

A meeting of the **OVERVIEW AND SCRUTINY PANEL (FINANCE AND PERFORMANCE)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **THURSDAY, 3RD MARCH 2016** 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 4th February 2016.

**A Green
388008**

2. MEMBERS' 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 - 16)

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. PROJECT MANAGEMENT SELECT COMMITTEE 12 MONTH REVIEW (Pages 17 - 20)

To receive the report of the Project Management Select Committee 12 Month Review.

**L Lock
388086**

5. CORPORATE PLAN (Pages 21 - 38)

The Corporate Plan is to be presented to the Panel.

**A Dobbyne
388100**

6. WORK PLAN STUDIES (Pages 39 - 40)

To consider the work programmes of the Communities and Customers and Economy and Growth Overview and Scrutiny Panels.

**A Green
388008**

7. OVERVIEW AND SCRUTINY PROGRESS (Pages 41 - 42)

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

**A Green
388008**

Dated this 24th day of February 2016



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

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

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

Non-Statutory Disclosable Interests

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
 - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
 - (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
 - (c) *it relates to or is likely to affect any body –*
 - (i) *exercising functions of a public nature; or*
 - (ii) *directed to charitable purposes; or*
 - (iii) *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

and that interest is not a disclosable pecuniary interest.

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Please contact Mr Adam Green, Democratic Services Officer (Scrutiny), 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.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (FINANCE AND PERFORMANCE) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Thursday, 4th February 2016.

PRESENT: Councillor G J Bull – Chairman.

Councillors T D Alban, P L E Bucknell, E R Butler, Mrs A D Curtis, R S Farrer, D Harty, J M Palmer, M F Shellens and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillor L George and B Hyland.

IN ATTENDANCE: J D Ablewhite, J A Gray, R Harrison and R B Howe.

13. MINUTES

The minutes of the meeting of the Panel held on 7th January 2016 were approved as a correct record and signed by the Chairman.

Further to Minute Number 6, a Member noted that during the discussion of the Bus Departure Levy it was stated that the Panel would like the Cabinet to investigate all possible income streams emanating from the bus stations.

(At 7.01pm, during the discussion on this item, Councillor E R Butler entered the meeting).

(At 7.03pm, during the discussion on this item, Councillor A D Curtis entered the meeting).

14. MEMBERS' INTERESTS

No declarations of interests were received.

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 1st February 2016 to 31st May 2016.

16. REVENUE AND CAPITAL BUDGETS 2016/17 AND MEDIUM TERM FINANCIAL STRATEGY

With the aid of a report by the Head of Resources (a copy of which is appended in the Minute Book) the Revenue and Capital Budgets 2016/17 and the Medium Term Financial Strategy (MTFS) was presented to the Panel. Members were told of two significant changes

since the report was present at the January 2016 meeting of the Panel. They are:

- The One Leisure draft income budget had been reprofiled and reduced over the period of the MTFS in order to better reflect the demands on the service. As such there has been a reduction in income of £0.9m across the MTFS period, and
- Following a detailed analysis of the draft Local Government Settlement, an increased Revenue Support Grant (RSG) has been used in the MTFS. This equates to an additional £0.4m over the MTFS period.

This has had an impact upon the predicted deficit position in 2020/21 with the deficit increasing from £637k to £837k. Since the last meeting of the Panel the Cabinet have decided to continue with the Commercial Investment Strategy (CIS) and Zero Based Budgeting (ZBB). ZBB has analysed services bottom up but will now analyse across all services.

Following a question regarding the One Leisure income reprofiling and the benchmarking of figures, the Panel were told that the projected income streams of One Leisure had been reduced as when the original profiling took place the costs did not increase at the same level as revenue.

When pressed on benchmarking Members were advised that benchmarking with other local authority owned leisure centres is difficult as the majority of local authority owned leisure centres make losses. Although the commercial leisure centres have profits of 10-12%.

Following a question regarding the leisure facility at Alconbury, the Panel was informed that the leisure centre is expected to begin trading after quarter two in 2016/17. For the first three years the developers Urban and Civic will pay for any operating losses that occur.

The suggestion was put forward that the word electorate should be deleted and replaced with the word resident in the paragraph 'section 4 has shown that the Council continues to face significant challenges over the medium term in its obligations to provide cost-effective services to its electorate'.

In response to a concern over the MTFS, Members were informed that although they still had to consider the MTFS the more pressing issue was the setting of the budget for 2016/17.

A Member addressed the Panel with a statement which outlined the problems the County Council was facing in regards to the adult, children and families budget. An alternative proposal was put forward which proposed that the Council raises council tax by 2% so that the voluntary sector could provide adult and social services which may help to alleviate the County Council's budget shortfall and assist the more vulnerable residents of the District. Furthermore an additional proposal was advanced which proposed that Members could surrender a proportion of their car allowance in order to give the savings to the voluntary sector.

Members had sympathy for the issues raised by the Member however believed that it would be better if the Council did not interfere and allow the County Council to manage their budget. The Panel were advised that as not all Members claim car allowance the suggestion of surrendering a proportion would not yield the desired savings.

The Executive Councillor for Resources confirmed that there is no longer an incentive from Central Government for local authorities to freeze council tax however he did not believe that raising council tax to increase voluntary sector funding was the most prudent action to take. This is because the Executive Councillor for Resources believes that voluntary sector needs to make more efficiency savings.

(At 7.22pm, during the discussion of this item, Councillor J D Ablewhite entered the room).

17. TREASURY MANAGEMENT STRATEGY 2016/17

With the aid of a report by the Head of Resources (a copy of which is appended in the Minute Book) the Treasury Management Strategy 2016/17 was presented to the Panel. The Finance Manager introduced the report and advised Members that the report separates the Council's main budget from the Commercial Investment Strategy (CIS).

Following a question on how quickly the Council would be able to secure a low cost loan the Panel was informed that it could happen swiftly. Members were informed that in the past the Council had acted to secure loans at favourable market rates.

In response to a suggestion to suspend the transfer of funds from reserves to the CIS in order to prevent a deficit position during 2020/21 the Panel was informed that the Cabinet did not take that position as they viewed it as crucial to make commercial investments for the resilience of the authority.

18. INTEGRATED PERFORMANCE MANAGEMENT 2015/16 QUARTER 3

With the aid of a report by the Corporate Team Manager and the Head of Resources (a copy of which is appended in the Minute Book) the Integrated Performance Management 2015/16 Quarter 3 report was presented to the Panel. By way of introduction the Panel was advised that Appendix A and Appendix B of the report related to the Key Actions and Corporate Indicators for 2015/16, Appendix C was the Project Management report and Appendix D was the Financial Performance Monitoring.

A query was raised on the key action of the effectiveness of the fast track pre-application advice as to why the department had not received any enquiries and could the service be marketed better. In response Members were told that the service is being marketed however, despite being aware, developers and applicants are not taking up the service.

Following a question on the key action of the Council's ability to

influence the Local Enterprise Partnership (LEP) Members were informed that the LEP has evolved since its creation however the LEP remains business led meaning that it has a different culture to Local Government and as a result this means understanding each other more difficult.

In response to a Member raising a perceived problem with Building Control Shared Service and lack of cooperation with Development the Panel was informed that the two departments now sit within the same office which has created a greater cooperation and understanding. In addition Members were reminded that as Building Control only entered the shared service four months earlier (October 2015) it was deemed too early to analyse the benefits or problems with the shared service.

When reviewing the Corporate Performance Indicators a Member raised a concern that the target for Business Rates collected had been missed. The Panel was informed that the reason for this was that there is a hold up due to monthly enforcement and liability order hearings as well as avoidance tactics. In response to the suggestion should the target be revisited Members were advised that the target was set for the year however the department was confident of reaching the target by the end of quarter four.

A question was raised by a Member as to what actions were being taken in regards to sickness. In response the Panel was informed that measures have been put in place and this is a top priority for Senior Management Team to resolve.

Following a query regarding why the target for the percentage of rent arrears was missed Members were told that the Council are handling the bad debts and the target will be met by the end of quarter four.

The Panel was advised that although currently the Council are missing the target for percentage of green bin debt outstanding after three months there is confidence that the target would be met at year end.

In response to a concern that the progress for the implement action plan to adopt the Local Plan to 2036 was taking longer than anticipated the Panel was informed that the Council currently have a Local Plan up to 2026 however the new Local Plan is expected in early 2017. The progress is being held up as the Council are currently awaiting the County Council to produce the sub regional transport model.

The Corporate Performance Indicators of developing a market town centre strategy for St Neots, update the 'Buildings at Risk' register and the completion of the updated Design Guide are all red. Although the Panel recognised that individually it wasn't an issue but when considering the indicators as a collective there was concern.

In response to Members' concerns the Panel was informed that for the development of the St Neots market town centre improvement strategy it requires all authorities to work together as well as political will. Members were advised that an updated 'Buildings at Risk' register is not a necessity. With regards to the completion of an

updated Design Guide the issue is a lack of resources. In addition it was decided that the Design Guide is not currently a priority.

Concerns were raised with regards to the number of affordable homes delivered as a Member thought that the performance was not up to standard despite receiving a green performance indicator. In response the Panel was advised that the affordable homes indicator is worked out as an average over the local plan period.

Members were informed that the performance indicator analysing current partnership commitments was red however once more analysing had taken place the indicator will turn green by the end of quarter four.

In reviewing Project Performance the Chairman reminded Members that the subject will be covered in greater detail at the next meeting of the Panel in March. Members did ask if the values of the projects could be included within the performance report. The Panel,

RESOLVED

to recommend that Cabinet retrospectively approve the establishment of the Budget Surplus Earmarked Reserve.

19. WORKPLAN STUDIES

The Panel received and noted a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) which contained details of studies being undertaken by the Overview and Scrutiny Panels for Communities and Customers and Economy and Growth.

20. OVERVIEW AND SCRUTINY PROGRESS

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) the Panel reviewed the progress of its activities since the last meeting. In addition Members had the opportunity to discuss issues arising from the Decision Digest (circulated separately).

Chairman

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

Prepared by Councillor J D Ablewhite
Date of Publication: 17 February 2016
For Period: 1 March 2016 to 30 June 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	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk

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Notice is hereby given of:

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

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

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


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

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

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

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

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

 Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
One Leisure Strategic Plan ##	Cabinet	17 Mar 2016		Ms Jayne Wisely, Head of Leisure and Health Tel No. 01480 388049 email:Jayne.Wisely@huntingdonshire.gov.uk	Appendix 2 – Categories 3 & 4	R Howe	Communities and Customers
Shared Services Governance	Cabinet	17 Mar 2016		Mrs Joanne Lancaster, Managing Director Tel No. 01480 388001 email: Joanne.Lancaster@huntingdonshire.gov.uk		S Cawley	Finance and Performance

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
Sports Facilities Strategy for Huntingdonshire 2016 - 2021	Cabinet	17 Mar 2016		Ms Jayne Wisely, Head of Leisure and Health Tel No. 01480 388049 email: Jayne.Wisely@huntingdonshire.gov.uk		R Howe	Communities and Customers
Local Plan to 2036 Progress Report ***	Cabinet	17 Mar 2016		Mrs Clare Bond, Principal Planner Tel No. 01480 388435 email : Clare.Bond@huntingdonshire.gov.uk		D Dew	Economy and Growth
Events Policy for Parks and Open Spaces *** 1 4	Cabinet	17 Mar 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth
Review of Waste Policies ***	Cabinet	17 Mar 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth
Annual Management Plan for Countryside Assets ***	Cabinet	17 Mar 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth
Grounds Maintenance Service Specification ***	Cabinet	17 Mar 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth

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
Corporate Plan ***	Cabinet	17 Mar 2016		Adrian Dobbyne, Corporate Team Manager Tel No. 01480 388100 email: Adrian.Dobbyne@huntingdonshire.gov.uk		J Ablewhite	All Panels
Local Development Scheme ***	Cabinet	17 Mar 2016		Mrs Clare Bond, Principal Planner Tel No. 01480 388435 email: clare.bond@huntingdonshire.gov.uk		D Dew	Economy and Growth
Housing Strategy 2016 - 2020	Cabinet	21 Apr 2016		Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 email: Jo.Emmerton@huntingdonshire.gov.uk		D Dew	Communities and Customers
Shared Services Joint Groups Terms of Reference and Business Plans (ICT, Legal and Building Control) ***	Cabinet	21 Apr 2016		Ms Julie Slatter, Corporate Director (Services) Tel No. 01480 388001 email: Julie.Slatter@huntingdonshire.gov.uk		J Ablewhite S Cawley D Tysoe R Harrison D Dew	Finance and Performance
Waste Service - Service Specification ***	Cabinet	21 Apr 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email:Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth
Creation of the Integrated Street Scene Service ***	Cabinet	21 Apr 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Project Management Select Committee – 12 Month Review
Meeting/Date: O&S Finance and Performance, 3rd March 2015
Executive Portfolio: Executive Leader and Executive Councillor for Resources
Report by: Programme and Project Manager
Ward(s) affected: All

Executive Summary:

In February 2015 a Select Committee was held to look at project management at HDC and the governance systems in place.

This report is the final review one year on, as requested by Overview and Scrutiny, on progress that has been made in the last 12 months as well as a review of financial reporting on projects and the post-delivery stage.

Recommendation:

To consider and endorse the positive progress made since the Project Management Select Committee and to close down this piece of work.

1. PURPOSE

To provide members of the Project Management Select Committee that was held in February 2015 the opportunity to see progress that has been made in the last 12 months and to comply with the recommendations that were agreed by Cabinet in April 2015.

2. BACKGROUND

2.1 The Select Committee was held on 17 February 2015 and involved looking back at past projects (Huntingdon Multi-Storey Car Park and the redevelopment of One Leisure St Ives), a demonstration of the Council's project management tools and three workshop sessions each focussed on different project phases. Members were also given a range of information on how projects should be managed and access to details of current and past projects.

2.2 Throughout the day, a range of issues were discussed and a number of recommendations were proposed. In summary, the Chairman considered that the Select Committee was able to offer reassurance to the Council on the general direction of the new management team with regards to project management.

2.3 The recommendations of the committee were agreed by Cabinet on 23 April 2015. The recommendations relating to project management are as follows:

1. Project management guidance be amended to require original Business Cases to be kept live and linked from the definition section of the Project Initiation Document (PID);
2. a session with the Programme and Projects Manager be arranged to explain the purpose of this new role and what it will achieve;
3. project updates be included in the quarterly performance reports to Overview and Scrutiny Panels;
4. a review by the Overview & Scrutiny (Economic Well-Being) Panel be arranged for 6 months' time to review steps followed in delivering the In-Cab Technology project and other projects currently in the delivery stage, including their procurement processes, and to assess how well the highlight reports for these projects are working, and;
5. a review by Members of the Project Management Select Committee be arranged for 12 months' time to review financial reporting on projects and the post-delivery stage.

Recommendations one, two, three and four have been completed. This report is to comply with recommendation five, but has expanded the review to include an overview of all progress made in the last 12 months.

3. FINANCIAL REPORTING ON PROJECTS

3.1 Financial reporting is provided through highlight reports and the closedown report, having initially been outlined in the business case.

3.2 For Capital expenditure, accountancy contact project managers on a monthly basis to request revised forecasts and monitor actual spend.

An overview of Capital projects financial reporting is included below.

Scheme	Net Budget	Net Forecast	Variance
Salix Projects	£97,000	£88,000	-£9,000
Pedals Scheme	£9,000	£9,000	£0
Octagon	£0	£50,000	£50,000
One Leisure Replacement Equipment	£200,000	£162,000	-£38,000

3.3 The financial management of projects, especially Capital projects, is an area that has been identified as needing improving. The following improvements have been agreed by Project Management Governance Board and Finance Governance Board –

- more robust challenge from FGB when bids are made
- learn from previous years spend (where possible)
- accountancy to remove revenue savings from budgets, as soon as capital bid is approved – this ensures savings are realised or if they aren't the closedown report draws the issue to the attention of PMGB
- FGB to receive monthly spend report
- require business cases earlier in the process
- PMGB to focus on financial reporting when approving closedown reports

4. POST-DELIVERY STAGE

4.1 There are only two projects that have closed down in the last 12 months; a mobile working project and the website re-development project.

4.2 There was one outstanding action for mobile working relating to an ongoing IT issue that has now been resolved. This technical project did not require ongoing benefits realisation.

4.3 The website re-development project was a complex project that had numerous open issues which are being monitored. There were also six areas for benefits realisation that are being monitored by the Website Steering Group. John Taylor, Head of Service for Customer Service, will attend the Panel to provide members with an update on post-delivery on this project.

5. PROJECT MANAGEMENT OVER THE LAST 12 MONTHS

5.1 Over the last 12 months there have been several changes in the governance arrangements for projects. Many of these were reported to Overview and Scrutiny – Economic Well-being in October. In summary the changes over the first six months of the review period were as follows –

- Capital Programme administration is now managed by the Programme Office
- All projects are reported quarterly to Corporate Management Team followed by the relevant Overview and Scrutiny Panel before being presented to Cabinet
- All projects with a Red RAG status will be presented to the Project Management Governance Board (PMGB)
- The Programme and Project Manager has monthly meetings with the Managing Director to discuss progress of projects and ensure the completeness of the projects list
- A pre-project proposition form is in place to ensure HDC allocate resources according to the priorities and objectives we have as a Council
- The relevant Head of Service is now copied in on all emails regarding incomplete sites

5.2 Since October there has been a focus on bedding in the principles of project management and ensuring Project Managers are aware of SMT's expectations. These steps have had a significant and positive impact and are outlined below –

- An audit of all project sites to ensure key project management documents are available on each projects SharePoint site. These documents are a Business Case, Project Plan, Communications Plan (if applicable), Risk Log, Issues Log and Highlight Reports. This audit was reported to PMGB
- A meeting with all project managers chaired by the Chair of the PMGB covering; the Cabinet Report pathway and content, the Project Status Report, Capital Projects, Good Practice Examples and SharePoint Q&As
- Require all lead officers with a Capital bid for 2016/17 to attend, or nominate a project manager to attend, training on how to write a Business Case. This training is taking place over two mornings giving staff the opportunity to look at examples of good and bad practice. It also provides the opportunity to start writing the Business Case that is due for submission to FGB in the two week period between training sessions and to use the second session as an opportunity to share an initial draft with colleagues
- Finalise a more rigorous process for Capital bids that requires all projects requiring a business case to have this submitted by 31 March having already been approved by the relevant Head of Service. This will enable greater confidence that projects will be delivered within the financial year.
- The decision to include the LEAN programme into the quarterly reporting from Quarter One 2016/17
- Initial work has been started to design a common set of project management documents to be used across all three Councils involved in the current Shared Service arrangements. There are currently only minor differences but the standardisation of templates allows for commonality that should benefit officers and members.
- There is a project management approach named Agile that takes an iterative approach to project management. It looks at a project in 'sprints' and focuses on delivery. This principle is widely used within IT projects and has been used at HDC. To increase project managers' awareness of this approach, an Agile awareness session was arranged with all project managers invited to attend. This session gave project managers the opportunity to consider a new approach to project management. PMGB are currently considering how the Council can use Agile principles within the organisation.

6. RECOMMENDATION

- 6.1 To consider and endorse the positive progress made since the Project Management Select Committee and to close down this piece of work.

CONTACT OFFICER

Laura Lock, Programme and Project Manager

☎ (01480) 388086

Public
Key Decision - No*

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Plan 2016/18

Meeting/Date: Overview and Scrutiny Panel (Communities and Customers)
1st March 2016
Overview and Scrutiny Panel (Finance and Performance)
3rd March 2016
Overview and Scrutiny Panel (Economy and Growth) 8th
March 2016
Corporate Governance Panel 9th March 2016

Executive Portfolio: Councillor J D Ablewhite, Executive Leader

Report by: Louise Sboui, Policy, Performance and Transformation
Manager

Ward(s) affected: All Ward(s)

Executive Summary:

The purpose of this report is to seek comments on the draft Corporate Plan 2016/18.

The Council's Corporate Plan was reviewed in 2015, and it was agreed that a full refresh would take place early 2016 and Members would be involved with this.

This is a two year plan and outlines the Vision, Strategic Priorities and Objectives for Huntingdonshire District Council. The Plan set out what the council aims to achieve in addition to the core statutory services.

Recommendation(s):

That Members provide comment on the draft Corporate Plan 2016/18.

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1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The purpose of this report is to present to Members a draft Corporate Plan for 2016/18.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Council needs a clear vision with strategic priorities for how it will achieve the objectives it wants. Members play a key role in developing and adopting the Corporate Plan 2016/18.
- 2.2 The Council's Corporate Plan was reviewed in 2015, and it was agreed that a full refresh would take place early 2016 and Members would be involved with this. This is a two year plan and outlines the Vision, Strategic Priorities and Objectives for Huntingdonshire. The Plan set out what the council aims to achieve in addition to the core statutory services.
- 2.2 This review has been timed to coincide with the development of Service Plans, and where appropriate actions or performance indicators in Service Plans for 2016/17 have been included in the Corporate Plan. Members will continue to monitor progress made against key activities and performance data in the Corporate Plan on a quarterly basis.
- 2.3 The Corporate Plan also provides the high level stage in the "golden thread" that runs from the Plan through Service Plans to individual objectives as set out in Staff Appraisals.

3. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?

- 3.1 The key impact is that everyone in the Council will be clear about the vision and priorities and their role in helping to deliver it.
- Officers will be clear about what is important and their role as identified through individual objectives
 - Financial Planning will be more clearly linked to corporate planning
 - Service Plans will be developed more clearly linked to corporate planning
 - Members will know what information they will get and when
 - Portfolio Holders will be able to hold Officers to account
 - Overview and Scrutiny will have the information they need to hold Portfolio Holders to account

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 The Corporate Plan will be made available to all employees through the Intranet. Members will receive a hard copy. The Key Actions and Performance Indicators in the Corporate Plan will be reported to Overview and Scrutiny, Cabinet and Council. This report will be an integrated report with Finance and Project information.

5. CONSULTATION

- 5.1 Senior management team have been involved in developing the draft Corporate Plan, with each Head of Service consulting with their teams.

6. LEGAL IMPLICATIONS

- 6.1 Not applicable for this report.

7. RESOURCE IMPLICATIONS

- 7.1 Whilst it is anticipated that there will be no resource implications as Service Plans are being prepared for 2016/17 to support the Corporate Plan, any resource issues will be identified.

8. OTHER IMPLICATIONS

- 8.1 There will be an Equality Impact Assessment (EIA) undertaken on the Corporate Plan to establish if there are implications to consider.

9 REASONS FOR THE RECOMMENDED DECISIONS

- 9.1 The Corporate Plan provides a clear direction for what we are doing, why we are doing it and what impact it is having. The number of Strategic Priorities has been reduced from three to four.

Existing Strategic Priorities:

- a strong local economy,
- enabling sustainable growth,
- working with our communities and
- ensuring we are a customer focused and service led council

Proposed Strategic Priorities:

- Enabling Communities
- Sustainable Growth
- Efficient and Effective council

10. LIST OF APPENDICES INCLUDED

Appendix 1 – Draft Corporate Plan 2016/18

BACKGROUND PAPERS

None

CONTACT OFFICER

Louise Sboui,
Policy, Performance and Transformation Manager
Corporate Team
Tel No 01480 388032

Corporate Plan 2016/18

Introduction

The Council's Corporate Plan sets out our priorities for 2016 - 2018, together with the key actions we are taking to achieve them over the next two years.

It is an ambitious programme of activity for a council that seeks to drive growth and investment in the local economy whilst at the same time challenging itself to deliver good services for a lower cost. To make savings, while still providing the high quality services local people want and deserve, we need to do things differently. This plan shows how we intend to explore these areas. This includes sharing the cost of providing services with other public bodies.

The reality for all district councils is that we are being asked to do more for less. To balance the books we need to continue to take every opportunity to share services with a like-minded council where it makes sense to do so. This will allow us to protect the range and quality of services we provide to local residents. The next couple of years will be both exciting and challenging for Huntingdonshire District Council. We are confident that council staff, with the support and leadership of our Councillors, will rise to the challenges ahead.

Cllr Jason Ablewhite
Executive Leader

Jo Lancaster
Managing Director

Contents

Vision, Strategic Priorities and Objectives

Strategic Priorities

- Enabling Communities
- Sustainable Growth
- Efficient and effective Council

Measuring our progress

Vision

We want to continue to improve the quality of life for the people of Huntingdonshire and work towards sustainable economic growth whilst providing value for money services

OR - We want to improve the quality of life, deliver economic growth and provide value for money services for the people of Huntingdonshire

Strategic Priorities and Objectives

Our plan for 2016 - 2018 will focus on:

- **Enabling Communities**
- **Sustainable Growth**
- **Efficient and effective Council**

Enabling Communities – our objectives are to:

- Create, protect and enhance our safe and clean built and green environment
- Support people to improve their health and well-being
- Support communities to become stronger and more resilient

Sustainable Growth – our objectives are to:

- Accelerate business growth and investment
- Remove infrastructure barriers to growth
- Develop a flexible and skilled local workforce
- Improve the supply of new and affordable housing, jobs and community facilities to meet future need

Efficient and Effective Council – our objectives are to:

- Become more efficient in the way we deliver services providing value for money services
- Deliver good customer service

The Corporate Plan sets out the council's vision and strategic priorities. The Plan drives the work of all our services and feeds into the Service Plans of each of our seven Service areas – Community Services, Corporate Team, Customer Services, Development, Leisure & Health,

Operations and Resources. The rest of this Corporate Plan shows our key actions for 2016 - 2018. We will regularly measure and report back on our progress on these important activities and these reports are published on our website

Potential to include a section on financial challenge setting out for example:

- Reductions in funding for local government
- What we have done so far to produce efficiencies
- How we are adapting to changing financial arrangements. E.g. funding that in the past came direct to the district council is now distributed via other organisations, such as the Local Enterprise Partnership (LEP), and we must continue to change our focus to ensure we have the skills to influence and work with these partners to access the money we need to deliver key projects.
- Changing needs of local population – ageing population, demand for housing, changing relationships with public sector partners (health, police)
- Despite all this change, we remain a district with many strengths – key transport links, high levels of employment etc

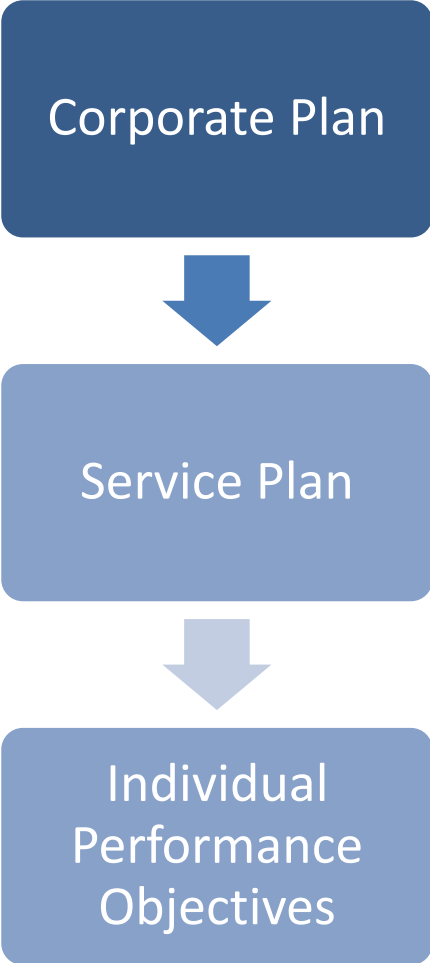
Potential to include a section on our District for example:

- Population, employment rates, skills, qualifications, transport links, house prices, rural isolation etc

Potential to include a section on the council for example:

- Number of Councillors, role of members,
- Key services that we provide
- Gross expenditure, where our funding comes from (income from charging for services and government grants)

There is a 'golden thread' that links our Vision, Strategic Priorities and Objectives with our day-to-day working priorities.



Strategic Priorities	Objectives	Actions
Enabling Communities - we want to make Huntingdonshire a better place to live, to improve health and well-being and for communities to get involved with local decision making		
1a) Create, protect and enhance our safe and clean built and green environment	<p>Our work programme includes:</p> <ul style="list-style-type: none"> • ensuring that our streets and open spaces are clean and safe, • working closely with partners to reduce crime and anti-social behaviour, • improving the quality of the built environment in Huntingdonshire, and • providing quality green space and community facilities within new developments 	<p>Key actions for 2016/18 will include:</p> <ul style="list-style-type: none"> ○ Continue to manage and enhance the joint CCTV service with Cambridge City Council ○ Reduce incidences of littering ○ Support delivery of sustainable activities/facilities ○ Maintain clean open spaces ○ Adopt a new Design Guide as Supplementary Planning Document
1b) Supporting people to improve their health and well-being	<p>Our work programme includes:</p> <ul style="list-style-type: none"> • prioritising accessible open space on new housing developments • meeting the housing and support needs of our ageing population • enabling people to live independently through the provision of adaptation, accessible housing or support and we will help to prevent people from becoming homeless • working with partners to improve health and reduce health inequalities • providing accessible leisure, green spaces, countryside and culture opportunities 	<p>Key actions for 2016/18 will include:</p> <ul style="list-style-type: none"> ○ Increase physical activity levels through the provision of activities in One Leisure sites and in parks and open spaces ○ Prevent homelessness where possible by helping households either remain in their current home or find alternative housing ○ Assist non priority single homeless people with housing options through the Cambridgeshire Single Homelessness Service
1c) Stronger and more resilient communities to enable people to help themselves	<p>Our work programme includes:</p> <ul style="list-style-type: none"> • supporting community development and enabling the voluntary and community sector organisations to develop, and 	<p>Key actions for 2016/18 will include:</p> <ul style="list-style-type: none"> ○ Support community planning including working with parishes to complete neighbourhood and parish Plans

Strategic Priorities	Objectives	Actions
	<ul style="list-style-type: none"> • working with communities to build resilience 	<ul style="list-style-type: none"> ○ Review control and management of council owned assets and where mutually beneficial, transfer ownership of council owned community assets to the community (community resilience/help people to help themselves) ○ Manage the Community Chest to encourage and promote projects to build and support community development
Sustainable growth - we want to make Huntingdonshire a better place to work and invest and we want to deliver new and appropriate housing		
2a) Accelerate business growth and investment	<p>Our work programme includes:</p> <ul style="list-style-type: none"> • promoting inward investment; • supporting economic growth in rural areas • supporting new and growing businesses and promoting business success • supporting economic growth by prioritising planning advice to growing key businesses, and • supporting the delivery of the Alconbury Enterprise Zone (EZ). 	<p>Key actions for 2016/18 will include:</p> <ul style="list-style-type: none"> ○ Deliver the council's Marketing Strategy Implementation Plan to raise the profile of Huntingdonshire as a location of choice for business growth and investment ○ <i>An action around business rates – use of discretionary rate relief to support local businesses?</i> ○ Advertise opportunities for local businesses by Publishing Online Schedule of Proposed Procurements to promote future contract opportunities
2b) Remove infrastructure barriers to growth	<p>Our work programme includes:</p> <ul style="list-style-type: none"> • influencing the development of the Highways and Transport Infrastructure Strategy, and • facilitating the delivery of infrastructure to support housing growth. 	<p>Key actions for 2016/18 will include:</p> <ul style="list-style-type: none"> ○ Prepare an infrastructure Delivery Plan alongside the Local Plan ○ Continue to work with partners and influence the Local Enterprise Partnership's Strategy, to secure resource to facilitate delivery and mitigate the impact of new housing and to drive economic growth

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Strategic Priorities	Objectives	Actions
		<ul style="list-style-type: none"> ○ Continue to provide active input into the delivery stage of the A14 to deliver the specific requirements of the council.
2c) Develop a flexible and skilled local workforce	<p>Our work programme includes:</p> <ul style="list-style-type: none"> • ensuring there are sufficient skills to support the Enterprise Zone • working with businesses to establish current and future skills needs, and • create stronger links between businesses and education and training. 	<p>Key actions for 2016/18 will include:</p> <ul style="list-style-type: none"> ○ Work in partnership to ensure local delivery of training to meet business growth <i>need</i> ○ Encourage and support apprenticeships across the district ○ HDC to develop our own apprenticeship programme
2d) Improve the supply of new and affordable housing, jobs and community facilities to meet future need	<p>Our work programme includes:</p> <ul style="list-style-type: none"> • ensuring an adequate supply of housing to meet objectively assessed needs, and • planning and delivering the provision of decent market and affordable housing for current and future needs. 	<p>Key actions for 2016/18 will include:</p> <ul style="list-style-type: none"> ○ To prepare the Local Plan ○ Facilitate delivery of new housing on the large strategic sites at: <ul style="list-style-type: none"> ○ St Neots ○ Wyton ○ Maintain a 5 year housing land supply position ○ Adopt a new Housing Strategy and deliver the associated Affordable Housing Action Plan ○ Ensure our approach to Community Infrastructure Levy enables housing (NM)
Efficient and Effective Council - we want to continue to deliver value for money services		
3a) Become more efficient in the way we deliver services providing value for money services	<p>Our work programme includes:</p> <ul style="list-style-type: none"> • Investigating and implementing a programme of Shared Services • ensuring our Medium Term Financial Strategy is focused on strategic priorities • maximising income opportunities 	<p>Key actions for 2016/18 will include:</p> <ul style="list-style-type: none"> ○ Develop full business cases for previously identified energy reduction projects across the council's estates ○ Introduce measures to reduce energy costs in one Leisure

Strategic Priorities	Objectives	Actions
	<ul style="list-style-type: none"> • increasing the use of Information Technology to maximise efficiencies; and where possible, migrating customers to the lowest cost access channel • We will have a more engaged workforce • continue to reshape the way the council works to realise our savings target and improving council performance wherever possible • maximise council income through effective asset management, and collection activities. • continue to improve the efficiency of the council's customer access channel, and • continue to work with partners through shared services 	<ul style="list-style-type: none"> ○ Introduce more on line self-service delivery on the council website ensuring we focus on customer need ○ Maximise the income generating potential of One Leisure sites to fully cover the cost of operation ○ Tighter programme management ○ Capital programme governance arrangements ○ Improving residents satisfaction levels measured through a residents survey ○ Collecting money that is saved? ○ Promptly pay local suppliers ○ More positive staff /valuing staff (see Workforce Strategy) ○ Plan on a Page sets significant targets for the council to reduce its reliance on Government grants and New Homes Bonus over the next few years ○ All council services to remain under tight budgetary control ○ Zero Based Budgeting (ZBB) Phase 2 is undertaken to identify further service savings ○ Affordability and value for money are at the core of the council's decision making processes ○ Savings are identified at the earliest opportunity ○ Capital investment is commenced as soon as possible ○ Central government funding is continually reviewed
3b) Deliver good customer service	Our work programme includes:	○ Implement a consultation exercise with

Strategic Priorities	Objectives	Actions
	<ul style="list-style-type: none"> • Continue to gain a better understanding of our customers and ensuring all customer engagement is meaningful • involving customers in significant changes to services, and • ensuring modern technology is used effectively to maximise our interaction with customers <p>we will apply the six key principles in our Customer Service Strategy across all service areas (listen to customers, get it right first time, provide value for money services, act and behave in the right way, make it matter to staff, work with partners for the benefit of customers)</p>	<p>residents and business to inform 2017/18 budget planning</p> <ul style="list-style-type: none"> ○ Every Head of Service will deliver actions within their service plan to contribute to the Customer Service Strategy

Measuring how well we are doing

We will measure and report on our performance in a number of key areas. In this way we can tell if we are improving. These Corporate Indicators will provide additional supporting information for each Strategic Priority and will be reported quarterly or annually to senior officers and Councillors.

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Enabling Communities	
Create, protect and enhance our safe and clean built and green Environment	80% of street cleansing works to standard NI195 results for street cleansing (80% graded A-B) 80% of street cleansing and grounds environmental maintenance service request resolved in 5 working days % of successful enforcements (90%?) 15% of HDC countryside sites self-managed (by Friends of Groups) Number of play spaces created/upgraded per annum against target/priorities set in needs analysis work Ten ways to work together from CCC
Support people to improve their health and well-being	% of Needs Analysis completed (JS?) Admissions or participation at targeted services including older people, long term health conditions, disability and young people (healthy weight) Average time (in weeks) between date of referral of DFGs to practical completion for minor jobs up to £10k. % of food premises scoring 3 or above on the Food Hygiene Rating Scheme Number of complaints about food premises (per 1000 population or per 100 food businesses) % of CCTV cameras operational (CS) Market segmentation to take from OL Strategy (JW)
Support communities to become stronger and more resilient	ASB - % satisfaction with the ASB service (or safer, stronger and more resilient communities?) Supporting the VCS – CAB reduction in the number of people accessing the service, of level of renegotiated debt, or similar Supporting the VCS – the number of volunteer hours in Huntingdonshire Anti-Social Behaviour Number of assets transferred?

Sustainable Growth	
Accelerate business growth and investment	Processing of planning applications on target - major (within 13 weeks or agreed extended period) Number of Marketing Strategy actions on track (AM) Growth in business rates (AM) Inspections of newly registered food businesses within 28 days of registration?
Remove infrastructure barriers to growth	Proportion of Community Infrastructure Levy receipts allocated
Develop a flexible and skilled local workforce	No of training places delivered or accredited qualification gained Number of council apprenticeships created
Improve the supply of new and affordable housing, jobs and community facilities to meet future need	Submissions ready by Spring 2017 Gross number of affordable homes delivered Net additional homes delivered
Efficient and effective Council	
Become more efficient in the way we deliver services providing value for money services	80% of grounds maintenance targets consistently met Maximise % of recycling Number of missed bins per 100,000 households 2% annual energy use reduction from council owned buildings Number of days to process Housing Benefit changes of circumstance Number of days to process Council Tax Support changes of circumstance Number of Disable Facilities Grants (JT) % of council tax collected % of space let on estates portfolio % of invoices from suppliers paid within thirty days (currently 98%) or % of local suppliers paid within 10 working days (CM) Staff sickness days lost per full time employee (reduce to 9 days per person?) Commercial Investment Strategy income targets achieved (2016/17 – £1.7m 2017/18 - £2.0m) Achieve net budget reductions as planned

	% of Services that are subject to a Zero Based Budget review Achievement of the council's medium term financial strategy Lean - number of business process reviews 0% Change in Band D Council Tax
Deliver good customer service	95% Call Centre telephone satisfaction rates 95% Customer service centre satisfaction rates % complaints resolved at stage one % complaints resolved at stage 2 75% Website satisfaction rate PI from Employee Survey Continual improvement of One Leisure – Net Promoter Score based on likelihood of recommending service

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CURRENT ACTIVITIES OF THE SOCIAL AND ENVIRONMENTAL WELL-BEING PANELS

STUDY	OBJECTIVES	PANEL	STATUS
Voluntary Sector Grant Funding	To review the proposed funding allocation for Voluntary Sector Groups and the impact of those proposals.	Communities and Customers	The Panel requested the formation of this Working Group following the receipt of the report on Voluntary Sector Grant Funding 2016/17 to 2019/20. A meeting of the Working Group took place on 25th February 2016.
The Health Economy	To establish priorities for future work on the local health economy.	Communities and Customers	Scoping paper considered. Further reports requested on: <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 practice; • the impact of Welfare Reforms, including fuel poverty and how it was defined; • reviewing the Council's Equalities Impact Assessment arrangements, and • the impact of growth on GP surgeries, school places and hospital capacity.
Registered Social Providers	To review the work of Registered Social Providers and the challenges faced by them.	Communities and Customers	Councillors D Brown, L A Duffy, R Fuller, T D Sanderson and R J West was joined by the Executive Councillor for Strategic Planning and Housing on 29th February 2016 to study the impact of national housing changes on local housing associations in the District. The study will involve meeting individually with housing associations.
Cambridgeshire County Council Budget Scrutiny	To review the Cambridgeshire County Council's Budget proposals and assess their impact upon Huntingdonshire and it's residents.	Communities and Customers	The Working Group comprised of Councillors T Alban, D Brown, G Bull, Mrs S J Conboy, S Criswell, M Francis, D A Giles, T Hayward, B Hyland, P Kadewere, T D Sanderson, M Shellens and R J West. The first meeting scrutinising the Children's, Families and Adult's Services aspects of the County Council's Budget Proposals took place on 14th January 2016.

STUDY	OBJECTIVES	PANEL	STATUS
			The second meeting scrutinising the Economy, Transport and Environmental Services aspects of the County Council's Budget Proposals took place on 19th January 2016.
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).	Economy and Growth	<p>The Working Group's activities are currently on hold until the Operations Review has been completed and implemented.</p> <p>Draft operational policies for garden waste contamination, dry recyclates contamination and lane end collection was considered at the Panel's November 2015 meeting.</p> <p>The Review of Waste Policies was considered at the Panel's February 2016 meeting.</p>
Litter Policies and Practices (to include graffiti removal)	To consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes.	Economy and Growth	<p>The Working Group's activities are currently on hold until the Operations Review has been completed and implemented.</p> <p>The Street Cleansing Service Specification was considered at the Panel's January 2016 meeting.</p>

Panel Date	Decision	Action	Response	Date for Future Action
	<p><u>Project Management Select Committee</u></p> <p>12/06/14 Reiterated a request for the post project appraisals for the development of the Huntingdon multi-storey car park and One Leisure, St. Ives.</p> <p>10/07/14 With a view to undertaking a review of the Project Management Arrangements within the Authority, the Panel has been updated on the progress which has been made by the Council's Project Management arrangements within the Authority.</p> <p>06/11/14 The Panel received a project closure report for the Huntingdon Multi-Storey Car Park and One Leisure St Ives developments and agreed to establish a Project Management Select Committee in February 2015 to give further consideration to the issue of project management within the Authority.</p> <p>17/02/15 Select Committee held, with 2 Members co-opted from each of the Social and Environmental Well-being Panels.</p> <p>09/04/15 A report on the findings of the Select Committee was submitted to the Panel. The Panel endorsed the report and agreed to make several recommendations to Cabinet.</p> <p>08/11/15 Six month review report on progress with project delivery considered by Panel.</p>		<p>The Panel's recommendations to Cabinet were agreed. Two further reviews are scheduled:</p> <p>12 month review (Select Committee)</p>	<p>03/03/16</p>

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