

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 24 SEPTEMBER 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

	Time Allocation
PRAYER	2 minutes
The Reverend David Busk, Vicar of St Mary's Parish Council, Godmanchester will open the meeting with prayer.	
APOLOGIES	2 minutes
CHAIRMAN'S ANNOUNCEMENTS	5 minutes
1. MINUTES (Pages 1 - 14)	2 minutes
To approve as a correct record the Minutes of the meeting held on 30th July 2014.	
2. MEMBERS' INTERESTS	2 minutes
To receive from Members, declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.	
3. BY ELECTION - WARBOYS AND BURY WARD	2 minutes
To report that Mrs A Curtis has been elected to the Office of District Councillor for the Warboys and Bury Ward at a by election held on 7th August 2014.	
4. COUNCIL DEBATE	60 minutes
To invite the Chief Constable, Simon Parr, accompanied by Laura Hunt, Local Area Commander for Huntingdon, to address the Council.	
Mr Parr has been requested to comment on <i>(in no particular order)</i> –	
<ul style="list-style-type: none"> ◆ the working relationship between the Chief Constable and the Police Commissioner; ◆ policing levels across Huntingdonshire; ◆ arrangements for public engagement; ◆ the Strategic Plan for Cambridgeshire; ◆ the relationship between the Police and Speedwatch; and ◆ action against rural crime. 	
5. STATE OF THE DISTRICT 2014	30 minutes
The Executive Leader Councillor J D Ablewhite to address the Council on the State of the District.	
<i>(The Chairman will invite the Leader(s) of the Opposition to respond to the address. A Member may speak once in the ensuing discussion.)</i>	

- 6. EXECUTIVE COUNCILLOR PRESENTATIONS** **50 minutes**
- (a) Councillor B S Chapman, Executive Councillor for Customer Services
- (b) Councillor T D Sanderson, Executive Councillor for Strategic Economic Development and Legal
- (Notes -*
Executive Councillor presentations - 10 minutes each
Questions to each presenting Councillor - 5 minutes each
[10 minutes in total]
Period for questions to other Members of the Cabinet - 20 minutes in total)
- 7. REPORTS OF THE CABINET, PANELS AND COMMITTEE - FOR INFORMATION ONLY** **20 minutes**
- (a) Cabinet (Pages 15 - 16)
- (b) Development Management Panel (Pages 17 - 18)
- (c) Overview & Scrutiny Panel (Economic Well-Being) (Pages 19 - 22)
- (d) Overview & Scrutiny Panel (Environmental Well-Being) (Pages 23 - 24)
- (e) Overview and Scrutiny Panel (Social Well-Being) (Pages 25 - 28)
- (The Chairmen of the Cabinet and respective Panels to present their Reports and answer questions from the lecturn.)*
- 8. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL PANELS, ETC** **5 minutes**
 (Pages 29 - 34)
- To consider a report by the Corporate Team Manager on the representation of political groups on Panels, etc in accordance with Section 15 of the Local Government and Housing Act 1989 and the District Council's Constitution.
- 9. VARIATION TO THE MEMBERSHIP OF COMMITTEES AND PANELS, ETC** **2 minutes**
- Group Leaders to report, if necessary.

Dated this 16th day of September 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.

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

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 30 July 2014.

PRESENT: Councillor A J Mackender-Lawrence – Chairman.

Councillors J D Ablewhite, S Akthar, M G Baker, K M Baker, Mrs B E Boddington, P L E Bucknell, G J Bull, R C Carter, S Cawley, B S Chapman, K J Churchill, S J Criswell, I J Curtis, J W Davies, D B Dew, Mrs A Dickinson, Mrs L A Duffy, R S Farrer, M Francis, R Fuller, D A Giles, J A Gray, A Hansard, G J Harlock, R Harrison, D Harty, T Hayward, R B Howe, B Hyland, Mrs P A Jordan, P Kadewere, Ms L Kadic, S M Van De Kerkhove, Mrs R E Mathews, P G Mitchell, J P Morris, P D Reeve, Mrs D C Reynolds, T D Sanderson, M F Shellens, R G Tuplin, D M Tysoe and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates, Mrs S Conboy, A J Hardy, Mrs P J Longford, M C Oliver and P K Ursell.

15. PRAYER

The Venerable Hugh McCurdy, Archdeacon of Huntingdon and Wisbech opened the meeting with Prayer.

16. CHAIRMAN'S ANNOUNCEMENTS

Chairman's Events

The Chairman presented to Council an account of the activities both he and the Vice Chairman, Councillor Bucknell had attended since taking their roles in June.

The Chairman was particularly delighted to present an award to St Peter's School at the Regional Finals of the Young Enterprise Business Awards at Robinson College, Cambridge. Councillor Mackender Lawrence also indicated how proud he was to raise the flag at a ceremony in Samian Court on 27th June and to lay the District Council's wreath in the Market Square in Huntingdon on 13th July as part of the Sea Sunday Remembrance Service.

Colin Meadowcroft

The Chairman made the Council aware that Colin Meadowcroft would be presiding at the meeting for the last time as he was leaving the District Council after 28 years' service on 31st July.

Councillors paid tribute to Colin's contribution and expertise and the advice he had offered in his role of Monitoring Officer and as the Council's principal legal advisor. Following a round of applause, the Council

RESOLVED

that the best wishes of the Council be extended to Mr C Meadowcroft, Head of Legal & Democratic Services and Monitoring Officer and appreciation for his services to Huntingdonshire over 28 years be placed on record.

17. MINUTES

The Minutes of the meeting of the Council held on 4th June 2014 were approved as a correct record and signed by the Chairman.

18. MEMBERS' INTERESTS

Councillor M F Shellens declared a non statutory disclosable interest in Item No. 24 (b) by virtue of his membership of Cambridgeshire County Council's Pensions Board.

19. EXECUTIVE COUNCILLOR PRESENTATIONS

Councillor R B Howe, Executive Councillor for Commercial Activities

The Chairman invited Councillor R B Howe, Executive Councillor for Commercial Activities to address the Council on the principal services within his portfolio responsibilities namely One Leisure, CCTV and the Document Centre. Councillor Howe began by advising the Council that it was his intention to introduce the principles associated with a commercial enterprise into the organisation but still continue to deliver services, to meet needs and benefit stakeholders.

In terms of the One Leisure service, the Council was reminded that there were five leisure centres and one outdoor centre. These had attracted 140,000 members of which 36,000 were regular users. It was the view of the Executive Councillor that these centres were essential in promoting healthy activities to young people and encouraging residents to maintain a healthy lifestyle. Councillor Howe indicated how passionately he believed in these aspirations and how important it was that these centres be protected for young and old to use despite the difficulty in managing and maintaining them efficiently and effectively in the current economic climate. Despite a healthy annual income, Councillor Howe explained that the Centres still operated with a budget deficit and that he was determined to vary the economic model so that the District Council would not have to continue to subsidise the centres in the future. He compared the District Council's operation and profit to that of LA Fitness and indicated how he envisaged the role of Centre Manager would change going forward.

Although a controversial area in the past, Councillor Howe reminded the Council that the authority continued to support the CCTV service which was available 24 hours a day, seven days a week. It was used

extensively by the police and was highly valued in town centres. A project to share the service with Cambridge City Council had involved the installation of 160 additional cameras into the Control Room at Eastfield House and whilst early days, work was continuing to ensure the shared service succeeded such that it could be extended to other Councils. He also envisaged that the service might be offered to schools, building sites, commercial premises etc as a way of covering its steep operating costs.

Lastly, Councillor Howe described his plans for the Document Centre. It was his intention to expand the service by making it available to other councils. This would improve the recovery of costs and operating expenses currently met by this authority.

Questions to Councillor Howe were then invited. Councillor S M Van De Kerkhove raised a question about cross border visitors (from Bedfordshire principally) to One Leisure, St Neots and the possibility of making an extra charge for use of facilities by non Huntingdonshire residents. In reply, Councillor Howe indicated that a data base was available which could report how many users of One Leisure, St Neots came to the Centre from Bedfordshire and that he was able to provide this information to the questioner after the meeting. In response to a question from Councillor P D Reeve, Councillor Howe indicated that One Leisure at Ramsey would continue to operate as a separate centre. In terms of staffing and in response to a question from Councillor T F Hayward, Councillor Howe accepted that there had been a number of changes in staffing which may have impacted on morale but that he was hopeful that the new Head of Service would bring a new spirit to the service which ultimately would result in happy and contented staff. Referring to the smaller centres and in response to a question from Councillor M F Shellens, Councillor Howe made it clear that provided these centres were able to demonstrate that they continued to work efficiently for the benefit of their local community they would not be required to compete with the larger centres.

Attention was drawn by Councillor M F Shellens to the Council's decision to employ agency staff to cover the loss of lifeguards at Huntingdon Leisure Centre. Councillor Howe explained that lifeguards had received an increase in pay during the recent pay review but fitness and other instructors had had pay reduced. This had resulted in a reduction in resources which had led to the cancellation of some classes at Sawtry. It was his expectation that, in future, leisure centre staff would be multi skilled and sufficiently flexible to respond to shortfalls in staff and classes in other centres.

Councillor Howe confirmed in response to questions from Councillor Mrs L Duffy that should the extension of the CCTV service to other users generate commercial benefits, he would, after consultation, consider whether these savings might advantage the town councils. Councillor Howe added that he would give as early notice as possible of CCTV costs to the town councils for budget purposes. On another subject, Councillor Mrs Duffy asked why only 25% of One Leisure members appeared to be using the facilities regularly and Councillor Howe accepted that this was an issue that required further investigation through comparisons with LA Fitness and other authority centres. Councillor Mrs Duffy suggested that it may be a question of

improved marketing and transport to centres and asked whether the prospect of a community bus had been considered to take users to the Ramsey Centre which was located some distance out of town. Councillor Howe confirmed that marketing of the One Leisure brand would become the responsibility of the Centre Manager who would be encouraged to use resources to best generate interest locally.

Returning to the question of instructors at One Leisure, Sawtry, Councillor Howe acknowledged the importance of swimming for children and suggested that swimming lessons would resume when the Centre had a full complement of staff.

Councillor J A Gray, Executive Councillor for Resources

As the Executive Councillor had spoken on several occasions recently on the budget process, Councillor Gray suggested that he would use the opportunity to give an overview on budget matters and the direction of travel. He explained that his portfolio broadly covered management of the Council's estate and property, financial resources and setting the budget. In terms of the Council's estate, Councillor Gray reminded Members that he was undertaking a review of the Council's commercial estate, that this yielded an annual income of £1.9m and that the 'Facing the Future' exercise had endorsed the principle of managing the property such that it would continue to provide income to offset the level of Council tax. The outcome of the review of commercial estates was due to be published shortly. All other property falls within the Council's operational estate and included, for example, Eastfield House, Pathfinder House, car parks, land and buildings etc with an estimated value of approximately £38m.

Regarding the direction of travel, Councillor Gray reminded the Council that it had recently approved a strategy for treasury management. In terms of the budget, work also had commenced on a base budget review. Although the format had yet to be finalised, he described a new process whereby Heads of Service would be required to appear before a 'star chamber' to bid for the level of budget they required to fund their services in the forthcoming financial year. Heads of Service would be subject to challenge and the budget would evolve through this process. Councillor Gray confirmed that the Overview & Scrutiny Panel still would have a part to play in this process.

The Executive Councillor indicated that it was his objective to produce a balanced budget without reliance on reserves and government grant. He was aware that the outcome of the general election in May 2015 may have an impact on the level of government funding so considered that it was in the Council's interest to develop a strategy which reduced any reliance on the government.

In terms of Council tax, Councillor Gray announced that there would be no increase in tax levels in 2015/16 and that he was optimistic that there would be no increase until 2020. Although the budget was being prepared on this basis it depended upon continuation of the Council's existing approach to customer service and value for money.

In response to a question from Councillor P D Reeve regarding the

potential for use of Council buildings for bed and breakfast accommodation, Councillor Gray indicated that whilst he had instructed the Estates Officer to find a suitable property, this had prompted a local RSG to consider purchasing property for this purpose in Huntingdon at no cost to the Council. Councillor Gray pointed out that whilst this approach would not solve all problems, it might prompt partners to consider options. On the same theme, Councillor J P Morris asked whether the Council had any plans to increase the supply of affordable housing to rent and purchase. In his capacity as Executive Councillor for Planning & Housing Strategy, Councillor D B Dew admitted that although this was a huge challenge in the District, the Council would seek to encourage developers and social landlords to provide social housing and particularly shared equity properties in the new local plan period to 2036.

In answer to a question from Councillor R S Farrer, Councillor Gray confirmed that it was not the Council's intention to build Council houses.

In commending the review of the base budget and having expressed an interest in the 'star chamber' approach, Councillor Mrs L Duffy requested that free car parking in Ramsey be retained. Councillor Gray acknowledged that this was an important issue for residents and would form part of the review of the Council's operational estate.

Councillor M F Shellens observed that the timescale for the introduction of base budget was extremely tight. He also made comments on the excellent level of customer services that continued to be provided, the need to encourage provision of one and two bedroomed units to release larger properties for families and the progress of the 'Making Assets Count' project. In reply, Councillor Gray confirmed that 'MAC' work was continuing although delivery was difficult outside the District and he would welcome the contribution of both the County and town and parish councils and other partners in taking this initiative forward in a more positive way. He also was confident that the move to base budgeting would be successful.

Councillor R Harrison reported that the Overview & Scrutiny Panel (Economic Well Being) would consider an update on 'Facing the Future' at their September meeting and that he was optimistic that when all new Corporate Directors and Heads of Service were in place the options would begin to move forward more positively.

Councillor K J Churchill welcomed the general direction of Councillor Gray's address and the underlying objective – to make the Council an efficient and effective organisation, providing excellent value for money services for all residents. Councillor Gray thanked all Members for their support.

Questions to Cabinet Members

In response to a question from Councillor P Kadewere in respect of the tragic drowning of a young person in the river at Hartford, the Executive Leader gave an assurance to the family and the community that the District Council would work with the relevant agencies, regardless of where responsibilities lay, to meet the wishes of the bereaved family in terms of the erection of warning signs or other

preventative measures on the riverbank at Hartford.

Referring to a recent court case involving Councillor R Harrison and in response to a question from Councillor D A Giles, the Executive Leader was of the opinion that the case had been a civil matter dealt with appropriately by the Court. If the case had involved a breach of the District Council's code of conduct he would have referred the matter to the Monitoring Officer for investigation. Whilst he was of the view that the allegations had been politically motivated, Councillor Ablewhite reminded the Council that he had made a statement to the local press at the time and did not wish to add to this. Councillor K J Churchill also concurred with the view that the case had been a civil matter and had been dealt with accordingly.

In response to questions from Councillors M G Baker and P D Reeve, the Executive Leader agreed that any restructuring of an organisation would cause uncertainty amongst staff, that it was natural process for employees to change, that in his recent discussions with staff, morale appeared to be improving and that every opportunity would be taken to share the skills and expertise of Council employees.

Lastly, in response to a question from Councillor M F Shellens, the Executive Leader confirmed that Waitrose had decided to withdraw from the unit which they had been expected to take up in the new Huntingdon development but it was understood that a prestigious organisation was to take their place and that this would be confirmed in due course. Current works involved the removal of a gas main which had resulted in significant ground works.

20. STRATEGIC SHARED SERVICES PARTNERSHIP WITH SOUTH CAMBRIDGESHIRE

The Executive Leader, Councillor J D Ablewhite confirmed that the District Council had agreed to form a strategic alliance with South Cambridgeshire District Council. Councillor Ablewhite made it clear that it was not the intention to form a unitary authority but to consider services which both authorities could share. The Council was advised that work was underway to examine the business case for sharing the building control, legal and IMD services. Councillor Ablewhite added that whilst South Cambridgeshire had given the partnership its whole hearted support it would not deter Huntingdonshire from working with other partners to seek to deliver services in an efficient and cost effective way.

In response to the announcement, Councillor M F Shellens expressed concern at the potential difficulty in the future should the District Council wish to withdraw from the partnership arrangements. Councillor Ablewhite replied by stating that the District Council had entered into the partnership positively would agree contracts that would permit the Council to withdraw should it transpire that new services were not cost effective or as efficient as desired.

Councillor R S Farrer expressed his disappointment with the decision to pursue a shared building control service as he was of the opinion that this would not be in the best interests of the Council or the public.

21. CABINET PROCEDURE RULES - DELEGATION BY THE EXECUTIVE LEADER

In accordance with the Procedure Rules contained in the Council's Constitution and by reference to a report by the Head of Legal & Democratic Services, the Executive Leader, Councillor J D Ablewhite presented details of the Cabinet Portfolios for the ensuing year. Councillor Ablewhite suggested that the portfolios would continue to evolve and develop as the year ensued. Whereupon, it was

RESOLVED

that the report now submitted be noted.

22. APPOINTMENT OF MONITORING AND SECTION 151 OFFICERS

Having regard to a report by the Managing Director (a copy of which is appended in the Minute Book) regarding the legislative duty placed on the Council to appoint a Monitoring Officer and Section 151 Officer and as the designations had been held by the former Assistant Director, Finance & Resources and the Head of Legal & Democratic Services who was shortly to be leaving the Council's service, it was

RESOLVED

- (a) that Julie Slatter, the newly appointed Corporate Director (Services) be designated the District Council's Monitoring Officer with effect from 1st September 2014;
- (b) that the interim appointment by the Managing Director of the Head of Resources as the Council's Section 151 Officer with effect from 1st April be confirmed and made permanent also with effect from 1st September 2014; and
- (c) that the Democratic Services Manager be appointed Monitoring Officer for a temporary period commencing 1st August 2014 until such time as the new Corporate Director takes office which it is anticipated will be 1st September 2014.

23. FOOD SAFETY SERVICE PLAN 2014/15

By reference to a report by the Head of Environmental & Community Health Services (a copy of which is appended in the Minute Book) Councillor J W Davies, Chairman of the Licensing & Protection Panel reminded Members that the Food Standards Agency required the Council to prepare a Food Safety Service Plan annually in accordance with an agreed framework. A full copy of the Food Safety Service Plan 2014/15 had been made available in the Members' Room (an Executive Summary of which also is appended in the Minute Book).

Councillor Davies explained that the Council had to demonstrate how it proposed to fulfil the duty placed upon it to deliver official food controls, national priorities and standards in the District. The Service

Plan sets out how these arrangements have been made, how the enforcement function will be delivered, describes the resources required to deliver it and reviews the previous years' performance.

The Council noted that the overall budget for the service represented an increase of 1.7% over the previous financial year. Workloads within the Commercial Team also had been adjusted to provide resources for food safety and hygiene. Although anticipated that the budget would be sufficient to meet the demands of the service, the Council acknowledged that additional funds might be necessary in the event of a complex investigation or legal case or the introduction of central sampling charges.

Whereupon, after noting the support for the Plan on the part of the Licensing & Protection Panel, the Council

RESOLVED

that the Food Safety Service Plan 2014/15 be adopted.

24. REPORTS OF THE CABINET, PANELS AND COMMITTEES

(a) Cabinet

Councillor J D Ablewhite, Executive Leader of the Council and Chairman of the Cabinet presented the Reports of the meetings of the Cabinet held on 21st May, 4th and 19th June, 10th and 17th July 2014.

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In connection with Item No. 1 and upon being moved by Councillor Ablewhite, and seconded by Councillor J A Gray, the recommendation was declared to be CARRIED.

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In connection with Item No. 2 and in response to a question from Councillor K J Churchill, the Executive Leader confirmed that, in his view, it was appropriate that the Cabinet, rather than the Council, had agreed changes to the provision of IT to Members.

.....

In connection with Item No. 15 and in response to a question from Councillor M F Shellens, the Executive Leader was of the opinion that it would be in order for a report on the operation of the Cambridgeshire Home Improvement Strategy beyond 2015 to be submitted to the relevant Overview & Scrutiny Panel at the appropriate time.

.....

In connection with Item No. 16 and in response to surprise expressed by Councillor J P Morris that the comments of the Cabinet in relation to the Cambridgeshire Transport Strategy

related only to the car and not to the needs of pedestrians, cyclists and young children en route to school given that 50% of all journeys were less than a distance of 3 miles, the Executive Leader agreed that whilst the future framework for transport in the County should be sustainable, the County Council should not lose sight of the need for the continued use of a car in a rural area.

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In connection with Item No. 19 and having complimented the document 'A Tree Strategy for Huntingdonshire', Councillor D M Tysoe, Executive Councillor for Operations and the Environment confirmed that it was the intention to engage Parish Councils in future work on trees in towns and villages, that he would ask the Arboricultural Officer to update Councillor T F Hayward on the position with tree safety surveys, guidance upon which had been requested by Buckden Parish Council. A comment from Councillor M F Shellens regarding the marketability of the 'Tree Strategy' document was noted.

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In connection with Item No. 20 and in response to a question from Councillor R S Farrer, the Executive Leader advised that it was anticipated that work on the Community Building at Loves Farm. St Neots would commence by the end of the year.

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Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Reports of the meetings of the Cabinet held on 21st May, 4th and 19th June, 10th and 17th July 2014 be received and adopted.

(b) Employment Panel

Councillor S Cawley presented the Report of the meeting of the Employment Panel held on 1st July 2014.

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Upon being put to the vote, the recommendations contained in Item No. 1 were declared to be CARRIED.

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In connection with Item No. 4, Councillor Cawley invited the Council to endorse the sentiments of the Panel with regard to Mr D Hinks, Ms J Parsons, Ms M Reeve, Mr M Roberts and Mr R Bays who had recently retired from the local

government service.

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In connection with Item No. 8, Councillor Cawley undertook to respond, in writing, to a question from Councillor K J Churchill on the level of expenditure on consultants, hired and temporary staff in in 2012/13 in comparison with 2013/14.

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Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meeting of the Employment Panel held on 1st July 2014 be received and adopted.

(c) Licensing and Protection Panel

Councillor J W Davies presented the Report of the meeting of the Licensing and Protection Panel held on 24th June 2014.

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Whereupon, it was

RESOLVED

that the Report of the meeting of the Licensing and Protection Panel held on 24th June 2014 be received and adopted.

(d) Corporate Governance Panel

Councillor G J Harlock presented the Report of the meeting of the Corporate Governance Panel held on 23rd July 2014.

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After discussion and having been put to a vote, the recommendation contained in Item No. 1 was declared to be CARRIED.

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After discussion and having been put to a vote, the recommendation contained in Item No. 2 was declared to be CARRIED.

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Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meeting of the Corporate Governance Panel held on 23rd July 2014 be received and adopted.

(e) Development Management Panel

Councillor Mrs B E Boddington presented the Report of the meetings of the Development Management Panel held on 19th May, 16th June and 21st July 2014.

.....

In connection with Item No. 3 and in response to a question from Councillor R S Farrer, Councillor Mrs Boddington reassured the questioner that, following the recent appointment of Team Managers, there would be increased resources to enable the Development Management Service to operate to a higher capacity.

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Whereupon, it was

RESOLVED

that the Report of the meetings of the Development Management Panel held on 19th May, 16th June and 21st July 2014 be received and adopted.

(f) Overview & Scrutiny Panel (Social Well-Being)

Councillor S J Criswell presented the Report of the meetings of the Overview and Scrutiny Panel (Social Well-Being) held on 10th June and 8th July 2014.

.....

In connection with Item No. 1, Councillor Criswell undertook to respond in writing to a question received from Councillor T F Hayward regarding the reasons why Rural CAB had failed to meet its agreed performance targets.

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Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Social Well-Being) held on 10th June and 8th July 2014 be received and adopted.

(g) Overview & Scrutiny Panel (Environmental Well-Being)

Councillor G J Bull presented the Report of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being)

held on 17th June and 15th July 2014.

.....

In connection with Item No 8, Councillor Bull invited Councillor D B Dew, in his capacity as Executive Councillor for Planning & Housing Strategy, to respond to a question from Councillor T F Hayward regarding the inclusion within the District Council's response (to consultation on the Long Term Transport Strategy) of the importance of planned improvements to the A1. Although outside this process, Councillor Dew assured Members that the District Council was continuing to lobby the County and other agencies for improvements to the A1 and A428 and on the potential for duelling of the A428.

.....

In connection with Item No. 10, Councillor Bull reassured the questioner, Councillor R S Farrer, that the prospect of shared services would continue to evolve and that the Environmental Well Being Panel would continue to keep those services within their remit under review.

.....

Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being) held on 17th June and 15th July 2014 be received and adopted.

(h) Overview & Scrutiny Panel (Economic Well-Being)

Councillor R Harrison presented the Report of the meetings of the Overview and Scrutiny Panel (Economic Well-Being) held on 6th May, 12th June and 10th July 2014.

.....

Whereupon, it was

RESOLVED

that the Reports of the meetings of the Overview and Scrutiny Panel (Economic Well-Being) held on 6th May, 12th June and 10th July 2014 be received and adopted.

(i) Standards Committee

Councillor A Hansard presented the Report of the meeting of the Standards Committee held on 26th June 2014.

.....

Whereupon, it was

RESOLVED

that the Report of the meeting of the Standards Committee held on 26th June 2014 be received and adopted.

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

On the recommendation of Councillor R G Tuplin, it was

RESOLVED

that Councillor T F Hayward be appointed to the membership of the Standards Committee in place of Councillor S M Van De Kerkhove.

The meeting concluded at 9.50 pm

Chairman

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Cabinet

Report of the meeting held on 11th September 2014

Matters for Information

22. CORPORATE PLAN PERFORMANCE

The Council's performance against key activities identified in the Council's Corporate Plan for the period 1st April to 30th June 2014 has been reported to the Cabinet and **the Overview and Scrutiny Panels (Social Well-Being), (Economic Well-Being) and (Environmental) (Item No. 16 of all their Reports refer)**.

Having been advised of a change to the performance indicator for measuring Disabled Facilities Grants due to the work being undertaken by the shared HIA service, the Cabinet has agreed to assess these grants by the average time (in weeks) between date of referral to practical completion for minor jobs up to £10,000. This will replace the current measure which examines the time taken from first visit to the works completion.

23. GREEN HOUSE PROJECT – SALE OF HOUSES

In conjunction with the Overview and Scrutiny Panel (Environmental Well-Being) (Items No. 15 of their Report refer), the Cabinet has considered the future of the two Green House project properties located in St Ives and St Neots.

Executive Councillors were reminded of their previous decision in October 2011 to retain the St Ives Green House as a showcase energy savings property until March 2014 and to rent out the St Neots property. It was reported that the educational use of the St Ives house has passed its peak with the number of visitors dropping significantly and that the tenants in the St Neots property had recently moved out.

In acknowledging that the project has served its purpose the Cabinet has approved the sale of the two properties. In doing so, Executive Councillors have agreed that the St Neots property be sold as soon as possible and the St Ives property early next year, using a local agent with the best price sought. This will accommodate any visits already planned for the St Ives project as part of the DECC funding scheme. The Cabinet has authorised the Head of Operations, after consultation with the Executive for Resources, to accept the best offers for the sale of the properties and agreed that the capital

receipts from the sale be allocated in accordance with the emerging Capital Strategy.

24. SALE OF LAND – ST MARY’S STREET, HUNTINGDON

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

Having regard to the views of the Overview and Scrutiny Panel (Economic Well-Being) (Item No.17 of their Report refers), the Cabinet has approved terms for the disposal of Council owned land at the front of the Pathfinder House site fronting St Mary’s Street, Huntingdon. In so doing, Executive Councillors have authorised the Head of Resources, after consultation with the Executive Councillor for Resources, to act in the best interest of the authority on the sale of the site.

In discussing the information before them, Executive Councillors referred to the need to produce a strategy for the future disposal and acquisition of assets.

J D Ablewhite
Chairman

Development Management Panel

Report of the meetings held on 18th August and 15th September 2014

Matters for Information

5. DEVELOPMENT APPLICATIONS

Over two meetings, the Panel has considered sixteen applications of which twelve were approved, three refused and one deferred following strong representations from a local resident. In deferring the application to vary the opening hours of a hot food takeaway at Longsands Parade in St Neots, the Panel has requested further advice from the Environmental Protection and Community Safety teams on existing anti-social issues which appeared to be associated with the location and encouraged the objector to compile and return an incident log to give the Panel further information on the nature of the problems associated with the takeaway business.

Although largely dealing with proposals for minor residential development elsewhere in the District, the Panel has determined several more significant applications with implications as follows –

- ◆ varied, by supplemental deed, Section 106 Agreements associated with land and development at Water's Edge, Wansford which will rationalise an existing situation relating to occupancy restrictions and result in contributions to improve access to the river in Wansford village and land/buildings at Wansford Station, base for the Nene Valley Railway;
- ◆ refused, for a number of reasons, an application for two gypsy and traveller sites with a facilities block on land adjacent to Conquest House, Straight Drove, Farcet because, in the view of the Panel, the site was not sustainable and nor did not have reasonable access to facilities, including health services and primary schools. It was also the view that the site would have an adverse effect on the amenity of residents of the adjoining Conquest House residential facility; and
- ◆ approved subject to conditions and a Section 106 obligation relating to transport and highway related matters, an outline application for a business park adjacent to the existing development at Ermine Business Park, Ermine Street in Great Stukeley.

**6. DEVELOPMENT MANAGEMENT PROGRESS REPORT:
1ST APRIL TO 30TH JUNE 2014**

The Panel continues to monitor the activities and performance of the Development Management Service and most recently has looked at the period 1st April to 30th June 2014 in comparison with the preceding quarter and the corresponding period in 2013.

Whilst disappointed that the percentage of minor applications determined within 8 weeks had fallen to 55% of those received (with 69% of all applications determined within the prescribed timescale as opposed to 78% in the previous quarter), the Panel has recognised that performance should begin to improve now the newly appointed team managers were in place. More encouraging was the position on overall fees received for applications validated during the quarter in comparison with the corresponding period in 2013. These had increased by approximately £54k from £204,923 to £258,730.50.

Mrs B E Boddington
Chairman

Overview & Scrutiny Panel (Economic Well-Being)

Report of the meeting held on 4th September 2014

Matters for Information

14. PROJECT MANAGEMENT UPDATE

Pursuant to Item No. 12 of its Report to the meeting of the Council held on 30th July 2014, the Panel has received an update on progress made by the Council's Corporate Project and Programme Board in improving the project management arrangements within the Authority. The Board had been established in late 2013 and has achieved a number of successes, including the creation of a project management toolkit and the design and delivery of training in its use. Work will now be undertaken to consider the way in which programmes of work in the form of related projects can be better managed within the Authority and the training on the use of the toolkit will be extended to a second intake of Officers.

The Panel intends to make Project Management one of the key areas that it will review during this municipal year and has discussed a range of issues during its deliberations on this matter, including the Council's project management methodologies, the involvement of elected Members within the process and whether there would be any merit in comparing projects that are undertaken using the new approach with previous projects. The development and writing of specifications as part of the project management process might also be part of the investigations.

The Panel will revisit these discussions at its November meeting, prior to inviting the Corporate Team Manager to provide a further update in December 2014. The latter will include a demonstration of the project management toolkit, an overview of the programme of projects and the flow chart, which has been developed to explain the options available to manage projects. Following the receipt of this information, the Panel will trial the use of the Select Committee approach to challenge Cabinet Members on the Council's Project Management arrangements.

15. FACING THE FUTURE – PROGRESS

The Panel has received an update on the progress made to date with the delivery of the Facing the Future programme and the measures that have been put in place to continue delivering the proposals within

the programme. This forms the start of the Panel's work on Facing the Future during the current Municipal Year.

Members have been reminded that Facing the Future continues to be an important initiative as it is imperative that the Council delivers efficiencies across the Authority. It is envisaged that progress will begin to be made more rapidly now that the restructuring of the Council's Senior Management Team has been completed and Cabinet Members are currently reviewing all outstanding ideas and proposals within their portfolios. Programme management responsibilities will shortly be transferred to the newly established Corporate Team.

The Panel has noted that to support the delivery of the programme and improve staff skills in delivering change, a number of Officers have now received training on the 'Lean' improvement technique.

There are twenty five to thirty proposals relating to potential shared services. Updates specifically on Information Technology and Legal will be provided at the next meeting. To support their ability to monitor this programme, Members have requested access to the centrally maintained list of Facing the Future proposals, which includes dates for the evaluation of business cases for individual projects and project delivery. They have been assured that it will be possible to identify savings generated by the programme in the Medium Term Financial Strategy when it emerges in December 2014.

The Panel has discussed the additional information which may be required to challenge Cabinet Members when they receive the update in November and subsequently. This will include financial information, details of savings to-date, savings predicted and specific information relating to individual Cabinet Members' remits and outstanding proposals.

16. CORPORATE PLAN – PERFORMANCE MONITORING

In conjunction with the Panels for Social and Environmental Well-Being, the Panel has been acquainted with progress on the key activities identified in the Corporate Plan during the period 1st April to 30th June 2014. Members have welcomed the receipt of performance information for the first quarter of the 2014/15 Municipal Year and noted that Executive Members will present reports and answer questions on performance within their areas of responsibility.

The Panel is generally content with the format of the report, subject to the inclusion of an action column for each of the key actions at a later date. Comment has been made that identifying the direction of travel in each area is as important as reporting on the current position.

In response to questions regarding specific actions within the strategic themes that have been allocated to the Economic Well-Being Panel, Members have been advised that the business case for previously identified energy reduction projects across the Council estate will be subject to the normal approval process and that the

outcome of the staff satisfaction survey will be presented to the Employment Panel in November 2014. The Panel has established that reported reductions in levels of Council Tax being collected elsewhere as a result of the welfare reforms trends appear not to have been replicated in Huntingdonshire. Local collection figures are buoyant and it appears that the Council has pitched Council Tax at an appropriate level.

17. SALE OF LAND – ST MARY’S STREET, HUNTINGDON

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

The Panel has supported a proposal to sell Council owned land at the front of the Pathfinder House site fronting St Mary’s Street, Huntingdon. In so doing, Members have taken into consideration other potential uses for the site.

Having noted that work is being undertaken to prepare a capital investment strategy, the Panel has expressed the view that the absence of the strategy should not hinder the Council from disposing of other small parcels of land in its ownership at the current time.

Other Matters of Interest

18. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has received the current Notice of forthcoming Key Executive Decisions, which has been prepared by the Executive Leader. A request has been made that a copy of the Huntingdon West Masterplan is circulated to all Members of the Panel when it becomes available.

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

The Panel has reviewed its programme of studies. In so doing, Members have been informed that arrangements have been made for an Overview and Scrutiny Away Day on 13th October 2014 at Hinchingsbrooke Country Park, which all Members are encouraged to attend. In addition briefings for all Members on Risk Management and Council Finance have been organised in advance of the Panel’s meetings in October and November 2014 respectively.

In terms of the Panel’s future work programme, post project information on the developments at Huntingdon multi-storey car park and One Leisure St Ives will be considered at a future meeting. A presentation will be received on the prosperity and vitality of the Market Towns in November. Following the Panel’s previous discussions on Risk Management, the Chairman has reached

agreement that the Corporate Governance Panel will refer any matters to the Panel where there is an opportunity for it to add value to on-going work on this subject.

20. SCRUTINY

The Panel has received the latest edition of the Decision Digest and discussed matters contained therein.

R Harrison
Chairman

Overview & Scrutiny Panel (Environmental Well-Being)

Report of the meeting held on 9th September 2014

Matters for Information

15. GREEN HOUSE PROJECT – SALE OF HOUSES

The Panel has supported the sale of the Green Houses that the Council bought to demonstrate home energy saving measures and to provide a mechanism to deliver the Green Deal initiative. Having received frequent visits in the past, there is now less demand for the educational service they provide.

Members have questioned whether consideration has been given to retaining the Green Houses as part of the Council's forthcoming strategy to invest in capital assets in order to achieve a return. They have been informed that the rates of return on market housing are not comparable with those that can be obtained from commercial property. Any capital receipts will be reinvested in the latter. On this basis and having been informed of the likely total cost to the Council of the properties, the Panel has accepted that the original objective has been fulfilled and that they are no longer needed.

16. CORPORATE PLAN 2014-16: PERFORMANCE MONITORING

The Panel has reviewed the format of information contained in the new report on the Council's performance against its priority objectives. Members have endorsed the presentation of performance information and has commented that it is easy to understand and can be readily traced back to the Corporate Plan. They have recommended that future reports should include comments where targets have not been achieved on what is to be done to make improvements, whether the level of performance is to be accepted and what are the implications of not achieving the target.

Other Matters of Interest

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

The Panel has reviewed its programme of studies. In doing so, Members have discussed their programme of site visits, which will assist with their work.

The impact of Facing the Future on the Council's licensing function has been added to the programme of studies. Subject to clarifying the precise focus of the matters that might need to be investigated, the Social Well-Being Panel could be involved in this work.

18. WORK PLAN STUDIES

The Panel has received details of the studies being undertaken by the other Overview and Scrutiny Panels.

19. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has been acquainted with the content of the Notice of Key Executive Decisions and has confirmed the matters on which it wishes to be consulted before they are submitted to the Cabinet for determination.

20. SCRUTINY

The Panel has considered the latest edition of the Decision Digest and discussed matters contained therein.

G J Bull
Chairman

Overview and Scrutiny Panel (Social Well-Being)

Report of the meeting held on 2nd September 2014

Matters for Information

14. CAMBRIDGESHIRE AND PETERBOROUGH CLINICAL COMMISSIONING GROUP: PERFORMANCE REPORT

The Panel has reviewed the performance of the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG). Following a presentation by Mr I Weller and Mr K Poyntz, Members have examined the CCG's 2014/2015 Integrated Delivery Report.

Members were reminded that the Primary Care Trust had been replaced by the CCG, which is led by general practitioners. Under the CCG, there are two Local Commissioning Groups in Huntingdonshire – Hunts Care Partners and Hunts Health. These comprise general practices which have come together to commission or buy services for local residents.

Mr Weller has provided an update on the older people's programme, which is one of the priorities identified by the CCG. The procurement process now has identified three bidders to deliver an integrated older people's and adult community services contract for those aged over 65 and their submissions are to be evaluated. A decision on the preferred bidder will be announced by the end of September with a view to confirming a start date for the contract of 1st April 2015. Coronary Heart Disease and End of Life Care are the other priorities of the CCG.

The Panel has questioned the timescale between the appointment of the preferred bidder and the start date of the contract and has been advised that the start date has been delayed until April 2015 to give the appointed bidder additional time to mobilise their services and to retain the current processes in place during a critical time of year for the elderly. Useful information has been received during the bidding process, which will be used to inform the design of services for all patients and not just the elderly.

Mr Weller has drawn Members' attention to the "Health Economy", the shortfall in funding for Cambridgeshire and key work being undertaken to examine options around clinical and design initiatives to seek to reduce expenditure and establish a sustainable way forward in the future. Updates on progress of this work are to be reported to the Panel. Whilst there is no obvious solution to achieving

savings, assurances have been received that the quality of care and patient services will not be compromised.

The Panel has been guided through the Integrated Delivery Report, which identifies those areas of concern that the CCG want Local Commissioning Boards to discuss. National standards are reflected in contracts held with all key providers and the delivery reports identify areas in which providers appear to be under-performing. Having discussed the example of the number of individuals arriving at CUHFT (Addenbrookes) and the challenge that the turnaround time of four hours presents to that hospital, Members have been advised that Hinchingsbrooke Hospital had experienced similar problems but had introduced measures to ensure that it is no longer a key area of concern. Where possible, the opportunity is taken to share learning experiences.

Members have looked at the ways in which providers are held accountable should they fail to meet the wider range of annual standards. At most, serious failure could result in the imposition of a remedial action plan and significant financial penalty. Given concern that penalties might affect patient care, clarification has been received that that they are a prescribed part of a national scale, which had been established to ensure providers take the necessary action to prevent failures from re-occurring.

Having indicated that some of the text in the Delivery Report should be amended so that it more accurately represents the situation on the ground, a suggestion that the Panel should receive a presentation in the future on hospital accountability also has been accepted.

15. SHAPE YOUR PLACE: ANNUAL REPORT

The Panel has considered the performance of the Shape Your Place website in Huntingdonshire over the period 1st July 2012 to 30th June 2013. Having received clarification that the District Council makes no payment to Cambridgeshire County Council, as administrators, for use of the Shape Your Place system, it has been established that there is, therefore, no opportunity to make savings by amalgamating the West Huntingdonshire and Sawtry sites. In that context, the Panel has noted the performance achieved in the reporting period and has formed the view that the six Shape Your Place sites should be retained. Whilst acknowledging the level of use is disappointing in some areas, the Panel considers that more could be done to promote the system with Town and Parish Councils and by its inclusion on the home page of the District Council's website.

Members have mixed experience of the receipt of automated notifications when issues relating to their wards are posted. The Head of Community has undertaken to investigate the reasons for the apparent discrepancies in practise. It also has been established that whilst visits to the site have increased they could technically all be associated with the same person. The Head of Community has accepted that it would be useful to measure why users are visiting the site on a particular day by introducing a simple "tick box" survey.

In future, the report on the performance of the Shape Your Place system will be circulated to Members on an annual basis but only submitted to the Panel should any issues arise with the system that have to be addressed.

16. CORPORATE PLAN 2014-16 – PERFORMANCE MONITORING

Together with the Panels for Economic and Environmental Well-Being, the Panel has, for the first time, reviewed the performance framework which will be used to measure progress made against the key activities and performance targets identified in the Council's Corporate Plan. The Panels will receive quarterly performance reports ordered by strategic themes and it is intended that Executive Councillors will attend their meetings in future to respond to questions that might arise on services within their respective portfolios.

Whilst commending the format of the report, the Panel is of the opinion that the District Council should continue to measure the Home Improvement Agency service and monitor how the partnership with Cambridge City and South Cambridgeshire District Councils is operating. It also has been suggested that a measure relating to waste minimisation and street cleansing should be included given the importance and profile of both services to the public. The previous standard for street cleansing had been measured at significant cost so the Head of Operations will consider the use of a targeted PI directed towards key hotspots for instance. In terms of waste minimisation, RECAP undertakes performance monitoring on behalf of the District Council and provides comparative data for other authorities and this is reported on an annual basis.

The Panel has supported the intention to review the reporting process after one year's operation and to make all performance reports available on the Council's website.

17. CAMBRIDGESHIRE HEALTH COMMITTEE

The Panel has been acquainted with the deliberations that have taken place during the meeting of the Cambridgeshire Health Committee held on 10th July 2014 and with progress on the Older People's Programme. Councillor Carter, the Panel's appointed representative, has drawn particular attention to an item on smoking cessation services and to the Committee's support for the introduction of regulations for standardised packages for tobacco products.

In referring to the older people's health care and adult community services consultation, Councillor Carter has reassured Members that the contract will be evaluated on the basis of the quality of service and interview and not just cost.

Other Matters of Interest

18. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) – PROGRESS

The Panel has reviewed its work programme at each of its meetings. Arising from discussion on a current case in the media, the Head of Community has undertaken to report to the Panel on the implications of the forthcoming Anti Social Behaviour Act 2014.

Councillor R Fuller has reported on the progress made thus far by the Working Group pursuing a study on affordable housing. He is confident that the Group will make an impact in this area. The study has the support the relevant Executive Councillor.

In relation to children and young persons and problems experienced around youth locality teams and young people presenting for assessment, the Panel has decided to pass any examples of unsatisfactory services to Councillor S M van de Kerkhove to raise at Cambridgeshire County Council. The Member will report on progress to the next meeting.

19. WORK PLAN STUDIES

The Panel has received details of studies being undertaken by the other Overview and Scrutiny Panels.

20. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has been acquainted with the contents of the Notice of Key Executive Decisions.

21. SCRUTINY

The Panel has considered the latest edition of the Decision Digest and discussed matters contained therein.

S J Criswell
Chairman

Representation of Political Groups on District Council Panels, etc.

Report by the Corporate Team Manager

1. INTRODUCTION

- 1.1 Members may recall that the Local Government and Housing Act 1989 and associated Regulations describe arrangements for achieving a balance on Panels etc, to reflect the representation of political groups and independent Members on the District Council. The Act requires the District Council to review the representation of different political groups at the time when the Authority holds its Annual Meeting and as soon as practicable and over one month after the last review if the Proper Officer receives a request to undertake a further review of the allocation of seats given a change to membership of a political group. Following the by election in Warboys and Bury Ward on 7th August 2014, the Executive Leader and newly elected Councillor have requested a review of the allocation of seats.

2. PRINCIPLES OF PROPORTIONALITY

- 2.1 In performing the duty to review representation, the Council must, so far as reasonably practicable, only determine the allocation of seats having regard to the following principles -

- ◆ that not all the seats are allocated to the same political group;
- ◆ that the majority of seats are allocated to the political group which forms a majority of the Council's membership; and
- ◆ that the number of seats allocated is in the same proportion as is borne by the number of Members of a political group to the membership of the Council.

- 2.2 Currently it is open to the Council to approve alternative arrangements otherwise than in accordance with the principles of proportionality providing that the alternative arrangements are approved without any Member voting against them.

3. CONSTITUTION OF POLITICAL GROUPS

- 3.1 After the by election in the Warboys and Bury Ward, the constitution of political groups on the Council is as follows:-

Name of Group	No. of Members
Conservative	35
UKIP	7
Liberal Democrat	5
Labour	1

There are now four Members of the Council who are not aligned to a political group.

- 3.2 The membership of groups in proportion to the total membership of the Council is therefore as follows:-

	%
Conservative	67.30
UKIP	13.46
Liberal Democrat	9.61
Labour	1.92

The Independent Members represent 7.69% of the membership of the Council.

4. LOCAL GOVERNMENT ACT 2000

- 4.1 Under the Local Government Act 2000, the proportionality requirements do not apply to the Cabinet or to any Sub-Groups or Sub-Committees, which the Cabinet may appoint. Appointment of the Cabinet also lies with the Executive Leader of the Council. Recent changes to the Constitution and the impact of the Localism Act 2011 on the standards regime have varied and increased to 88, the number of seats to which the Council can appoint.

- 4.2 The following requirements of the Act also need to be adhered to by the Council in determining the membership of Panels, etc. -

- ◆ the Cabinet may not include either the Chairman or Vice-Chairman of the Council;
- ◆ Overview and Scrutiny Panels may not comprise any Member of the Cabinet;
- ◆ the Executive Leader, Deputy Executive Leader and any Member of the Cabinet shall not be elected as Chairman of any Committee or Panel other than any that may be appointed by the Cabinet.

- 4.3 The Constitution also provides for the Development Management Panel, Licensing and Protection Panel, the Employment Panel and the Licensing Committee to include the relevant Executive Councillor within their respective membership. The Council has previously appointed the Standards Committee to include one Member of the Executive.

The Constitution provides that every Member of the Council shall be appointed to serve on a minimum of one Overview and Scrutiny Panel, Committee or Panel of the Council or the Cabinet.

5. PROPORTIONALITY

- 5.1 Excluding the Cabinet, the aggregate number of seats on Panels is now 88. Using the proportionality percentage referred to in paragraph 3.2 and rounding up or down as appropriate, produces the following entitlement –

	Seats
Conservative Group	59
UKIP	12
Liberal Democrat Group	8
Independent Members	7
Labour	2

- 5.2 Applying the principles of the Act and, similarly, rounding the figures as necessary, gives the distribution as set out in the Appendix.
- 5.3 For information the principles of proportionality apply similarly to advisory/sub-groups appointed or nominated by panels and regard must be given to the impact of the review on the following examples of entitlements to seats:-

No. of Members on Sub-Group, etc	Proportion of Members from Political Groups				
	Cons	UKIP	Lib Dem	Indep	Lab
3	2	1	0	0	0
4	3	1	0	0	0
5	3	1	1	0	0
6	4	1	1	0	0
7	5	1	1	0	0
8	5	1	1	1	0
9	6	1	1	1	0
10	7	1	1	1	0

6. CONCLUSION

- 6.1 The Council is invited to determine the allocation of seats on District Council Panels to political groups and to the non-aligned Members in accordance with the distribution illustrated in the attached Appendix and to note the requirements for appointments to advisory/sub groups etc, in paragraph 5.3. The proportionality requirements do not apply to the Cabinet and its membership will be determined by the Executive Leader
- 6.2 The opportunity otherwise is available currently to allocate seats in accordance with an alternative arrangement, with the exception of the Cabinet, provided this arrangement is approved by the Council with no Member voting against.
- 6.3 As a consequence of the review, the Conservative Group are invited to nominate to vacancies on the Development Management and Overview and Scrutiny (Environmental Well-Being) Panels under Agenda Item No. 9.

BACKGROUND PAPERS

Local Government and Housing Act 1989
Local Government Act 2000
Localism Act 2011
District Council Constitution

Contact Officer: Christine Deller, Democratic Services Manager
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APPENDIX

Panel/ Committee	No. of Seats*	No. of Ex-officio	Title of Ex-officio	Cons	UKIP	Lib Dem	Indep	Lab	Cons	UKIP	Lib Dem	Indep	Lab
Corporate Governance Panel	8	0		5.38	1.07	0.76	0.61	0.15	5	1	0/1	0/1	0
Development Management Panel	16	1	Not defined	10.76	2.15	1.53	1.23	0.30	11	2	2	1	0/1
Employment Panel	8	1	Not defined	5.38	1.07	0.76	0.61	0	5	1	0/1	0/1	0
Licensing & Protection Panel/ Committee	12	1		8.07	1.61	1.15	0.92	0.23	8	2	1	1	0/1
Overview & Scrutiny Panel (Economic Well-Being)**	12	0		8.07	1.61	1.15	0.92	0.23	8	1/2	1	1	0/1
Overview & Scrutiny Panel (Environmental Well-Being)**	12	0		8.07	1.61	1.15	0.92	0.23	8	1/2	1	1	0/1
Overview & Scrutiny Panel (Social Well-Being)**	12	0		8.07	1.61	1.15	0.92	0.23	8	1/2	1	1	0/1
Standards	8	1	Not defined	5.38	1.07	0.76	0.61	0.15	5	1	0/1	0/1	0
TOTAL	88			59	12	8	7	2	***59	12	8	7	2

* The allocation of these seats must be balanced so that the total entitlement to seats on each group is not exceeded.

** Across all Overview & Scrutiny Panels, the total entitlement to seats is as follows-

Conservative - 24, UKIP - 5, Liberal Democrat - 3, Independent – 3 and Labour - 1

*** The Conservative Group are entitled to 59 seats. However, rounding up and down, as appropriate, reduces the entitlement of seats available to 58.

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