

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 7 JULY 2015 at 7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on the 2nd June 2015.

2. MEMBER'S INTERESTS

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

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

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Democratic Services
388015**

4. CHILDREN WITH MENTAL HEALTH SERVICES UPDATE (Pages 13 - 16)

To consider a presentation given by Mr L Miller and Ms S Last from the Cambridgeshire and Peterborough Clinical Commissioning Group.

5. EXCLUSION OF THE PUBLIC

To resolve –

That the public be excluded from the meeting because the business to be transacted relates to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

L Berridge 388026

6. BENEFITS RISK BASED VERIFICATION POLICY - EXEMPT

To consider a report on the Benefits Risk Based Verification Policy presented to the Panel by the Benefit Manager.

A Burns 388122

REPORT TO FOLLOW

7. RE-ADMITTANCE OF THE PUBLIC

- To resolve – L Berridge 388026
- That the public be re-admitted to the meeting.
- 8. WORKPLAN STUDIES** (Pages 17 - 18)
- To consider the work programmes of the Economic and Environmental Well-Being Overview and Scrutiny Panels. L Berridge 388026
- 9. OVERVIEW AND SCRUTINY PROGRESS** (Pages 19 - 26)
- To consider a report on progress of the Panel's activities. L Berridge 388026
- 10. SCRUTINY** (Pages 27 - 38)
- To scrutinise decisions taken since the last meeting as set out in the Decision Digest and to raise any other matters for scrutiny that sit within the remit of the Panel. Democratic Services
388169

Dated this 29 day of June 2015



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.

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Please contact Ms Lucie Berridge, Scrutiny Officer, Tel No. 01480 388026/e-mail Lucie.Berridge@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

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

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

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

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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.

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 2 June 2015.

PRESENT: Councillor S J Criswell – Chairman.

Councillors D Brown, R Fuller, T Hayward, P Kadewere, Mrs R E Mathews, D J Mead, M C Oliver and Mrs D C Reynolds.

APOLOGY(IES): Apologies for absence from the meeting were submitted on behalf of Councillors M Francis, A J Hardy and Mrs P A Jordan.

IN ATTENDANCE:

111. MINUTES

The minutes of the meetings of the Panel held on 7th April and 20th May 2015 were approved as a correct record and signed by the Chairman.

112. MEMBERS' INTERESTS

There were no declarations of interest received from those Members that were present.

113. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which has been prepared by the Executive Leader for the period 1st April 2015 to 31st July 2015.

The Chairman welcomed new Members to the Panel and reminded those present that Officer contacts are available should Members require additional information regarding subject matter or decisions included in the Notice of Key Executive Decisions.

114. CORPORATE PLAN PERFORMANCE MONITORING (QUARTER 4)

The Corporate Team Manager presented the Corporate Plan Performance Monitoring Report (Quarter 4) to the Panel. It was explained to Members that the Key Actions and Key Performance Indicators (KPIs) will remain relatively unchanged throughout the year, allowing Members to clearly see any progress that is made on a consistent basis. The only exception would occur if the Corporate Plan is altered; in that case, some KPIs and Key Actions may be changed. Members were also informed that the report for Quarter 4 as presented, may also be viewed as an end of year report.

The Corporate Team Manager then talked the Panel through a new colour-coding system which has been used for the Summary of Key Actions as included in Appendix A. The colour-coding system used throughout the Appendices shows progress made in a simple and clear manner.

Turning the Panel's attention to Appendix B, the Corporate Team Manager went through the information in the Report, explaining that the tables included depict the Status, Definition, Date, Portfolio Holder and the Heads of Service for each Key Action, and also acts as a progress update. Narratives within the report provide more detailed information on progress, and the Key Performance Indicators are also marked with the Green, Amber and Red colour-coding system.

A Member of the Panel asked about the colour-coding system and questioned whether the criteria against which performance is monitored are consistent, and what those criteria are measured against. The Corporate Team Manager explained that the Key Actions listed act as a narrative and a more subjective than the KPIs, which are clear and fixed goals.

The Corporate Director for Services informed the Panel that the Key Actions originate from the Corporate Plan, and Objectives from the Council. It was also noted that the Officer route for each Key Action (Appendix B), allows the targets to be challenged to see if they are a fair reflection of performance before they are submitted for Scrutiny.

The Panel queried the "Empower Local Communities" section of the report (page 22) asking whether the targets here are realistic in relation to the support Huntingdonshire District Council (HDC) provides Parish Councils when preparing Local Plans. The Head of Community informed the Panel that the support provided by HDC for Local Plans is engaged on request from the Parishes themselves, and that the targets are achievable.

Members moved on to the section within the report entitled "Food Establishments" (page 23) and the Panel were informed that the figure relating to whether those establishments within the District are "Broadly compliant" is the percentage of food establishments in total. The Head of Community agreed to make the report clearer in relation to these figures.

Members of the Panel agreed that the report is very clear and is useful as a 'snapshot' of the Council's performance.

115. CUSTOMER SERVICES MONITORING REPORT

Councillor Tysoe introduced the Customer Services Monitoring Report to the Panel. It was explained to Members that the report is very much a legacy report, questioning whether current policies and practices are fit for purpose as in the future senior officers will be asked to do more with less.

The Head of Customer Services addressed the Panel to provide further background information on the report. It was noted by the Panel that the report also highlighted issues, such as recruitment and

problems faced when more experienced staff leave Huntingdonshire District Council (HDC).

It was suggested by the Panel that terms used within the document, for example, 'LEAN' working, be explained and made clearer within the text. It was agreed that the text would be altered to reflect this feedback.

A Member of the Panel asked the Head of Customer Service whether plans are being developed to minimise the impact of experienced staff leaving HDC on the department. The Panel were informed that there are new training plans in place for new starters so as to avoid service provision interruptions.

The Chairman of the Panel queried the regularity of the report, suggesting that it would be more effective for the report to come to the Panel annually. Members were in agreement; going forward the report will be received every twelve months.

The Panel requested an update on the development of the new HDC website and the proposed autumn relaunch early in 2016; The Head of Customer Service confirmed that this would be possible.

116. CUSTOMER SERVICE STRATEGY

It was noted by Members that the report on the Customer Service Strategy looks at the whole Council rather than the Customer Service Department alone, and it is intended that the information included is clear and useful. The new strategy is being constructed by revisiting the Corporate Plan, the Code of Conduct and development within the Council (including savings that need to be achieved).

Members were made aware that Appendix 1 of the report is a first draft of what the developing plan will look like, and that the authors of the report have worked to make the language as simple as possible, making the strategy accessible to those both inside and outside of the Council.

Positive comments were made by members regarding the strategy 'on a page' and the Corporate Director of Services talked through the different areas of change for this report, including:

- A clear understanding of what works in terms of customer service
- Stakeholder engagement within the development of the strategy
- Service developments – how we do what we do
- Working with various external groups during development, using every opportunity to get customer feedback.

The Panel questioned how the 135 Action Plans from the previous Corporate Plan will be incorporated into the strategy. Members noted that rather than appearing on the strategy itself, all Customer Service actions are available within separate Service Plans and can be accessed by Heads of Service if required.

The Head of Customer Services addressed a question from the Panel regarding possible timescales for the completion of the Customer Service Strategy, informing Members that the team are looking at the document being ready in the next financial year (April 2016).

117. PROGRAMMES AND PROJECTS, INCLUDING FACING THE FUTURE

The report on Programmes and Projects was presented to the Panel. The report is intended as an update for Members on changes to the way projects are managed within Huntingdonshire District Council (HDC), including the new role of the Programmes and Projects Manager.

The Panel were informed that all existing projects have been and then allocated to the most appropriate Overview and Scrutiny Panels.

It was explained to the Panel that project documents will now be held within the Sharepoint site, and Councillors can request documents from Officers.

Following comments from the Members, the Programmes and Projects Manager explained the diagram within Appendix B, which is intended to show the clear processes that projects need to adhere to before and after authorisation.

Councillors queried how the role of Programmes and Projects Manager will be benchmarked as it is a new position. The Panel were informed that one measure of the post will be project delivery, which itself will be more visible making project management easier to understand.

118. WORKPLAN STUDIES

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

Members queried Waste Collection Policy, asking the Corporate Director of Service whether lessons have been learnt from previous issues. Members were informed that the current restructure of the Operations department is taking place, with comprehensive proposals being out forward. A formal consultation will follow. The Panel noted that the working groups for Waste Collection policy will be put on hold until the restructure is complete.

Members of the Panel requested an update on the Delivery of Advisory Services across the district. It was noted by Members that there may be the opportunity in the future to receive a presentation from voluntary organisations that have received grants, with the chance to question them on where the funds are being spent.

119. OVERVIEW AND SCRUTINY PROGRESS

With the aid of a report (a copy of which is appended in the Minute Book) the Panel reviewed the progress of its activities since the last meeting.

It was confirmed that the Children's Mental Health representative will attend the next Panel meeting on 7th July 2015.

120. SCRUTINY

The 155th Edition of the Decision Digest was received and noted.

Chairman

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

Prepared by Councillor J D Ablewhite
Date of Publication: 17 June 2015
For Period: 1 July 2015 to 31 October 2015

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Executive Leader of the Council	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: Jason.Ablewhite@huntingdonshire.gov.uk
Councillor R C Carter	- Executive Councillor for Operations & Environment	5 The Paddock Bluntisham Huntingdon PE28 3NR Tel: 07986 325637 E-mail: Robin.Carter@huntingdonshire.gov.uk
Councillor S Cawley	- Executive Councillor for Organisational Change & Development	6 Levers Water Huntingdon PE29 6TH Tel: 01480 435188 E-mail: Stephen.Cawley@huntingdonshire.gov.uk
Councillor D B Dew	- Executive Councillor for Strategic Planning & Housing	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntingdonshire.gov.uk

Councillor J A Gray - Executive Councillor for Resources	Vine Cottage 2 Station Row Catworth Huntingdon PE28 0PE Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Harrison - Executive Councillor for Strategic Economic Development & Legal	55 Bushmead Road Eaton Socon St Neots PE19 8GC Tel: 01480 406664 Email: Roger.Harrison@huntingdonshire.gov.uk
Councillor R Howe - Deputy Executive Leader of the Council with responsibility for Commercial Activities	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk
Councillor D M Tysoe - Executive Councillor for Customer Services ∞	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk

Notice is hereby given of:

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

A notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388169 or E-mail Democratic.Services@huntingdonshire.gov.uk. Agendas may be accessed electronically at www.huntingdonshire.gov.uk.

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

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

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

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

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

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

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Grant Aid Awards 2015/16 ***##	Grants	9 Jul 2015		Dan Smith, Community Health Manager Tel No. 01480 388377 or email: Dan.Smith@huntingdonshire.gov.uk	Paragraphs 1 - 3	J A Gray R Harrison	Social Well-Being
Benefits Risk Based Verification Policy ##	Cabinet	16 Jul 2015		Amanda Burns, Benefits Manager, Benefits Manager Tel No. (01480) 388122 or email: Amanda.Burns@huntingdonshire.gov.uk	Paragraph 7	D M Tysoe	Social Well-Being
Commercial Investment Strategy	Cabinet	16 Jul 2015		Colin Luscombe, Estates Strategic Assessment Tel No. 01480 387086 or email: Colin.Luscombe@huntingdonshire.gov.uk		J A Gray	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Draft Huntingdonshire Design Guide Supplementary Planning Document	Cabinet	16 Jul 2015	Draft Supplementary Planning Document	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email: Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
Home Improvement Agency - Annual Report	Cabinet	16 Jul 2015		Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or email: Trish.Reed@huntingdonshire.gov.uk		D B Dew	Social Well-Being
Marketing Strategy & Branding for Huntingdonshire	Cabinet	16 Jul 2015		Sue Bedlow, Economic Development Manager Tel No. 01480 317096 or email: Sue.Bedlow@huntingdonshire.gov.uk		R Harrison	Economic Well-Being
The Risk Management Strategy***	Cabinet	16 Jul 2015		David Harwood Internal Audit and Risk Manager, Tel No. 01480 388115 or email: David.Harwood@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Shared Services - Legal/I.T/Building Control	Cabinet	16 Jul 2015		Mrs Joanne Lancaster, Managing Director Tel No. (01480) 388001 or email: Jo.Lancaster@huntingdonshire.gov.uk		S Cawley	Economic Well-Being
Civil Parking Enforcement	Cabinet	17 Sep 2015		Alistair Merrick, Interim Head of Operations Tel (01480) 388388		R Howe	Environmental Well-Being
Housing Register Lettings Policy Amendment***	Cabinet	17 Sep 2015		Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 or email: Jon.Collen@huntingdonshire.gov.uk		D Tysoe	Social Well-Being
Scheme of Delegation for the Scrap Metal Dealers Act 2013***	Cabinet	17 Sep 2015		Chris Stopford, Head of Community Services Tel No. 01480 388280 email: chris.stopford@huntingdonshire.gov.uk		R Harrison	Social Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Huntingdonshire Infrastructure Business Plan***	Cabinet	22 Oct 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being
Local Plan to 2036 - Proposed Submission***	Cabinet	22 Oct 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being

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MEETING: Huntingdon District Council – Overview and Scrutiny Panel

AGENDA ITEM:

DATE: 7TH JULY 2015

TITLE: CAMHS UPDATE

FROM: **NAME: LEE MILLER**
TITLE: SENIOR PROGRAMME MANAGER
ORGANISATION: CAMBRIDGESHIRE AND PETERBOROUGH
CLINICAL COMMISSIONING GROUP

FOR: **INFORMATION AND DISCUSSION**

1 ISSUE

This paper is for information and discussion. It highlights the key issues/challenges faced by Children with Mental Health Services (CAMHS), describes measures already taken and outlines longer term plans.

2 KEY POINTS

- Waiting times in specialist CAMHS are too long. (although 85% of new referrals are seen within 18 weeks, some are waiting for over 52 weeks)
- Waiting lists have been temporarily closed for Autistic Spectrum Disorders (ASD) and Attention Deficit Hyperactivity Disorder (ADHD) referrals where there are no associated urgent Mental Health needs.
- CAMHS Emergency assessments in Emergency Department settings have increased threefold in recent years.

3 RECOMMENDATION

The Committee is asked to note the contents of this briefing.

4 BACKGROUND INFORMATION

Commissioned services

There are a number of commissioners and a number of services for children and young people's emotional health and wellbeing.

Commissioner	Service
Cambridgeshire County Council	Centre 33 – counselling services for young people
Cambridgeshire County Council	YMCA – Counselling for young people
Cambridgeshire County Council	STARS – Bereavement counselling for Young People
Cambridgeshire County Council	Sexuality – Sexual and Mental Health Promotion
Cambridgeshire Clinical Commissioning Group	Specialist CAMHS
NHS England	Inpatient Mental Health services for Children and Young People

Current position

There are significant demand and capacity issues within specialist CAMHS:-

- Emergency assessments in Emergency Department settings have increased threefold, causing significant additional demand for Specialist CAMHS and Acute settings.
- There are not enough inpatient CAMHS beds (commissioned by NHSE) to meet demand. Young people have to often stay in acute settings for a number of days, whilst waiting for a bed to become available. When a bed is available, this could be anywhere in the country.
- General referrals to specialist CAMHS have also significantly increased in recent years. (18% in 2014/15)
- With the result that waiting times for non-emergency cases are at unacceptable levels (longest waits over 18 months) for Attention Deficit Hyperactive Disorder (ADHD) and Autistic Spectrum Disorder (ASD) cases in particular.
- There are gaps in provision. I.e: Diagnostic services for children in Cambridgeshire aged 12-17 with suspected ADHD.
- Psychiatric Liaison services in Acute settings do not cover those below the age of 17. (who are covered via a duty system in Specialist CAMHS)

What we have done so far

- Waiting lists have been temporarily closed for ASD and ADHD referrals where there are no associated urgent Mental Health needs.
- Additional resources have been invested into specialist CAMHS for 15/16, (£600k recurrent and £150k non recurrent) which is equivalent to an 11%

increase in funding. The primary focus is to clear the waiting list backlog and sustain this going forward.

- A CAMHS Summit was held in March 2015, with good stakeholder attendance to identify the key issues and develop a plan to address these.
- An Action plan was developed to address the key issues raised at the summit and work undertaken to address these areas of concern:-

1. **Waiting times** – Cambridgeshire and Peterborough Foundation Trust (CPFT) are leading on work to reduce waiting times to below 18 weeks.
2. **ASD and ADHD pathways** – work between, LAs, Cambridgeshire Community Services and CPFT is underway to ensure that pathways and processes are effective.
3. **Combined Single point of access for CAMHS and Local Authority services** – work with both LAs is ongoing to ensure that those with additional needs are assessed for a range of services, not just specialist CAMHS.
4. **Emergency Assessments and support** –. An initial meeting has taken place and a task and finish group will draw together proposals to address the issue.

However, it is widely agreed, that the work above will not fully address the systemic problems and urgent redesign work is required across the whole pathway for Emotional Health and Wellbeing.

What do we propose to do about it?

It is therefore proposed that work on redesigning the Emotional Health and Wellbeing pathway takes place as soon as possible. This will involve services currently commissioned by the CCG and Local Authority commissioned services. The principles behind this will include:-

- Integration of services – including Multi agency teams, single gateway for CCG and Local Authority commissioned services.
- A single seamless pathway experienced by Children and their families.
- Over time, shifting resources from specialist to early Intervention and prevention.
- Appropriate Emergency assessment and support services.
- Improving communications and information systems.

The CCG has agreed to employ Project Lead (currently being advertised) to enable this redesign work to take place quickly and effectively.

To support this work, a CCG wide Emotional Health and Strategy Board is being set up to have a strategic overview of all local Emotional Health and Wellbeing work and to be the responsible strategic group for the redesign work. This group will involve key strategic partners and will be chaired by Wendi Ogle-Welbourn, Corporate Director – People and Communities, Peterborough City Council.

Some additional funding from Central Government has been announced for CAMHS.

This will be focused on Eating Disorders, Children and Young Peoples IAPT and Perinatal Mental Health. Details about how the funding will be allocated have not yet been clarified but it is likely that one requirement for local areas is to produce a 'Transformation Plan' in line with the recommendations from the national CAMHS review, 'Future in Mind'; DH and NHS England; 2015.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414024/Childrens_Mental_Health.pdf

The work to develop the transformation plan will be led by the CCG and overseen by the Emotional Health and Wellbeing Board.

5 CONCLUSION

In summary, there are currently significant concerns related to the increase in demand for specialist CAMHS and the effectiveness of the current model. Work is underway to address the demand issues in the short term and plan are being developed to redesign the model so that our future services are fit for purpose and make the most effective use of resources.

Author

Lee Miller
Senior Programme Manager
Cambridgeshire and Peterborough Clinical Commissioning
Group
28/6/15

CURRENT ACTIVITIES Environmental and Economic Well-Being Panels.

STUDY	OBJECTIVES	PANEL	STATUS
Flood Prevention within the District	To investigate flood prevention arrangements in the District and the impact of flooding on associated local policy developments.	Environmental Well-Being	<p>Representatives from the Environment Agency delivered a presentation on flood risk management within Huntingdonshire. A scoping report was considered by the Panel in April 2014 and a Working Group was appointed. The Chief Executive and Clerk to the Middle Level Commissioners delivered a presentation to the Panel's June 2014 meeting to outline their role with flood alleviation in the District. A meeting of the Working Group was held on 25th March 2015 at which Members considered the draft Cambridgeshire Flooding and Water SPD.</p> <p>UPDATE: Agreed that Working Groups scrutinising the Operations policies at HDC stand down until the Operations Review has been completed and implemented.</p>
Waste Collection Policies	To assist the Head of Operations and Executive Member for Operations & Environment with reviewing waste collection policies in relation to the collection points for wheeled bins/sacks and remote properties (farms and lodges).	Environmental Well-Being	<p>First meeting of Working Group held on 24th June 2014. Further meeting to be arranged to consider the outcome of the survey work being undertaken by the Operations Division on affected properties and various other matters.</p> <p>UPDATE: Agreed that Working Groups scrutinising the Operations policies at HDC stand down until the Operations Review has been completed and implemented.</p>
Litter Policies and Practices (to include graffiti removal)	To consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes.	Environmental Well-Being	<p>Scoping report received. Working Group appointed.</p> <p>UPDATE: Agreed that Working Groups scrutinising the Operations policies at HDC stand down until the Operations Review has been completed and implemented.</p>
Project Management	To be agreed in December.	Economic-Well Being	<p>Following the Panel's discussion on the Project Closure reports for the Huntingdon Multi-Storey Car Park and One Leisure, St Ives, the Panel has agreed to establish a Select Committee in February 2015 to give further consideration to the issues emerging from the report, to seek assurances</p>

			<p>that improvements had been made to Council processes moving forward and to test the robustness of the Council's approach. Representatives from the Social and Environmental Well-Being Panels have also been appointed. The Terms of Reference for this Committee were considered at the Panel's December meeting. The Select Committee met in advance of their January meeting to discuss the scope of the Select Committee. Select Committee to be held on 17th February 2015.</p> <p>UPDATE: Panel members received a report from the Projects and Programmes Manager Laura Lock on the changes in Project Management within HDC</p>
Facing the Future	Ongoing monitoring role of financial implications of Facing the Future for the Medium Term Financial Strategy.	Economic Well-Being	<p>The Panel has received two updates on progress with the delivery of the Facing the Future programme. Financial information will be presented to Members in February / March 2015.</p> <p>UPDATE: Panel members received a report from the Projects and Programmes Manager Laura Lock on the changes in Project Management within HDC Including Facing the Future.</p>

Panel Date	Decision	Action	Response	Date for Future Action
		Hospital Action Plan at a future meeting		
<p>04/02/14</p> <p>03/02/15</p>	<p>(b) Financial and Operational Performance</p> <p>Presentation received from Mr R Murphy and Mr K Poyntz, representatives of Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) on the financial and operational performance of the Hospital. Agreed at the February 2014 meeting that some focus should be placed upon monitoring CCG's performance.</p> <p>Presentation received from Mr R Murphy, Mr K Poyntz and Ms S Shuttlewood on hospital accountability. Discussed recent CQC report on the Hospital and CCG monitoring.</p>	<p>Reports to be presented to the Panel every six months</p>		<p>Report will be presented</p> <p>01/09/2015</p>
<p>04/12/12 & 04/03/14</p> <p>10/06/15</p> <p>04/11/14</p>	<p><u>Delivery of Advisory Services Within the District</u></p> <p>The Voluntary Sector Working Group comprises of Councillors R C Carter, Mrs P A Jordon, P Kadewere and Mrs R E Matthews.</p> <p>Annual Performance Report presented. Councillors also appointed to the Working Group.</p> <p>Councillor R C Carter to contact the Community Manager to begin discussions on funding arrangements for the final year of the Voluntary Sector Agreements.</p>		<p>The Head of Community has invited the six voluntary sector organisations that receive funding from HDC to scrutiny, to outline what they have achieved over the three years of their funding (up to</p>	<p>Presented: 06/10/2015</p>

Panel Date	Decision	Action	Response	Date for Future Action
			March 2016), and in preparation for the new funding cycle.	
<p>07/01/14</p> <p>10/06/14 & 08/07/14</p> <p>04/11/14</p> <p>03/03/15</p> <p>07/04/15</p>	<p><u>Redesign of Mental Health Services</u></p> <p>Representatives of Cambridgeshire and Peterborough Clinical Commissioning Group (C&P CCG) updated Panel on redesign of mental health services.</p> <p>Representatives from the Mental Health Service User Network (SUN) and Mind in Cambridgeshire attended meeting.</p> <p>Further update requested on Mental Health Services.</p> <p>Children's Mental Health Team Representative to be invited to attend a future Panel Meeting</p> <p>During the 'Closer Working with the Police' presentation, Members were informed that Luminus were hosting a seminar on 22 April 2015 titled 'Improving Outcomes for People in Crisis because of a Mental Health Condition'. Panel Members subsequently received an invitation to attend</p>	<p>July 2015 Panel Meeting</p>	<p>Lee Miller (Senior Programme Manager, Cambridgeshire & Peterborough Health & Care System Transformation Programme) and Sue Last to speak to members on 07/07/15</p> <p>Panel Members will receive an invitation directly from Luminus.</p>	<p>07/07/15</p> <p>TBC</p>

Panel Date	Decision	Action	Response	Date for Future Action
	the event. However, the event was postponed due to lack of attendance and it is intended to reschedule the event at a later date.			
04/06/13	<p><u>Review of Elderly Patient Care at Hinchingbrooke Hospital</u></p> <p>Working Group appointed comprising of Councillors S J Criswell, Mrs P A Jordan, P Kadewere and Mrs R E Matthews to undertake a review of elderly patient care at Hinchingbrooke Hospital. The study will be undertaken in conjunction with the hospital.</p> <p>Oral report on recent Working Group meeting with the hospital.</p>	<p>Meetings held on 18 July and 11 November 2013 and 24 February 2014</p>		
04/03/14	<p><u>Affordable Housing</u></p> <p>Councillors R Fuller, P Kadewere and SM Van De Kerkhove appointed onto a Working Group to carry out the study, together with former Panel Member Councillor I C Curtis</p>	<p>First meeting held on 22 July 2014 to scope out the work.</p>	<p>Terms of Reference agreed and further actions identified</p>	
04/11/14	<p>Formal update reported to the Panel. Findings to date and</p>	<p>Second meeting held on 23</p>	<p>Terms for draft policies for</p>	

Panel Date	Decision	Action	Response	Date for Future Action
<p>09/02/15</p> <p>16/03/15</p> <p>07/04/15</p>	<p>study programme endorsed.</p> <p>Working Group meeting held to discuss Community Land trusts and rural affordable housing development.</p> <p>Working Group meeting held to discuss the Government changes affecting the supply of new affordable housing and the Elphicke-House Report.</p> <p>Working group meeting held to scrutinise:</p> <ul style="list-style-type: none"> • The Housing Register • Statistics on homelessness • Housing need • Bands of people on the register <p>Given the imminent submission date of the Local Plan, the Managing Director, the Executive Councillor (Strategic Planning and Housing) and the Leader attended the Working Group meeting in order to progress the matter including the inclusion of recommendations for the Local Plan and to inform of any refresh of the housing strategy.</p>	<p>September 2014 on the new Local Plan. Executive Councillor present.</p>	<p>the new Local Plan discussed and recommendations made.</p> <p>Report to be completed regarding the findings of the working group since its formation.</p>	<p>06/10/2015</p>

Panel Date	Decision	Action	Response	Date for Future Action
03/02/15	<p><u>Huntingdonshire Strategic Partnership (HSP)</u></p> <p>Huntingdonshire Community Safety Partnership</p> <p>Annual review of the work of the Partnership</p> <p>Children and Young People</p> <p>Details of the thematic group's priorities received together with details of its terms of reference, membership and current matters being discussed.</p> <p>Presentation received. Agreed to receive reports of meeting to monitor progress</p>	<p>The group meets four times per year in January, March, June and October.</p>	<p>The Panel considered the annual report at the meeting on 7 October 2014.</p> <p>Reports to be submitted to the ensuing panel meeting</p>	06/10/2015
03/02/15	<p>Health and Wellbeing</p> <p>Background information received on the thematic group's outcomes, terms of reference, membership and action plan</p>	<p>Invitation extended to the Chairman and Vice-Chair to attend a future meeting.</p>		

ACTION LOG

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

Date of Request	Description	Response
	Chairman and Vice-Chairman met with the Chief Inspector Hunt to discuss closer working between the Police and	

Panel Date	Decision	Action	Response	Date for Future Action
07/04/2015	<p>Councillors.</p> <p>Chief Inspector Laura Hunt delivered a presentation: 'Closer Working with the Police'. The Chief Inspector wants a continued and meaningful dialogue with the Councillors. One potential option suggested is to have the Chief Inspector regularly attend and present to the Overview and Scrutiny Panel (Social Well-Being).</p>		<p>The Panel has agreed for the Managing Director and the Chief Inspector to meet to discuss the way forward regarding continued dialogue between District Councillors and the Police</p> <p>Meeting arranged for 16 June 2015 cancelled to be rescheduled.</p>	

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Decision Digest

Edition 156

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 29th April to 24th June 2015.

IMPLEMENTATION OF AUDIT ACTIONS

A report outlining performance in implementing agreed internal audit actions for the year ending 30th April 2015 has been presented to the Corporate Governance Panel.

Thirteen actions have not been introduced of which two were more than six months late and two were more than one year late.

As requested by the Panel, the Heads of Service who have outstanding audit actions attended the meeting to provide explanations as to why the internal audit actions relating to their individual service areas remain outstanding.

Management Team have modified the monitoring of internal audit actions and the Panel will begin to realise a different approach over the next few months.

The Panel expressed concern at the audit actions that are significantly overdue and wants these concerns highlighting to the Cabinet. Subsequently in addition to noting the report the Panel have recommended to Council that the concerns of the Corporate Governance Panel regarding the number of internal audit actions that are significantly overdue be noted and that the Council recommend to the Cabinet that appropriate action are taken to address these concerns.

AUDIT ACTIONS DATABASE

At the request of the Panel a report has been presented to provide an explanation regarding the loss of data within the Audit Action Database following work to migrate the SharePoint based system.

The reasons for the loss of data have been explained and the Panel were assured that improvements have been made to processes to avoid a repeat occurrence in the future.

Some elements of the missing data related to findings arising from following up the implementation of internal audit actions. Whilst this information could be identified from copies of email correspondence it was not an efficient use of officer time to manually search and review this information and as a result this information would not be included in the Internal Audit Annual Report to the Panel.

REVIEW OF FRAUD INVESTIGATION ACTIVITY

An overview of the activity of the Corporate Fraud Team during 2014/2015 has been provided to the Panel.

During the year the Fraud Team received 1028 allegations of fraud, investigated 345 cases and identified fraud valued at £464k, recovered 7 social housing properties and conducted 29 prosecutions.

The performance of the Corporate Fraud Team has been comparable to that of the previous year despite a number of factors including staff shortages and the transfer of benefit fraud work to the Department for Work and Pensions.

The Council continued to be involved in two county-wide fraud initiatives - the Cambridgeshire Tenancy Fraud Forum (CTFF) and is also the lead authority following a successful bid for funding to implement the Cambridgeshire Anti-Fraud Network (CAFN) as a successor to the CTFF.

It is anticipated that the CAFN will work to address fraud such as Council Tax Discount and Tenancy fraud.

ANTI-FRAUD AND CORRUPTION STRATEGY REPORT

The Panel have approved the Council's Anti-Fraud and Corruption Strategy which has been revised to incorporate the recently published Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on managing the risk of fraud and corruption; the accompanying guidance notes published in December 2014; and the changes within the Corporate Fraud Team to focus on issues other than welfare fraud.

The Corporate Fraud Team were currently reviewing their workload post the introduction of the Single Fraud Investigation Service (SFIS) and the reduction in welfare related investigations. At the previous meeting the Panel resolved to disband the Fraud Working Group and that a new Fraud Working Group should feature as an item on the Corporate Governance Panel Progress Report. The Panel have agreed that a Fraud Working Group should not be re-established until the Corporate Fraud Team's Work Programme has been agreed.

RISK REGISTER UPDATE

The Panel has received and noted a report regarding amendments that have been made to the Risk Register between 2nd September 2014 and 19th May 2015.

Future Risk Register Update reports to the Panel will differ in format. Detailed information on risk management matters will be presented to the Cabinet, to allow them to fulfil their responsibilities as contained in the Risk Management Strategy.

The Panel were interested to know whether there will be a change to the Risk Management Champion now that Councillor Harrison has been appointed to the Cabinet.

The Panel further noted that as per the Risk Management Strategy a report will be presented to the Cabinet for its consideration on the very high residual risks.

WHISTLEBLOWING POLICY, GUIDANCE AND CONCERNS RECEIVED

Having received the annual report, the Panel has approved the revised Whistleblowing Policy and Guidance and noted the whistleblowing concerns received during the 2014/2015 financial year.

During the 2014 review the Panel recommended to Council that it become a signatory to the Public Concern at Work (PCaW) 'The First 100 Campaign', which was established to allow organisations to make a public commitment to support the PCaW Whistleblower Code of Practice.

Subsequently a number of changes have been made to both the Policy and Guidance to reflect the PCaW Whistleblower Code of Practice and a

recent Employment Appeal Tribunal decision where the first 'in the public interest' definition has been applied.

There were no significant amendments proposed to the Policy and Guidance. However, the Policy now applied to all Council employees and contractors working for the Council on its premises as well as suppliers and those providing services under a contract with the Council in their own premises.

The Chairman has noted that on occasions Councillors are approached by officers with concerns and in order to assist Councillors when dealing with these queries the Whistleblowing Policy and Guidance will be circulated to all Councillors.

A14 CAMBRIDGE TO HUNTINGDON IMPROVEMENT SCHEME

The Cabinet has received a further update on progress with the development of the A14 on matters surrounding the Examination in Public, and documentation that the Council will submit to the Examination.

The Council has consistently supported the need for the improvement of the A14 since the Cambridge to Huntingdon Multi-Modal Study recommendations in 2001, as an upgraded A14 is vital to the continued economic prosperity of Huntingdonshire.

The Scheme now proposed continues to include the overall improvements that have been consistently sought, including the removal of the A14 Viaduct within Huntingdon. The Council therefore must continue to engage in the Examination process and in order to do this the Cabinet has approved the Joint Local Impact Report (which has been submitted to the Planning Inspectorate), the draft Statement of Common ground and the Written Representation by the Council to the Planning Inspectorate.

In the interests of expediency the Cabinet has also delegated authority to the Managing Director and the Executive Councillor for Planning and Housing Strategy regarding any minor amendments required to these documents.

CORPORATE PLAN – PERFORMANCE REPORT

The Cabinet has received a progress report against the Key Activities and Corporate Indicators listed in the Council's Corporate Plan for 2014/2015 for the period 1st January 2015 to 31st March 2015.

Progress against the Corporate Plan objectives is reported quarterly. Performance data has been provided in the form of a narrative of achievement accompanied with a Red/Amber/Green status against each Key Action in the Corporate Plan.

Whilst considering the progress made against the Key Activities and Corporate Indicators the Cabinet has made comments on its aspirations for future performance monitoring.

CUSTOMER SERVICE STRATEGY 2015 – 2018

The Customer Service Strategy is a key corporate document which establishes how customer service will be delivered across the Council and it is currently under review.

A summary 'on a page' document of the Customer Service Strategy has been presented to the Cabinet for feedback prior to a final version of the Strategy being presented to Members later in 2015.

DISPOSAL AND ACQUISITIONS POLICY: LAND AND PROPERTY

The Disposal and Acquisition Policy provides a framework through which the Council is able to manage its estate of land and buildings within a commercial environment.

The former thresholds and procedures within the Constitution were considered too restrictive and to enable a more commercial approach to the management of the Council's property portfolio, a new Disposal and Acquisition Policy and governance arrangements has been approved by the Cabinet. In approving the new Policy the Cabinet also agreed the suggested amendments by the Overview and Scrutiny Panel (Economic Well-Being).

The formation of a Treasury and Capital Management Group (TCMG) has been approved whose functions will be:

- Treasury Management investment decisions (including the acquisition and disposal of all types of assets).
- The Capital Programme and the undertaking of all capital development, including the approval of Business Cases.
- Comment on Treasury Management performance.
- Call officer's to account in respect performance relating to capital projects.

The Cabinet has also recommended to the Corporate Governance Panel that it should approve all required changes to the Constitution (including the Code of Financial Management) to reflect the requirements of the Disposal and Acquisitions Policy.

PROVISIONAL OUTTURN 2014/2015 (REVENUE AND CAPITAL)

The Cabinet has been presented with an analysis of the outturn against the original budget for the financial year ending 31st March 2015 and has:

- i. Noted, in respect of the 2014/15 provisional outturn the:
 - revenue net expenditure of £18.171m;
 - reasons for the £2.699m variance on the original service budgets;
 - capital expenditure of £2.999m;
- reasons for the £0.489m variance on the capital programme.
- ii. Approved, in respect of the revenue provisional outturn the transfer to Earmarked reserves of:
 - £0.100m - Alconbury and Molesworth Support and Challenge reserve.
 - £0.261m - Carry forwards to the 2015/16 service revenue budget.
 - £0.443m - Transformation Challenge Award Funding for Shared Service reserve.
 - £0.500m - Chequers Court Development reserve.
 - £2.728m - Commercial Investment Strategy reserve.
- iii. Approved, in respect of the capital and provision outturn the carry forward of committed expenditure on capital projects of £0.271m.
- iv. Approved a delegation for the Head of Resources to adjust the revenue contributions in consultation with the Executive Councillor for Resources and the Managing Director, if the actual outturn varies to that noted by more than 2.5%.

TREASURY MANAGEMENT ANNUAL REPORT 2014/2015

The Council's Treasury Management processes are underpinned by the Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management. The Code requires the Council to produce an annual Treasury Management Strategy and recommends that Members are

informed of treasury management activity at least twice a year. The Cabinet has been presented with the second of the two reports for comment and the Cabinet has noted the 2014/15 Treasury Management performance.

SERVICE PLAN FOR FOOD LAW ENFORCEMENT 2015-16

The Licensing and Protection Panel has considered the proposed Service Plan for 2015-16 and has recommended that it be presented to Council, for approval in accordance with the Council's Constitution.

The Council's food safety and hygiene enforcement function is undertaken by the Commercial Team and the purpose of the Plan is to explain how that service will be delivered. It also details the resources required to deliver the service and a review of the previous year's performance.

SERVICE PLAN FOR HEALTH AND SAFETY REGULATION 2015-16

The Health and Safety Executive requires every local authority to outline how it will fulfil its duty to make adequate arrangements for the enforcement of the relevant statutory provisions within its area. For this purpose, the Licensing and Protection Panel has approved the contents of the Service Plan for Health and Safety Regulation for 2015/16. The Plan has been developed to comply with the requirements of the National Local Authority Enforcement Code and sets out how the health and safety function within the Council will be delivered, the resources available to deliver the service and the outcome of a review of the previous year's performance.

REPRESENTATIONS ON EXTERNAL ORGANISATIONS

The Licensing and Protection Panel has appointed representatives to serve on

the following organisations for the ensuing Municipal Year -

- ❖ Cambridgeshire Consultative Group for the Fletton Brickworks Industry
- ❖ Little Barford Power Station Liaison Committee
- ❖ Needingworth Quarry Local Liaison Committee
- ❖ Warboys Landfill Local Liaison Committee

LICENSING ACT 2003 – STATEMENT OF LICENSING POLICY

The Licensing Act 2003 requires that for each five year period, the Council must determine its policy on how it will exercise its statutory duties related to its licensing function and publish a statement of that policy.

Having regard to the fact that the Statement of Licensing Policy must be consulted upon prior to it being adopted, the Committee has approved the contents of a draft Statement for this purpose. Consultation will be undertaken over a ten week period from 26 June to 4 September 2015 and a final draft will then be submitted to the Committee in October for endorsement, prior to its adoption by Cabinet and Council.

As there is likely to be a need for further amendments to the draft as a result of feedback from the consultation process or from revised guidance issued by the Home Office, the Head of Community has been authorised to make any amendments that are considered necessary.

GAMBLING ACT 2005 – STATEMENT OF PRINCIPLES

The Council is required to publish a Statement of Principles which outlines how it will exercise its functions under the Gambling Act 2015. The current Statement expires on 31st January 2015 and the Council must have adopted a further Statement in advance of this date. As part of this process, the Council must undertake a period of consultation and take into consideration any comments which are received.

For the purposes of the consultation, the Panel has reviewed and approved a draft Statement of Principles.. The consultation will run from 26th June 2015 to 4th September and a final draft will then be submitted to the Committee for endorsement, prior to its consideration and adoption by the Council.

The Committee has authorised the Head of Community to make any amendments to the draft Statement as are considered necessary as a result of the public consultation exercise or arising from any new guidance issued by the Gambling Commission to Licensing Authorities.

OPERATIONS REVIEW

The Overview and Scrutiny Panel (Environmental Well-Being) has received a presentation from the Interim Head of Operations and the Corporate Director for Services.

It was agreed that task and finish groups for the Environmental Well-Being Panel will be disbanded during the Operations review and restructure in order for the Division to implement changes as identified in the review.

The Panel has agreed to receive regular updates on the Operations review through quarterly updates directly to the Panel. Additional monthly meetings will update the Chairman and Vice Chairman

of the Panel so they can provide appropriate feedback to Members.

RECAP UPDATE

The Overview and Scrutiny Panel (Environmental Well-Being) has received an update on recent activities of the Recycling in Cambridgeshire & Peterborough (RECAP) partnership.

The Panel has agreed to receive updates from RECAP as and when they become available.

CUSTOMER SERVICE MONITORING REPORT

A report updating Members on the work of the Customer Service Team and questioning whether current policies and practices are fit for the future of Customer Services in the Council has been presented to the Overview and Scrutiny Panel (Social Well-Being).

The Panel has agreed that monitoring reports for Customer Services will be received by Members annually. The Head of Customer Services has confirmed that a report on the update of the District Council's website and the proposed relaunch in the autumn will be presented to the Panel early in 2016.

PROGRAMMES AND PROJECTS, INCLUDING FACING THE FUTURE

The Overview and Scrutiny Panels (Social, Environmental and Economic Well-Being) have received an update report on changes to the way that projects are managed within the Council.

All existing projects have now been categorised by priority and allocated to the appropriate Overview and Scrutiny Panel. The Programme and Projects Team has developed a Pre-Initiation Process Map, which concentrates on the early stages of projects, detailing

the steps taken in order to initiate new projects. A pre-project proposition form must now be completed, reviewed and approved before any financial or other resource requirements can be committed to take new ideas forward.

ECONOMIC GROWTH PLAN REVIEW

The Overview and Scrutiny Panel (Environmental Well-Being) has received a report reviewing Huntingdonshire's Economic Growth Plan 2013-2023.

The Panel was informed that economic and market indicators are monitored in order to prevent overheating in the demand for housing and that there is a need to attract new employees with relevant skills to the area.

The Panel raised the issue of affordable housing provision in the county. The Economic Development Manager explained that this topic was not included in the report presented as it is not considered critical to economic growth; this would be dealt with by another department in the Council, although it may be beneficial to 'knit' the two together in future.

The Panel congratulated the Economic Development Manager on the work completed.

WORKFORCE REPORT (QUARTER 4)

The Panel received a quarterly report on Human Resource matters impacting on the performance of the organisation during the period of 1st January to 31st March 2015. The report included the latest position and trends relating to:-

- ◆ employee numbers;
- ◆ salary costs; and
- ◆ sickness absence reporting

In reviewing the workforce information, Members were informed that the number of Full Time Equivalent (FTE) posts

within the organisation has decreased and this has led to a decrease of £63.5k in the monthly salary cost. As a result of a request from the Panel the report shows the reasons why employees have left the Council.

In terms of sickness absence the Panel noted that even though the number of sickness days per FTE figure has increased the number of sickness days has reduced by 473 days. Members were told the reason for this was because as a result of a fall in employees the number of sickness days is divided between fewer employees therefore resulting in an increase in the average.

Finally, the Panel has placed on record its recognition of, and gratitude for the excellent contribution made by Peter Hobbs during his employment in the local government service and has conveyed its best wishes to him for a long and happy retirement.

LGSS MONITORING REPORT

The Panel considered the performance of LGSS Human Resources, Payroll and Organisational Workforce Development services across the key service measures agreed under the current contract during the period 1st January to 31st March 2015. LGSS performance is measured in four areas namely:

- ◆ General Service Standards;
- ◆ HR Strategic and Advisory;
- ◆ Recruitment and Payroll; and
- ◆ Organisational workforce development.

Members have been pleased to note that there are no issues to report in the four measured areas. The template of the report and the key performance indicators have been changed for future reports in order to provide a greater scrutiny of the LGSS contract. In

In addition an audit of the e-recruitment system took place in this quarter with the result being that LGSS have been asked to provide further analysis and targeted training for HDC managers.

EMPLOYEE OPINION SURVEY PROGRESS REPORT

The Panel was updated on the actions as a result of the Employee Opinion Survey. The appraisal process was overhauled and 360 feedback forms have been introduced. The Code of Conduct was launched last Autumn and the Employee Handbook will be introduced shortly. The intention is to continue with the 'Meet SMT sessions' which are sessions where staff can attend to receive news from the Senior Management Team. The Panel was told that another Employee Opinion Survey will be carried out this summer.

SAFEGUARDING POLICY

The Panel reviewed and approved the updated Safeguarding Policy. The Panel noted that the Council have a statutory obligation under Section 11 of the Children Act 2004 to ensure its functions, and any services that are contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

LEAVE POLICIES

The following leave policies were presented to the Panel for comment: Adoption Leave Policy, Shared Parental Leave Policy, Flexible Working Policy and Leave Arrangements Policy.

- ◆ **Adoption Leave Policy**
Members were told that no focus groups have been held as the policy is not above and beyond the provision of the maternity policy in place although Staff Council have been consulted for feedback.

- ◆ **Shared Parental Leave Policy**
This policy is a new policy which has been introduced as a result to a change in legislation.
- ◆ **Flexible Working Policy**
The policy is revised and is an amalgamation of 11 different documents. Two amendments were proposed including allowing employees to accrue more than 14.8 hours during a month so long as they don't carry forward more than 14.8 hours from one 4 week accounting period to the next. The second amendment is that time off in lieu (TOIL) can only be agreed by a member of SMT.
- ◆ **Leave Arrangements Policy**
The policy is in existence however there is an update to the unpaid leave section.

SENIOR OFFICER DISCIPLINARY PROCEDURES

The Senior Officer Disciplinary Procedures was brought before the Panel in response to a statutory change. The report will be presented to Council on 29th July.

DEVELOPMENT MANAGEMENT PANEL DECISIONS

In the course of two meetings in May and June the Development Management Panel has determined 12 planning applications. Ten of the applications have been approved and two refused. Of those that have been approved, one is supplemental to the redevelopment of RAF Brampton and relates to revised obligations as a result of the application of the new Vacant Building Credit policy. In line with a submission made by the applicant, an affordable housing contribution will not be secured.

Councillor Dew, in his capacity as Executive Councillor will make representations to the Government and to local Members of Parliament on the implications of the Vacant Building Credit policy. The Council will continue to liaise with the developer outside of the planning obligation process on the mix of housing to be provided on the site.

Another of the approved applications relates to residential development of up to 90 dwellings on land at the junction of Field Road and Blenheim Road, Ramsey. The application is for outline permission and includes access.

DEVELOPMENT MANAGEMENT – GODMANCHESTER

The Development Management Panel has approved a scheme of improvement works to the A1198 in substitute for the scheme approved as part of the original grant of outline planning permission.

The Panel has further approved a Design Code (revision N) as a material consideration in the determination of future reserved matters applications for the development of land at Bearscroft Farm, Godmanchester.

DEVELOPMENT MANAGEMENT – SECTION 106 AGREEMENTS – LITTLE PAXTON

The Development Management Panel has approved a change to the previously approved permission for development at Riversfield Mill, Mill Lane, Little Paxton. This application is CIL liable and will require a variation to the S106 Agreement

STATUTORY DISMISSAL PROCEDURES FOR HEADS OF PAID SERVICE, MONITORING OFFICERS AND THE RESPONSIBLE FINANCIAL OFFICER

In conjunction with the Panels for Corporate Governance and Employment, the Standards Committee has been advised of changes to the statutory disciplinary and dismissal procedures that apply to holders of various statutory posts within the Council.

UPDATE ON CODE OF CONDUCT COMPLAINTS

It has been reported to the Standards Committee that, in the last year, the Monitoring Officer has received 16 complaints under the Code of Conduct. Of these, 15 have progressed and one had been cancelled. Further details on the split between parish and district complaints will be provided to Members of the Committee.

REVIEW OF COUNCIL CONSTITUTION

The Standards Committee has been update on progress of the review of the Council's Constitution. An external firm of Solicitors, Bevan Brittan, have been appointed to carry out the review. Their initial assessment has been reported to Members. A Member working group is to be established to oversee the process. It is likely that it will be concluded later this year.

REQUEST FOR DISPENSATION

The Standards Committee has renewed a dispensation for Councillor Mrs P A Jordan. The dispensation will allow her, as an employee within the NHS, to speak and vote at meetings of the Overview and Scrutiny Panel (Social Well-Being) when business relating to the NHS arises. However, Councillor Mrs Jordan will not be able to participate in business that affects her own personal terms and conditions of employment and matters that impact on

her directly as an employee. The dispensation last until 30th April 2019.

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