options a detailed business case was developed for Legal and IMD services. This phase of work included a presentation by LGSS to Overview & Scrutiny on 9th January 2014 where Councillors were able to understand the nature of the business proposition by LGSS.
- 2.2 Negotiations continued with further amendments to the possible relationship between the Council and LGSS on these two areas, which resulted in a narrowing of the difference between the initial LGSS proposition and the expectations of the District Council.

3. OPTIONS APPRAISAL

- 3.1 Further negotiations have led to considerable developments in the possible relationship between the Council and LGSS however one fundamental issue remains. That issue is one of influence and control in a 'shared service' arrangement. The final business case proposition resolved all outstanding concerns that the Council had identified with the exception of the control over the partnership arrangements, which due to the ultimate constitution of LGSS remains vested in Cambridgeshire and Northamptonshire County Councils, through the LGSS Shareholder Board.
- 3.2 The Council could choose to delegate responsibility of the selected services to LGSS, accepting the limitations of control due to the Shareholder Board. However, the Council has other options and on 10th April 2014 announced the intention to explore a new strategic framework with South Cambridgeshire District Council (SCDC). This has presented a different opportunity for a genuine shared service model, and discussions are underway between officers at both organisations. Given this prospect the LGSS option is no longer being pursued.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 It is expected that a progress report will be considered at a joint, informal, meeting of the SCDC and HDC Cabinets in June 2014 and a formal report to Cabinet in July.

5. RECOMMENDATIONS

- 5.1 That Cabinet endorse:-
 - a) The cessation of negotiations with LGSS; and,
 - b) The continuation of discussions with SCDC.

BACKGROUND PAPERS

Business Case for Sharing Services Huntingdonshire District Council and LGSS (versions 1 & 2)

CONTACT OFFICERS

Colin Meadowcroft, Head of Legal Democratic Services- Tel 01480 388021

Chris Hall, IMD Service Manager – Tel 01480 388116

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Waste Policies

Meeting/Date: Overview and Scrutiny Panel (Environmental Well-Being) –
17 June 2014
Cabinet – 19 June 2014

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

Report by: Operations Manager

Ward(s) affected: All

Executive Summary:

In 2012 Cabinet approved a number of policies relating to the waste collection service. These provide clarity to residents as to the type and extent of the service they can expect. These policies were further updated in 2013 following the introduction of the charge for a 2nd garden bin, however further revision of some of the policies relating to this charge are required.

A number of queries have arisen recently in relation to the implementation of Policy 12 Collection Point for wheeled bins/sacks particularly in relation to more remote properties and this report proposes to further clarify this policy and provide clear guidelines on assessing the collection point for these properties.

Recommendation(s):

It is recommended that the revision to the Waste Collection Policies as detailed in Annex 1 is approved and implemented.

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 This report provides an update to the waste collection policies previously agreed in 2012 and 2013 in respect of charging for a 2nd garden bin and waste collection points.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 Following implementation of the charge for the 2nd garden bin, feedback was received from a small number of residents who wished to pay for more than one additional bin. When the charge was introduced in 2013 residents were limited to only one additional chargeable bin. Now the charge has been in place for nearly a year and renewal notices about to be sent out there is an opportunity to review this policy.

- 2.2 As the number of requests for an additional chargeable bin has been quite low, in terms of service delivery operationally there is the opportunity to increase the number of chargeable bins allowed to two per property. This will contribute to generating additional income for the Council and also allow those properties who generate larger amounts of garden waste additional capacity. The charge will remain the same, at £40 per bin for the period 1 July 2014 to 30 June 2014.

- 2.3 The Council operates a collection point for waste at the edge of property where it meets the public highway. When the wheeled bin service was introduced, remote properties accessed from private/unadopted roads, where collections had taken place from the property, were continued with only new properties, or properties which were assessed following collection issues changed to a collection point on the public highway.

- 2.4 Collection of these remote properties can incur a significant amount of time for our collection crews. In addition many of these properties are located down roads in very poor condition and there have been instances where we have caused damage to our vehicles incurring vehicle repair and maintenance costs. These roads are not normally built to highway standard, often have soft verges and overhanging trees. In addition a number of roads have to be reversed down for considerable distances, sometimes in the dark, with no safe place for an employee to operate as a reversing assistant to see the vehicle safely back.

- 2.5 There have been a number of recent incidents involving our collection vehicles when undertaking remote collections, these include, a vehicle becoming stuck after a road edge gave way; a vehicle coming off a private road into a ditch in bad weather and . These have resulted in Officer time investigating complaints and dealing with insurance claims and the cost of having vehicles recovered (over £1000 in one case). The consequence of these types of incidents has meant that we have had to provide other crews and vehicles to cover the work which can affect service delivery.

- 2.6 As many of the arrangements are historical, we do not have exact figures of the numbers of properties that are likely to be affected by the introduction of this policy. Initial work to identify properties that may be affected show that there are likely to be approximately 300-400 properties that need surveying (some located down the same road), however a number already comply with the suggested criteria, so the actual number of properties affected is likely to be less than this.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 The current historical arrangements could be continued, however there is inconsistency in how the service is being applied to remote properties. The adoption of a policy enables us to continue providing the service, but in a safe way that protects our employees, vehicles and the resident and is applied fairly across the district.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

- 4.1 The Overview and Scrutiny Panel (Environmental Well-Being) will be considering and commenting upon this report.

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

- 5.1 The key impact will be in relation to the need for properties on private lanes to present their waste at the junction with the public highway unless they meet the qualifying conditions in the policy. The affected residents will raise complaints through their elected representatives.
- 5.2 The clarification in relation to the policy on up lane collections will enable officers to enforce the provision and prevent the unnecessary cost to the council from repairs to vehicles, damage to private lanes and buildings.
- 5.3 To minimise the impact there will need to be a proactive communication with affected residents to explain the policy and to survey private lanes to see if they meet the criteria.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 Subject to agreement of the policy change, requests for an additional chargeable bin for garden waste will be implemented from July 2014.
- 6.2 In respect of the change to Policy 12 Collection Point, this will be implemented over the next few months. Each location will need to be individually assessed and discussions undertaken with the property/land owner on future collection arrangements.

7. CONSULTATION

- 7.1 Each area will be individually assessed and residents contacted prior to any change of collection point.

8. LEGAL IMPLICATIONS

- 8.1 There are no legal implications arising from the changes proposed to the waste policies as set out in this report.

9. RESOURCE IMPLICATIONS

- 9.1 The project will be managed using existing resources.
- 9.2 Due to the location of these properties across the district the time savings will be spread across days and collection crews. This will not result in a reduction in resources, however it will provide additional time for the crews to take on new property growth.

10. OTHER IMPLICATIONS

- 10.1 Reduction in travelling distance will contribute towards fuel savings and reduced vehicle maintenance costs.

11. REASONS FOR THE RECOMMENDED DECISIONS

- 11.1 To allow residents an additional chargeable garden bin.
- 11.2 To ensure the Council has a consistent policy in dealing with waste collection from remote properties located down private/unadopted roads and that this is applied fairly and consistently.

12. LIST OF APPENDICES INCLUDED

- Appendix 1 – Proposed Revision to Current Waste Collection Policies
Appendix 2 – Current Waste Collection Policies

BACKGROUND PAPERS

CONTACT OFFICER

Beth Gordon – Operations Manager
Tel No. 01480 388720

Appendix 1 – Proposed Revision to Waste Collection Policies

Policy 12A - Collection point for wheeled bins / sacks

The waste should be presented at the edge of a resident's property, where the premise meets the public highway. If properties are located down a private driveway then the bins must be presented where the private access road / driveway meets the public highway. The only exception to this will be for remote properties (e.g. farms and lodges) where the conditions below are satisfied.

Policy 12B – Collection point for remote properties (farms and lodges)

In a small number of cases due to the access or the remote location of a property it may not be possible for residents to place bins near the public highway for collection. In certain circumstances a collection from a point on a private/unadopted road may be agreed subject to an inspection and the following conditions being met:

1. Road surface – roads must be of sound construction with a suitable hard surface, free of large/deep potholes and obstructions which could cause damage or injury to vehicles or persons. The vehicle should be able to travel safely at 25 kmph along the road.
2. Road width – the minimum road width is no less than 3.5 metres with no obstruction from trees, shrubs etc which could cause damage to the vehicle
3. Road length – if there are a number of properties located down a road, then there should be passing places, suitable for a refuse collection vehicle (hard surface, not a verge).
4. Height clearance – the minimum clearance should be no less than 5.5 metres with no obstruction from overhanging branches, cables etc which could cause damage to the collection vehicle
5. Turning area – where a through road does not exist, a suitable turning area must be available to allow the vehicle to turn. The turning area should have a hard surface be of a sufficient size to allow an 11.5 metre long vehicle to turn with no more than three manoeuvres and have sufficient space either side of the vehicles to safely turn in the dark. Our collection vehicles will not reverse onto a public highway in order to turn round.
6. There must be access for the collection vehicle. Any gates must be left unlocked and open as our crews will not open and close these when undertaking collections.
7. An indemnity will be required from the road owner/s so that the Council will not be liable for any damage due to wear and tear to the road surface which is unlikely to have been built to highway standard.

Where the conditions above cannot be met then the collection point will be where the private/unadopted road meets the public highway. If this location is not suitable for wheeled bins, then alternative collection arrangements may be made, such as a sack collection or a communal collection point if there are a number of properties located on a private/unadopted road.

In some circumstances a collection point part of the way down a private/unadopted road may be used if the above criteria can be met at that point.

For assisted collection customers the above criteria will still apply, however alternative collection methods such as sacks will be considered to make collections easier for the resident if the vehicle is not able to travel the full length of the road.

In adverse weather conditions where our crews are concerned regarding visibility of the road e.g. due to snow cover or icy conditions where they feel the vehicle may slip off the road then we will suspend collections to such properties. Waste will need to be placed on the public highway for collection, or it will be collected on the next scheduled collection day if conditions have improved.

Policies relating to additional green bins

Change to Existing Policies

Policy 31D – Number of additional bins allowed

Householders will be allowed two additional chargeable bins.

Additional policies

Policy 31H – Bin Stickers

The resident must ensure the bin sticker provided is stuck to the lid of the bin. If the bin sticker is not on the bin it will not be collected and no re-collection will be made even if payment has been received.

Policy 31I – Missed Collections

No refunds will be given for missed collections. Missed collections must be reported in line with Policy 18 and re-collection will be arranged if one of the circumstances described in the policy is met. If the bin sticker is not stuck to the lid of the bin, re-collection will not be arranged.

HUNTINGDONSHIRE DISTRICT COUNCIL

WASTE COLLECTION POLICIES

Contents

Policy Number	Description
1	Standard Service for individual properties
2	Exemptions from the standard service
3	Multi-occupancy properties (flats blocks etc)
4	Mixed Domestic / Commercial properties (Heraditament properties)
5	Collection frequency
6	Number of wheeled bins & sacks provided
7	Provision of smaller bins
8	Additional bins for residual domestic waste
9	Materials allowed in the wheeled bins / sacks
10	Items prohibited from the wheeled bins / sacks
11	Collection day & time
12	Collection point for wheeled bins / sacks
13	Return of bins
14	Ownership of wheeled bins / sacks
15	Excess waste / Side waste
16	Bin Lids
17	Rejected / contaminated wheeled bins and sacks
18	Missed collections
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20	Frozen green waste bins
21	Overweight wheeled bins and sacks
22	Stickers on wheeled bins
23	Provision of new / replacement wheeled bins
24	Stolen wheeled bins
25	Lost & damaged wheeled bins
26	Sharing wheeled bins
27	Severe weather
28	Access issues
29	Offensive / hygiene waste
30	Clinical waste – Infectious or hazardous waste
31	Policies relating to the provision of an additional green bin
	31A – Cost of Service
	31B – Paying for the Service
	31C – Delivery of bins following receipt of payment
	31D – Number of additional bins allowed
	31E – Refunds
	31F – Non-payment
	31G – Exemptions from payment

Policy 1 - Standard service for individual properties

The standard service for the collection of residual domestic waste, green waste and food waste from individual properties will be an alternate weekly service using 240l wheeled bins. The dry recycling will be collected fortnightly using a 240l wheeled bin. The bins provided are as follows:

- Residual domestic waste (which cannot be recycled) – grey wheeled bin. Food waste can be placed in this bin as well as the green waste bin to enable a weekly collection of food waste.
- Dry recycling waste – blue wheeled bin (please note some areas still have green bins for dry recycling waste)
- Green waste and food waste – green wheeled bin

The correct bin must be used for the right type of waste.

Exemptions may be made subject to certain criteria (see [Policy 2](#)).

Where a property is provided with the standard service only waste presented in wheeled bins provided by Huntingdonshire District Council will be collected.

Where residents only have room for one wheeled bin, priority will be given to the provision of a residual domestic waste bin which will be collected fortnightly

Policy 2 – Exemptions from the standard service

To qualify for an exemption from using wheeled bins you must meet one or more of the following criteria:

- A. All the adults living in a property have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin and are therefore not able to use the assisted collection service
- B. There is no reasonable rear or side access and the useable front area is too small to accommodate the bins
- C. The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins
- D. The bins would have to be wheeled through the house to the collection point
- E. It is impractical to pull wheeled bins out for collection e.g. a considerable distance
- F. The household produces excessive quantities of offensive / hygiene waste
- G. Any other exceptional circumstance as agreed by the council

Where properties have space for one wheeled bin, then a residual domestic waste bin will be delivered and collected fortnightly.

If your property meets at least one of the exemption criteria we will deliver you with 26 blue sacks for residual domestic waste, 13 paper sacks for green / food waste and 26 clear sacks for dry recyclables every quarter.

For the residual domestic waste service we will only collect blue sacks provided by Huntingdonshire District Council. If non-recyclable waste is presented for collection in other sacks/containers it will not be collected. No additional blue sacks will be provided between the quarterly delivery dates.

Additional clear recycling sacks can be provided for excess recycling of up to one roll (normally 13 sacks) per quarter if requested or the customer can provide their own sack/liner which must be in a clear sack or bag so the waste can be identified. Excess recyclable waste put out for collection in black or dark coloured sacks will not be collected.

Additional paper sacks will be provided up to a maximum of 1 per week.

The collection frequency will be as detailed in [Policy 5](#).

Policy 3 - Multi-occupancy properties (flat blocks etc)

Properties such as flat or accommodation blocks will normally be collected using communal 1100l wheeled bins wherever possible. The number of bins provided will depend on the number of properties. Bins will normally only be provided for the collection of residual domestic waste and dry recyclables.

Where bins cannot be provided sacks will be delivered and provided. Residents will be provided with the same quantities of sacks as detailed in [Policy 6](#).

Bins will be collected from the bin storage or other area as agreed by the Council and returned to the same location.

The frequency of collection from multi-occupancy properties will be as per [Policy 5](#).

For multi-occupancy properties, where the bin is contaminated it will be rejected and not emptied. It will be the responsibility of the residents / managing agents to arrange for the offending materials to be removed before the bin will be emptied on the next scheduled collection day. Only items detailed in [Policy 9](#) will be collected. No loose rubbish or sacks around the bins will be collected or any other items and it will be the responsibility of the residents / managing agents to remove or clear any such items. Where a bin is blocked in with loose rubbish / sacks it will not be emptied until this has been removed. The bin will then be collected on the next scheduled collection day.

A limited number of flat blocks have chute collections which are collected twice per week. All waste must be put down the chute for collection and contained within the chute bags. Excess waste dumped around the collection area will not be collected.

Policy 4 – Mixed Domestic / Commercial Properties (Hereditament properties)

Mixed hereditament properties are generally business properties with living accommodation attached e.g. a flat above a shop. Such properties will be provided with the standard service ([Policy 1](#)) unless an exemption applies. The bins provided must not be used to dispose of business waste and anyone found using bins in this way may have them removed and may be subject to prosecution under the Environmental Protection Act 1990.

Policy 5 – Collection frequency

The following collection frequencies will apply

Policy	Service	Collection Frequency
<u>1</u>	Standard Service	Alternate weekly
<u>2A</u>	All the adults living in a property have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin and are therefore not able to use the assisted collection service	Fortnightly
<u>2B</u>	There is no reasonable rear or side access and the useable front area is too small to accommodate the bins	Fortnightly
<u>2C</u>	The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins	Fortnightly
<u>2D</u>	The bins would have to be wheeled through the house to the collection point	Fortnightly
<u>2E</u>	It is impractical to pull wheeled bins out for collection e.g. properties located a considerable distance from the highway	Fortnightly
<u>2F</u>	The household produces excessive quantities of offensive / hygiene waste	Fortnightly
<u>2G</u>	Any other exceptional circumstance as agreed by the council	To be agreed
<u>3</u>	Multi-occupancy properties	Weekly (residual domestic waste) Fortnightly (dry recycling waste)
<u>4</u>	Mixed domestic/commercial properties (hereditament properties)	Fortnightly

Site visits may need to be carried out in some cases to agree frequency and method of collection.

Policy 6 - Number of wheeled bins & sacks provided

Service Type	Container type	Standard provision	Provision of extra receptacles
Residual domestic waste	Grey wheeled bin	1 x 240l bin	No further receptacle provided unless the criteria is met for an additional bin (see Policy 8).
Residual domestic waste	Blue sack	26 sacks per quarter	No further sacks provided and waste presented in non-HDC sacks will not be collected.
Dry recycling	Blue wheeled bin (please note some areas still have green bins for dry recycling waste)	1 x 240l bin	1 additional 240l bin provided on request.
Dry recycling	Clear sack	26 sacks per quarter	Further clear sacks of up to one additional roll per quarter (normally 13 sacks) will be provided if requested, but residents may use their own clear sacks (as long as the waste is clearly visible) for any additional recycling.
Green waste and food waste	Green wheeled bin	1 x 240l bin	1 additional 240l bin can be provided on request (subject to an annual charge).
Green waste and food waste	Paper sacks	13 sacks per quarter	Further paper sacks will be provided up to a maximum of 1 per week.

Policy 7 - Provision of smaller bins

Where space is limited or a resident requests they can be provided with a smaller 140l wheeled bin for residual domestic waste, recycling or green waste. These will be collected on the same frequency as the standard service ([Policy 5](#)) and requests will be considered on an individual basis.

Policy 8 - Additional bins for residual domestic waste

All households will be provided with a 240l capacity bin. Residents can request one additional grey residual domestic waste bin (240l) if they meet one of more of the criteria as follows:

- There are 6 or more permanent residents in the household and excessive residual domestic waste that cannot be recycled.
- There are 5 permanent residents in the household including children in full time nappies.
- There are 4 permanent residents in the household with more than one child in full time nappies.
- A resident in the household has special circumstances creating an unusual amount of waste to be produced on a regular basis.
- A household where a large quantity of offensive hygiene waste is being produced.

All households that request additional capacity will have to complete a declaration as to how they meet the criteria. Checks are likely to be made on any application and may include

- A waste audit to ensure the household is utilising the recycling bins as much as possible. A second recycling bin may be provided before an additional residual domestic bin is provided if the waste is mainly recyclable.
- A check on the names listed permanently residing at the property
- Site visits to ensure the information is still relevant

Additional capacity is approved on the agreement that the household makes full use of the recycling service. We may carry out random spot checks to ensure this is being complied with.

If additional capacity is authorised due to babies in nappies then the maximum duration of the additional capacity period is two years. After two years the household will revert back to a standard 240l bin unless they then meet the criteria for the number of adults/children in the household or for some other exceptional reason.

Additional bins are supplied on a conditional basis, which will be reviewed periodically. If circumstances have changed, the additional bin may be removed.

Policy 9 - Materials allowed in the wheeled bins / sacks

GREY RESIDUAL DOMESTIC BIN & BLUE SACKS	BLUE RECYCLING BIN (Green in some areas) & CLEAR SACKS	GREEN RECYCLING BIN & PAPER SACKS
<ul style="list-style-type: none"> • Plastic waste (except plastics allowed in the recycling bin) • Nappies and sanitary products • Polystyrene • Broken toys • Any items which cannot be put in the blue and green recycling bins unless prohibited (see below) 	<ul style="list-style-type: none"> • Newspapers and magazines • Junk mail and flyers • Envelopes • Holiday brochures • Directories • Cardboard • Packaging Card • Egg boxes (cardboard only) • Tetra pack (milk, juice and squash cartons) • Plastic bottles • Plastic yoghurt pots • Plastic margarine or spread tubs, ice cream tubs • Plastic trays from chocolate & biscuit boxes, meat, vegetables and fruit • Plant pots (clean) • Plastic bottle tops, lids and triggers • Sandwich packets • Plastic cream, custard pots, soup pots, instant noodle pots • Plastic tubs for dishwasher & laundry tablets • Cans, tins & foil, biscuit and sweet tins • Glass bottles and jars • Jam jar lids • Aerosols 	<ul style="list-style-type: none"> • Grass cuttings & leaves • Untreated wood (i.e., no nails, paint or varnish) & sawdust • Flowers and weeds • Windfall • Prunings from hedges, shrubs & trees • Straw • Shredded paper (providing it's mixed with green waste) • Bread • Fish • Vegetable and fruit peelings • Meat • Bones • Dairy products • All cooked and uncooked food • Tea bags and coffee grinds • Compostable paper liners for food waste

Policy 10 - Items prohibited from the wheeled bins / sacks

GREY RESIDUAL DOMESTIC BIN & BLUE SACKS	BLUE RECYCLING BIN (Green in some areas) & CLEAR SACKS	GREEN RECYCLING BIN & PAPER SACKS
<ul style="list-style-type: none"> • Dry recyclables and compostable organic waste (that is accepted in the blue or green recycling bin) • Hot ashes • Car parts • Builders rubble / soil • Corrosive materials and liquids such as oil and paint • Fluorescent tubes / low energy light bulbs • Electrical and electronic equipment • Pesticides 	<ul style="list-style-type: none"> • Black sacks (with or without recyclable waste in them) • Carrier bags • Textiles (clothes, bedding, duvets etc) • Egg boxes (plastic) • Flower pots, yoghurt pots or cling film • Food waste • Polystyrene • Broken toys • Any other plastics except plastic bottles 	<ul style="list-style-type: none"> • Green waste or food waste contained in any type of plastic bag • Any type of degradable / biodegradable bag/sack (including corn starch bags) • Garden items such as plastic flower pots / trays • Any items that should be in the recycling or residual domestic bin • Soil • Stones / hardcore / rubble

Policy 11 - Collection day & time

Details of your day of collection can be found here www.huntingdonshire.gov.uk/bins. Additional garden bins will be collected on the same day as your 1st garden bin.

The bins/sacks must be available at the collection point by 6.30am on the day of collection.

Waste must not be placed out for collection before 6pm on the day before collection.

Policy 12 - Collection point for wheeled bins / sacks

The waste should be presented at the edge of a resident's property, where the premise meets the public highway. If properties are located down a private driveway then the bins must be presented where the private access road / driveway meets the public highway.

In a small number of cases due to the access or location of a property it may not be possible for residents to place bins near the public highway for collection. Each case will be looked at on an individual basis to agree a suitable location point. Where the collection vehicle has to travel over a private / road drive we will require an indemnity from the owner/s that we will not be liable for any damage due to wear and tear to the road surface which is unlikely to have been built to highway standard.

Policy 13 - Return of bins

Bins will be returned to the collection point where possible or another safe place within a reasonable distance to the property and should be removed by the householder as soon as reasonably possible after collection has been made.

Where a bin store has been provided the bins will be returned to the bin store wherever possible.

Policy 14 - Ownership of wheeled bins / sacks

All wheeled bins and sacks provided remain the property of the council and should be left at the property when moving out with the exception of any additional bin provided for residual domestic waste or chargeable 2nd garden bin. These bins should be taken with you if you are moving to a property in Huntingdonshire. Please ensure the bins are empty before moving them. You must notify us of your change of address otherwise the bin may not be emptied. If you are moving out of Huntingdonshire you should notify us so we can collect the additional domestic and/or chargeable garden bin.

Wheeled bins and sacks provided must only be used for the collection of waste and recycling.

The householder is responsible for keeping the bins / sacks safe whilst they are on their property and to protect them from misuse. The Council will charge for the replacement of any wheeled bin that has been misused.

Policy 15 - Excess waste / Side waste

GREY RESIDUAL DOMESTIC BIN & BLUE SACKS	BLUE RECYCLING BIN (Green in some areas) & CLEAR SACKS	GREEN RECYCLING BIN & PAPER SACKS
Excess waste beside or piled on top of the grey residual domestic wheeled bin will not be taken. Where possible excess waste will be placed inside the bin after it has been emptied and the bin sealed with a HDC excess waste sticker. Persistent excess waste may result in an officer visit to advise on management of waste and could ultimately result in legal action being taken against the householder.	Additional recycling materials for the blue bin will be collected as long as these are contained in a clear sack / bag or cardboard box. Any excess waste put out for collection in black / or dark coloured sacks will not be collected. Please do not use your own recycling boxes only HDC provided ones.	Excess waste will not be collected with the exception of real Christmas trees which should be cut down to the same size as the wheeled bin and left separately.

Policy 16 – Bin Lids

Wheeled bins will only be collected if the bin lid is closed otherwise it will not be emptied. This is to limit the potential for waste to fall or blow out of the bin when it is being lifted by the bin lift.

Policy 17 - Rejected / contaminated wheeled bins and sacks

Where wheeled bins are found to be contaminated, residents will be notified by means of a sticker or hanger placed on the relevant bin (if possible) requiring them to remove the offending material and dispose of it in a responsible manner. Sacks will have a sticker placed on them (if possible). Once the offending material has been removed from the bin or sack they will be collected on the next scheduled collection date. We will not return to empty the bin or collect the sack before the next scheduled collection date.

Policy 18 - Missed collections

We will only return for missed collection bins in the following circumstances

- The bin / sack was placed out before 6.30am on the day of collection
- The right collection point was used
- In the case of assisted collections there was access to get the bin e.g. gate unlocked
- A rejected sticker / hanger has not been put on the bin
- A crew report has not been received regarding the bin e.g. heavy, excessive waste

A missed collection must be reported within 4 days of your normal day of collection. Any missed collections reported after this time will not be collected until the next scheduled collection day unless there are exceptional circumstances. In this instance if the bin has been genuinely missed and the resident cannot store all their waste until their next collection day they will be sent HDC sacks so they can manage until their next collection.

Missed collections reported within the timescales above will be collected within 3 working days of a report being received.

Policy 19 - Assisted collections

Assisted collections are available to anyone with a disability or mobility problem where no-one in the household is able to take the bins to the normal collection point (see [Policy 12](#)). The collection team will collect the waste or recycling from its normal storage point, empty the container and return it back to the householder's storage point.

The bins/sacks must be easily accessible for the crews, gates left unlocked where necessary and the crew should be easily able to manoeuvre the bins from the property. Please ensure there are no overhanging branches or shrubs as we may be collecting in the dark. Wherever possible the bins should be stored at the front of the property to enable easy collection.

Where a property on an assisted collection is located a long way from the public highway on a private driveway / road we may require an indemnity from the owner/s

of the road to enable our vehicle to access the property where it is not suitable for our crews to walk to collect the waste.

Checks may be carried out by the Council from time to time on resident's suitability for the collection and evidence requested from the householder. Any change in circumstance must be notified to the council as soon as possible.

Policy 20 - Frozen green waste bins

When green waste is frozen in the bin, if the waste does not empty when lifted by the vehicle mechanism the bin will be left with the contents still in it. The lid of the bin will be left open to indicate the crew have tried to empty the bin. The resident should ensure that the waste is loosened within the bin when presenting it for collection on their next scheduled collection day. We will not return to empty frozen bins before the next scheduled collection. This includes additional garden waste bins for which an annual fee has been paid.

Policy 21 - Overweight wheeled bins and sacks

Where a crew member cannot safely manoeuvre and position a wheeled bin onto the vehicle, or where the vehicle cannot lift the bin due to the weight of the bin, then it will be left un-emptied and reported by the collection crew. By law all the vehicle bin lifts have a safe working weight limit which crews cannot override.

When collecting sacks the employee will assess the weight of the bag. If this is too heavy to carry safely to the vehicle, the bag is likely to split or the employee cannot safely lift it into the vehicle it will not be collected.

Where any bin or sack is found to be too heavy the householder will be required to remove sufficient material from the bin and dispose of it in a responsible manner.

Once sufficient weight has been removed, the bin or sack should be presented on the next scheduled collection date. We will not return to empty the bin or collect the sack before the next scheduled collection date.

Policy 22 - Stickers on wheeled bins

Only stickers provided by HDC will be allowed on bins, or stickers which residents use to identify their bin e.g. house number. No other advertising / promotional stickers will be put on the bins without the permission of the council.

Policy 23 - Provision of new/replacement wheeled bins

If you are moving into a new build/renovated property, or a property where the previous occupier has not left the bins, please contact us to arrange delivery of a set of bins. Please note bins will not be put on our delivery schedule until the property is occupied and registered with Council Tax. Delivery can take up to six weeks. We will provide residents with sacks for residual domestic, dry recycling and green waste as appropriate until the bins are delivered. If you have paid for an additional garden bin this will be delivered within 10 working days.

Policy 24 - Stolen wheeled bins

In the event that a bin has been stolen then the householder will be required to report the theft to the Police and obtain a crime number before a new bin will be provided. Please contact us to request a replacement bin. Delivery will take up to six weeks or

10 working days for a chargeable 2nd green bin; however sacks will be provided in the meantime for residual domestic, dry recycling and green waste as appropriate until the bins are delivered.

Policy 25 - Lost & damaged wheeled bins

If you suspect your bin has been lost please check the surrounding area before requesting a new bin. If the bin has been lost because it has been left out on the highway for a number of days following collection you may be charged the cost of delivery and replacement for a new bin.

Policy 26 - Sharing wheeled bins

If residents request to do so, then they may share bins with their neighbour if both are in agreement. One resident must claim overall responsibility for the bin as a bin can only be allocated to one address. It is the responsibility of the named householder if the bin is contaminated, misused or needs replacing.

Chargeable 2nd garden bins may be shared between properties, however the only one property will have overall responsibility for this and the full payment required. If payment is not received from that property the bin will be removed.

Policy 27 - Severe weather

During severe weather we will

- Continue to undertake the regular scheduled collection of waste wherever it is deemed safe to do so. The decision on whether it is safe for a refuse collection vehicle to access a specific location/street has to be determined locally by the driver of that vehicle. Among key factors that apply are: road conditions, weather conditions, access past parked cars, risks to public and/or the crew.
- We will try to return and collect missed bins as soon as possible after the scheduled collection date. If this is not possible due to continuing bad weather conditions we may make alternative arrangements such as providing sacks to properties so they can store their waste until the next scheduled collection day.
- If significant disruption occurs we will update the Council's website with the information on what is happening and may decide to prioritise which services are caught up. First priority will normally be given to the residual domestic waste service.

Policy 28 - Access Issues

Where we have on a number of occasions attempted to gain access to a road but were unable to do so for reasons such as parked cars, roadworks, building works, road closures etc we may make alternative arrangements such as the delivery of sacks to properties for residual domestic, recycling or green waste to enable households to have sufficient capacity to last until their next scheduled collection day.

Policy 29 - Offensive / hygiene waste

The Council does not offer a separate collection for low grade offensive / hygiene waste, i.e. non-infectious waste such as incontinence pads, nappies, feminine hygiene products etc unless excessive quantities are produced. This waste should be double wrapped and placed in the non-recyclable (grey wheeled bin). Where a large quantity is being produced then the household may be eligible for an additional grey wheeled bin under [Policy 8](#).

Sharps must never be placed in the grey wheeled bin but disposed of in special sharps boxes as advised by the PCT.

Policy 30 - Clinical waste - Infectious or hazardous waste

Patients producing infectious or hazardous waste must contact the PCT for the correct disposal procedure.

HDC only offer a collection service for dialysis waste and will only accept referrals from the PCT or dialysis nurse.

Policy 31 – Policies relating to the provision of an additional garden bin.

Policy 31A – Cost of Service

The charge per bin for providing this service will be £40 from 1 July 2014 to 30 June 2015. If you join part way through the year the charge will be the same and only valid for collections until 30 June 2015.

Policy 31B – Paying for the Service

Payment can be made in the following ways:

- Credit / Debit card either via the internet or on the telephone
- BACS – bank transfer using the following details: Natwest Branch Huntingdon, Sort Code 60-11-30, Account Number 04815939, Account Name Income Suspense.
- Cash – using any Post Office or Retailer displaying the “Paypoint” sign.

Policy 31C – Delivery of bins following receipt of payment

Bins will be delivered within 10 working days of receipt of payment.

Policy 31D – Number of additional bins allowed

Householders will be allowed one additional chargeable bin.

Policy 31E – Refunds

No refunds will be given once payment has been received for the year, even if the service is only used for part of the year.

Policy 31F – Non-payment

If payment is not received for the additional then it will be removed.

Policy 31G – Exemptions from Payment

The only exemptions in relation to the charge for an additional garden bin will be in relation to schools and churches.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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