

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, 1 SEPTEMBER 2015** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 7 July 2015.

**L Berridge
388026**

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 9 - 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. CAMBRIDGESHIRE AND PETERBOROUGH CCG - PERFORMANCE REPORT (Pages 13 - 14)

To consider a Performance Report from Cambridgeshire and Peterborough CCG.

**L Berridge
388026**

5. ONE LEISURE - SIX MONTH UPDATE REPORT (Pages 15 - 22)

To consider the One Leisure Six Month Update report, presented by the Head of Leisure and Health.

**J Wisely
388049**

6. INTEGRATED PERFORMANCE MONITORING (QUARTER 1)
(Pages 23 - 34)

The Corporate Team Manager will present the Integrated Performance Monitoring Report (Quarter 1) to the Panel

**D Buckridge
388065**

7. WORKPLAN STUDIES (Pages 35 - 36)

To consider the work programmes of the Economic and Environmental Overview and Scrutiny Panels.

**L Berridge
388026**

8. OVERVIEW AND SCRUTINY PROGRESS (Pages 37 - 44)

To consider a report on the Panel's activities.

L Berridge
388026

9. **SCRUTINY** (Pages 45 - 54)

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 21 day of August 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.

2. Filming, Photography and Recording at Council Meetings

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

Please contact 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 (under Councils and Democracy).

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

Emergency Procedure

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 7 July 2015.

PRESENT: Councillor S J Criswell – Chairman.

Councillors D Brown, M Francis, R Fuller, T Hayward, Mrs P A Jordan, P Kadewere, Mrs R E Mathews and Mrs D C Reynolds.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors D J Mead and M C Oliver.

IN ATTENDANCE: Ms J Hobson, Mr L Miller, J Lancaster, A Burns and Councillor Tysoe.

121. MINUTES

The Minutes of the meeting of the Panel held on 2 June 2015 were approved as a correct record and signed by the Chairman.

122. MEMBER'S INTERESTS

Councillors D Brown, P Jordan and D Reynolds declared interests in relation to Item 4 on the Agenda.

Councillor D Brown declared an interest as Lead Governor at Cambridge University Hospitals NHS Foundation Trust (CUH).

Councillors D Reynolds and P Jordan work for the NHS.

123. 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 1 July 2015 to 31 October 2015.

124. CHILDREN WITH MENTAL HEALTH SERVICES UPDATE

Mr L Miller, Senior Programme Manager for Cambridgeshire and Peterborough Clinical Commissioning Group presented the report to the Panel. The Children and Adolescent Mental Health Service (CAMHS) update report outlined the challenges faced by the service, described measures already taken and longer term plans for improvement.

The Panel noted that the key points to the report were as follows:

- Waiting times in specialist CAMHS are too long, with some cases 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 Mental Health needs.
- CAMHS Emergency assessments in Emergency Department settings have increased threefold in recent years.

Members the Panel questioned whether the closure of waiting lists for ASD and ADHD would be advisable due to the amount of staffing resources that are used for emergency care when vulnerable Children and Adolescents are unable to access the preventative services and may require hospital treatment. Mr Miller responded by assuring the Panel that the waiting list for services will not be closed to those with other Mental Health problems such as anxiety and depression. It was noted that working on decreasing the waiting lists will positively impact on the number of NHS admissions. Members were also made aware that a grant of £ 600,000 per year has been awarded to CAMHS from Cambridgeshire and Peterborough NHS Foundation Trust (CPFT) which will be focused towards additional staff.

Statistics surrounding CAMHS are now 15 years old; The Department of Health are recommissioning this piece of work to get a clearer picture regarding the increase in mental health problems for Children and Adolescents.

Mr Miller informed the Panel that timescales for the waiting list closures are still being discussed with CFPT and that referrals to the voluntary/charity sector will be increased during the list closures.

CAMHS are looking to work closely with local schools, and also at developing the online 'self-help' resources that are available to the community.

The Panel considered and noted the report and Members have requested future reports from CAMHS to monitor the progress made. This was agreed by Mr Miller.

125. EXCLUSION OF THE PUBLIC

RESOLVED

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

126. BENEFITS RISK BASED VERIFICATION POLICY - EXEMPT

Councillor Tysoe introduced the Benefits Risk Based Verification Policy to the Overview and Scrutiny Panel for Social Well-Being. It was explained that risk-based approach is currently used for new claims, and that now needs to be applied to any changes in circumstances.

The Benefits Manager guided the Panel through the key points of the report including;

- New claims have been processed using the Risk Based

Verification (RBV) Policy since 2013

- RBV has been a great success; majority of claims made are low risk, and the performance of the Benefit team has increased dramatically
- Correct information protects claims and ensures that new claims are accurate
- There is now a need to focus RBV on changes to circumstances which will also increase accuracy for claims.

Members commented on the report, reflecting that it was simple and clear to understand. It was clarified for Members that the specialist software used for RBV determines whether a claim is a low, medium or high risk case using previous statistics and the claim form itself.

Following a question from the Panel on resource implications, and whether staffing levels may be reduced, the Benefit Manager explained that staffing may indeed be affected. It was also confirmed to the Panel that the grant received by the Benefits department from the Department of Work and Pensions (DWP) to improve services will not be effected.

Additional funding from DWP has been received which will assist with any further software costs to set up RBV for changes of circumstances, however, these cost will be minimal due to the initial outlay when the software was first purchased.

After further discussion relating to online access for residents, the Panel approved the report.

127. RE-ADMITTANCE OF THE PUBLIC

RESOLVED

That the public be re-admitted to the meeting.

128. WORKPLAN STUDIES

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

A Member of the Panel queried the expected timescales for the current Operations Review and it was noted that the Review is anticipated to be completed during Autumn 2015.

129. 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.

Councillor T Hayward volunteered to be included in the Review of Elderly Patient Care at Hinchingbrooke Hospital Working Group.

130. SCRUTINY

The 156th Edition of the Decision Digest was received and noted by the Panel.

Chairman

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

Prepared by Councillor J D Ablewhite
Date of Publication: 14 August 2015
For Period: 1 September 2015 to 31 December 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

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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.Services@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
Civil Parking Enforcement	Cabinet	17 Sep 2015		Alistair Merrick, Interim Head of Operations Tel (01480) 388388 Email alistair.merrick@huntingdonshire.gov.uk		R Howe	Environmental 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
Home Improvement Agency - Annual Report ***	Cabinet	17 Sep 2015		Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or email: Trish.Reed@huntingdonshire.gov.uk		D B Dew	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
Commercial Investment Strategy ***	Cabinet	17 Sep 2015		Clive Mason, Head of Resources Tel No. 01480 388157 or email: Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
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
Statement of Licensing Policy ***	Cabinet	19 Nov 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Gambling Act 2005 Statement of Principles ***	Cabinet	19 Nov 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Housing Register Lettings Policy Amendment ***	Cabinet	19 Nov 2015		Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 or email: Jon.Collen@huntingdonshire.gov.uk		D Tysoe	Social Well-Being
Approval of Council Tax Base ***	COMT (Chief Officers Management Team)	1 Dec 2015		Ian Sims, Local Taxation Manager Tel No. 01480 388138 or email: Ian.Sims@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Update on Budget and Medium Term Financial Strategy ***	Cabinet	10 Dec 2015		Clive Mason, Head of Resources Tel No. 01480 388157 or email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Economic Well-Being

2015/16 National & CCG Targets	2015/16 Actual Full Yr					2015/16 Target	Last Reported	Narrative where breach
	2014-15 Actual Full Yr	Current Month	2015/16 Financial Year	Latest available 12 months	2015/16 Target			
A&E - % of Patients who have waited less than 4 hours	92.7%	95.4%	92.8%	91.9%	95%	Jun-15	Hinchingbrooke breached the national target in April and May of 5% or less of patients waiting to be seen within 4 hours in A&E. A financial penalty was applied by the CCG and the Trust are working to an action plan to bring performance back into standard. They have achieved the standard for July.	
Conversion Rate (Admissions) from A and E (Symphony)	27.8%	26.7%	27.6%	27.9%		Jun-15		
Number of MRSA Bacteraemias	0	0	1	1	0	Jun-15		
Clostridium difficile infection in the 2 and over age group	12	1	1	10	11	Jun-15		
MRSA Screening Compliance - Elective	96.5%	91.6%	92.3%	95.5%		Jun-15		
MRSA Screening Compliance - Non Elective	90.0%	75.0%	85.7%	88.1%		Jun-15		
Cancer 2 week wait from urgent referral to first seen	98.1%	97.3%	97.9%	98.0%	93%	Jun-15		
2 week wait for Breast symptoms	96.5%	88.5%	94.8%	95.7%	93%	Jun-15	A higher number than anticipated of referrals into the Breast pathway as a whole led to inadequate Out-patient capacity. This was addressed in month (but too late to achieve target) so additional capacity is now in place for future months.	
Cancer 31 day wait for first treatment from diagnosis	98.7%	100.0%	100.0%	99.1%	96%	Jun-15		
Cancer 31 day wait for subsequent treatment - Anti cancer drugs	99.3%	100.0%	100.0%	99.3%	98%	Jun-15		
Cancer 31 day wait for subsequent treatment - Surgery	94.7%	100.0%	100.0%	94.7%	94%	Jun-15		
Cancer 62-day wait for first treatment from Standard urgent referral	89.4%	80.4%	79.8%	87.0%	85%	Jun-15	This standard has been predominantly affected by inter-provider delays. This is where there is a prolonged delay when the patient is sent from one provider to another (usually a specialist centre). Often in these situations, whilst the delay is at the receiving provider, the standard breach is shared 50:50 with the originating trust. This is being look at regionally and by the cancer network to explore ways to reduce the prolonged delay.	
Cancer 62-day wait for first treatment from Screening service urgent referral	86.5%	N/A	100.0%	89.5%	90%	Jun-15		
Cancer 62-day wait for first treatment from Consultant Upgrade	100.0%	N/A	N/A	100.0%	50%	Jun-15		
Cancelled operations on or after the day of admission number	220	8	33	199	1% of elect adms	Jun-15		
Cancelled operations on or after the day of admission number (patients cancelled for a 2nd time on the day)	2	0	0	2	no set target	Jun-15		
Patients not re-booked within 28 days	9	0	1	10	0%	Jun-15		
% operations cancelled on or after the day of admission	0.86%	0.36%	0.52%	0.77%	1%	Jun-15		
Same Sex Accommodation - Incidents	4	1	2	6	0	Jun-15	This was one breach affecting 3 patients in ITU. All breaches this year have been in ITU. The Trust has now reconfigured ITU into single rooms so the risk is negated for the future in ITU.	
18 weeks from GP referral to hospital treatment - admitted patients	94.7%	95.4%	95.4%	95.4%	90%	Jun-15		
18 weeks from GP referral to hospital treatment - non-admitted patients	99.0%	99.3%	99.3%	99.3%	95%	Jun-15		
Orthotics Pledge2 - % Patients treated within 18 weeks	99.9%	100.0%	100.0%	99.9%		Jun-15		
Patients waiting for a diagnostic test < 6 wk *	97.47%	99.44%	98.75%	97.24%	99%	Jun-15		
Slot issues/unavailability per successful DBS booking	7%	11%	9%	7%	5%	Jun-15	A performance notice has been issued to the Trust regarding the failure to deliver the 95% standard. A financial penalty was applied by the CCG and the Trust are working to an action plan to bring performance back into standard. The delivery appears to have been impacted by pressure from changes in referral patterns into Hinchingbrooke from other providers for some specialities and compounded by the migration of NHS Choose and Book website to E-Referral this has meant that ASI reports (weekly or monthly) are not currently available to any NHS trust.	

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	One Leisure - Six Monthly Update Report
Meeting/Date:	Overview and Scrutiny (Social Well-being) – 1 September 2015 Cabinet – 17 September 2015
Executive Portfolio:	Councillor Robin Howe – Executive Member for Commercial Activities
Report by:	Head of Leisure and Health
Ward(s) affected:	All

Executive Summary:

The purpose of the report is to provide a six month update to Cabinet on progress following the meeting in March 2015. Progress made is as follows:-

- The 2015/16 financial performance improved significantly towards the end of the year as some of the cost saving and marketing measures began to take effect. The final outturn showed a full year loss of -£61k , an improvement of £314 compared with the prior year.
- OL was in profit for the final quarter of last year and once the expenses and income have been correctly profiled, remains in monthly profit ytd.
- 2014/15 admissions showed an increase in attendance of 9% against the previous year and is currently showing a year to date improvement of 2%
- The outcome of Phase I management restructure has been implemented and Phase II is currently in progress
- Following a review of financial performance and usage patterns at One Leisure Sawtry and a consultation exercise with current users, a rationalisation of opening times will be implemented commencing September. The purpose of this is to reduce the operational cost base of the centre and ensure that it is financially sustainable in the future.
- The implementation of the 'new' membership packages was introduced in April, this has shown a net growth in the membership base to July of 427 members compared to a net loss of 391 member for the same period in 2014.
- A strategic review will be undertaken during the Autumn leading to the publication of a 5 year strategic plan for One Leisure before the end December this year.
- The latest forecast suggests the Group is on target to reach the annual budget surplus of £343k (before capital charges of £165k); which should produce a 3% return on sales.

Recommendation(s):

There are no recommendations arising from this report

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

1.1 To provide Members with a performance update for One Leisure

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

2.1 It was agreed following the One Leisure Cabinet report in March that a Six Month update was reported on progress.

3. ANALYSIS

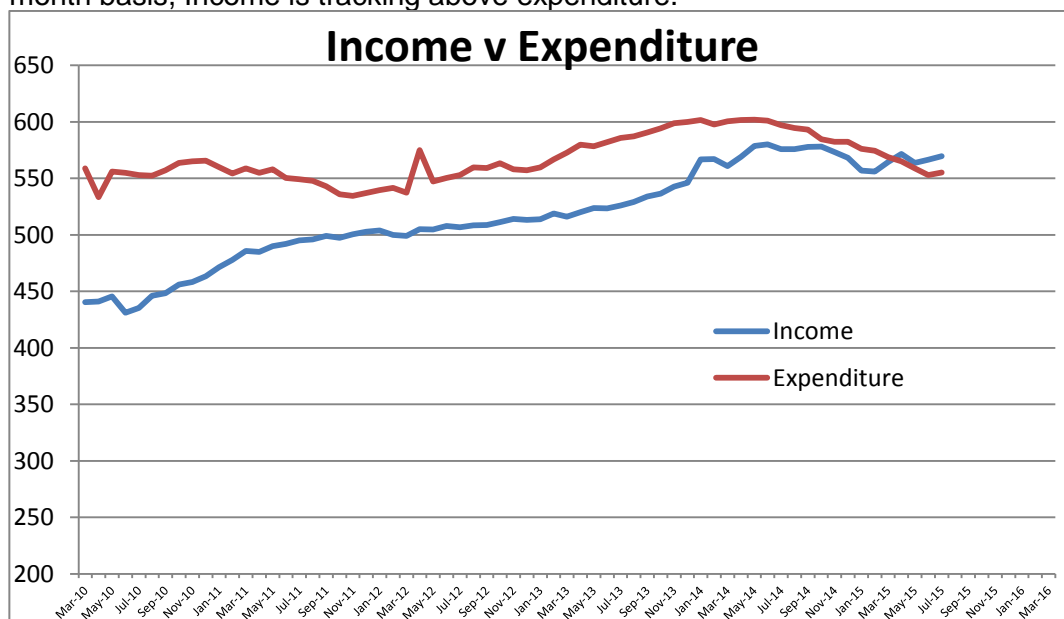
3.1 Performance

The 2014/5 financial outturn for One Leisure reported a deficit of £61K. This is an improvement on the net deficit of £125K predicted through a mid-year management reforecast (as part of the tranche 1 ZBB process). This is also a significant improvement on the 2013/4 out-turn of a net deficit of £375K, a shift of £314K. This improved financial performance is primarily attributable to managing expenditure and increased accountability at a centre level.

The financial performance for this financial year to the end of July 2015 is summarised in the table below, with comparisons to budget and previous year. It was always going to be a challenge to hit this year's budget, however early indications are showing that performance is heading in the right direction and One Leisure has turned into a surplus operational position. The profiled actuals column below has been included to provide the current position whereby significant receipts or payments already made / received have been profiled across the whole financial year.

Budget 2015/6	Actuals to date 2014/5	Actuals to date 2015/6	Profiled Actuals to date
(343,392)	295,836	79,005	(106,153)

The following MAT graph illustrates the shift in the financial position of One Leisure. As previously reported, the income and expenditure lines were converging, however this financial year they have crossed and on a month by month basis, Income is tracking above expenditure.



Financial performance continues to be closely monitored and is scrutinised on a monthly basis through the Leisure Board meetings.

The attendance figures across all sites for 2014/5 were 2,306,758, which was an increase of over 9% on the previous year. The current year to date attendance figure is 586,102, which is 2% increase on the previous year to date.

3.2 Management Restructure

Phase I of the management re-structure is now complete and two Business Managers are now in place. Paul France – Business Manager Operations and Brian Gray – Business Manager Development. These posts have replaced the three Centre Manager posts and the Business Development Manager Post. The purpose of this re-structure was to provide cleaner and clearer lines for reporting and accountability, as well leading the strategic direction of One Leisure from an operational and commercial perspective.

Phase II of the Management Restructure has now commenced and is in the consultation process. This proposes changes to the structure that sits directly below the Business Development Managers posts. The key drivers for the proposed structure are to;-

- Provide an efficient and effective structure that avoids duplication.
- Operationally managing the procedures and processes at a site level to drive and deliver a customer focussed service.
- Deliver of a consistent operational model across all of the One Leisure facilities.

The proposal is to redefine the role of the current Deputy Managers, ensuring there is operational responsibility and accountability on a site by site basis. This new role will be termed Operations Manager and there will be four posts in the proposed structure – with one of the posts working across the two smaller sites of Ramsey and Sawtry. The consultation also includes the current ‘Operations Manager’ posts – these will be called Duty Managers and there is a net reduction of two posts (currently holding vacant posts). This proposal will look at the skills mix across the Duty Manager post holders. Staff will be deployed according to their skills to ensure there is a relevant and suitable combination across all sites.

The management restructure is expected to reduce annual expenses by £147K, however this full amount will not be realised within this financial year due to salary protection for staff moving into suitable alternative roles. The actual in year saving will not be known until the end of the consultation period and subsequent recruitment process

3.3 Sawtry Review and Implementation

As reported to Cabinet in March, a review of operations and staffing at One Leisure Sawtry has been undertaken and concluded. The purpose of this is to reduce the net operating cost of the centre which is currently not sustainable and a significant drain on the overall financial performance of One Leisure. This out-turned at -£183K for 2014/5. A comprehensive review of usage patterns was undertaken, along with a consultation process with users to ascertain current and future usage patterns. This provided the relevant evidence to make decisions on rationalising opening times and staffing requirement. The outcome of this is the following reduced opening times.

Proposed Centre Opening times 03.09.15						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0900 – 1600 Fitness Only	0630 - 0830	0630 - 0830 Fitness Only	0900 – 1600 Fitness Only	0630 – 0830 Fitness Only	0830 - 1300	0800 - 1600
1600 - 2030	1600 - 2030	1600 - 2030	1600 - 2030	Closed at 1600	Closed	Closed
Swimming Pool general timetable from 03.09.15						
Closed	Public Swim 0630 - 0830	Public Swim 0630 - 0830	Closed	Public Swim 0630 – 0830	Closed	Closed
Closed	Closed	Closed	Closed	Closed	Swim Lessons 0830 - 1100	Public Sessions 0800 - 1600
Swim Lessons 1600 - 1800	Public Sessions 1600 - 2030	Swim Lessons 1600 - 1800	Swim Lessons 1600 - 1800	Closed	Public Sessions 1100 - 1300	
Public Sessions 1800 - 2030		Public Sessions 1800 - 2030	Public Sessions 1800 - 2030	Closed		
Impressions Opening Times from 03.09.15 [Fitness Classes programmed around gym times]						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0900 - 2030	0630 - 2030	0630 - 2030	0900 - 2030	0630 – 1600	0830 - 1300	0800 - 1600
Crèche Opening Times from 01.09.15						
Closed	AM	AM	Closed	AM	Closed	Closed

The Staffing structure for implementing the operation will combine the Sawtry and Ramsey teams with 1 x Operations Manager, 5 x Duty Managers and a Team Leader working across both sites – a reduction of headcount of 3. Along with the reduced requirements for Reception cover, Crèche staff and Lifeguards there will be savings across Sawtry and Ramsey of £130K on an annualised basis. This will reduce the annual deficit from c£180-200k to under £100k, with a slightly longer term aim to take this down to £50-60k pa.

Discussions with Sawtry Academy have commenced regarding rebuilding relationships between One Leisure and the Academy Management Team, with a view to increasing the access for the academy to use the facilities when they are not open to public access, specifically the swimming pool and sports hall.

3.4 Implementation of Membership packages

The new membership options were introduced in April 2015. The purpose of the new membership options was to create packages so members are only paying for what they use at a fairer and more competitive price.

The impact of the new membership packages is demonstrated in the table below. With significantly more people joining Impressions in the current financial year than previously. However, the relevant factor is that Impressions is increasing its membership base rather than losing. The current monthly yield by membership type is; monthly direct debit £32.71 (£32.48) and annual direct debit £30.22 (£26.59). The previous membership yield figure is in brackets.

2014	April	May	June	July	Total
Joiners	335	352	418	448	1553
Leavers	509	417	492	526	1944
Loss / Gain	-174	-35	-74	-78	-391
2015	April	May	June	July	Total
Joiners	510	396	665	408	1979
Leavers	380	464	404	304	1552
Loss / Gain	130	-68	261	104	427

The current attrition rate is 5.5% of current member's cancelling each month this is better than the industry standard. Additionally the average length of membership is 9 months (retention). A key focus is on customer retention to extend memberships beyond the average nine months. This is being achieved by the following measures;-

- Improved customer satisfaction
 - Higher standards
 - More contact
 - Better results
 - More communication
 - More fun
- Monitoring performance
 - Monitor points of contact
 - Manage communication with members and users

3.4 Investment Programme

The following is an update on the progress of the Capital projects

- OLSN 3G Pitch. Sport England funding of £274K confirmed. Work due to commence in March 2016, to mitigate the impact on current users
- OLH Impressions Extension – Project team established and due to review and agree the scope of the project. A recent analysis by an industry expert would indicate the eventual scope of the redevelopment may not be as extensive as originally envisaged. A full business case to be developed
- Impressions rolling programme of replacement of equipment. A Business case to be developed and approved – giving consideration to lease rather than purchase)

4. **COMMENTS OF OVERVIEW & SCRUTINY PANEL**

4.1 To include following meeting of Overview and Scrutiny on September 2015

5. **KEY IMPACTS AND RISKS**

5.1 The key impact and risk to One Leisure and the Council is that the financial performance does not achieve budget. However through the Leisure Board structure, the financial and general performance of One Leisure and each individual centre is monitored and challenged on a month by month basis.

Underperformance is identified early and mitigations put in place to improve performance.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

6.1 Not applicable

7. LINK TO THE CORPORATE PLAN

7.1 A strong local economy – One Leisure provides good quality services that make the district a better place to live and work. Additionally providing significant employment opportunities within the centres, as well as developing and investing in the skills of the workforce

Enabling Sustainable Growth - Enhancing the built environment through the capital investment programme

Working with our communities – to improve the range of facilities and opportunities for the community to improve their health and wellbeing.

Ensuring we are a customer focussed and service led council – Currently the Centre admissions is up on previous years. This is also enhance by the introduction of a new ‘communicate’ programme alongside customer focus groups and NPS surveys.

8. CONSULTATION

8.1 Not applicable

9. LEGAL IMPLICATIONS

9.1 None arising from this report

10. RESOURCE IMPLICATIONS

10.1 None specifically arising from this report – that has not been covered in the previous sections

11. OTHER IMPLICATIONS

11.1 None arising from this report

12. REASONS FOR THE RECOMMENDED DECISIONS

12.1 None arising from this report.

13. LIST OF APPENDICES INCLUDED

13.1 None

BACKGROUND PAPERS

None

CONTACT OFFICER

Jayne Wisely – Head of Leisure and Health
01480 388049

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Plan – Integrated Performance Report

Meeting/Date: Overview and Scrutiny (Social Well-being) Panel,
1 September 2015
Cabinet, 17 September 2015

Executive Portfolio: Executive Leader and all other relevant Portfolio Holders

Report by: Corporate Team Manager and Head of Resources

Ward(s) affected: All

Executive Summary:

The purpose of this report is to brief Members on progress against the Key Activities and Corporate Indicators listed in the Council's Corporate Plan for 2015/16 for the period 1 April 2015 to 30 June 2015. The report also incorporates progress reporting for current projects being undertaken at the Council.

The Corporate Plan's strategic priorities have been allocated to Overview and Scrutiny Panels as follows:

Social Well-being	1. Working with our communities
Economic Well-being	1. A strong local economy 2. Ensuring we are a customer focused and service-led Council
Environmental Well-being	1. Enable sustainable growth

Recommendation(s):

Members are recommended to consider and comment on progress made against Key Activities and Corporate Indicators in the Corporate Plan and current projects, as summarised in Appendix A and detailed in Appendices B and C.

1. PURPOSE

- 1.1 The purpose of this report is to present performance management information on the Council's Corporate Plan for 2015/16 and updates on current projects.

2. BACKGROUND

- 2.1 The Council's [Corporate Plan](#) was adopted as a two-year plan in 2014, with an update approved in April 2015 setting out what the Council aims to achieve in addition to its core statutory services during 2015/16. The information in the summary at Appendix A and the performance report at Appendix B relates to the Key Actions and Corporate Indicators listed for 2015/16.
- 2.2 As recommended by the Project Management Select Committee, project updates are now included in this performance report at Appendix C. There are currently 29 open, pending approval or pending closure projects logged on the HDC SharePoint site across various programmes. As explained in the Programmes and Projects report considered by Overview and Scrutiny Panels and Cabinet in June 2015, each project has been aligned with a strategic priority to allow progress to be reported to the relevant Panel. The report for Cabinet covers all of the Council's current and pending projects. Since June's Overview and Scrutiny meetings, all Capital Projects have been set up on SharePoint and aligned with our strategic priorities. No Capital Projects have currently been approved for spend in 2015/16.
- 2.3 The report to the Overview and Scrutiny (Economic Well-being) Panel and Cabinet now also incorporates financial performance to the end of June.

3. PERFORMANCE MANAGEMENT

- 3.1 Members of the Overview and Scrutiny Panels have an important role in the Council's Performance Management Framework and a process of regular review of performance data has been established. The focus is on the strategic priorities and associated objectives to enable Scrutiny to maintain a strategic overview.
- 3.2 Progress against Corporate Plan objectives is reported quarterly. The report at Appendix B includes performance data in the form of a narrative of achievement and a RAG (Red/Amber/Green) status against each Key Action in the Corporate Plan and results for each Corporate Indicator. Appendix C gives a breakdown of projects including the purpose of the project and comments from the Programme Office as to the current status of each project's SharePoint site as part of the new governance arrangements.
- 3.3 Overview and Scrutiny Panels each receive separate quarterly performance reports, ordered by strategic priority. Cabinet receive a single report covering all of the Corporate Plan strategic priorities and all Corporate Indicator results.
- 3.4 There is now greater consistency in the quality of the Performance Indicator data which has been collected in accordance with standardised procedures. Targets for Corporate Indicators and target dates for Key Actions have been set by the relevant Head of Service, after discussion with the appropriate Portfolio Holder.

4. COMMENTS OF OVERVIEW & SCRUTINY PANELS

4.1 Overview and Scrutiny (Social Well-Being) – 1 September 2015

To be added

5. RECOMMENDATION

- 5.1 Members are recommended to consider and provide comments to Cabinet on progress made against Key Activities and Corporate Indicators in the Corporate Plan 2015/16 and current projects, as summarised in Appendix A and detailed in Appendices B and C.

CONTACT OFFICER

Daniel Buckridge, Policy, Performance & Transformation Manager (Scrutiny)

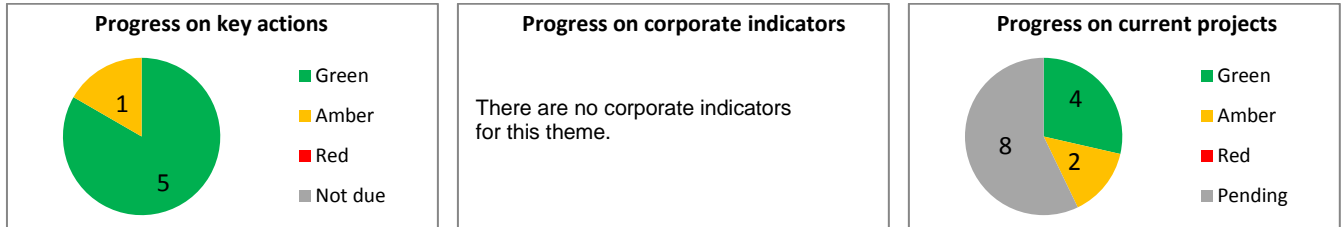
☎ (01480) 388065

Appendix A

Performance Summary Quarter 1, 2015/16

A strong local economy

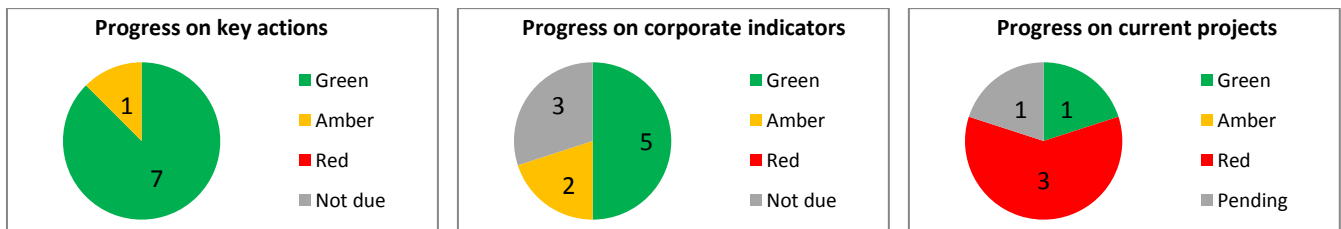
Making Huntingdonshire a better place to live, work and invest



Highlights include the EDGE skills for enterprise scheme now operating from a Huntingdon town centre location.

Enabling sustainable growth

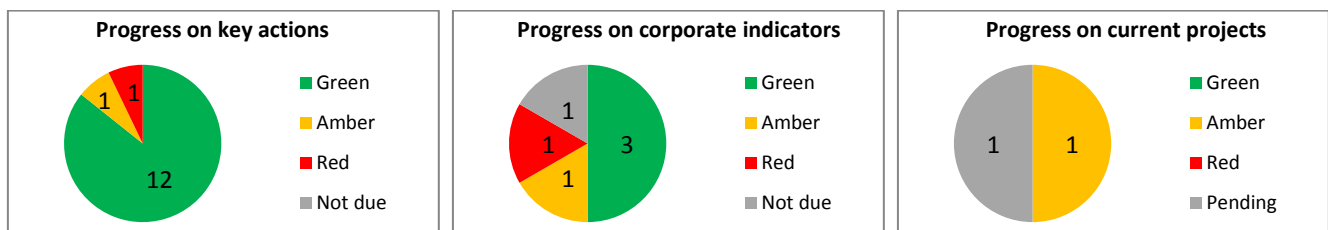
Delivering new and appropriate housing with minimum impact on our environment



Highlights include a planning application for 11 affordable homes on Council land at Hermitage Road, Earith.

Working with our communities

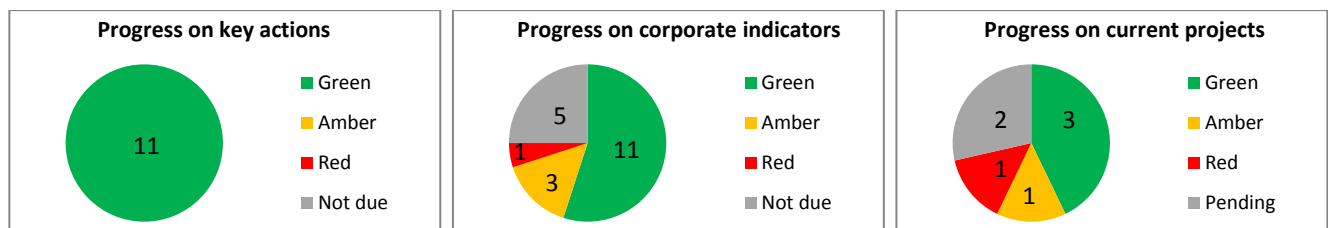
Making sure they thrive and get involved with local decision making



Highlights include an overall increase in admissions across all One Leisure sites

Ensuring we are a customer focused and service led council

Delivering value for money services



Highlights include an above target collection rate for Council Tax.

STRATEGIC THEME - WORKING WITH OUR COMMUNITIES

Period April to June 2015

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	12		1		1		0		0

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	3		1		1		0		1

WE WANT TO: Create safer, stronger and more resilient communities

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
G	Continue to manage and enhance the joint CCTV service with Cambridge City Council	March 2016	Cllr Howe	Chris Stopford	<u>CCTV</u> The Shared Service is now operational and staffed as per the original business case. The Management Board and members Board meetings are scheduled for 2015/16. Work has commenced to identify opportunities for generating further efficiency savings, and new customers to the service.
G	Increase the use of fixed penalty notices (FPN) for littering	March 2016	Cllr Carter	Head of Operations	<u>Street Scene</u> 20 FPNs were issued in 2014/15. 7 FPNs were issued in the first quarter of 2015/6. A card reporting system for all HDC employees to report littering has been introduced and this system will be used to maximise the number of FPNs issued.

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
G	Manage the Community Chest to encourage and promote projects to build and support community development	September 2015	Cllr Harrison	Chris Stopford	<u>Community</u> The Grants Panel met on the 9 th July 2015 and has agreed the Awards for the 2015/16 Community Chest. 68 applications were received, up 20 on 2014/15. The total requested funding was £194k, up 32% on 2014/15. The Awards made on the 9 th July 2015 allocated the whole funding of £60k available for 2015/16.
R	Deliver diversionary activities for young people	March 2016	Cllr Howe	Jayne Wisely	<u>Sports and Active Lifestyles Team</u> Street Sports delivered in 4 locations. Despite a new location being added at Godmanchester, together with ongoing St Neots, Sawtry and Yaxley sessions, attendances are 10% down on same period last year and 35% down on the Q1 target. Changes to CCC Youth Services and school programming have affected delivery in the past quarter. Meetings are planned with CCC Youth Services over the summer period with a view to relaunch Street Sports in September with the new school term. Changes planned include revised timings and increased marketing. Overall Under 17's attendances (street sports/holiday programmes etc) are 29% down on the same period last year and 33% down on the Q1 target. Programmes have been affected by a short term secondment to East Cambs DC (which has now ended) affecting ability to plan programmes as well as partner clubs being less willing to participate under strict budgetary restrictions. This has combined to result in less activities being offered overall than forecast. Take up of those activities provided has also been affected by price increases and inclement weather. To recover position opportunities are being pursued to deliver additional commissioned activities as well as a review of overall School Holiday Activity Roadshow currently ongoing.
G	Further analysis of our current partnership commitments to deliver value for money and ensure alignment with the corporate priorities	September 2015	Cllr Ablewhite	Adrian Dobbyne	<u>Corporate Team</u> Following on from the initial analysis undertaken in 2014/15, we now need to do further work as the scale of the Partnerships was greater than first anticipated. This is being resourced to be undertaken in Quarter 2.

WE WANT TO: Improve health and well-being

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Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
G	Increase physical activity levels through the provision of activities in One Leisure sites and in community settings	March 2016	Cllr Howe	Jayne Wisely	<p><u>One Leisure and Sports & Active Lifestyles teams</u> <u>One Leisure</u> admissions on the whole appear to be up slightly on the previous year. Across sites Ramsey, St Ives and St Neots increased, Huntingdon is similar, while Sawtry has decreased.</p> <p>Areas of concern surround Zest (Hospitality) and Funzone (Soft Play Centres) at Huntingdon especially and St Neots.</p> <p>Swimming is down across all sites except St Ives, however this is following a nationally reported trend from the Active People Survey. Lessons up everywhere except Sawtry.</p> <p>Fitness Classes are showing very small signs of improvements at some sites and Impressions attendances are up everywhere except Huntingdon. Sports Hall activities are up everywhere and the Burgess Hall is up significantly.</p> <p><u>Sport & Active Lifestyles</u> Attendances are up as a whole 8% on the same period in 14/15 and 47% up on the 15/16 target. Health and physical activity programmes are performing exceptionally well. Sport programmes are more challenging, particularly under 17's and equity work. Right Start class average reached 15 per class and new class added at Buckden in response to customer demand.</p>
G	Support healthy lifestyles through the provision of open space on new developments and maintenance of existing open spaces	Ongoing	Cllr Dew	Andy Moffat	<p><u>Development Management</u> Open space was negotiated where relevant in line with the Local Plan policy.</p>
G	Prevent homelessness where possible by helping households either remain in their current home or find alternative housing, with the assistance of the Council's Rent Deposit Scheme where appropriate	Ongoing	Cllr Tysoe	John Taylor	<p><u>Housing Needs</u> Prevented homelessness for 93 households in Q1 through a variety of interventions.</p>
G	Assist non priority single homeless people with housing options through the Cambridgeshire Single Homelessness Service	Ongoing	Cllr Tysoe	John Taylor	<p><u>Housing Needs</u> 22 single homeless people referred to the Single Homelessness Service in Q1. 10 of these have been accommodated through the scheme, resolving their homelessness.</p>

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
G	Provide a responsive Disabled Facility Grants programme	Ongoing	Cllr Dew	Andy Moffat	<u>Housing Strategy</u> 35 DFGs completed in Q1.
G	Enable a new extra care scheme to be built to meet needs in St Ives and Ramsey	Ongoing	Cllr Dew	Andy Moffat	<u>Housing Strategy</u> Langley Court, St Ives – a revised planning application has been approved and the potential loan from the Council to Luminus to support the cost of the building is progressing through due diligence. Luminus have let a contract for construction of the new building. Ramsey – negotiations with land owner / developer / Luminus / Cambridgeshire County Council are ongoing.
G	Reduce fuel poverty and improve health by maximising the number of residents taking up the grant funded Action on Energy scheme	30 September 2015	Cllr Carter	Head of Operations	<u>Environment Team</u> Target – 200 Home Energy assessments to be undertaken in homes in Huntingdonshire by 30th September 2015. Progress – 106 Home Energy Assessments undertaken in Huntingdonshire, Quarter 1 2015/16.

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WE WANT TO: Empower local communities

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
G	Set out our 'community planning' offer and support community planning including working with parishes to complete neighbourhood and parish plans	September 2015	Cllr Ablewhite	Chris Stopford	<u>Community</u> Work is to be undertaken to develop the 'community planning offer'. However, in the last quarter no requests for assistance in the production of neighbourhood and parish plans have been received.
A	Review control and management of Council assets	TBC	Cllr Gray	Clive Mason	<u>Estates</u> Property & Estate Management: - two main priorities – 1) Establish a reliable/efficient asset database, which can provide accessible information to multi-disciplinary teams and assist good asset management. <i>Audited action: Estates are in discussion with IMD with regards to the current licenced Uniform database – testing to establish 'fit for purpose' and reporting use – and then populate with data from the estates excel database (resource to be employed to upload data).</i> 2) Review current practice on repairs and maintenance (R&M) commitments on the estates and develop 5 year planned

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
					<p>maintenance schemes – to reduce the total cost of R&M. <i>Audited action: this is under review and Mouchel reports being reviewed to produce base property data (costs split into categories) required to develop simplified R&M plans in consultation with service teams (FM, Projects and Operations) – this has commenced with outcome to instigate planned maintenance programmes and demonstrate move to pro-active response (from reactive works).</i></p>

Corporate Performance and Contextual Indicators

Key to status

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
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Performance Indicator	Full Year 2014/15 Performance	Q1 2014/15 Performance	Q1 2015/16 Target	Q1 2015/16 Performance	Q1 2015/16 Status	Annual 2015/16 Target	Forecast Outturn 2015/16 Performance	Predicted Outturn 2015/16 Status
Number of missed bins per 100,000 households Aim to minimise	36	50	35	37	A	35	35	G
Comments: (Operations) Current procedure for reporting missed bins being reviewed to be more customer centric and to move towards a 'Yellow Card/Red Card' warning system.								
Percentage of household waste recycled or composted Aim to maximise	56.66%	61.39%	57.66%	59.87%	G	57.66%	57.5%	A
Comments: (Operations) The percentage shown for Q1 15/16 is for April and May 2015, data not available as yet for June 2015. First quarter figures show a slight downturn on 2014/15 owing to the seasonality of green waste collections.								
% of food establishments in the district that are 'broadly compliant with food hygiene law' Aim to maximise	96.11%	95.29%	TBC	96.74%	n/a (target TBC)	TBC	TBC	n/a (target TBC)
Comments: (Community) The Performance Indicator is based on the results of the routine inspection of food businesses in Huntingdonshire. The Quarter 1 data is based on 1,366 registered food businesses at 30 th June 2015. Of these, 46 are considered to be not broadly compliant and further work is being undertaken with these businesses to improve their compliance levels.								
The Food Standards Agency Annual Report on UK Local Authority Food Law Enforcement 2013/14, states that on the 31 st March 2014 the national average for broadly compliant was 91.7%, in England only the average was 92.1% and for English district councils the average was 94.6%. The average for Cambridgeshire is 94.5%.								
Number of Disabled Facilities Grants (DFGs) completed Aim to maximise	207	29	50	35	R	200	200	G
Comments: (Development) Q1 completions are always low following the peak in Q4 of the preceding year.								

Performance Indicator	Full Year 2014/15 Performance	Q1 2014/15 Performance	Q1 2015/16 Target	Q1 2015/16 Performance	Q1 2015/16 Status	Annual 2015/16 Target	Forecast Outturn 2015/16 Performance	Predicted Outturn 2015/16 Status
Disabled Facilities Grants – Average time (in weeks) between date of referral to practical completion for minor jobs up to £10k Aim to minimise	25.75 weeks	n/a	26 weeks	26 weeks	G	26 weeks	26 weeks	G
Comments: (Development)								
Percentage of all reported dangerous structures inspected within 24 hours Aim to maximise	100%	100%	100%	100%	G	100%	100%	G
Comments: (Development) Of the 6 structures inspected, 2 had to be removed.								

Appendix C – Project Performance and Projects

Green = Progress is on track	Amber = Progress is within acceptable variance	Red = Progress is behind schedule or lack of governance information	Pending Approval = Business Case to be approved	Pending Closure = In close-down stage
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Title and purpose of project	Programme	Project Manager	Target End Date	Expected End Date	Programme Office comments	RAG Status	Latest Update Date
Loves Farm Community Building Delivery of new Loves Farm Community building in conjunction with CCC	Community	Allen, Chris (Projects)	31/07/15	11/09/15	Delay to completion. PM is updating site.	Amber	Within last month
Call Centre & CSC Provision Examine the future provision by the Call Centre and CSC at PFH. Include an assessment of performance standards and the business case for moving and merging the teams	Facing the Future	Greet, Michelle (Customer Service)	31/03/16			Pending Approval	Over 2 months ago

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>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>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>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	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>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>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>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
	<p><u>Hinchingbrooke Hospital</u></p> <p>(a) Management of the Hospital</p> <p>01/04/14 With effect from 1st February 2012, Circle took over the management of Hinchingbrooke Hospital and representatives of Circle and the Hospital have since attended the Panel's meeting on an annual basis to provide updates</p> <p>04/11/14 Requested sight of the report of the September 2014 CQC inspection</p> <p>06/04/15 Requested plan to inform future health scrutiny</p> <p>Scoping report on potential work on the health economy. Further reports requested:</p> <ul style="list-style-type: none"> • On the current state of Neighbourhood Planning within the Council and how it was likely to develop and how it might promote community resilience; • On community engagement, including examples of good practice; • On the impact of Welfare Reforms, including fuel poverty and how it was defined; • Reviewing the Council's Equality Impact Assessment Arrangements, and • On the impact of growth on GP surgeries, school places and hospital capacity. <p>03/03/15 Hisham Abdel-Rahman, CEO, attended the Panel and reported on the Hinchingbrooke Hospital Action Plan</p> <p>07/04/15 Ruth Rogers, Chair, reported on the work of Healthwatch Cambridgeshire.</p>	<p>Link to report circulated directly to Members</p> <p>The Panel agreed to receive an update on the Hinchingbrooke</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 04/11/14	<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>Formal update reported to the Panel. Findings to date and</p>	<p>First meeting held on 22 July 2014 to scope out the work.</p> <p>Second meeting held on 23</p>	<p>Terms of Reference agreed and further actions identified</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>November 2015</p>

Panel Date	Decision	Action	Response	Date for Future Action
03/02/15	<p>Huntingdonshire Strategic Partnership (HSP)</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>Laura Hunt to present to Council 30/09/2015</p>	

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Decision Digest

Edition 157

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st to 31st July 2015.

COMMUNITY CHEST GRANT AID AWARDS TO VOLUNTARY ORGANISATIONS 2015/2016

The following applications for Community Chest Grant Awards for 2015/2016 have been approved:

ORGANISATION	AMOUNT
7th & 8th Cambridgeshire FSE Marine Scout Group, St Ives	£1,095
Abbotsley Village Hall	£1,691
Applepips Pre-School, Offord	£4,000
Bluntisham Allotments & Leisure Gardeners Association	£600
Brampton Scout Hut	£2,330
Covington Amenities Committee	£1,250
CIFA Majorettes, St Ives	£390
Eaton Socon Cricket Club	£2,000
Ellington Gala	£575
Fusion Family & Youth Project	£4,245
Great Staughton Playing Field Committee	£175
Great Staughton Pre-School (Piglets)	£4,500
Holy Cross Yelling PCC	£750
Houghton & Wyton Scout Hut Fund	£5,000
Huntingdon Boat Club	£1,184
Huntingdon Commemoration Hall Charity	£940
Huntingdonshire Society for the Blind	£1,250
Huntingdon Swimming Club	£2,500

Hunts Community Youth Orchestra	£3,400
Needingworth Cricket Club	£1,600
Norris Museum, St Ives	£2,500
Old Weston Village Hall	£3,400
Sawtry Methodist Indoor Bowls Club	£750
Southoe Village Hall Management Committee	£2,125
St Ives Carnival & Music Festival	£1,500
St Neots Lawn Tennis Club	£5,000
The Friends of St Peters Church Offord D'Arcy	£600
Wheatfields Nursery Association, St Ives	£3,400
Yelling Parish Council	£1,250

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

Further to the meeting of the Employment Panel, the Corporate Governance Panel has recommended to the Council that the Constitution be amended to reflect the new regulations, and to incorporate the requirements of the new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

The Regulations amend the statutory disciplinary and dismissal procedures of English Local Authorities' Heads of Paid Service, Monitoring Officers and Chief Financial Officers, and replace

the current statutory Designated Independent Person (DIP) process, outlined in the current Local Authorities (Standing Orders) (England) Regulations 2001.

The new Regulations require Authorities to have in place the new process '*no later than the first ordinary meeting of the Authority falling after 11th May 2015*'.

The Regulations state that before an Authority considers whether to dismiss an officer, it must convene a Panel made up of Councillors and at least two Independent Persons.

PREPARING THE 2014/2015 ANNUAL GOVERNANCE STATEMENT

The process to be followed in preparing the 2014/15 Annual Governance Statement (AGS) has been agreed.

The Corporate Management Team (CMT) wish to streamline the review stage by increasing the involvement of the Senior Management Team (SMT) in the evidence and documentation review process.

Following the SMT review and challenge, a report will be prepared for the Corporate Governance Panel that summarises the outcome of the review and details those areas of the Code that SMT consider have not been met or require improvement.

If issues are identified during the SMT review, the Panel will determine which of these are significant enough to include in the AGS. Following which the Internal Audit and Risk Manager will prepare a draft AGS, and after obtaining CMT, SMT and the External Auditors comments, invite the Panel to make comments on its contents at an informal meeting of the Panel. This will allow a final version of the AGS to be prepared prior to its submission to the Panel in September 2015.

DISPOSAL AND ACQUISITION POLICY: CHANGE TO THE CONSTITUTION

The Corporate Governance Panel has recommended to Council that the Constitution be amended to reflect the new Disposal and Acquisitions Policy as approved by the Cabinet at its June meeting.

As 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 Acquisitions Policy and governance arrangements has been agreed by the Cabinet through which the Council is able to manage its estate of land and buildings within a commercial environment.

As the Council is required to generate £8million of savings by 2019/2020 a way of generating additional income is via selling assets or purchasing capital assets within the commercial environment.

As the Panel has responsibility for considering changes to the Constitution, which includes the Code of Financial Management and Code of Procurement, the Panel has recommended to Council that the Constitution be amended to reflect the requirements of the Disposal and Acquisitions Policy.

In addition to amendments to the thresholds for the disposal and acquisition of land and property, the Cabinet has approved the formation of a Treasury and Capital Management Group which must be reflected in the Constitution.

As a further safeguard for good governance the Corporate Governance Panel has recommended to the Council

that the Treasury and Capital Management Group be constituted to include a third member of the Cabinet in the event of the Leader or Deputy Leader holding the Resources Portfolio, to ensure that three Cabinet Members always have a seat on the Treasury and Capital Management Group.

The Panel has enquired whether the Council has a sufficient level of expertise to realise the value of its assets and for negotiation purposes. It has been explained that a Commercial Investment Strategy is being developed that will identify such matters as well as establish proposed investment levels, risk appetite and other factors that are essential in such a strategy.

INTERNAL AUDIT SERVICE: ANNUAL AUDIT REPORT

As required by the Public Sector Internal Audit Standards (PSIAS) the Panel has been provided with an Annual report and opinion.

The report details the work undertaken by Internal Audit during the period 1st April 2014 to 31st March 2015 to support the opinion statement that the Council's internal control environment and systems of internal control as at 31st March 2015 provide adequate assurance over key business processes and financial systems.

21 audits have not been delivered due to the loss of 147 auditor days during the year. The reasons for this were listed in the Officer's report which includes an Auditor post being vacant from mid October 2014 and being unable to recruit a suitable person or source cover arrangements with another authority or the Internal Audit Contractor.

One Audit that raised particular concern relates to the E-Recruitment software system which is managed by LGSS. The Auditors have 'read only' access to the software and therefore can only

undertake a limited amount of testing and have to rely on gathering evidence from discussions with Recruiting Managers and successful Applicants. As no assurance has been received from LGSS that the system is working as intended, and without sufficient testing evidence, it is not possible to issue an opinion on the effectiveness of the E-Recruitment system.

The Panel discussed at length issues surrounding the E-Recruitment software system. The Panel has been informed that the Employment Panel are equally unhappy with the performance of the system and have been for some time. The Corporate Team Manager is currently liaising with LGSS in order to address the various issues. However, the Council is tied into a two year contract. Whilst interviewing a number of successful candidates on their experiences of using the E-Recruitment software, Internal Audit were informed by a number of individuals that they had contemplated abandoning the application due to the software. The Panel has expressed strong concerns regarding the inadequacies of the LGSS E-Recruitment system.

The Annual Report also refers to the previously advised problems encountered whilst migrating the SharePoint based systems and the loss of data stored within the Audit Actions Database. The system is not currently operational to enable Officers from all services to input data directly into the system and it is unlikely to be resolved in the near future. Therefore Internal Audit has been advised to source commercial software externally which following cursory investigations is likely cost approximately £6500.

An Auditor has been recruited to the vacant post and is already commencing three of the audits listed within the report as not having been undertaken. It is expected that the 2015/16 Audit

Plan will be delivered providing there are no further resourcing issues.

INTERNAL AUDIT SERVICE: ANNUAL EFFECTIVENESS AND CHARTER REVIEW

The Panel has considered a report detailing the outcome of the review of the effectiveness of the Internal Audit Service and the Internal Audit Charter.

The Public Sector Internal Audit Standards (PSIAS) require that the Internal Audit Service has in place a Quality Assurance and Improvement Programme (QAIP) and an Audit Charter.

The QAIP consists of two types of assessment – internal assessment and external assessment.

One of the internal assessments is the periodic assessment against the PSIAS, designed to assess conformance with the Internal Audit Charter and the efficiency and effectiveness of the service. The Panel has been presented with a report detailing the outcome of the Internal Audit and Risk Manager's assessment of this and with the results of the action plan arising from the external 'independent validation' of Internal Audit, that was reported to the Panel in May 2014.

The Internal Audit Charter is reviewed periodically by the Internal Audit and Risk Manager and there are a number of amendments required to reflect legislative changes and the introduction of operational shared services for ICT, Building Control and Legal Services. Significant amendments were proposed within the following sections of the Charter -

- relationship with Members and Senior Management;
- roles and responsibilities; and

- quality and assurance programme.

The Panel has been updated on the Improvement Plan as agreed following the 2014 external assessment of the Internal Audit Service and the Improvement Plan following the 2015 review, which incorporates a deadline date for when the actions should be complete.

There were no issues that require inclusion in the Annual Governance Statement following the 2015 review.

Regarding Shared Services the Panel has been informed that the Internal Audit Charter incorporates detail where the Council provides 'shared services' to, or receives 'shared services' from other organisations and the Internal Audit and Risk Manager shall liaise with the other organisations Internal Audit Service and agree the scope of the assurance that is to be provided or received to take account of that requirement when preparing the Annual Audit Plan.

HUNTINGDONSHIRE MARKETING STRATEGY

The Overview and Scrutiny (Economic Well-being) Panel has considered and endorsed a report on a proposed Marketing Strategy and branding for Huntingdonshire. The Panel has been informed that the Strategy is a working document for the team rather than external-facing marketing material.

Members of the Panel have queried timescales for implementation of the Marketing Strategy and have been informed that the external work will be starting immediately, subject to approval from the Cabinet.

The Cabinet has endorsed the implementation of the Marketing Strategy and Branding profile for the

promotion of Huntingdonshire subject to an amendment to the 'Weaknesses' section of the SWOT analysis regarding 'Low Aspirations' and 'Deprivation'.

The Cabinet approved the Huntingdonshire Economic Growth Plan 2013 - 2023 in July 2013 and one of the key short-term actions was the development of a Marketing Strategy for the promotion of the District as a location of choice to live, work and invest.

In considering the comments of the Overview and Scrutiny Panel (Economic Well-Being) the Cabinet accepted the additional recommendations that progress on the implementation of the Marketing Strategy be reported to the Overview and Scrutiny Panel (Economic Well-Being) at six monthly intervals; and an annual report on the impact of the Marketing Strategy work programme be presented to the Overview and Scrutiny Panel (Economic Well-Being).

Now the Strategy has been approved by the Cabinet preparation of the external facing marketing materials and branding profile will begin.

The Strategy is an internal document for use by Officers in promoting the District and is not for circulation externally.

REVIEW OF THE RISK MANAGEMENT STRATEGY

The Risk Management Strategy is reviewed annually and the Cabinet has considered and approved the Strategy following the review.

The Risk Management Strategy previously included two risk appetite statements – one that referred to the appetite surrounding health and safety risks and a second 'catch-all' statement for all other areas. However, in order to better reflect the Corporate Plan the two former risk appetite statements have been deleted and replaced with seven

individual statements, each of which reflects the different types of risk that the Council could face and which could impact on its ability to meet both its statutory requirements and strategic outcomes.

The seven risk areas relate to Transformation; People and Culture; Financial; Operational/Service; Reputation; Compliance and Regulation; and Health and Safety.

The Strategy includes the risk appetite levels for each of these areas and work will now commence on mapping the 142 risks against the seven risk areas.

SHARED SERVICES OVERVIEW

The Overview and Scrutiny (Economic Well-being) Panel and the Overview and Scrutiny (Environmental Well-Being) Panel have received a report outlining the overall approach to the development of the first phase of the Shared Services programme. Both Panels endorsed the report, with the Environmental Panel also recommending that the Cabinet consider the following recommendations;

- consider whether the full cost of an exit strategy and associated risks if any of the shared services are dissolved are known and understood;
- consider the need to ensure that the costs of introducing any new ICT systems to support the shared services are well managed; and
- consider whether the safeguards in the sovereignty guarantee are sufficient to allow the Council's Overview & Scrutiny Panels to scrutinise topics related to shared services.

The Cabinet has approved the recommendations for the first phase of the partnership arrangement between Huntingdonshire District Council (HDC), South Cambridgeshire District Council (SCDC) and Cambridge City Council (CCC) regarding shared service proposals for ICT, Legal Services and Building Control.

The Councils intend to share services as there are significant risks in doing nothing. Each Council must find significant savings as well as protecting and preserving services and retaining skilled staff in a competitive market place. Shared services offer a way of mitigating these risks.

A Lead Authority model is being used for the shared service arrangements as it best reflects the current vision for shared services and the starting position of each partner Council

The main risks associated with sharing services across the three Councils were highlighted in the Officer's report.

A Joint Committee with no delegated powers or functions is to be established to oversee the operation of shared services, supported by an Officer Board. The remit of the Joint Committee is to provide advice, oversight, challenge and endorsement of the shared services business plans and budget. The Joint Committee will receive regular updates on the operation of the shared services and will take reports and recommendations for decision to their respective Executives (and Full Council, if appropriate), at agreed points and with the engagement of each Council's Scrutiny Committees. The membership will consist of the Leaders of each Council with a nominated Deputy attending in their absence. The Cabinet has appointed Councillor Howe to deputise for the Leader on the Joint Committee.

The Cabinet has endorsed the Sovereignty Guarantee to give confidence to individual Councils' Executives that they will retain sovereignty of their organisations, as well as Executive decision-making powers.

Formal consultation commences with Staff Council and the affected staff on 24th July until 1st September 2015 regarding ICT, Legal and Building Control shared services.

There are strategic and financial benefits to all three partners in creating a range of shared services and each of the respective reports for the shared services included a detailed financial model showing how savings will be achieved against the baseline budget.

LEGAL SHARED SERVICES BUSINESS CASE

The Overview and Scrutiny Panel (Economic Well-Being) has received a report on the business case and has concluded that this clearly shows the benefits of a shared Legal service between the three Councils.

The Cabinet has approved the business case and has delegated authority to the Managing Director, in conjunction with the Executive Councillor for Strategic Economic Development and Legal, to make decisions and to take steps which are necessary, conducive or incidental to the establishment of the Legal shared service in accordance with the detailed business case.

In discussing the financial detail it has been noted that external legal costs were not incorporated into the level of spend figures and recharges are yet to be incorporated into the financial information.

The three Councils have been awarded funding from Government via the

Transformation Challenge Award to support the work towards a range of shared service arrangements.

ICT SHARED SERVICES BUSINESS CASE

The Overview and Scrutiny Panel (Economic Well-Being) has received a report on the business case and has concluded that this clearly shows the benefits of a shared ICT service between the three Councils.

The Cabinet has approved the business case and delegated the authority to the Managing Director, in conjunction with the Executive Councillor for Customer Services, to make decisions and to take steps which are necessary, conducive or incidental to the establishment of the shared service in accordance with the detailed business case.

Each Authority will be the Lead Authority for a shared service and HDC is acting as the Lead Authority for the ICT shared service.

BUILDING CONTROL SHARED SERVICES BUSINESS CASE

The Overview and Scrutiny Panel (Environmental Well-Being) has considered a report on the business case and has recommended that Cabinet approve the recommendation in the report.

The Cabinet has approved the business case and delegated authority to the Managing Director, in conjunction with the Executive Councillor for Strategic Planning and Housing, to make decisions and to take steps which are necessary, conducive or incidental to the establishment of the shared service in accordance with the detailed business case.

Due to changes in EU Procurement Rules it is possible that an advert may be

required in the Official Journal of the European Union. Further legal advice is being sought and if this is the case the Cabinet will be informed.

BUDGET MONITORING 2015/2016 (REVENUE AND CAPITAL)

The Overview and Scrutiny Panel (Economic Well-Being) considered a report on revenue and capital forecast outturn for 2015/16. Feedback on the report has been positive, with discussion focusing on the progress made since the previous report.

The Cabinet has been acquainted with the revenue and capital forecast outturn for 2015/16 based on information available at the end of May 2015.

As at the end of May, the year-end forecast outturn is £0.681m less than planned and to date little has been spent from the capital programme.

REPRESENTATION ON ORGANISATIONS 2015/16

The Cabinet has made appointments/nominations in relation to representation on a variety of organisations/partnerships and has authorised the Corporate Team Manager, after consultation with the Deputy Executive Leader of the Council, to make any changes that may be required throughout the year.

REVIEW OF BENEFITS RISK BASED VERIFICATION POLICY

The Risk Based Verification Policy has been revised to be applied to changes of circumstance in addition to new claims for Housing Benefit and Council Tax Support.

Since the introduction of the Risk Based Verification Policy it has proved successful in focusing resources on

claims for benefit most likely to contain fraud and/or error.

The Overview and Scrutiny Panel (Social Well-Being) has commented positively on the report and gave its endorsement to Cabinet.

The Cabinet has been pleased to note that the fraud and error detected by the Council is exceeding the baseline established by the Department for Work and Pensions.

DEVELOPMENT MANAGEMENT APPLICATIONS

The Development Management Panel has considered eight applications. Seven of the applications have been approved and one has been refused. One of the applications was approved contrary to the Officer's recommendation.

One of the applications to have been approved is the creation of a new marina on land North East of 31, Great North Road, Stibbington, which involves the excavation of a new marina basin and the creation of 123 river berths. It will include the construction of a new amenity block, the change of use of a wet dock building, the change of use of existing agricultural buildings to provide workshop facilities and chandlery and the provision of winter storage for boats and of a new access.

CHILDREN AND ADOLESCENT MENTAL HEALTH SERVICES UPDATE

The Overview and Scrutiny (Social Well-Being) Panel has received a report from Mr L Miller, Senior Programme Manager for Cambridgeshire and Peterborough Clinical Mental Health Services (CAMHS) which outlines the challenges faced by the service, described measures already taken and longer term plans for improvement.

The key points to the report are as follows:

- ◆ Waiting times in specialist CAMHS are too long, with some cases 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 Mental Health needs.
- ◆ CAMHS Emergency assessments in Emergency Department settings have increased threefold in recent years.

The Panel has questioned whether the closure of waiting lists for ASD and ADHD is advisable due to the amount of staffing resources that are used for emergency care when vulnerable Children and Adolescents are unable to access the preventative services and may require hospital treatment. Mr Miller has responded by assuring the Panel that the waiting list for services will not be closed to those with other Mental Health problems such as anxiety and depression. The Panel has noted that working on decreasing the waiting lists will positively impact on the number of NHS admissions.

Additional resources equivalent to an 11% increase in funding have been invested into the service for 2015/16, aimed at clearing the waiting list backlog and sustaining this. However, urgent redesign work is required across the whole pathway for Emotional Health and Wellbeing and proposed improvement actions include redesigning the pathway as soon as possible. This will involve services currently commissioned by the CCG and Local Authority commissioned services. The CCG has agreed to employ a Project Lead (currently being

advertised) to enable this redesign work to take place quickly and effectively.

The Panel has considered and noted the report and has requested future reports from CAMHS to monitor the progress made.

LOCAL PLAN CONSULTATION REVIEW

The Overview and Scrutiny (Environmental Well-Being) Panel has received a report by the Head of Development updating them on the key issues arising from the recent targeted consultation on the Local Plan. This report brings a fuller picture on the results and details of the next steps planned, as requested by the Panel when they received a position statement on the Local Plan in April.

The report sets out a number of key issues to be addressed. Some of these issues were raised through the consultation and others have been identified from reviewing the outcomes of examinations elsewhere.

The Panel has been informed of continuing work on the preparation of the Local Plan, including resources focussing on highways and transport modelling and analysis. It is expected that the majority of the work to complete the evidence base will take 6 to 9 months. The work needs to be undertaken in order, with flooding and highways work to take place before the new Retail Study is commissioned. The Local Plan will also need to be consistent with the results from the Environment Agency's new lower Great Ouse modelling due to be published in August 2015.

The Panel has suggested that the Council needs to ensure that contributions from developers are adjusted where extra homes are added after developments and contributions are

approved. It has also been suggested that creating bus stop areas in new housing sites would encourage bus companies to route services through new developments. The Head of Development has agreed to consider these suggestions in discussion with local bus companies.

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