

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, 3RD NOVEMBER 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 - 12)

To approve as a correct record the Minutes of the meeting held on 6th October 2015.

**A Green
388008**

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 13 - 18)

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.

**M Sage
388007**

4. HINCHINGBROOKE HEALTH CAMPUS PRESENTATION

Mark Cammies, Estates and Facilities Director, Hinchingsbrooke Healthcare NHS Trust will give a presentation on the Hinchingsbrooke Health Campus.

5. SPORT AND ACTIVE LIFESTYLES ANNUAL REPORT 2014/15
(Pages 19 - 38)

To receive the Sport and Active Lifestyles Annual Report 2014/15.

**J Wisely
388049**

6. AFFORDABLE HOUSING WORKING GROUP REPORT

The Affordable Housing Working Group Report is to be presented to the Panel (**To Follow**).

**D Buckridge
388065**

7. OVERVIEW AND SCRUTINY PANEL STRUCTURE (Pages 39 - 48)

Daniel Buckridge, Policy, Performance & Transformation Manager is to update the Panel on the new scrutiny panel structure.

**D Buckridge
388065**

8. WORKPLAN STUDIES (Pages 49 - 50)

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

**A Green
388008**

9. OVERVIEW AND SCRUTINY PROGRESS

To consider a report on the Panel's activities and scrutinise decisions taken since the last meeting as set out in the Decision Digest.

**A Green
388008**

(a) Work Programme (Pages 51 - 56)

The Overview and Scrutiny Panel (Social Well-Being) Work Programme.

(b) Decision Digest (Pages 57 - 62)

To view the 159th edition of the Decision Digest.

Dated this 26th day of October 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 Mr Adam Green, Democratic Services Officer, Tel No. 01480 388008/e-mail Adam.Green@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.

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, 6th October 2015.

PRESENT: Councillor S J Criswell – Chairman.

Councillors D Brown, R Fuller, T Hayward,
Mrs P A Jordan and P Kadewere.

APOLOGY(IES): Apologies for absence from the meeting were submitted on behalf of Councillors M Francis, Mrs R E Mathews, D J Mead, M C Oliver and Mrs D C Reynolds.

33. MINUTES

The minutes of the meeting of the Panel held on 1st September 2015 were approved as a correct record and signed by the Chairman.

34. MEMBER'S INTERESTS

Councillor S Criswell declared a non-pecuniary interest in relation to Agenda Item 4 as a non-executive member of the Hunts Forum Board.

35. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which has been prepared by the Executive Leader for the period 1st October 2015 to 31st January 2016.

36. VOLUNTARY FUNDING UPDATE PRESENTATIONS

Six voluntary and community sector organisations in receipt of three year funding awards (Strategic Grants) from the Council each gave ten minute presentations to the Panel, with a further ten minutes allocated for questions from Members to each organisation's representatives.

The Head of Community provided the Panel with a brief introduction to the process for awarding Strategic Grants, concentrating on the following key points:

- The current Strategic Grants were allocated for a three year period from 1st April 2013 to 30th March 2016.
- The Council's budget for voluntary and community sector funding should be considered in line with the Council's Medium Term Financial Strategy to ensure the sector is not disproportionately affected.
- The presentations would inform Members about what each of the organisations have delivered, how they consider they have assisted HDC in addressing its corporate objectives and what

- they consider their future challenges to be.
- Further reports will be presented to the Panel in advance of the Council setting its budget for 2016/17 in February 2016.
- An application process for future grant funding will be opened once the budget available for this has been confirmed for 2016/17.

Care Network

The Chief Officer and the Development Officer of Care Network presented to the Panel. Care Network received a Strategic Grant of £10,000 in 2015/16 and the presentation covered the following points:

What has been delivered:

- Supporting 32 small volunteer led groups.
- Set up 10 new groups for older and isolated residents.
- Supporting additional projects bringing funding into the area.
- Two part-time Community Development Officers were employed.
- Organisation of three inter-generational events.
- Developing work in eight additional areas.

How they support the Council's corporate objectives:

- Opportunities to volunteer increase residents' skills and confidence;
- Helping to keep people healthy and in their homes for longer;
- Community support provided for new developments;
- Building strong communities can sustain health and mental well-being;
- Working with communities at grass roots level helps them to respond to their own needs; and
- Supporting and setting up small community groups and schemes help reduce isolation.

Future challenges:

- A growing population: growing in numbers, age and a growing number of people with long-term health conditions.
- A changing profile of volunteers: fewer volunteers due to people working for longer and more people acting as carers. Those seeking voluntary work often require greater support.
- Increasing funding pressures as those organisations which provide grants are looking to cut spending.

The Chairman of the Panel asked what triggers the involvement of Care Network with community groups. The Panel were informed that groups are able to approach the Care Network directly and involvement can also be triggered by third party referrals. The three primary sources of funds for Care Network (Cambridgeshire County Council and South Cambridgeshire and Huntingdonshire District Councils) are all facing budget issues.

The Care Network confirmed that work including value stream mapping is taking place to ensure that the organisation is as lean as it

possibly can be.

When asked about the size of community groups supported, the Care Network confirmed that they are not concerned that many of the groups comprise of around 10 people as these groups tend to develop and change over time and the smaller rural groups are invaluable for residents in more isolated locations.

Disability Information Service Huntingdonshire (DISH)

The Manager for DISH, a user-led organisation supporting people with disabilities, presented to the Panel. DISH received a Strategic Grant of £19,000 in 2015/16 and their presentation focussed on the following:

What has been delivered:

- The £19,000 received from HDC is returned ten-fold to the community – resulting in the equivalent of £190,000 in welfare benefits received.
- The organisation specialises in home visits. Many clients have severe disabilities and the service is taken out to the people in the community.
- Contact with children's centres (Eaton Socon Children's Centre) includes giving advice on applying for benefits and care provision.
- A partnership with the MS Society within Huntingdonshire operates through a service level agreement contributing £4k to DISH each year.
- Referrals are received from the Cambridgeshire disability team.

How they support the Council's corporate objectives:

- Sound advice provided helps to maintain client's health and well-being.
- Obtaining available financial support helps to cover the extra costs of living for disabled clients who may struggle otherwise.
- Help for parents; preserving dignity for clients and their families.

Future challenges:

- Changes to Welfare payments; disability allowance is changing which has and will lead to further assistance being required for vulnerable people who need help with complicated forms. The need for home visits is escalating as many disabled people cannot use online forms.
- Demand for representing clients at appeals for benefits is increasing.
- The need for outreach services to help more people is increasing.

Representatives from DISH explained that 332 home visits were carried out last year, with an average of 2 to 3 home visits per week. In terms of internet use and online forms, Members were informed

that the organisation strives to reach clients who have 'fallen into the gaps' when it comes to internet access. Learning difficulties and some other disabilities mean that sometimes DISH needs to complete online forms on behalf of service users but if they can educate clients in how to use these facilities themselves, they do.

Members questioned whether the service is duplicating that of similar organisations operating within the area. The Panel were informed that DISH is a small, streamlined service which offers help with debt and improving facilities as well as information and that the expertise offered by DISH distinguishes them from other organisations.

Huntingdon Shopmobility

The Manager of Huntingdon Shopmobility presented to the Panel. Shopmobility received a Strategic Grant of £29,700 2014/15 (with £12,000 retained by the Council to meet rental costs) and their presentation concentrated on the main points as follows:

What has been delivered:

- Over 18,000 visits since opening.
- A membership scheme has been introduced with a £30 fee. Casual visitors are welcome for £5 per day and many of these 'pay as you go' customers are temporarily disabled or visiting from other areas.
- The scheme has an average of 100 members at any one time.
- Opening times have increased from 4 to 6 days per week.
- Fundraising is constant, through membership, raffles and other events.
- Shopmobility receives commission through referrals to a local mobility shop and from sales of personal scooter insurance.

How they support the Council's corporate objectives:

- Shopmobility has created some volunteering opportunities, helping local people in the community, including people with learning and physical disabilities, to get some work experience.
- The organisation is a social outlet for some customers, for whom Shopmobility provides an opportunity to get out and see people.
- Planning permissions granted for the building of further elderly residential buildings in Huntingdon town centre mean that the need for the organisation's services will increase as the older population grows.

Future challenges:

- Difficulties in being able to raise extra funding.
- Outgoings have already been reduced with condensed opening hours and money saved on paid working hours and extra duties taken on.
- The stock of scooters has so far been maintained for nine years – some will shortly need to be replaced which is a high cost.

The Panel queried whether the organisation would be able to continue without funding from the Council. It was explained that any closure from lack of funding wouldn't happen in the next year due to reserves but further than that they cannot be sure. There is no chance of Huntingdonshire Shopmobility becoming a fully volunteer-led organisation as volunteers tend to be unable to work for longer than a couple of hours due to their disabilities and there is a clear need for a paid member of staff to manage volunteers.

Hunts Forum for Voluntary Organisations

The Chairman of Hunts Forum for Voluntary Organisations addressed the Panel. Hunts Forum received a Strategic Grant of £38,000 in 2015/16 and their presentation focussed on the following:

What has been delivered:

- Hunts Forum is the umbrella organisation for the voluntary and community sector in Huntingdonshire, with 109 members and a reach and impact that goes beyond the district and across Cambridgeshire.
- They are recognised nationally as a 'beacon for change' organisation.
- They run the Maple Centre community hub on behalf of the Council. Work experience is provided for young people from local collages.
- Training sessions and networking keep their members up to date.
- Communications package is freely available (e-bulletins).

How they support the Council's corporate objectives:

- Strong local economy – funding of £625k has been secured to support delivery of frontline services through advice and support provided by Hunts Forum. There are over 1,100 paid staff and volunteers working in local voluntary and community organisations.
- Working with our communities – the community hub at the Maple Centre assists migrant families in integrating into the local community.

Future challenges:

- Financial support – direct funding is declining while demand increases.
- Organisations need to be supported to work smarter - redesigning services to meet new challenges - and in partnership with others.
- Volunteers are more in demand yet are harder to find than ever before.
- Embracing new technology to save money and also to expand reach.
- Working with businesses to promote corporate social responsibility.

The Panel asked whether there were too many volunteer organisations locally and whether organisations could work more closely together rather than overlapping in some areas. Members were informed that Hunts Forum does encourage groups in the area that are no longer viable because of competition and other factors to wind down or merge with others. Hunts Forum is also looking to work more closely with others in the future and is already sharing staff with the Cambridge Council for Voluntary Services.

Huntingdonshire Volunteer Centre

The Manager at the Huntingdonshire Volunteer Centre presented to the Panel. The Centre received a Strategic Grant of £37,000 in 2016/17 and their presentation highlighted the following:

What has been delivered:

- Support for 1,795 new volunteers, of which 1,536 are in ongoing volunteering positions.
- 1:1 support to help people find the right volunteering role for them.
- Local offices where volunteers can receive support (in Huntingdon, Ramsey, St. Ives and St. Neots).
- Local volunteering roles advertised via the national 'Do-it' website.
- Monitoring of volunteering enquires and applications and provision of follow-up support, such as helping people complete documentation.

How they support the Council's corporate objectives:

- Strong local economy – new Huntingdon Together Charity Shop to be opened soon, providing employment and volunteering opportunities as well as producing a small income stream from funding.
- Volunteering helps people into work as well as benefitting the organisations recruiting volunteers. Volunteers contribute to community health and those working in healthcare contribute to improved health.

Future Challenges:

- Responding to the changing and challenging volunteer environment
- Communications and marketing in a high tech and visual environment.
- Reductions in funding coupled with an increased demand for services.

When asked about how the organisation intends to attract more volunteers, the Panel were informed that internet presence has been the primary method of recruitment, as well as walk-by enquiries (which is key in market towns), leaflets in libraries and other public buildings such as doctor surgeries and village halls. Word of mouth and recommendations are also invaluable in attracting more volunteers.

In response to a question about opportunities to work with other

organisation with similar functions, Members were informed that there is no overlap with Hunts Forum or other local organisations but that knowledge and understanding is shared with other volunteer groups across borders. Members were also informed that the organisations they support could not afford to pay for their services – there is currently no charge as funders pay the Centre to provide services to these organisations.

Rural Cambridgeshire Citizens Advice Bureau

The Chief Officer for Rural Cambridgeshire Citizens Advice Bureau and the Chairman addressed the Panel. The Bureau received a Strategic Grant of £115,000 in 2016/17 (with some retained by the Council to cover rental costs of their St Neots office) and their presentation highlighted the following:

What has been delivered:

- The Bureau has offices in Huntingdon and St Neots, with outreach services in Yaxley and Ramsey plus an ad-hoc service in St Ives.
- 8,672 Huntingdonshire residents have been supported in dealing with a total of 20,424 issues, two-thirds of which were resolved in 6 months.
- Service users have had debt totalling over £5m.
- It has been calculated that the service has delivered a £164k direct saving to the Council and that clients have accessed £2.7m in benefits.
- The top three issues raised by Huntingdonshire residents related to benefits, debt and employment.

How they support the Council's corporate objectives:

- Creating safer, stronger and more resilient communities - helping people to get on with their lives without having to rely on the Council;
- Improving health and well-being – two-thirds feel less stressed, depressed or anxious after receiving support;
- Improving work prospects through volunteering opportunities.

Future Challenges:

- Working in a fragmented and overlapping advice sector.
- Impact of welfare reforms.
- Digital inclusion/exclusion, the Bureau needs a robust IT infrastructure.
- Need to work with other advice agencies to deliver advice in the home.

It was suggested that the Bureau should look into an outreach service, using volunteers within communities. Members were told that the organisation already uses local village halls and libraries and are always looking for suitable community venues to use to reach those who need their services.

It was confirmed that those residents with have no access to online

services have the option of a telephone service, introduced with the support of lottery funding. Demand for this service is increasing, with increased confidentiality among the reasons some users prefer this option.

The Panel queried the relationship between funding provided by area and the numbers of clients assisted. Huntingdonshire pays the highest grant to the Bureau yet less clients are supported within the district. The Panel were informed that there are twice as many volunteers in Huntingdonshire, creating higher costs in training and travel, and that the geographical extent of the Huntingdonshire area is larger with offices in Huntingdon and St Neots. Written answers to this question and the question of how much of the grant goes towards the whole organisation's management costs were requested.

Closing remarks

Members of the Panel thanked the representatives from each organisation for their attendance and for the information provided.

The Head of Community re-iterated that the budget available for future voluntary and community sector grant funding will not be finalised until February 2016. Members stated that they would expect an application process for this but expressed some concern about timescales for those organisations with funding arrangements due to finish in March 2016. The Head of Community will bring a further report to an upcoming meeting of the Panel.

37. WORKPLAN STUDIES

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

38. OVERVIEW AND SCRUTINY PROGRESS

With the aid of a report (a copy of which is appended in the Minute Book) the Panel reviewed the progress of its activities since the last meeting. It was noted that the review of elderly patient care at Hinchingsbrooke Hospital was on hold as this was linked to ongoing Care Quality Commission activity.

39. SCRUTINY

The 158th 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: 21 October 2015
For Period: 1 November 2015 to 29 February 2016

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 1 4	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk

Notice is hereby given of:

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

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

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

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing Democratic.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.

15 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
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
Huntingdonshire Infrastructure Business Plan	Cabinet	19 Nov 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being
Customer Service Strategy ***	Cabinet	19 Nov 2015		John Taylor, Head of Customer Services Tel No. 01480 388119 email: John.Taylor@huntingdonshire.gov.uk		D Tysoe	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
One Leisure Negotiations*** ##	Cabinet	19 Nov 2015		Brian Gray, Business Manager Development Tel No. 01480 388058 email: Brian.Gray@huntingdonshire.gov.uk	Paragraphs 3 & 4	R Howe	Social Well-Being
Neighbourhood Plans ***	Cabinet	19 Nov 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being
St Neots Neighbourhood Plan ***	Cabinet	19 Nov 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being
Approval of Council Tax Base 2016/2017	Section 151 Officer	1 Dec 2015		Ian Sims, Local Taxation Manager Tel No. 01480 388138 or email Ian.Sims@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Home Improvement Agency - Annual Report	Cabinet	10 Dec 2015		Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 or email: Jo.Emmerton@huntingdonshire.gov.uk		D B Dew	Social Well-Being
Fraud Prosecution Policy	Cabinet	10 Dec 2015		Amanda Burns, Benefits Manager Tel No. 01480 388122 email: Amanda.Burns@huntingdonshire.gov.uk		D Tysoe	Economic Well-Being
Commercial Investment Strategy Business Plan ***	Cabinet	10 Dec 2015		Ms Julie Slatter, Corporate Director (Services) Tel No. 01480 388301 email: Julie.Slatter@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Procurement Policy ***	Cabinet	10 Dec 2015		Nigel Arkle, Procurement Manager Tel No. 01480 388104 email: Nigel.Arkle@huntingdonshire.gov.uk		J Gray	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Gambling Act 2005 Statement of Principles ***	Council	16 Dec 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Statement of Licensing Policy ***	Council	16 Dec 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Approval of Final 2016/17 Revenue and Capital Budgets and Medium Term Financial Strategy 2017/18 to 2020/21 *** →	Cabinet	11 Feb 2016		Clive Mason, Head of Resources Tel No. 01480 388157 email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Treasury Management Strategy 2016/17 ***	Cabinet	11 Feb 2016		Clive Mason, Head of Resources Tel No. 01480 388157 email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Economic Well-Being

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Public*

Key Decision - No*

* Delete as applicable

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Sport and Active Lifestyles Annual Report 2014/15

Meeting/Date: CMT – 20 October 2015
Overview and Scrutiny Panel (Social Well-Being) -
3 November 2015

Executive Portfolio: Councillor R Howe, Executive Member for Commercial
Activities

Report by: Sport and Active Lifestyles Manager

Ward(s) affected: All

Executive Summary:

The purpose of this report is to inform members on the performance, work programmes and highlights of the Sport and Active Lifestyles Team during 2014/15.

Recommendation(s):

The Panel is requested to note the contents of this report.

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The purpose of this report is to inform members about the performance of the Sport and Active Lifestyles Team (SALT) during 2014/15.

2. BACKGROUND

- 2.1 Each year an Annual Report is produced to inform elected members, stakeholders, partners and commissioners of the activities, programmes and performance of the Sport and Active Lifestyles Team.
- 2.2 In 2014/15 a best ever total attendances at activities delivered were achieved of 46,110, 11% up on the previous best ever overall result.
- 2.3 3,210 physical activity or sports sessions for people from 4 years of age to 90 years of age were delivered by the team of 6.8 contracted staff who deliver activity as part of their role. The team were supported by a small number of variable hour Instructors, Coaches and Outreach Workers along with over 30 active volunteers.
- 2.4 Right Start group exercise classes, Cardiac Rehabilitation community classes, Adult Sports Tasters and Courses all achieved best ever total attendances. Health Walks were up 16% on the previous year with over 97% of walks delivered by volunteers contributing over £15.2k worth of time to the scheme.
- 2.5 The SALT team deliver work that is complementary to One Leisure and targets under-represented groups in sport or those who require additional support to exercise. Working with communities the team deliver activities in non-traditional venues or working with sports not catered for by One Leisure including climbing, sailing, rowing etc.
- 2.5 Some services are managed by SALT, for example Exercise Referral; however the desired outcome is to convert customers to One Leisure members. SALT provides the specialist knowledge and expertise required to liaise with health professionals and ensure customers attain a safe and stable position to become regular members.
- 2.5 99% of customers rated the value for money of paid services as good or better.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 This report is for informing members of 2014-15 performance only.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

- 4.1 This report is intended for Overview and Scrutiny Panel (Social Wellbeing) only.

5. KEY IMPACTS/RISKS

- 5.1 The activities of the service rely on grant contributions and commissions to deliver significant elements of the service.

- 5.2 General fees and charges are increasing where able.
- 5.3 Cambridgeshire County Council's Public Health Team has commissioned two physical activity programmes delivered by the SALT team in 2015/16 (Huntingdonshire Health Walks and Exercise Referral) to £46.3k.
- 5.4 Ring fenced public health funding at Cambridgeshire County Council ended in March 2015 and despite funding being secured for the current financial year future commissioning arrangements remain unclear. The potential implications of the loss of Public Health funds would mean approx. 1,000 Huntingdonshire residents (recording over 27,300 visits in 2014/15) would no longer be able to access these services currently delivered by Huntingdonshire District Council.
- 5.5 Funding for sport related programmes have been supported during 2014/15 with a Sport England lottery grant which runs to November 2016 through the 'Delivering Activity and Sport in Huntingdonshire' project (DASH).
- 5.6 Areas of the sport programme not currently receiving grant funding (Under 17's sport and equity programmes including disability sport) are finding it increasingly challenging to meet participation targets within the funding envelope available whilst remaining competitive.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 Not applicable

7. LINK TO THE CORPORATE PLAN

- 7.1 Working with our Communities' and in particular the priorities of 'Improve health and well-being' and 'Empower local communities' - to improve the range of facilities and opportunities for the community to improve their health and wellbeing.
- 7.2 A strong local economy – Sport and Active Lifestyles provides good quality services that make the district a better place to live and work by working with sports clubs and other sports providers across the district. The team also provides training/qualifications opportunities and volunteer opportunities which contribute to developing a skilled and flexible workforce.
- 7.3 Ensuring we are a customer focussed and service led council – Currently overall attendances are up on previous years and demand from customers is increasing for specialised services such as falls prevention and Exercise Referral. The team are proactive to customer and partners demands to ensure we are providing what is wanted.

8. CONSULTATION

- 8.1 Not applicable

9. LEGAL IMPLICATIONS

- 9.1 None arising from this report

10. RESOURCE IMPLICATIONS

- 10.1 None arising from this report

11. OTHER IMPLICATIONS

- 11.1 The potential loss of services such as Exercise Referral in the future may lead to an increase in health inequalities across the District.

12 REASONS FOR THE RECOMMENDED DECISIONS

- 12.1 The Panel is requested to note the contents of the Sport and Active Lifestyles Annual Report 2014/15.

13. LIST OF APPENDICES INCLUDED

Appendix 1 - Sport and Active Lifestyles Annual Report 2014/15

BACKGROUND PAPERS

NONE

CONTACT OFFICER

Jo Peadon Sport and Active Lifestyles Manager
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Sport & Active Lifestyles

annual report

2014/2015

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Foreword

Welcome to the annual report of Huntingdonshire District Council's Sport & Active Lifestyles Team

Huntingdonshire District Council's strategic priorities include 'Working with our Communities' to achieve the objective of 'improved health and well-being'. The Sport & Active Lifestyles team play a valuable role to achieve this in their work with One Leisure (the districts five leisure centres), sports clubs, other sports providers, volunteers, care settings, schools and health professionals.

This team also supports other strategic objectives around 'creating safer, stronger and more resilient communities' and 'empowering local communities' to get involved in their communities through promoting and supporting volunteering in sport, utilising volunteer leaders on the health walks scheme or the gym buddy scheme which enables people to access local gyms when otherwise they may not be able to.

A lesser known contribution to the Council priorities includes the work the team does around developing a skilled and flexible workforce including supporting and developing coaches, volunteers, officials and administrators.

Once again the team have had a very successful year achieving their best ever total attendances of 46,110 at all activities with highlights including the DASH Phase II project, Exercise Referral and group exercise classes for older adults.

I would like first of all, to thank the Sport and Active Lifestyles team for the cheerful and professional manner in which they carry out their work and to take this opportunity to thank all our partners for their contributions to the service over the past 12 months, in particular Cambridgeshire County Council's Public Health Team and Sport England for their invaluable support.



Cllr Robin Howe
*Deputy Executive Leader
and Executive Member for Commercial Activities*



Setting the scene

The Sports & Active Lifestyles team (SALT) is part of the Leisure & Health Division within Huntingdonshire District Council.

This Annual Report is to inform elected members, stakeholders, partners and other interested parties of the activities, programmes and performance of the Sport & Active Lifestyles team during 2014/15.

All our activities and services focus on promoting active lifestyles and reducing health inequalities. In particular we target those under-represented in sport and physical activity or those requiring additional support to exercise.



In 2014/15 there were almost 5,500 different individuals between the age of 1 and 90 taking part in physical activity and sport delivered by the Sport & Active Lifestyles team. The team achieved a best ever total attendance of over 46,000 visits; 11% up on the previous best ever.

The aims of the service are to improve health and well-being and reduce health inequalities.

To achieve this we will:

- Increase participation in physical activity and sport
- Raise the profile of sport & physical activity opportunities
- Work to improve, enhance and sustain the sporting infrastructure across the district (facilities, clubs, finance and people)
- Provide targeted activities to promote active lifestyles and reduce health inequalities

The service contributes to the achievement of Huntingdonshire District's Council Corporate Plan 2014 - 2016 strategic themes of: 'Working with our communities', 'Ensuring we are a customer focussed and service led council' and 'A strong local community'.

The team also works towards helping Cambridgeshire Health and Well-being Strategy (2012 - 2017) achieve its priorities in particular: 'Support older people to be independent, safe and well', 'Encourage healthy lifestyles and behaviours in all actions and activities while respecting people's personal choices' and 'Create a sustainable environment in which communities can flourish'.

Further detail on the specific activities and services of the team is available on pages 13 and 14.

Case studies

Barbara's story:

Before joining the Exercise Referral Scheme, Barbara would keep active by walking the aisles of her local supermarket, using the trolley as a walking aid, and always used a stick when walking outdoors.

However, this was something she disliked, as even though the stick and trolley gave her stability to walk she was aware of her posture gradually deteriorating with the reliance to lean on the support.

Barbara began her exercise referral with clear goals in mind; to feel more confident when walking, to increase the distance she could walk, and to be able to stand and walk with good posture. These goals were taken into consideration by her exercise instructor who planned Barbara an individual, safe and effective 12 week training programme, focussing on cardiovascular and muscular strength, balance and posture. Barbara completed the scheme attending the gym on 17 occasions, with constant support and supervision from her instructor.

Barbara managed to achieve all of her personal goals, and has improved the strength in her legs to allow her to walk further and more often. Barbara recently went on holiday, where she did lots of walking and exploring – without need of a stick or trolley! As well as this Barbara experienced other beneficial side effects of exercise including losing weight, reducing her waist and hip measurements and reducing her BMI. Barbara feels that her quality of life has been greatly improved by the Exercise Referral Scheme.

"The Exercise Referral Scheme gave me confidence to get out and try new things... I find it easier walking, moving, getting out of chairs and it gave me a general feeling of being well."

Freda's story:

"I learnt of the chair exercises from Dan, who came to talk to the CHIP group to discuss exercise; I was bemoaning the fact that there was nothing for an 'oldie' with dodgy knees. How wrong could I be.

I started the RightStart classes on 5th January 2015 and under the expert guidance of Ron I have mastered the sit to stand - yippee! I have now moved on to working with leg weights; all this has substantially improved my mobility and health. I also practice the exercises in my daily life.

I have encouraged my friends to come to the class and they are now feeling the benefit, it also has the added benefit of providing social interaction.

The RightStart class is excellent for us older folks as it is a good workout without the need for fancy equipment or getting us hot and sweaty!"

New for 2014/15

PEDALS

Our new adapted bikes were launched at Hinchingsbrooke Country Park. Funded through a short breaks grant from Cambridgeshire County Council the bikes are available for disabled people and their families and carers to ensure all can have access to the country park with the freedom of a bike.

A pool of bikes is available from single person trikes to multi-person carriers with different combinations of steering support; one model allows for a wheelchair to be transported on the front of the bike.

Sessions have been run with special schools, disability care settings and open sessions during school holidays.

"This is a quick e-mail to thank you and your staff for providing the cycle facilities for the students. They really enjoy attending and they look forward to the session each week. I believe that their coordination is getting better, and their stamina is improving, as is mine. It really is quite exhausting but a great deal of fun is had by staff and students. Even the rain did not dampen their spirits yesterday."

U-Canoe

As part of the Sport England funded DASH Phase II project the Sixth Form activities initiative received a boost with the introduction of new indoor canoeing sessions. Funding from Sport England enabled the initial purchase of eight inflatable kayaks, paddles and helmets. Working with Canoe England, (the sport's governing body), sessions were introduced for local sixth form students.

The sessions were led by HDC staff who undertook an innovative leader's course delivered by Canoe England to be able them to deliver fun and safe games and activities increasing confidence on the water and stimulating interest in water sports.



The programme now has been extended with a second set of kayaks and our colleagues in One Leisure are adding in school holiday activities to ensure we make full use of the excellent equipment at our disposal.

"The canoeing sessions delivered in partnership with Huntingdonshire District Council have proved a real success. The students have relished the challenge of taking part in this new activity as part of their curriculum. The instructors have been excellent and delivered engaging sessions that all of the 6th form students have absolutely loved."

Highlights from 2014/15

Focus activity: Exercise Referral

Individuals with a medical condition that can be controlled or improved by exercise can be referred to this long standing scheme. 2014/15 saw unprecedented demand with an increase of 43% on the previous year of referrals started.

230kg has been shed by participants and over 170cm has been lost from the waistline.

40% of all referrals were completely inactive at the start of their referral compared to 11% after 6 months. 36% were achieving 3 or more days of activity at the start of their referral compared to 74% at 12 weeks.

"Last May I was admitted to hospital with colitis and food poisoning and in July was given possibly only months to live due to fibrosis of the lungs for which I was given in-house oxygen for walking or any form of exercise. I was referred to Oak Tree Rehabilitation Centre where I did light exercise wearing my oxygen tank under supervision of the physiotherapists for a 12 week course after which I was given the opportunity to be referred to the St Ives Gym. I started in February where Ron made up a programme which I did twice a week for the duration of 12 weeks wearing my tank. Since completing the course I have now enrolled at the gym on a month to month basis and am at the stage now where I can manage to complete my programme without the use of any oxygen which I am extremely pleased about. Thank you very much for all your help."

Focus activity: Group Exercise Classes

The group exercise programme has grown yet again. New classes have been added in Ramsey and St Ives. Another new class is scheduled to start in Buckden from June 2015.

The Right Start classes run at five incremental levels allowing for progression and are aimed at older adults and those who require additional support to exercise. Cardiac Rehabilitation community classes also take place four times a week for people who have had a heart attack or heart related incident.

"I started Right Class 3 at St. Barnabas Church in Hartford after discussing with my Cardiac Rehab instructor my desire to find a group based class that would complete my exercise regime. He suggested that a strength and balance class would be advantageous. Danielle has helped me with these goals and I find working with the group not only has been physically beneficial, but has made the class a fun place to attend. There is strong sense of comradeship amongst the members of the group, helped in many ways by Danielle's constant encouragement for individuals to work at their own levels and to try new exercises so that the class does not become boringly repetitious. I feel that I have certainly improved in my balance and strength, and this is born out because the results in my Exercise MOT have shown significant improvement in several areas."

Review of the Year

What we did

In total the team organised and delivered 3,210 physical activity or sports sessions

- 809 Group Exercise Classes delivered (Right Start, Cardiac Rehabilitation and Outdoor Gym)
- 475 Health Walks delivered (including themed events)
- 1,146 Exercise Referral Appointments (1:1 sessions including inductions, programme reviews, final appointments)
- 311 Disability Activity Sessions (Active and Able, holiday sessions, festivals, bespoke sessions, DASH community day settings disability sessions)
- 292 Organised Young People Activities (Street Sports, sixth form activities, roadshows, holiday sports activities and community engagement sessions)
- 114 Sports sessions for Adults (Adult Sport Tasters and Courses)
- 16 Family events
- 47 Miscellaneous and Bespoke events

How well we did

Overall service: total visits (46,110) – a best ever result

- **Right Start Classes:** attendances up 17% on previous year with 6,760 visits and a best ever performance
- **Cardiac Rehabilitation Community Classes:** attendances up again over 16% on previous year with 2,749 visits and a best ever performance
- **Adult Sports Tasters and Courses:** attendances up 52% on previous best with 803 visits

What our customers told us

CUSTOMERS SATISFIED OR BETTER WITH SERVICES

- | | |
|--|------|
| • Overall - activities for adults: | 99% |
| • Cardiac Rehabilitation Community Classes: | 100% |
| • DASH Adult Sports Tasters: | 100% |
| • Holiday programmes (Parents or guardians): | 100% |
| • Exercise Referral: | 98% |

YOUNG PEOPLE WHO THINK SERVICES ARE BRILLIANT OR GOOD

- | | |
|---|-----|
| • Overall - activities for children & young people: | 98% |
| • DASH Street Sports: | 99% |
| • DASH Sixth Form Activities: | 97% |
| • Holiday programmes: | 97% |

CUSTOMERS RATING VALUE FOR MONEY OF FEE PAYING SERVICES GOOD OR BETTER

- | | |
|---|------|
| • Overall - all services: | 99% |
| • DASH Adult Sports Tasters: | 100% |
| • Cardiac Rehabilitation Community Classes: | 100% |
| • School Holiday Programmes (Parents or guardians): | 99% |

Reaching out into the community

Promotions and events attended during 2013/14

- Bury School's Sports Day, School Games and PLUS events
- Cambridgeshire Celebrates Age
- Carers Trust event
- Community Health Improvement Programme Sessions (CHIP) (x22)
- COPD Group Talks (Brampton x3)
- Fitness MOT sessions (x3)
- National Fitness Day
- Papworth Hospital Cardiac Phase 3 assisted sessions (x17)
- Physical Activity & Health Talks and Events (Bluntisham, Godmanchester, Hinchingsbrooke, Ramsey and Yaxley)
- Pinpoint Conference
- RAF Wyton Station Community Day
- Village & Town Festivals attended (x13)

How we improved the service in 2014/15

YOU SAID WE DID

- **Health Walks:** you asked for new routes to add variety – 9 new walks introduced
- **Right Start:** you asked for new classes to be introduced – 3 new classes were added to the programme in Ramsey and St Ives
- **Right Start:** you asked for more variety in exercises – pedal bikes were introduced to all Level 5 classes as a new station
- **Right Start/Cardiac Rehabilitation:** you asked for new music and new CDs were purchased and shared around the classes
- **U Canoe:** additional activities for 6th form students were asked for and by working with Canoe England we were able to provide an innovative new activity.

OTHER SERVICE IMPROVEMENTS

- **Cardiac Rehabilitation Phase IV:** reduced waiting times and improved take up rates
- **DASH:** variety of adult sport tasters and courses has been increased
- **Exercise Referral:** new free 10 month pilot trialled from June 2014 to March 2015
- **Health Walks:** New walk packs were made available online for people who cannot attend the organised walks
- **Street Sports:** new venue added to programme at Godmanchester

What we are going to do in 2015/16

- **Clothing:** Introduce sales of clothing for Right Start, Cardiac Rehabilitation and Health Walks to enhance the 'club' feeling among the groups
- **Exercise Referral:** extend the free scheme for a further 12 months
- **Right Start:** new classes to be added subject to feasibility and where sustainable
- **PEDALS:** Add extra weekly sessions to suit the user groups that want to access the adaptive bikes.

What we do...

...and the difference it makes

Exercise Referral

Individuals with medical conditions and requiring additional support to exercise are referred to Impressions Fitness Suites and looked after by an exercise specialist qualified to REPS Level 3 or 4 from the Sport & Active Lifestyles team or Impressions Fitness Suites.

"Kim was extremely helpful and supportive. The scheme has helped me regain my ability to walk, move and generally return to a more normal life."

"I am so pleased to have been on the scheme, I didn't think I would be able to use any of the equipment but I can and feel great after each session."

Health Walks

Nationally accredited this scheme involves a team of 30 volunteers who lead a programme of walks across the district; the walks range from 30mins to 90mins and are based on the national 'Walking for Health Initiative'.

"The walks have really helped me as for six months I had a knee problem and unable to walk very far and the walks have helped me get back walking again. Thank you."

"An excellent scheme. Not only is it of value to health, it is of great value in social contact, particularly for those that live alone."

Cardiac Rehabilitation Community Classes

Individuals who have had a heart attack or heart surgery are able to access community based exercise classes based on the national 'British Association of Cardiac Prevention & Rehabilitation' (BACPR) programme in a safe and sociable environment with others who have undergone similar experiences.

"From the behaviours of class members, I am certain that there is a knock on effect which enhances the social well-being of class members. I'd believe that this is likely to reduce other social care needs / support."

"Thursdays afternoons is a priority spot, continuing over several years. Very few things take priority over attending this class and has been ever since starting following a quadruple bypass that followed a stroke 4 months previously. I certainly feel the benefit of my continued participation."

Street Sports

For young people (13-19 years) offering free sports sessions as a positive diversionary activity. Running in Yaxley, Sawtry, St Neots and Godmanchester and delivered in partnership with Children, Families and Adult Services, Cambridgeshire County Council.

"It gives me more confidence when playing and makes me more willing to take more risks."

"Good session because I make friends."

Right Start Group Exercise Classes

Group exercise classes targeting over 50's and those who require additional support to exercise but favour a class setting over the gym environment are delivered across the district at various venues.

"This class has helped me to be more aware of the need for physical activity. I have also lost a little weight, so with that and that exercise I have found climbing small hills, stairs etc easier. My knees no longer 'give way' when going upstairs."

"This class has helped me immensely with my balance and walking and I have nothing but praise for the instructor. She is encouraging but does not make you do anything you really are not happy with. Both myself and my husband have benefited from attending."

DASH Phase II (Delivering Activity and Sport in Huntingdonshire)

From village festivals to U-Canoe sessions, sixth form activities to community disability day sessions, adult sports tasters and courses to the Sports Festival in the Park there is something for everyone.

"Wonderful mix of ages attending - everyone very supportive of each other. Instructions were excellent - felt confident when putting my life in their hands!"

"I love these! I enjoy getting out and trying new activities and meeting new people. Perfect for people who are new to the area - like me!"

Disability Sport

Working with Huntingdonshire Disability Sports Forum to increase and enhance opportunities for disabled people to participate in sport including festivals, sports clubs and competition opportunities.

"The staff are brilliant with our students and always provide activities that all abilities can join in with. I don't think anything needs to be changed, just keep doing what you do!!"

"As my son has special needs he was taking part in a SEND session - the staff were fantastic in helping him and encouraging him to participate even though my son gave them the run around."

PEDALS

Sessions with our specially adapted bikes for disabled people and their families and carers to enjoy the freedom only a bike can give.

"I have nothing but praise for the patience and dedication of Johnny & Kara. They are brilliant!"

Sports Development

Including school holiday activity programmes, Sports Leaders programmes, targeted activities for under-represented groups and school sports days.

"Thank you for giving my two children a great experience. They had loads of fun and built up their confidence on the water"

"It was really fun and I now want to attend the club on Wednesdays term time"

Raising the profile of sport and physical activity

Events & Promotion

The team attend a wide range of partner events promoting active lifestyles.

Partnership work

The team work with a wide range of statutory and voluntary sector partners to increase participation in active lifestyles.

Communication & Marketing Strategy

The team implement a communications and marketing strategy to raise the profile of the numerous sports and active lifestyle opportunities across the district.

Better use of web and internet services

The team is always seeking to make better use of technology such as social media to improve the effectiveness and efficiency of the services

Improve, enhance and sustain the sporting infrastructure (facilities, clubs, finance and people)

Workforce Education & Development

Fundamental to improving sporting and active lifestyle opportunities is improving the number and quality of coaches, instructors, volunteers and administrative personnel in the profession.

Sports Facility Strategy

The strategy helps to inform and identify sporting priorities across the district.

GIS mapping project

Mapping of all the known sports and active lifestyle facilities in the district has continued – now over 200 sites and 400 facilities.

Facility Development

The team offer support to Huntingdonshire District Council facilities and offer funding advice to clubs seeking to develop their own facilities.

Club Development & Support

The team offer advice and support to clubs around developing junior sections, gaining funding for equipment and issues around safeguarding or becoming a constituted organisation. An ongoing piece of work has identified over 250 sports clubs in the district to date.

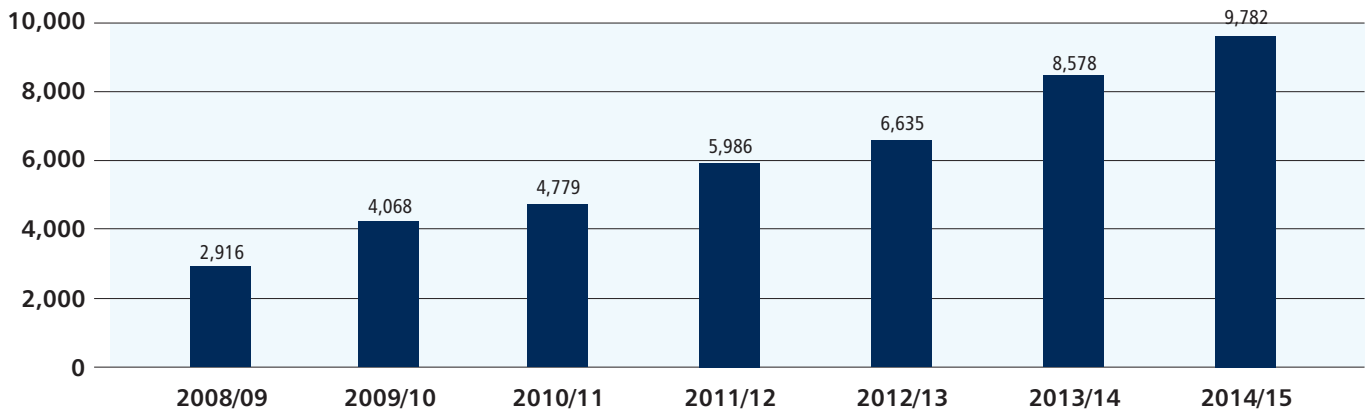
Planning Related Developments

The team seeks to ensure sport and active lifestyles are represented when new developments are planned and social infrastructure requirements need to be met.

Best ever results in 2014/15

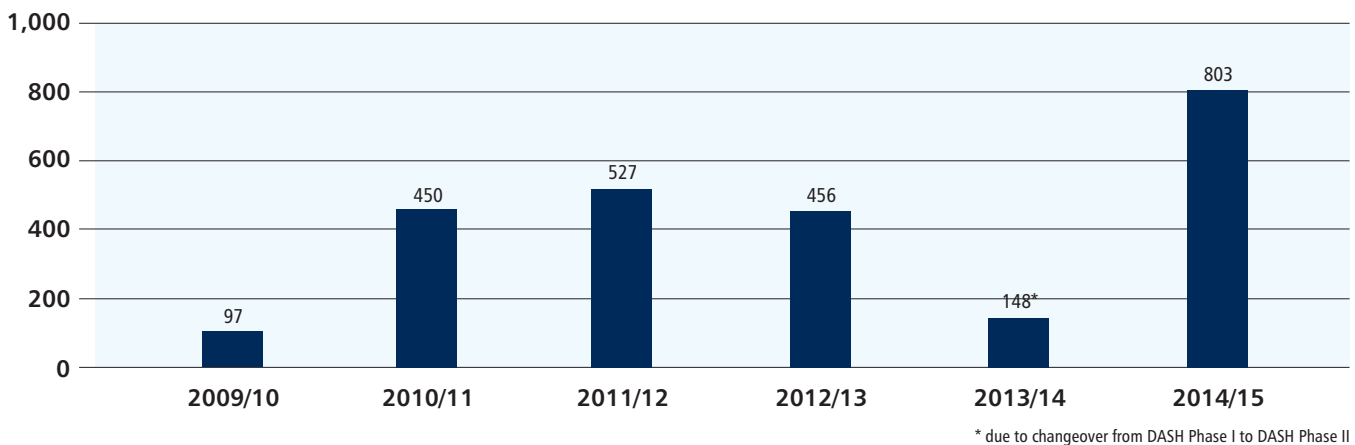
Group Exercise Classes

Group Exercise classes for older adults and those requiring additional support to exercise including cardiac rehabilitation community classes and falls prevention classes.



Adult Sports Tasters and Courses

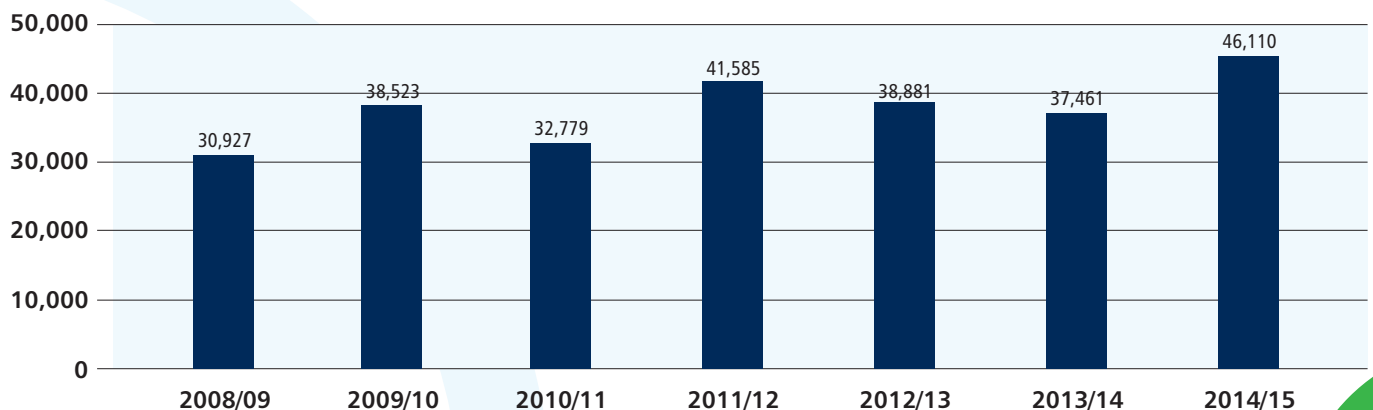
Free taster sessions and subsidised introductory course for adults in a variety of sports in partnership with local sports clubs and organisations and supported by the Sport England Lottery Fund.



* due to changeover from DASH Phase I to DASH Phase II

Sport & Active Lifestyles Attendances and Participants

As a team the best ever attendances were recorded across all activities supporting Huntingdonshire District Council's corporate objective to improve health and well-being by providing accessible leisure opportunities.



Financial Highlights

- Secured £46k contribution from CCC Public Health for another 12 months supporting Exercise Referral and Health Walks
- Secondment opportunity raised £13k in additional income
- Income for Group Exercise Classes increased by 25% from 2013/14
- Grant of £833 secured towards the PEDALS adapted cycle project from the cycling charity, CTC
- Team Support Officer post replaced Customer Services Assistant post and hours reduced by 5 per week. Post able to support direct delivery and saving approx. £2k per annum
- Supported a local sports club with a successful application to Sports England's Small Grants Fund to successfully bring inward investment of £9,254 into the district

Summary Financials

	2011/12	2012/13	2013/14	2014/15	2015/16
Direct Service Controllable Income	£140,000	£141,000	£131,000	£108,000	£115,000
Direct Service Controllable Expenditure	£363,000	£350,000	£312,000	£367,000	£439,000
Direct Service Controllable Net Expenditure	£223,000	£209,000	£181,000	£259,000	£324,000
Capital Charges	£2,000	£2,000	£2,000	£2,000	£2,000
Non Controllable Expenditure	£117,000	£119,000	£113,000	£113,000	£113,000*
Total Net	£342,000	£330,000	£296,000	£374,000	£439,000

Performance Indicators

	2011/12	2012/13	2013/14	2014/15	2015/16
Staff cost as % of expenditure	61.8%	62.6%	63.0%	65.6%	
Income as % of controllable expenditure	38.6%	40.3%	42.0%	29.4%**	
Subsidy per visit	£5.36	£5.38	£4.83	£5.62	
Individual participants	7,317	5,953	5,183	5,467	
Admissions	41,585	38,881	37,461	46,110	

Expenditure History

	2011/12	2012/13	2013/14	2014/15	2015/16
Employees	£298,000	£295,000	£269,000	£316,000	£390,000
Premises	£14,000	£12,000	£11,000	£12,000	£16,000
Supplies and services	£29,000	£24,000	£20,000	£30,000	£23,000
Transport	£22,000	£19,000	£12,000	£9,000	£10,000
Non Controllable (inc Capital)	£119,000	£121,000	£115,000	£115,000	£115,000*
Total Gross Expenditure	£482,000	£471,000	£427,000	£482,000	£554,000

Data Source - Business Objects reports run on codes LB01 to LB50 for the different years.

* estimated as 2015/16 figures not available

** affected by phasing of grant income received

Meet the team

Jo Peadon Sport & Active Lifestyles Manager
Martin Grey Senior Sports Development Officer
Jenna Payne Team Support Officer (part-time)

SPORT, DASH & DISABILITY SPORT TEAM

Paul Ashbridge Sports Development Officer
Doug Finlayson Sports Activator
Kara Gibbs DASH Delivery Officer (part-time)

The team are supported by a small number of Outreach Workers (variable hours) and volunteers.

EXERCISE REFERRAL & CARDIAC REHABILITATION TEAM

Dan Gammons Sports Development Officer
Kim Bebbington Physical Activity Officer
Ron Osborne Physical Activity Officer (part-time)

The team are supported by a small number of Impressions Fitness Consultants, one variable hours Physical Activity Officer and Gym Buddy volunteers.

HEALTH WALKS & RIGHT START TEAM

Danielle Sancaster Sport Development Officer

Danielle is supported by a small number of Outreach Coaches (variable hours) and 30 Health Walk volunteers.



www.huntingdonshire.gov.uk/activelifestyles

activelifestyles@huntingdonshire.gov.uk

 [facebook.com/DASHsport](https://www.facebook.com/DASHsport)

 twitter.com/DASHsport

Private
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Overview and Scrutiny Panel Structure
Meeting/Date:	Overview and Scrutiny (Social Well-being) Panel, 3 November 2015 Overview and Scrutiny (Economic Well-being) Panel, 5 November 2015 Overview and Scrutiny (Environmental Well-being) Panel, 10 November 2015
Executive Portfolio:	Councillor Jason Ablewhite, Executive Leader
Report by:	Daniel Buckridge, Policy, Performance & Transformation Manager (Scrutiny)
Ward(s) affected:	All

Executive Summary:

As proposed at the Scrutiny Away Day in February 2015, the structure of the Council's Overview and Scrutiny panels has been reviewed and alternative arrangements have been explored. The Chairmen and Vice-Chairmen of the current Overview and Scrutiny panels have considered a number of options, including the status quo, and have agreed on a preferred structure.

This option would create three new panels - 'Finance and Performance', 'Economy and Growth' and 'Communities and Customers' to replace the existing panels. This structure is seen as a better fit to the organisation's strategic priorities than the current structure as it is aligned to and consistent with the Corporate Plan and should help balance the workload of Members involved. Amendments to the Constitution to create the new structure would also introduce greater flexibility and encourage more joint working between panels.

While the Cabinet workplan would continue to be followed in general, the Chairmen/Vice-Chairmen propose that Cabinet items should be reviewed to determine whether there is benefit in having them on a panel's agenda. They intend to create sufficient capacity for each panel to support two Task and Finish Groups each year.

Recommendation(s):

Members are invited to:

- endorse Option 2 as a new structure for Overview and Scrutiny panels, and
- request that amendments to the Constitution to allow the new structure to be adopted be referred to Corporate Governance Panel and full Council meetings in December.

1. BACKGROUND

- 1.1 At the Scrutiny Away Day in February 2015, the current structure of Overview and Scrutiny panels was questioned. With recent changes to portfolio responsibilities of Cabinet Members, the remit and alignment of panels may not support the best possible opportunity for effective overview and scrutiny.
- 1.2 Members of Cabinet and the Chairmen and Vice-Chairmen of the Overview and Scrutiny panels have considered a range of options for a new structure. With general consensus in support of a single option, the Chairmen and Vice-Chairman have met with senior officers to explore how this could work in practice and are in agreement that a proposal to implement their preferred new structure should be considered by all three panels. If supported, changes to the Constitution will be required and can be submitted to Corporate Governance Panel and Council in December for approval. The changes can then be incorporated into the Constitution Review which is currently being progressed and are set out at Appendix A of this report.

2. OPTIONS CONSIDERED

- 2.1 Three different options were considered. Each of these proposed a total of three panels to include a 'Finance and Performance' panel. Option 1 proposed that this panel should be accompanied by 'Delivery' and 'Services' panels to reflect the Corporate Director responsibilities. Option 2 proposed 'Economy and Growth' and 'Communities and Customers' panels to align with the strategic priorities in the Corporate Plan and Option 3 proposed 'Internal' and 'External' panels.

3. VIEWS OF OVERVIEW & SCRUTINY CHAIRMEN AND VICE-CHAIRMEN

- 3.1 The Chairmen and Vice-Chairmen are in unanimous agreement that Option 2 is their preferred option, as shown below:

Economy and Growth	Communities and Customers	Finance and Performance
Links to Corporate Plan Strategic Priorities: 'A strong local economy' 'Enabling sustainable growth'	Links to Corporate Plan Strategic Priorities: 'Working with our communities' 'Ensuring we are a customer focussed and service led Council' (the 'To ensure customer engagement drives service priorities and improvement' objective)	Links to Corporate Plan Strategic Priorities: 'Ensuring we are a customer focussed and service led Council' (the 'To become more business-like and efficient in the way we deliver services' objective)

- 3.2 This option is considered to have the clearest links to the Corporate Plan's strategic priorities and objectives, as indicated above.
- 3.3 The balance of items to panels and the impact of this on workload and the frequency of meetings have been carefully considered when reviewing options for a new structure. It is expected that the preferred option would result in a more balanced workload for the panels and their Members than the current structure. It is expected that most of the reports to the Finance and Performance Panel would be submitted on a quarterly cycle in line with business reporting processes but the quarterly reports are likely to generate additional items as needs are identified for more in-depth reviews and there would be other items to be considered by this panel throughout the year.

- 3.4 In order to assess the expected workload of each panel, the Chairmen and Vice-Chairmen have analysed the work programmes of the current panels and a list of proposed new items drawn up at the Scrutiny Away Day. Key items have been allocated to the panels in Option 2 as shown in the table at 4.1.
- 3.5 It should be noted that the current Notice of Key Executive Decisions only lists items scheduled up to January so there will be other items for Cabinet which will need to be considered by Scrutiny panels that aren't listed here.
- 3.6 Different items will require different levels of input from the panels (e.g. some may require working groups to be set up or a Select Committee approach) so the number of items does not necessarily indicate the scale of the workload for each panel.
- 3.7 To help manage the workload, it is proposed that the Chairmen/Vice-Chairmen consider each item on the Notice of Key Executive Decisions individually and then determine whether reports to Cabinet need to be agenda items for their panels. For example, where panels have already been involved in developing a policy they may not need to discuss it again prior to Cabinet provided that they are confident that their views have been taken into account. The Chairmen/Vice-Chairmen would also like the capacity to allow them to aim to undertake two Task and Finish Groups per panel each year.
- 3.8 In amending the Constitution to introduce the new Scrutiny panel structure, it will be recommended that this should be less prescriptive than it currently is. This will help ensure that capacity, links to existing work programmes and the need for cross-panel working are taken into account when allocating new items to panels. Appendix 1 sets out proposed changes to the Constitution.

4. POSSIBLE ALLOCATION OF ITEMS TO NEW PANEL STRUCTURE

- 4.1 Agenda items will continue to go to the existing panels until the new structure is approved. As an example of how items would be distributed if the new structure is agreed, items due to go to the existing panels in November are listed against the most relevant new panel below:

Communities and Customers	Finance and Performance	Economy and Growth
<ul style="list-style-type: none"> • Affordable Housing Working Group report • Hinchingsbrooke Health Campus Presentation 	<ul style="list-style-type: none"> • Integrated Performance Report (Quarter 2) – includes financial, project and Corporate Plan performance • Treasury Management 2015/16 Six Monthly Review • One Leisure Negotiations 	<ul style="list-style-type: none"> • Huntingdonshire Infrastructure Business Plan • Local Plan to 2036 update • Neighbourhood Plans & St Neots Neighbourhood Plan
<p style="text-align: center;">Joint items:</p> <ul style="list-style-type: none"> • Sport and Active Lifestyles Annual Report 2014-15 – this could be considered jointly as the report indicates the benefits of the service to its users as well as performance • Customer Service Strategy – this may impact on services provided but should also deliver improved value for money 		

- 4.2 Some of the key items expected to still be in progress in the new year, 'business as usual' subjects and new items proposed at the Scrutiny Away Day in February 2015 are likely to be allocated to the new panels as follows:

Communities and Customers	Finance and Performance	Economy and Growth
<ul style="list-style-type: none"> • Community Safety Partnership • Health agenda, including mental health, GP and hospital services (e.g. CCG and Hinchingsbrooke Financial and Operational Performance Reports) • Voluntary and community sector • Community empowerment • Welfare Reform • Fraud Prosecution Policy • Customer Services Monitoring Report • Service standards • Policing and crime 	<ul style="list-style-type: none"> • Commercial Investment Strategy Business Plan • Project Management Select Committee 12month review • Draft Budget/MTFS • Final Budget/MTFS • Outturn financial reports • Shared services overview • Procurement Policy • Disposals and Acquisitions Policy • Energy Management 	<ul style="list-style-type: none"> • Building Control shared service • Growth-related shared service (if proposed) • Flooding and flood risk • Planning Enforcement Review • Marketing Strategy and Branding for Huntingdonshire • Huntingdonshire Strategic Partnership Growth and Infrastructure Thematic Group annual update • Community Infrastructure Levy • Infrastructure issues, including major roads • Supplementary Planning Documents (e.g. Design Guide) • Local Enterprise Partnership
<p>Joint items:</p> <ul style="list-style-type: none"> • Review into car parking charges (a potential cross-panel item for all 3 panels) • Commercialisation agenda (a potential cross-panel item for all 3 panels) • Home Improvement Agency – Annual Report (Communities .../ Finance ...) • One Leisure Six Month update (Communities.../ Finance...) • Impacts of service restructures (Communities.../ Finance...) • Waste collection policies, litter policies and practices (Communities.../ Economy...) • Impact of growth on services (Communities.../ Economy) 		

- 4.3 It is likely that there will be a number of items where a cross-cutting approach involving two or more Overview and Scrutiny panels may be beneficial and the Chairmen/Vice-Chairmen are keen for them to work together where there are opportunities to do so.

- 4.4 It is expected that Cabinet's workplan will continue to be followed in general, with panels reviewing and commenting on recommendations prior to decisions being taken, although this won't necessarily happen in every case as explained in 3.7. Changes to the Constitution will allow items to be allocated to panels as appropriate, rather than having to follow the portfolio/service-based approach which is currently required.

5. RESOURCE IMPLICATIONS

- 5.1 The changes to the Overview and Scrutiny panel structure proposed will require relatively minor amendments to the Constitution as set out in Appendix 1. Setting up new panels will require some changes to our committee minutes system and website and work with the Chairmen and Vice-Chairmen to establish agenda plans for the new panels.

6. LEGAL IMPLICATIONS

- 6.1 The proposed change to the Constitution will need to be considered by the Corporate Governance Panel and then approved by full Council. Less prescriptive definitions of the panels and their remits would allow greater flexibility without further changes to the Constitution being required so the changes could be implemented in time for the new year.

7. OTHER IMPLICATIONS

- 7.1 Amendments to the Overview and Scrutiny panel structure would need to be accompanied by clear communication with Members, officers, partners and residents in announcing the changes. This would present a good opportunity to raise awareness of the role of overview and scrutiny at the District Council.

8. RECOMMENDATIONS

- 8.1 Members are invited to:
- endorse Option 2 as a new structure for Overview and Scrutiny panels, and
 - request that amendments to the Constitution to allow the new structure to be adopted be tabled for Corporate Governance Panel and full Council meetings in December.

BACKGROUND PAPERS

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CODE OF FINANCIAL MANAGEMENT

Current wording:

1.5 Overview and Scrutiny Panels

Will contribute to the development of, and review the effectiveness of, the Council's Financial Strategy, MTP, Treasury Management and annual budget.

Proposed new wording:

1.5 Overview and Scrutiny Panel (Finance and Performance)

Will contribute to the development of, and review the effectiveness of, the Council's Financial Strategy, MTP, Treasury Management and annual budget.

CURRENT ACTIVITIES OF THE 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	Following a presentation on flood risk management from representatives of the Environment Agency, a scoping report was considered by the Panel in April 2014 and a Working Group 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 and the working group met in March 2015 to consider the draft Cambridgeshire Flooding and Water SPD.
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	The Working Group's activities are currently on hold until the Operations Review has been completed and implemented. A draft new operational policy for garden waste contamination was considered at the Panel's September meeting in advance of a future report to Cabinet.
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	The Working Group's activities are currently on hold until the Operations Review has been completed and implemented.
Project Management Select Committee	To review and test the robustness of the Council's project management arrangements.	Economic Well-Being	A report from the Projects and Programmes Manager on changes in Project Management was submitted to all three Overview and Scrutiny Panels in June 2015. The Panel received a six month update report on project delivery in October 2015 and a further review by the Project Management Select Committee is due in March 2016.

STUDY	OBJECTIVES	PANEL	STATUS
Facing the Future	Ongoing monitoring role of financial implications of Facing the Future for the Medium Term Financial Strategy.	Economic Well-Being	Panel members received a report from the Projects and Programmes Manager on changes in Project Management, including Facing the Future, in June 2015. Progress is now reported to the Panel and Cabinet through the quarterly Integrated Performance Monitoring report.

Panel Date	Decision	Action	Response	Date for Future Action
	<p><u>Hinchingbrooke Hospital</u></p> <p>(a) Management of the Hospital</p> <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>	The Panel requested an update on the Hospital Action Plan at a future meeting.	A presentation on the Hinchingbrooke Health Campus is expected at the November 2015 meeting.	03/11/2015
	<p>(b) Financial and Operational Performance</p> <p>04/02/14 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>03/02/15 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>01/09/15 Report presented to the September 2015 meeting.</p>	Reports to be presented to the Panel every six months.	Next report due March 2016.	01/03/2016
	<p><u>Health economy</u></p> <p>06/04/15 Scoping report on potential work on the health economy. Further reports requested on:</p> <ul style="list-style-type: none"> • the current state of Neighbourhood Planning within the area and how it was likely to develop and how it might promote community resilience; • community engagement, including examples of good 	Heads of Service to schedule reports on subjects relating to their services.	A presentation on the Cambridgeshire and Peterborough Health and Care System Transformation Programme has been postponed.	

Panel Date	Decision	Action	Response	Date for Future Action
	<p>practice;</p> <ul style="list-style-type: none"> • the impact of Welfare Reforms, including fuel poverty and how this is defined; • reviewing the Council's Equality Impact Assessment arrangements, and • the impact of growth on GP surgeries, school places and hospital capacity. 			
<p>04/12/12 / 04/03/14</p> <p>10/06/14</p> <p>04/11/14</p> <p>06/10/15</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 to 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 six voluntary sector organisations currently in receipt of three year funding awards (Strategic Grants) gave presentations on what they have delivered, how their work contributes to the Council's corporate objectives and the future challenges they face.</p>	<p>The Head of Community will report to the Panel in advance of budgets being set for grant funding available from 2016/17.</p>		<p>Date to be confirmed</p>
<p>07/01/14</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>			

Panel Date	Decision	Action	Response	Date for Future Action
<p>10/06/14 & 08/07/14</p> <p>07/04/15</p> <p>07/07/15</p>	<p>Representatives from the Mental Health Service User Network (SUN) and Mind in Cambridgeshire attended meeting.</p> <p>Invitation to Luminus seminar on 'Improving Outcomes for People in Crisis because of a Mental Health Condition' extended to Members.</p> <p>The Panel received an update report on the Children and Adolescent Mental Health Service (CAMHS).</p>	<p>The Panel requested further updates at future meetings.</p>		<p>Date to be agreed</p>
<p>04/06/13</p>	<p><u>Review of Elderly Patient Care at Hinchingsbrooke Hospital</u></p> <p>Working Group comprising of Councillors S J Criswell, Mrs P A Jordan, P Kadewere and Mrs R E Matthews appointed to undertake a review of elderly patient care at Hinchingsbrooke Hospital. The study will be undertaken in conjunction with the hospital. The Panel has received an oral report on recent Working Group meeting with the hospital.</p>	<p>Meetings held on 18 July, 11 November 2013 and 24 February 2014.</p>	<p>The Working Group's activities are currently on hold following a request to the Chairman because the workstream is linked to ongoing Care Quality Commission activity.</p>	
<p>04/03/14</p> <p>04/11/14</p> <p>09/02/15</p>	<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>Update report, including study plan and Terms of Reference.</p> <p>Working Group meeting held to discuss Community Land</p>	<p>First meeting held on 22 July 2014 to scope out the work.</p>	<p>Terms of Reference agreed and further actions identified</p> <p>Terms for draft policies for the</p>	

Panel Date	Decision	Action	Response	Date for Future Action
<p>16/03/15</p> <p>20/04/15</p> <p>03/11/15</p>	<p>trusts and rural affordable housing development.</p> <p>Working Group met to discuss Government changes affecting affordable housing supply and the Elphicke-House Report.</p> <p>Working group meeting held to scrutinise the Housing Register and statistics on homelessness.</p> <p>Report on findings and recommendations of the working group to be presented to the Panel.</p>		<p>new Local Plan discussed and recommendations made.</p> <p>A report is due to be considered in November 2015.</p>	<p>03/11/2015</p>
<p>07/10/14</p> <p>03/02/15</p> <p>03/02/15</p>	<p><u>Huntingdonshire Strategic Partnership (HSP)</u></p> <p>Huntingdonshire Community Safety Partnership</p> <p>Annual review of the work of the Partnership.</p> <p>Children and Young People</p> <p>Details of the thematic group's priorities received together with details of its terms of reference, membership and current matters being discussed. Presentation received.</p> <p>Health and Wellbeing</p> <p>Background information received on the thematic group's outcomes, terms of reference, membership and action plan.</p>	<p>The 2014/15 report planned for October 2015 was postponed to the November 2015 meeting.</p> <p>The group meets four times per year in January, March, June and October.</p> <p>Invitation extended to the Chairman and Vice-Chair to attend a future meeting.</p>	<p>The report was not available in time so has been re-scheduled for December 2015.</p> <p>Reports to be submitted to the ensuing panel meeting.</p>	<p>01/12/2015</p>

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

Date of Request	Description	Response
07/04/2015	<p>Chairman and Vice-Chairman met with the Chief Inspector Hunt to discuss closer working between the Police and 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 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>Laura Hunt presented to full Council in September 2015.</p> <p>The Managing Director and Chief Inspector have met to discuss the way forward regarding continued dialogue between Councillors and the Police.</p>

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Decision Digest

Edition 159

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st to 23rd October 2015.

LICENSING ACT 2003 – STATEMENT OF LICENSING POLICY

Following a period of public consultation the Licensing Committee has reviewed the contents of a draft Statement of Licensing Policy for the District Council. The Policy which must be reviewed every 5 years, sets out how the Council will exercise its statutory duties relating to its licensing function. It has been re-drafted in its entirety to take into account substantial changes in legislation, updated Government Guidance, a new best practice framework for the review of licensing policy statements and the comments from the consultation.

Having acknowledged that the Council has a statutory duty to adopt and publish a Statement of Licensing Policy in order for the Council to fulfil its legal obligations, the Committee has recommended that the revised Statement should be approved by full Council for a period of five years from 7th January 2015.

In reviewing the responses which had been received to the public consultation, Members expressed their disappointment at the limited number of responses received from Town and Parish Councils. It was suggested that further consideration could be given to the methods for engagement with these organisations in the future.

GAMBLING ACT 2005 – STATEMENT OF PRINCIPLES

The Licensing Committee has reviewed the contents of a revised Statement of Principles for the District Council under the Gambling Act 2005. The current Statement is due to expire on 30th January 2016 and a new version must be placed to set out how the Council will exercise its functions under the Act in advance of this date.

The new Statement has been drafted to take into account the relevant provisions of the draft fifth edition of the Gambling Commission's Guidance to Local Authorities and the comments received from the public consultation which ran from 26th June to 4th September 2015. It must comply with the Gambling Act 2005, codes of practice and guidance issued by the Gambling Commission and be consistent with the licensing objectives.

As approval of the Statement is reserved to Full Council, the Committee has recommended that the new version be approved with effect from 31st January 2015 for a period of three years.

CLASSIFICATION OF FILM

The public exhibition of film on licensed premises must either be classified by the British Board of Film Classification (BBFC) or authorised by the Licensing Authority under the Licensing Act 2003.

For this purpose of fulfilling the Council's responsibilities and subject to an amendment to make clear that the determination of any requests must be undertaken by three individuals at all times, the Licensing Committee has approved a policy and procedure for determining matters relating to film classification under the Licensing Act.

SERVICE PLAN FOR FOOD LAW ENFORCEMENT AND HEALTH AND SAFETY MONITORING 2015-16

The Licensing and Protection Panel has received an update on progress being made against the Council's Food Safety and Health and Safety Service Plans for 2015/16 during the period 1st April to 30th September.

In reviewing the performance information provided, Members have expressed their concerns that the Service is behind target on the delivery of the Food Safety Service Plan. This is a direct result of a number of factors including staffing resources, two significant accident investigations, the impact of an unforeseen reactive workload, a higher than expected increase in the number of new food business and a higher than anticipated level of formal enforcement actions being undertaken.

Members have discussed the number of planned food hygiene inspections, which are significantly behind schedule. Having noted the reasons for this, the options which were available to address the situation and the actions which may be taken by the Food Standards Agency if the Authority failed to meet its statutory targets, the Panel has been informed that the matter will be discussed further by the Corporate Management Team. Members have been assured that the Executive Member for Strategic Economic Development and Legal is aware of the situation.

In recognition of Members concerns and in view of the time until the Panel's next meeting, the Head of Community has agreed to update the Chairman and Vice-Chairman on the position on a regular basis. He has also agreed that it would be useful to circulate further information to Panel Members when it became available.

With regard to Health and Safety premises inspections, Members have noted that whilst this is behind target, most of the preparatory work in connection with targeted health and safety interventions has been completed and the Head of Community is confident that the Authority would be back on target by the end of the year.

Overall, Members have welcomed the preparation of a monitoring report to enable the Panel to monitor the delivery of the Food Safety and Health and Safety Service Plans throughout the year. In terms of the format and content of the report, Members have made a number of suggestions for inclusion in future reports.

DEVELOPMENT APPLICATIONS

The Development Management Panel has considered six applications for planning permission. Of these, four have been approved and one refused with one deferred. One of the decisions to approve an application was contrary to the Officer recommendation.

The application, which was deferred, relates to the proposed change of use of 8 Market Hill, St Ives to a public house. The purpose of the deferral is to enable Officers to hold further discussions with consultees and with the applicant on the frontage and the beer garden.

PRESENTATIONS BY VOLUNTARY AND COMMUNITY ORGANISATIONS IN RECEIPT OF THREE YEAR FUNDING AWARDS

Six voluntary and community sector organisations in receipt of three year funding awards (Strategic Grants) from the Council each gave ten minute presentations to the Overview and Scrutiny Panel (Social Well-Being), with a further ten minutes allocated for questions from Members to each organisation's representatives.

The Head of Community provided the Panel with a brief introduction to the process for awarding Strategic Grants, concentrating on the following key points:

- The current Strategic Grants were allocated for a three year period from 1st April 2013 to 30th March 2016.
- The Council's budget for voluntary and community sector funding should be considered in line with the Council's Medium Term Financial Strategy to ensure the sector is not disproportionately affected.
- Further reports will be presented to the Panel in advance of the Council setting its budget for 2016/17 in February 2016.
- An application process for future grant funding will be opened once the budget available for this has been confirmed for 2016/17.

The presentations were intended to inform Members about what each of the organisations have delivered, how they consider they have assisted The Council in addressing its corporate objectives and what they consider their future challenges to be.

Following the presentations, the Head of Community re-iterated that the budget available for future voluntary and community sector grant funding will not be finalised until February 2016. Members stated that they would expect

an application process for this but expressed some concern about timescales for those organisations with funding arrangements due to finish in March 2016. The Head of Community will bring a further report to an upcoming meeting of the Panel.

PROJECT MANAGEMENT SELECT COMMITTEE – SIX MONTH REVIEW

The Programme and Project Manager and the Executive Councillor for Resources presented a report on projects at the delivery stage to the Overview and Scrutiny Panel (Economic Well-Being).

It was not possible to provide an update on progress with the In-Cab Technology project as this had been placed on hold until a review of the core processes and systems of the Waste Service has been completed.

Members were given an update on project activity over the last six months, including an overview of compliance with corporate project management guidance such as recording information on the Sharepoint projects site. A demonstration was given on how the site for the new website project has been used to manage the project and to share information.

Members were informed that anyone on the Council's network can access the site but that access to individual project sites, libraries and even individual documents can be restricted by amending permission settings. All information related to a specific project will generally be viewable and editable by members of the project team and there is also a clear audit trail which can be used to identify who has made changes and when.

The Panel were informed that staff have access to the network but Councillors do not due to public sector

network restrictions, which require the Council to follow a code of compliance which prevents this. Information for Members is included on the extranet site and performance reports also serve to provide information to Councillors. Officers can provide information on request.

SHARED SERVICES UPDATE

The Corporate Director (Services) presented an update to the Overview and Scrutiny Panel (Economic Well-Being). The timing was considered to be opportune following the completion of the TUPE consultation and the TUPE transfer of staff on 1 October 2015. The partnership with Cambridge City and South Cambridgeshire District Councils is now branded as “3C Shared Services”.

The transition planning and next steps planned in integrating services were described and information on the Governance model, the role of Members and the sovereignty guarantee was also covered in the presentation.

The Panel questioned whether a March 2016 target for ICT was too ambitious. Members were informed that the transition target is March–May 2016, when a new structure to deliver ICT services should be in place but that delivery of items in the service catalogue would take longer. There are around 60 posts in the new ICT shared services.

The flexibility for withdrawing from or adding other local authorities into shared services arrangements was discussed. The Panel was informed that the partnership agreement was for five years with a review in year three and an exit strategy would be included. Flexibility already exists so the scope of shared services could be widened relatively easily. Others could be involved on either a partnership or a contractual basis, as appropriate. A disagreement resolution

process will be included in the partnership agreement.

Members queried whether the sovereignty guarantee would only run for the five year life of the partnership or if it could be extended to cover the whole life of the partnership, if longer. The Panel was told that this suggestion for the guarantee to last the entire term would be considered in setting governance arrangements, although changes need to be agreed by all authorities.

REPLACEMENT FINANCIAL MANAGEMENT SYSTEM

The Cabinet has approved the Councils involvement in the procurement and implementation of a new Financial Management System (FMS) in partnership with its strategic partners, Cambridge City Council (CCC) and South Cambridgeshire District Council (SCDC).

The FMS that the Council currently uses has been in operation for a number of years with little improvements or modification to the system. Although the system continues to meet basic accounting requirements a new system will provide better financial reporting, improved financial management and support the sharing of finance resources.

Both CCC and SCDC recently gained approval from their Members for the joint procurement of a new FMS and it is considered that there are distinct advantages for the Council to enter into a joint procurement exercise.

Until the formal procurement has concluded the exact costs of a new FMS are unknown and the financial figures contained within the Officer’s report are indicative figures. However, CCC undertook some preliminary soft market testing earlier in 2015 and the

initial costing exercise has indicated a range of possible costs, which ultimately depend on the system eventually procured. As both CCC and SCDC are statutory landlords, and this service is financially resource intensive, it is assumed that the Councils implementation and subscription costs will be less as the Council does not operate a Housing Revenue Account.

The Cabinet has agreed to release up to £258,667 to finance the £192,000 capital acquisition and implementation costs and £66,667 first year revenue costs from the Special Earmarked Reserve.

The Cabinet has also delegated final approval to the Head of Resources in consultation with the Executive Councillor for Resources, subject to a 10% contingency, the release of the reserve to finance this project.

URGENT REPAIRS TO THE OCTAGON BUILDING, ST IVES

The Cabinet has considered a report and approved a capital allocation of £50,000 to repair and preserve the historic Octagon building in St Ives.

The Octagon building is owned by the Council and is located within the Cattle Market Car Park in St Ives. The building is not listed but does have protection against demolition as it is in the Conservation Area.

The building's condition is such that repairs are now required to ensure that the structure is made safe, is able to be secured and to improve the use of the internal space.

The repairs identified in the visible condition survey were estimated at £40,629. However, as the estimate does not include a contingent for others works that may be necessary a budget of £50,000 is considered more appropriate.

The budget of £50,000 is to be accommodated from underspend in the 2015/16 capital programme budget.

EMPLOYEE OPINION SURVEY RESULTS 2015

The Cabinet has received a presentation and been acquainted with the outcome of the Employee Opinion Survey 2015.

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