

A meeting of the **OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND CUSTOMERS)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **MONDAY, 6TH JUNE 2016** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

- | | Contact
(01480) |
|---|--|
| <p>1. MINUTES (Pages 5 - 10)</p> <p>To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Finance and Performance) meeting held on 7th April 2016 and the Minutes of the Overview and Scrutiny Panel (Performance and Customers) meeting held on 18th May 2016.</p> | A Green
388008 |
| <p>2. MEMBERS' INTERESTS</p> <p>To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.</p> | |
| <p>3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 11 - 14)</p> <p>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.</p> | M Sage
388007 |
| <p>4. QUARTER 4 INTEGRATED PERFORMANCE REPORT AND PROVISIONAL OUTTURN 2015/16</p> <p>The Panel is to receive the Quarter 4 Integrated Performance Report and Provisional Outturn 2015/16 (To Follow).</p> | A Dobbyne 388100 /
C Mason 388157 |
| <p>5. TREASURY MANAGEMENT STRATEGY 2015/16 OUTTURN REPORT</p> <p>The Treasury Management Strategy 2015/16 Outturn Report is to be received by the Panel (To Follow).</p> | C Mason
388157 |
| <p>6. DISPOSAL AND ACQUISITIONS POLICY - REVIEW OF NEW THRESHOLDS AFTER 12 MONTHS (JUNE 15)</p> <p>The Panel is to receive a verbal update on the Disposal and Acquisitions Policy reviewing the new thresholds after 12 months.</p> | C Mason
388157 |
| <p>7. RISK MANAGEMENT</p> <p>The Risk Management Report is to be presented to the Panel (To Follow).</p> | D Harwood
388115 |
| <p>8. EXCLUSION OF PRESS AND PUBLIC</p> | |

To resolve:

that the press and public be excluded from the meeting because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

9. REPORT REGARDING USE OF SPECIAL URGENCY PROVISIONS (Pages 15 - 18)

The Panel is to receive a report regarding the use of Special Urgency Provisions by Cabinet at its meeting held on 21st April 2016.

**M Sage
388007**

10. RE-ADMITTANCE OF PRESS AND PUBLIC

To resolve:

that the press and public be re-admitted to the meeting.

11. WORK PLAN STUDIES

To consider the work programmes of the Communities and Environment and Economy and Growth Overview and Scrutiny Panels **(To Follow)**.

**A Green
388008**

12. OVERVIEW AND SCRUTINY PROGRESS (Pages 19 - 20)

To consider a report on the Panel's activities.

**A Green
388008**

Dated this 26th day of May 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.

2. Filming, Photography and Recording at Council Meetings

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

Please contact Mr Adam Green, Democratic Services Officer (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.

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, 7th April 2016.

PRESENT: Councillor G J Bull – Chairman.
Councillors T D Alban, R S Farrer, D Harty, B Hyland and J M Palmer.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P L E Bucknell, E R Butler, Mrs A D Curtis, L George, M F Shellens and J E White.

28. MINUTES

The minutes of the meeting of the Panel held on 3rd March 2016 were approved as a correct record and signed by the Chairman.

29. MEMBERS' INTERESTS

No declarations were received.

30. NOTICE OF KEY EXECUTIVE DECISIONS

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

31. SHARED SERVICES BUSINESS PLANS AND TERMS OF REFERENCE FOR THE JOINT GROUP

The Panel received a report on the 2016/17 Business Plans for Building Control, Legal and ICT Shared Services and the Terms of Reference for the Joint Group, a Member board established to provide strategic direction and leadership to the shared services. The Executive Member for Commercial Activities explained that shared services are one of the main activity streams intended to deliver the savings planned in the Council's budget. The business plans are live documents so will be updated throughout the year.

The three new shared services commenced in October and the business plans set out details of the services they will deliver, expected savings and planned efficiency measures. The plans are live documents so will be updated throughout the year. They each include an overview of staffing, an operational plan and Key Performance Indicators (KPIs). Performance against these indicators will be reported to the Panel on a quarterly basis.

The Panel was informed that the building control services at Cambridge City and Huntingdonshire both had the same ISO

9001:2008 accreditation but that they were currently registered separately with a different organisation. It was confirmed that the intention was to secure a single ISO accreditation to cover the whole Building Control service. A business process re-engineering resource has already been allocated to help improve processes and achieve the accreditation with a target validation date of March 2017.

A Member was concerned that local authorities will stop providing Building Control services and asked if there was a plan for dealing with increased competition from the private sector. The Panel was told that options such as setting up a trading company had been considered initially but it was decided to proceed with a shared service instead. Local authorities are required to provide certain statutory services that wouldn't be provided by private sector. The Building Control Shared Service should be more resilient than three separate services and the business plan takes the market into account. A risk register is being maintained to identify and manage risks.

Members were informed that the business plan for the ICT Shared Service includes standardisation and adoption of common systems. For example, a new financial management system is being procured to underpin everything that all three councils do. There has already been a lot of progress made in improving systems to allow staff to work more flexibly and remotely.

(At 7.21pm, during the discussion of this item, Councillor T Alban joined the meeting).

A Member asked whether the plans considered the demand for information by people unable or unwilling to use computers. In response, the Panel was informed that the ICT Shared Service's main focus is on supporting Council services to be more efficient and effective and this includes supporting a move to greater self-service and digital service delivery. It was also pointed out that increasingly the public are accessing services not from computers but from their smartphones. The Council's Customer Service Strategy recognises the need to understand customer needs and provide information and services in accessible ways and the shared service will aim to support various service delivery channels including telephony and face to face service delivery.

A Member commended the three councils for being bold in trialling shared services as a way of saving money through an increasingly business-like approach.

In discussing the business plan for the Legal Shared Service, a Member asked if legal services provided by LGSS were being used by the Council. It was confirmed that a call off contract for legal support and advice available to the shared service does include LGSS, but that LGSS were not a partner in the shared service.

The Terms of Reference for the Joint Group are part of the governance structure setting out the delivery aims for the three shared services. Scrutiny responsibilities are explained and individual Members will have the opportunity to ask questions. When asked if their questions will be answered, the Corporate Director (Services)

explained that the Terms of Reference set out a standard protocol for asking questions and that performance against the clearly defined KPIs for each service will be reported to Scrutiny and Cabinet so the services can be properly held to account. The Business plans and budget proposals for shared services will also be reported to Scrutiny and Cabinet annually. There are significant savings to be delivered and these will also be reported to Members.

32. CORPORATE PLAN PERFORMANCE MEASURE UPDATE

The Corporate Team Manager circulated a template showing how the key actions and performance measures in the Corporate Plan will be reported against in 2016/17. A single page summary would present pie charts summarising results alongside highlighted achievements from the last quarter. Appendix B will follow the format of the last 18 months, with progress on key actions reported using a RAG (red, amber, green) status by strategic priority. Officers will provide more specific target dates to monitor actions against and the names of responsible Portfolio Holders and Heads of Service will be listed. Progress will be updated quarterly at the Panel's meetings.

Some of the performance indicators included in the new Corporate Plan are the same as last year but others are new or revised. It was noted that 2015/16 data may not be available for all new measures but targets for existing measures will be based on past performance and trends. Not all targets were listed in the template as outturn performance for 2015/16 is still to be confirmed. Performance against targets will be reported quarterly with commentary and RAG status. Some measures will be annual where results are only available at year end but comments will be updated quarterly. The numbers of actions contributing to each strategic priority are more balanced than in the previous Corporate Plan.

The Panel was informed that data quality templates will be produced for every measure to ensure consistency and accuracy of the data reported. They will state the source, details of any calculations and the collection method for every indicator.

A Member suggested that there should be a measure relating to enforcement of planning conditions. While it is too late for this to be included in the Corporate Plan, it may be measured and reported at service level so the Corporate Team Manager agreed to discuss this with the Director, Head of Service and Executive Councillor with responsibility for planning services.

The outturn results for key actions and measures in the 2015/16 Corporate Plan will be reported to the Panel in June.

33. WORK PLAN 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.

It was noted that some of the information listed was repeated from the

previous version. It was explained that the report covered all current studies, including those where no progress had been made since the last month, and that timing had limited the opportunity to update some statuses.

Chairman

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND CUSTOMERS) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Wednesday, 18th May 2016.

PRESENT: Councillor M F Shellens – Chairman.
Councillors P L E Bucknell, Mrs L A Duffy, S Greenall, Mrs S L Taylor, R G Tuplin and J E White.

APOLOGY(IES): Apologies for absence from the meeting were submitted on behalf of Councillors Mrs A Dickinson, D Harty, Mrs R E Mathews, Mrs D C Reynolds and T D Sanderson.

1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor M F Shellens be elected Chairman of the Panel for the ensuing Municipal Year.

2. MEMBERS' INTERESTS

No declarations were received.

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor L A Duffy be appointed Vice-Chairman of the Panel for the ensuing Municipal Year.

Chairman

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

Prepared by Councillor R B Howe
Date of Publication: 18 May 2016
For Period: 1 June 2016 to 30 September 2016

Membership of the Cabinet is as follows:-

Councillor R B Howe	Executive Leader of the Council	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk
→ Councillor D Brown	Executive Councillor for Strategic Partnerships and Shared Services	25 Ermine Street Huntingdon PE29 3EX Tel: 07970 462048 E-mail: Daryl.Brown@huntingdonshire.gov.uk
Councillor G J Bull	Executive Councillor for Planning Policy, Housing and Infrastructure	2 Lancaster Close Old Hurst Huntingdon PE28 3BB Tel: 07780 511928 E-mail:- Graham.Bull@huntingdonshire.gov.uk
Councillor R C Carter	Executive Councillor for Environment, Street Scene and Operations	5 The Paddock Bluntisham Huntingdon PE28 3NR Tel: 07986 325637 E-mail:- Robin.Carter@huntingdonshire.gov.uk
Councillor S Cawley	Executive Councillor for Organisation and Customer Services	6 Levers Water Huntingdon PE29 6TH Tel: 01480 435188 E-mail: Stephen.Cawley@huntingdonshire.gov.uk

Councillor S Criswell	Executive Councillor for Community Resilience	23 The Bank Somersham Huntingdon PE28 3DJ Tel: 01487 740745	E-mail: Steve.Criswell@huntingdonshire.gov.uk
Councillor J A Gray	Executive Councillor for Strategic Resources	Vine Cottage 2 Station Road Catworth PE28 OPE Tel: 01832 710799	E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Harrison	Executive Councillor for Business, Enterprise and Skills	55 Bushmead Road Eaton Socon St Neots PE19 8GC Tel: 01480 406664	E-mail: Roger.Harrison@huntingdonshire.gov.uk
Councillor J M Palmer	Executive Councillor for Leisure and Health	149 Great Whyte Ramsey Huntingdon Cambridgeshire PE26 1HP Tel: 01487 814063	E-mail: John.Palmer@huntingdonshire.gov.uk
Councillor D M Tysoe	Executive Councillor for Operational Resources	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
Revised Shared Services Joint Groups Terms of Reference and Business Plans (ICT, Legal and Building Control) ***	Cabinet	16 Jun 2016		Ms Julie Slatter, Corporate Director (Services) Tel No. 01480 388103 email: Julie.Slatter@huntingdonshire.gov.uk		D Brown	Economy and Growth
Review of the Ownership and Maintenance of Orphan Sites ***	Cabinet	16 Jun 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Communities and Environment

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Grant Aid Awards 2016/17	Grants	30 Jun 2016		Chris Stopford, Head of Community Services Tel No. 01480 388280 or email Chris.Stopford@huntingdonshire.gov.uk		J Gray S Criswell	Communities and Environment
Voluntary Sector Grant Working Group Final Report	Cabinet	21 Jul 2016		Chris Stopford, Head of Community Services Tel No. 01480 388280 or email Chris.Stopford@huntingdonshire.gov.uk		S Criswell	Communities and Environment
Needs Analysis of Open Space and Play Facilities ***	Cabinet	22 Sep 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Communities and Environment
Risk Strategy ***	Cabinet	22 Sep 2016		David Harwood, Audit and Risk Manager Tel No. 01480 388115 email: David.Harwood@huntingdonshire.gov.uk		J Gray	Performance and Customers

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Panel Date	Decision	Action	Response	Date for Future Action
<p>14/01/16</p> <p>19/01/16</p>	<p><u>Cambridgeshire County Council Budget Scrutiny</u></p> <p>The Working Group comprising 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 scrutinised the budget of the Children’s, Families and Adult’s Directorate.</p> <p>The Working Group scrutinised the budgets of the Economy, Transport and Environmental Services and Corporate Services.</p>		<p>A response to the budget proposals is to be sent to the County Council.</p>	

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