

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 8 SEPTEMBER 2015** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 10)

To approve as a correct record the Minutes of the meeting held on 14 July 2015.

L Berridge 388026

2. MEMBER'S INTERESTS

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

3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 11 - 14)

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

**Democratic Services
388015**

4. CPE (CIVIL PARKING ENFORCEMENT)

To consider a report on Civil Parking Enforcement, presented by the Interim Head of Operations.

A Merrick 388635

TO FOLLOW

5. OPERATIONS REVIEW QUARTERLY UPDATE

The Interim Head of Operations will present the Operations Review Quarterly Update to the Panel.

A Merrick 388635

TO FOLLOW

6. INTEGRATED PERFORMANCE MONITORING (QUARTER 1)
(Pages 15 - 26)

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

D Buckridge 388065

7. WORKPLAN STUDIES (Pages 27 - 30)

To consider the work programmes of the Social and Economic Well-

L Berridge 388026

Being Overview and Scrutiny Panels.

8. OVERVIEW AND SCRUTINY PROGRESS (Pages 31 - 34)

To consider a report on the Panel's activities.

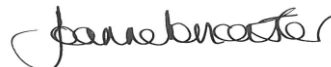
L Berridge 388026

9. SCRUTINY (Pages 35 - 44)

To scrutinise decisions taken since the last meeting as set out in the Decision Digest and to raise any other matters for scrutiny that sit within the remit of the Panel.

**Democratic Services
388169**

Dated this 28 day of August 2015



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*
 - (ii) *a person with whom you are living as husband and wife; or*
 - (iii) *a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.
- (3) *Disclosable pecuniary interests includes -*
 - (a) *any employment or profession carried out for profit or gain;*
 - (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
 - (c) *any current contracts with the Council;*
 - (d) *any beneficial interest in land/property within the Council's area;*
 - (e) *any licence for a month or longer to occupy land in the Council's area;*
 - (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
 - (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Non-Statutory Disclosable Interests

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
 - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a*

person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or

- (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or
- (c) it relates to or is likely to affect any body –

- (i) exercising functions of a public nature; or
- (ii) directed to charitable purposes; or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

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

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

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

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

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

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

Emergency Procedure

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 14 July 2015.

PRESENT: Councillor T D Sanderson – Chairman.

Councillors Mrs B E Boddington,
Mrs S Conboy, J W Davies, Mrs A Dickinson,
Mrs L A Duffy, I D Gardener, D A Giles,
P Kadewere, K D Wainwright and R J West.

APOLOGY: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates.

13. MINUTES

Subject to the inclusion of Councillors Boddington and Giles in the list of those present, the Minutes of the meeting held on 9th June 2015 were approved as a correct record and signed by the Chairman.

Subject to the inclusion of Councillor West in the list of those present, the Minutes of the meeting held on 16th June 2015 were approved as a correct record and signed by the Chairman.

14. MEMBER'S INTERESTS

Councillor Duffy declared a non-statutory disclosable interest in relation to Item 4 on the Agenda by virtue of her membership of Ramsey Town Council, one of the respondents to the targeted consultation on the Local Plan.

15. NOTICE OF KEY EXECUTIVE DECISIONS

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

16. LOCAL PLAN CONSULTATION REVIEW

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

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

The Panel was informed of continuing work on the preparation of the Local Plan, including resources focussing on highways and transport

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

It was confirmed that the Council will continue making decisions on applications without a Local Plan in place, having regard to the National Planning Policy Framework. There is a need to continue to ensure that there is a five year supply of housing land to reduce the likelihood of unexpected decisions at appeal and it was confirmed that this is in place. The Council has continued to work with partners on development sites such as Alconbury Weald and sites in Ramsey and Warboys.

The possibility of land at RAF Molesworth and RAF Alconbury being included in the Local Plan was discussed and it was stated that this land cannot be allocated as it has not yet been declared surplus but the Council will continue to monitor the situation.

A Member sought confirmation of whether gypsy/traveller accommodation needs would be met through the Local Plan. The Head of Development confirmed that at a recent appeal relating to an application for six pitches in Alconbury the inspector confirmed the district had a 10 year supply of gypsy/traveller pitches and could meet the needs.

The number of responses to the consultation was queried. As a targeted consultation, fewer responses were expected than in earlier rounds which had a wider focus and involved more people. The response rate was not unexpected and the independent inspector would not penalise the Council a lack of engagement but would focus on whether significant issues have been resolved. It was suggested that there had not been many responses from District Councillors as there were few changes for them to comment on.

In response to how progress will be communicated to residents, the Head of Development indicated that more communication was required and welcomed views on how to do this. It was suggested that information be sent to Town and Parish Councils at the earliest opportunity.

There was discussion over affordable housing and how to ensure enough was provided. The Head of Development described this as challenging but explained that the Council has an exception site policy in both its adopted core strategy and the draft Local Plan. However, there can be barriers to this from local opposition. The Council was previously able to secure grants from Government to help fund exception sites and due to the reduction in grants available now allows a proportion of market homes to subsidise the affordable homes built on these sites. It was confirmed that this has been communicated to town/parish councils. Exception sites are only sought where surveys have identified a need and the targeted consultation proposed to remove the requirement for town/parish council support.

Affordable housing on larger sites is affected by viability but the Council is still seeking to maximise this. Retained consultants act as the Council's experts in undertaking viability assessments and these are paid for by the developer but instructed by the Council. Some developers consider that the Council is too hard in its challenges as it does the utmost to secure the best possible deal for communities. The Council is exploring use of its own land for affordable housing development and a report on affordable housing from a working group is due to go to the Overview & Scrutiny (Social Well-being) Panel in October.

In response to a comment regarding national criticism of how long local authorities are taking to produce Local Plans, the Head of Development explained that tests are being applied by inspectors so councils need to ensure that Local Plans meet their requirements. He confirmed that Huntingdonshire has the five year supply of housing land it is required to have.

Resources for highways and transport modelling were discussed and it was confirmed that contributions were being sought from Crest Nicolson, the development partner for the RAF Wyton site, as they will need to prove the viability of the site for housing.

Public transport and parking issues in new developments such as Love's Farm, St Neots were highlighted. The Panel was informed that the maximum parking standards applied by the Government at the time of the Love's Farm application no longer apply. The District Council is working with the County Council to move towards a monitoring and management approach to mitigate transport issues in new developments.

It was suggested that the Council needs to ensure that contributions from developers are adjusted where extra homes are added after developments and contributions are approved. It was also suggested that creating bus stop areas in new housing sites would encourage bus companies to route services through new developments. The Head of Development undertook to consider these suggestions in discussion with local bus companies.

17. SHARED SERVICES

The Panel received a Shared Service Overview report by the Managing Director, setting out the overarching principles to apply to proposed shared services for Legal, ICT and Building Control. The report was due to be considered at Cabinet on 16 July 2015 and had previously been discussed at the Overview and Scrutiny (Economic Well-being) Panel on 9 July 2015.

Members queried whether the initial agreement of 5 years, with reviews scheduled for years 2 and 4, is an appropriate term. It was explained that a 5 year term fits with the councils' financial planning cycles and scheduled review points would provide an opportunity for testing whether the aims of the shared services were being delivered. However, the shared ambition for the shared services is a long-term arrangement and it is hoped that dispute resolution measures outlined in the report would resolve any issues between parties.

Members stated that they would have expected the report to provide more information on risks if circumstances changed or a shared service was found not to be a suitable option after its establishment. Members sought assurance that such risk and associated costs were fully understood if there was a need to opt-out.

Members considered that there is a need to ensure that basic ICT support between councils is adequate and that systems will work together as ICT problems could present a serious risk to service delivery, as has occurred when Central Government has introduced various high profile systems. The Panel was informed of the reasoning behind why ICT is one of the first services to be shared so a common IT service will be put in place to support the other shared services across the whole geographical area. Principles being agreed will mean software adopted across all three councils will not be new to all of the councils, taking a best fit approach to existing systems.

Scrutiny arrangements for shared services were discussed as they would like the ability to review and approve any changes proposed by other councils. It was confirmed that all three leaders would sit on the proposed Joint Committee but arrangements would allow each authority's scrutiny panels to 'call in' or request items on shared service matters if appropriate. Budget savings through shared services would appear in each council's budget reports.

Subject to the following additional recommendations, the Panel recommended that the Cabinet approve the recommendations in the report.

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

(a) BUILDING CONTROL SHARED SERVICES BUSINESS CASE

The Panel received a report by the Managing Director, presenting the business case for the proposed Building Control shared service and including details of the financial savings expected.

The Panel was informed that different legal parameters applying to the Building Control service mean that the focus of the shared service is on resilience rather than just financial savings. The service operates in a commercial environment with private sector competitors and cannot make a profit from fee-earning activities over each rolling 3-

year period. This means savings in delivering these activities reduce the amount of income that can be taken. However, the proposal includes savings on non-fee earning activities which aren't limited in the same way and seeks to improve resilience in staffing, ensuring the service can respond rapidly to work requests. It would provide staff with more development opportunities and more varied and rewarding work.

It was explained that there will be an assessment of two ICT systems currently used by the three councils to determine which is most appropriate. This means that the system adopted for the shared service will not be a new system for all but will be one that is currently supported and in use by at least one of the authorities.

Members suggested that creating a Building Control shared service would present an opportunity to change the perception of how the public sector delivers these services.

The Panel recommended that Cabinet approve the recommendation in the report.

18. 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 Social Well-being.

The Panel was informed that a new structure for Overview & Scrutiny Panels has been proposed and that this will be considered as part of the forthcoming review of the Constitution.

19. 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.

A Member asked when an update on the Whole Waste System Approach and Waste Collection Policies could be expected. The Panel was reminded that they had agreed at their last meeting to disband Task and Finish/Working Groups while the Operations review and restructure is ongoing. The Panel will receive quarterly updates regarding the Operations Division review, with the Chairman and Vice-Chairman having monthly meetings with the interim Head of Operations to allow them to feedback appropriate information to the Panel. An update on timescales can be sought at the next quarterly update and Councillor Giles was invited to join the Chairman and Vice-Chairman at their next meeting with the interim Head of Operations.

A number of other issues relating to the Operations Division were also raised. These included the cost and responsibility of both current and future maintenance of green spaces and play equipment, graffiti and the frequency of weed clearing and grass and verge cutting. The

Panel was informed that work to identify landowners was underway and that the Operations review and restructure would include these service areas.

The Panel requested an item on the Community Infrastructure Levy (CIL) to explain the basics of how it is calculated, collected and how it can be spent as well as detailing what money has been received and how this has been spent to date. This will be added to the workplan for a future meeting.

20. SCRUTINY

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

Chairman



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

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

Membership of the Cabinet is as follows:-

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

Councillor J A Gray - Executive Councillor for Resources	Vine Cottage 2 Station Row Catworth Huntingdon PE28 0PE Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Harrison - Executive Councillor for Strategic Economic Development & Legal	55 Bushmead Road Eaton Socon St Neots PE19 8GC Tel: 01480 406664 Email: Roger.Harrison@huntingdonshire.gov.uk
Councillor R Howe - Deputy Executive Leader of the Council with responsibility for Commercial Activities	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk
Councillor D M Tysoe - Executive Councillor for Customer Services 12	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.

3 Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Civil Parking Enforcement	Cabinet	17 Sep 2015		Alistair Merrick, Interim Head of Operations Tel (01480) 388388 Email alistair.merrick@huntingdonshire.gov.uk		R Howe	Environmental Well-Being
Scheme of Delegation for the Scrap Metal Dealers Act 2013	Cabinet	17 Sep 2015		Chris Stopford, Head of Community Services Tel No. 01480 388280 email: chris.stopford@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Home Improvement Agency - Annual Report ***	Cabinet	17 Sep 2015		Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or email: Trish.Reed@huntingdonshire.gov.uk		D B Dew	Social Well-Being

Subject/Matter for Decision	Decision/recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Commercial Investment Strategy ***	Cabinet	17 Sep 2015		Clive Mason, Head of Resources Tel No. 01480 388157 or email: Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Huntingdonshire Infrastructure Business Plan	Cabinet	22 Oct 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being
Local Plan to 2036 - Proposed Submission	Cabinet	22 Oct 2015		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 email: Paul.Bland@huntingdonshire.gov.uk		D Dew	Environmental Well-Being
Statement of Licensing Policy ***	Cabinet	19 Nov 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Gambling Act 2005 Statement of Principles ***	Cabinet	19 Nov 2015		Christine Allison, Licensing Manager Tel No. 01480 388010 email: Christine.Allison@huntingdonshire.gov.uk		R Harrison	Social Well-Being
Housing Register Lettings Policy Amendment ***	Cabinet	19 Nov 2015		Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 or email: Jon.Collen@huntingdonshire.gov.uk		D Tysoe	Social Well-Being
Approval of Council Tax Base ***	COMT (Chief Officers Management Team)	1 Dec 2015		Ian Sims, Local Taxation Manager Tel No. 01480 388138 or email: Ian.Sims@huntingdonshire.gov.uk		J Gray	Economic Well-Being
Update on Budget and Medium Term Financial Strategy ***	Cabinet	10 Dec 2015		Clive Mason, Head of Resources Tel No. 01480 388157 or email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Economic Well-Being

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Plan – Integrated Performance Report

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

Executive Portfolio: Executive Leader and all other relevant Portfolio Holders

Report by: Corporate Team Manager and Head of Resources

Ward(s) affected: All

Executive Summary:

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

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

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

Recommendation(s):

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

1. PURPOSE

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

2. BACKGROUND

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

3. PERFORMANCE MANAGEMENT

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

4. COMMENTS OF OVERVIEW & SCRUTINY PANELS

4.1 Overview and Scrutiny (Environmental Well-Being) – 8 September 2015

To be added

5. RECOMMENDATION

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

CONTACT OFFICER

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

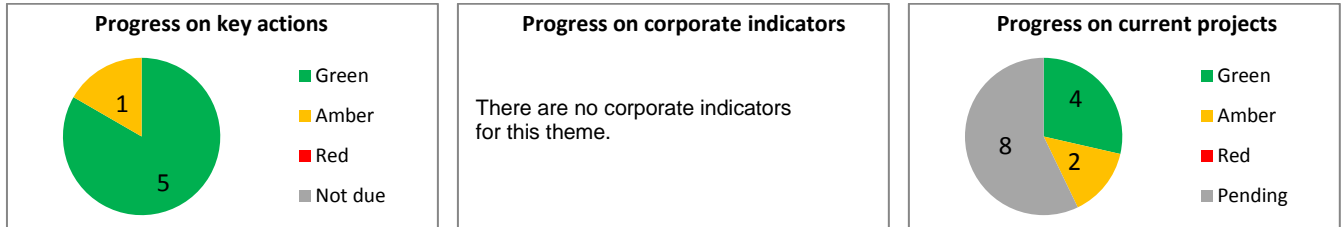
☎ (01480) 388065

Appendix A

Performance Summary Quarter 1, 2015/16

A strong local economy

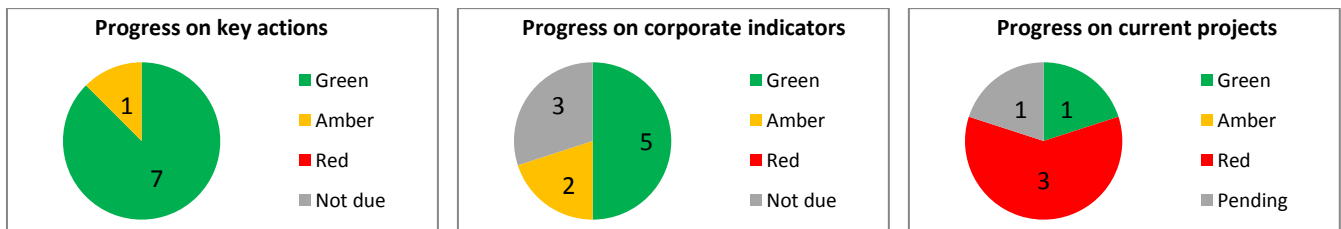
Making Huntingdonshire a better place to live, work and invest



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

Enabling sustainable growth

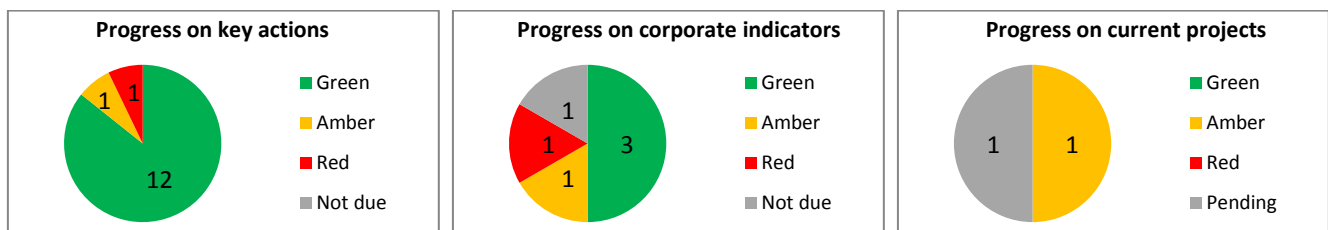
Delivering new and appropriate housing with minimum impact on our environment



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

Working with our communities

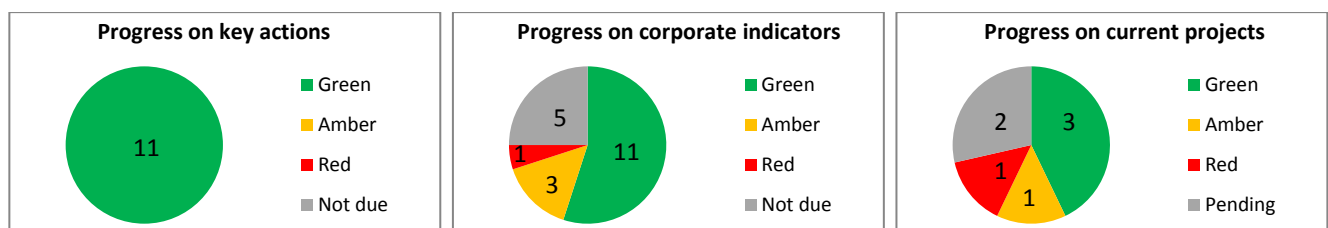
Making sure they thrive and get involved with local decision making



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

Ensuring we are a customer focused and service led council

Delivering value for money services



Highlights include an above target collection rate for Council Tax.

CORPORATE PLAN – PERFORMANCE REPORT

Appendix B

STRATEGIC THEME - ENABLE SUSTAINABLE GROWTH

Period April to June 2015

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	7		1		0		0		0

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

Summary of progress for Corporate Indicators

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	5		2		0		0		3

WE WANT TO: Improve the supply of new and affordable housing to meet future needs

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
G	Invest in initiatives that will deliver affordable housing	Ongoing	Cllr Dew	Andy Moffat	<u>Housing Strategy</u> Due diligence for the potential loan to Luminus for the redevelopment of Langley Court in St Ives is ongoing.
G	Implement action plan to adopt the Local Plan 2036	Revised Local Development Scheme, setting out timescales for the Plan, to be prepared over Summer 2015	Cllr Dew	Andy Moffat	<u>Planning Policy</u> The revised Local Development Scheme will take account of the need to focus time and resources on key elements of the evidence base for the Local Plan, including a major programme of highways and transport modelling and analysis with Cambridgeshire County Council and others, and updated flood risk assessments with the Environment Agency.

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
G	Facilitate delivery of new housing on the large strategic sites at: Alconbury, St Neots, Wyton and Bearscroft (Godmanchester)	Ongoing	Cllr Dew	Andy Moffat	<p><u>Development Management, Planning Policy, Economic Development and Housing Strategy</u></p> <p>Alconbury – Reserved matters consent granted for strategic roads and landscaping for Phase 1. Permission granted for new facilities building to support the Enterprise Zone. Design Code approved and reserved matters application for first tranche of housing under consideration.</p> <p>St Neots – Viability and S.106 discussions progressing positively.</p> <p>Wyton – Highways work being scoped.</p> <p>Bearscroft – Design Code approved. Revisions to A1198 approved. Affordable housing dwelling mix now agreed with the developer. Cross Keys homes in contract with developer to own and manage the affordable homes. A reserved matters application for the first tranche of housing was received at the end of July 2015.</p>
G	Monitor 5 year housing land supply position on an annual basis and carry out light touch reviews on a quarterly basis	Quarterly	Cllr Dew	Andy Moffat	<p><u>Development Management and Planning Policy</u></p> <p>The outcome of a review confirming the Council had continued to maintain a 5 year housing land supply at the end of Q1 was reported to Corporate Management Team in July 2015.</p>
G	Review council assets to identify which could be used to facilitate affordable housing and dispose to appropriate partners	Ongoing	Cllr Dew	Andy Moffat	<p><u>Housing Strategy</u></p> <p>Earith – A planning application has now been submitted for the development of 11 affordable homes on the Council's exception site at Hermitage Road. The land sale is expected to complete in the next few months.</p>

WE WANT TO: Develop sustainable growth opportunities in and around our market towns

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
A	Develop a market town centre improvement strategy and action plan for St Neots	March 2016	Cllr Dew	Andy Moffat	<p><u>Planning Policy</u></p> <p>This project is still achievable by March 2016. Initial progress planned for Q1 has been delayed due to the need to focus on other workstreams, but full scoping and early engagement with partners will take place in Q2.</p>

WE WANT TO: Enhance our built and green environment

Status	Key Actions for 2015/16	Target date	Portfolio Holder	Head of Service	Progress Update – Q1 2015/16
G	Update the 'Buildings at Risk' register	March 2016	Cllr Dew	Andy Moffat	<u>Planning Policy</u> This project is on track using resources in the Heritage and Conservation team. Community engagement will now take place early in Q3.
G	Complete the updated Design Guide, setting out the Council's requirements of new development	March 2016	Cllr Dew	Andy Moffat	<u>Planning Policy</u> This project has slipped slightly due to staffing issues but can still be completed within the current financial year.

Corporate Performance and Contextual Indicators

Key to status

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
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Performance Indicator	Full Year 2014/15 Performance	Q1 2014/15 Performance	Q1 2015/16 Target	Q1 2015/16 Performance	Q1 2015/16 Status	Annual 2015/16 Target	Forecast Outturn 2015/16 Performance	Predicted Outturn 2015/16 Status
Number of affordable homes delivered gross Aim to maximise	161	69	27	26	A	61	TBC	TBC
Comment: (Development) A target of 328/year (82/quarter) would be required to meet the Strategic Housing Market Assessment identified need of 8,188 homes over the Local Plan (25 years) but this would only be achieved if 39% of all new dwellings built over the Local Plan period are affordable which, having regard to current viability, will not be achieved.								
Net additional homes delivered Aim to maximise	n/a	n/a	n/a	n/a	n/a	840	TBC	TBC
Comment: (Development) This information is published annually in the Council's Annual Monitoring Report. The number of homes delivered in 2014/15 will be published in December 2015.								
Number of unintentional priority homeless acceptances Aim to minimise	210	48	55	56	A	220	220	G
Number of unintentional priority homeless acceptances per 1,000 households Aim to minimise	1.2	0.3	0.8	0.3	G	3.0	3.0	G
Comment: (Customer Services) Homelessness acceptances continue to increase both locally and nationally. The Council continues to make interventions where possible through a range of prevention measures aiming to minimise homelessness and keep a cap on the increasing trend locally.								
Number of households living in temporary accommodation (including B&B) - snapshot Aim to minimise	102	84	110	94	G	110	110	G
Comment: (Customer Services) As homelessness increases the concern is that an increasing number of households will be placed in temporary accommodation. This is likely unless there are sufficient permanent homes becoming available (in the private and social rented sectors) that ensures a sufficient throughput of the households								

Performance Indicator	Full Year 2014/15 Performance	Q1 2014/15 Performance	Q1 2015/16 Target	Q1 2015/16 Performance	Q1 2015/16 Status	Annual 2015/16 Target	Forecast Outturn 2015/16 Performance	Predicted Outturn 2015/16 Status
in temporary accommodation, and successful prevention measures limiting the number of households entering the temporary accommodation system.								
Number of families in B&B - snapshot	9	14	10	10	G	10	10	G
Aim to minimise								
Comment: (Customer Services) See comment for the indicator above – B&B is always the temporary accommodation of last resort but if the number of households in temporary accommodation increases for the reasons given above then the risk is that the Council will have no other alternatives but to increase its use of B&B.								
Processing of planning applications on target - major (within 13 weeks)	49%	64%	60%	50% (75%)	G	60%	TBC	G
Aim to maximise								
Comment: (Development) Local Planning Authorities now have to report to DCLG based on the percentage of major applications determined within 13 weeks or any other statutory period as agreed with the applicant through extensions of times or Planning Performance Agreement, rather than the previous indicator of percentage determined within 13 weeks only. The Q1 performance figure in brackets is the one now reported to DCLG, with the preceding figure showing the percentage determined within 13 weeks. This changed criteria enables further discussions and/or information to enable applications to be approved within an agreed timeframe rather than determined/refused simply to meet targets. The Development Management team is therefore working to ensure that a target of 60% of major applications are determined within 13 weeks or any other statutory period as agreed with the applicant through extensions of times or Planning Performance Agreement, rather than the previous target of 60% within 13 weeks.								
Processing of planning applications on target - minor (within 8 weeks)	43%	55%	n/a	35% (48%)	n/a	65% for Q2-Q4	TBC	TBC
Aim to maximise								
Comment: (Development) The number of undermined out of time applications and the backlog of applications in the validation team at the start of Q1 meant that the Development Management Service Plan only realistically seeks to achieve the target of 65% of minor applications determined in time for the Q2-Q4 period.								
As above in relation to major applications, Local Planning Authorities now have to report to DCLG based on the percentage of minor applications determined within 8 weeks or any other statutory period as agreed with the applicant through extensions of times or Planning Performance Agreement, rather than the previous indicator of percentage determined within 8 weeks only. The Q1 performance figure in brackets is the one now reported to DCLG, with the preceding figure showing the percentage determined within 8 weeks. This changed criteria enables further discussions and/or information to enable applications to be approved within an agreed timeframe rather than determined/refused simply to meet targets. The Development Management team is therefore working to ensure that a target of 65% of minor applications are determined within 8 weeks or any other statutory period as agreed with the applicant through extensions of times or Planning Performance Agreement during the Q2-Q4 period, rather than the previous target of 65% within 8 weeks.								
Processing of planning applications on target – other (within 8 weeks)	65%	71%	n/a	54% (59%)	n/a	80% for Q2-Q4	TBC	TBC
Aim to maximise								

Performance Indicator	Full Year 2014/15 Performance	Q1 2014/15 Performance	Q1 2015/16 Target	Q1 2015/16 Performance	Q1 2015/16 Status	Annual 2015/16 Target	Forecast Outturn 2015/16 Performance	Predicted Outturn 2015/16 Status
<p>Comment: (Development) The number of undermined out of time applications and the backlog of applications in the validation team at the start of Q1 meant that the Development Management Service Plan only realistically seeks to achieve the target of 80% of minor applications determined in time for the Q2-Q4 period.</p> <p>As above in relation to major and minor applications, Local Planning Authorities now have to report to DCLG based on the percentage of other applications determined within 8 weeks <u>or any other statutory period as agreed with the applicant through extensions of times or Planning Performance Agreement</u>, rather than the previous indicator of percentage determined within 8 weeks only. The Q1 performance figure in brackets is the one now reported to DCLG, with the preceding figure showing the percentage determined within 8 weeks. This changed criteria enables further discussions and/or information to enable applications to be approved within an agreed timeframe rather than determined/refused simply to meet targets. The Development Management team is therefore working to ensure that a target of 80% of other applications are determined within 8 weeks or any other statutory period as agreed with the applicant through extensions of times or Planning Performance Agreement during the Q2-Q4 period, rather than the previous target of 80% within 8 weeks.</p>								
Tonnage of residual waste collected	29,901.05 (tonnes)	7,355.36 (tonnes)	7,282 (tonnes) (1%↓)	4,976 (tonnes)	G	29,602 (tonnes) (1%↓)	29,602 (tonnes)	G
Aim to minimise								
<p>Comment: (Operations) The tonnage shown for Q1 15/16 is for April and May 2015, data not available as yet for June 2015.</p>								

Appendix C – Project Performance and Projects

Green = Progress is on track	Amber = Progress is within acceptable variance	Red = Progress is behind schedule or lack of governance information	Pending Approval = Business Case to be approved	Pending Closure = In close-down stage
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Title and purpose of project	Programme	Project Manager	Target End Date	Expected End Date	Programme Office comments	RAG Status	Latest Update Date
e-Consultation Develop IT to assist with the implementation of e-consultation	Facing the Future	Moffat, Andy (Planning)	30/09/15		There are no documents on the SharePoint Site.	Red	Over 2 months ago
Future delivery of waste services across Cambridgeshire Continue working with RECAP on options for a whole service approach for the future delivery of waste services across Cambridgeshire	Facing the Future	Merrick, Alistair (Operations)	31/12/15		There are no documents on the SharePoint Site.	Red	Over 2 months ago
“End of Lane” waste collection policy Analyse the implications of introducing an “End of Lane” waste collection policy	Facing the Future	Gordon, Beth (Operations)	30/08/15		There are no documents on the SharePoint Site.	Red	Over 2 months ago
Cambridgeshire Anti-Fraud Network Fraud deterrence and prevention, improved investigations processes and a joint approach to investigations by shared use of intelligence, data and technology	Customer Service	Askew, Paul (Benefit Fraud)	31/03/16		Lots of documentation. Looks on track.	Green	Within last month
Huntingdon West Regeneration of Huntingdon Town Centre	Community	Allen, Chris (Projects)	30/09/15		Ongoing discussion with land owner but road open. PM is updating site.	Pending Closure	Within last month

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CURRENT ACTIVITIES

STUDY	OBJECTIVES	PANEL	STATUS
Delivery of Advisory Services Across the District	<p>To monitor the performance of the voluntary organisations awarded grant aid by the Council in 2013 – 2015.</p> <p>To discuss funding arrangements for the final year of the Voluntary sector agreements.</p>	Social Well-Being	The Head of Community will present an update to the Panel October 2015.
Housing and Council Tax Benefit Changes and the Potential Impact Upon Huntingdonshire	To monitor the effect of Government changes to the Housing Benefit System arising from the Welfare Reform Act.	Social Well-Being	<p>The Panel received the latest six-monthly report on the effect of the Government’s Welfare Reform programme and how it impacts on households in Huntingdonshire. Further updates only to be provided when circumstances require it.</p> <p>Benefits Risk Based Verification Policy to be presented to the Panel on 07/07/15</p>
Affordable Housing	To make recommendations for the next Housing Strategy 2016-19 by considering and making recommendations on ways to deliver affordable housing, including through the rural and enabled exceptions policy of the Local Plan and through the Community Land Trust.	Social Well-Being	<p>A Working Group meeting was held on 16th March 2015. Government changes affecting the supply of new affordable housing and the Elphick-House Report were reviewed.</p> <p>Next meeting to be held to scrutinise:</p> <ul style="list-style-type: none"> • The housing register • Statistics on homelessness • Housing Need • Bands of people on the register <p>The Working Group is seeking a member from each of the Economic and Environmental Panels to join the Working Group.</p> <p>The next meeting of the Affordable Housing Working Group is to be held on 20th April 2015. Given the imminent</p>

			<p>submission date of the Local Plan it was agreed that a meeting would be arranged with the Affordable Housing Working Group, the Managing Director, the Executive Councillor (Strategic Planning and Housing) and the Leader in order to progress the matter including the inclusion of recommendations for the Local Plan and to inform any refresh of the housing strategy.</p> <p>Following the meeting of the Affordable Housing Working Group in April 2015, a report on the group's activities will be completed and submitted for scrutiny in November 2015.</p>
Project Management	To be agreed in December.	Economic-Well Being	<p>Following the Panel's discussion on the Project Closure reports for the Huntingdon Multi-Storey Car Park and One Leisure, St Ives, the Panel has agreed to establish a Select Committee in February 2015 to give further consideration to the issues emerging from the report, to seek assurances that improvements had been made to Council processes moving forward and to test the robustness of the Council's approach. Representatives from the Social and Environmental Well-Being Panels have also been appointed. The Terms of Reference for this Committee were considered at the Panel's December meeting. The Select Committee met in advance of their January meeting to discuss the scope of the Select Committee. Select Committee to be held on 17th February 2015.</p> <p>Panel members received a report from the Projects and Programmes Manager Laura Lock on the changes in Project Management within HDC</p>
Facing the Future	Ongoing monitoring role of financial implications of Facing the Future for the Medium Term Financial Strategy.	Economic Well-Being	<p>The Panel has received two updates on progress with the delivery of the Facing the Future programme. Financial information will be presented to Members in February / March 2015.</p> <p>Panel members received a report from the Projects and Programmes Manager Laura Lock on the changes in Project Management within HDC Including Facing the</p>

			Future.
The Health Economy	To establish priorities for future work on the local health economy.	Social Well-Being	<p>Scoping paper considered. Further reports requested on:</p> <ul style="list-style-type: none"> • on the current state of Neighbourhood Planning within the Council and how it was likely to develop and how it might promote community resilience; • on community engagement, including examples of good practice; • on the impact of Welfare Reforms, including fuel poverty and how it was defined; • reviewing the Council's Equalities Impact Assessment arrangements, and • on the impact of growth on GP surgeries, school places and hospital capacity.

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Panel Date	Decision	Action	Response	Date
<p>17/06/14</p> <p>16/06/15</p> <p>16/06/15</p>	<p><u>Whole Waste System Approach/ Waste Collection Policies</u></p> <p>Agreed that the Waste Collection Working Group should reconvene 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). Councillors G J Bull and D A Giles appointed on to the Working Group alongside Councillors M G Baker and G J Harlock.</p> <p>Members received a RECAP update</p> <p>Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.</p>		<p>As agreed at the June meeting, this item has been put on hold while the Operations Review is carried out and implemented.</p>	
<p>17/06/14</p>	<p><u>Rural Transport</u></p> <p>Councillor Mrs L Kadić re-appointed as the Panel's representative on the Cambridgeshire Future Transport Initiative.</p>		<p>Updates to be delivered in due course.</p>	
<p>11/2/14</p> <p>11/3/14</p>	<p><u>Flood Prevention</u></p> <p>Agreed to undertake a study on flood prevention arrangements in the District and the impact of flooding on associated local policy developments.</p> <p>Representatives from the Environment Agency delivered a presentation on flood risk management</p>			

Panel Date	Decision	Action	Response	Date
8/4/14 / 17/06/14	<p>within Huntingdonshire.</p> <p>Scoping Report submitted to meeting. Working Group appointed comprising Councillors Bull, West and Mrs Kadic to review the effectiveness of flood protection schemes in the District and to scrutinise environmental data including the outcome of the investigations currently being undertaken by the Local Resilience Forum into Flood Risk Management.</p>			
17/06/14	Presentation delivered by Mr Ian Smith, Chief Executive and Clerk to the Middle Level Commissioners on the organisation's responsibilities for flooding within the District. Information presented will assist the Working Group with its investigations.	The draft Flood and Water supplementary planning document is now available.	As agreed at the June meeting, this item has been put on hold while the Operations Review is carried out and implemented.	
10/03/15	The Working Group will investigate the role of Internal Drainage Boards.			
16/06/15	Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.			
17/06/14	<p><u>Litter Policies and Practices</u></p> <p>Chairman requested an item on litter policies and practices to be submitted to a future Panel meeting. Councillor D A Giles requested that consideration is also given to graffiti removal at this time.</p>	Request submitted to Head of Operations.		
11/11/14	Scoping report considered. Working Group appointed	Chairman to discuss this study with the	The Panel noted that a new	

Panel Date	Decision	Action	Response	Date
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16/06/15	to consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.	Executive Councillor and report back to the Panel.	work programme is expect soon. As agreed at the June meeting, this item has been put on hold while the Operations Review is carried out and implemented.	
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04/02/14	<u>Corporate Plan – Performance Monitoring</u>	To clarify the actions which can be undertaken by the Authority in relation to listed buildings and current enforcement activities, the Panel has requested that a report on enforcement should be presented to a future meeting.		14/04/15
	Quarter 3 Performance Information presented to the Panel's February meeting.			
09/06/2015	Quarter 4 Corporate Plan Performance Monitoring report was presented to the Panel		Performance information for Quarter 4 is expected in June.	09/06/15

	<u>Notice of Key Executive Decisions</u>			
	Huntingdon West Masterplan - Panel requested sight of the report prior to its submission to the Cabinet.	Request submitted to the Planning Services Manager (Policy).	Not currently on the Notice of Executive Decisions.	
	Local Plan to 2036 – Proposed Submission - Panel will have sight of the report prior to its submission to	Request submitted to the Planning Services Manager (Policy).	Report expected OCTOBER 2015.	13/10/15

Panel Date	Decision	Action	Response	Date
	<p>the Cabinet.</p> <p>Huntingdonshire Infrastructure Business Plan - Panel will have sight of the report prior to its submission to the Cabinet.</p> <p>Civil Parking Enforcement - Panel will have sight of the report prior to its submission to the Cabinet.</p>	<p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Head of Operations.</p>	<p>Report expected OCTOBER 2015.</p> <p>CPE Report will be presented to the Panel</p>	<p>13/10/15</p> <p>08/09/15</p>

Decision Digest

Edition 157

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

COMMUNITY CHEST GRANT AID AWARDS TO VOLUNTARY ORGANISATIONS 2015/2016

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

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

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

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

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

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

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

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

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

PREPARING THE 2014/2015 ANNUAL GOVERNANCE STATEMENT

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

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

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

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

DISPOSAL AND ACQUISITION POLICY: CHANGE TO THE CONSTITUTION

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

As the former thresholds and procedures within the Constitution were considered too restrictive, and to enable a more commercial approach to the management of the Council's property portfolio, a new Disposal and Acquisitions Policy and governance arrangements has been agreed by the Cabinet through which the Council is able to manage its estate of land and buildings within a commercial environment.

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

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

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

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

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

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

INTERNAL AUDIT SERVICE: ANNUAL AUDIT REPORT

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

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

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

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

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

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

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

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

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

INTERNAL AUDIT SERVICE: ANNUAL EFFECTIVENESS AND CHARTER REVIEW

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

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

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

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

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

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

- quality and assurance programme.

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

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

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

HUNTINGDONSHIRE MARKETING STRATEGY

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

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

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

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

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

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

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

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

REVIEW OF THE RISK MANAGEMENT STRATEGY

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

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

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

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

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

SHARED SERVICES OVERVIEW

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

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

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

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

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

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

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

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

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

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

LEGAL SHARED SERVICES BUSINESS CASE

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

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

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

The three Councils have been awarded funding from Government via the

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

ICT SHARED SERVICES BUSINESS CASE

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

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

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

BUILDING CONTROL SHARED SERVICES BUSINESS CASE

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

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

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

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

BUDGET MONITORING 2015/2016 (REVENUE AND CAPITAL)

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

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

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

REPRESENTATION ON ORGANISATIONS 2015/16

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

REVIEW OF BENEFITS RISK BASED VERIFICATION POLICY

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

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

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

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

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

DEVELOPMENT MANAGEMENT APPLICATIONS

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

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

CHILDREN AND ADOLESCENT MENTAL HEALTH SERVICES UPDATE

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

The key points to the report are as follows:

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

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

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

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

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

LOCAL PLAN CONSULTATION REVIEW

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

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

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

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

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

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