

A meeting of the **OVERVIEW AND SCRUTINY PANEL (COMMUNITIES AND ENVIRONMENT)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 4TH APRIL 2017** 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 7th March 2017.

**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.

**Democratic Services  
388169**

**4. REGULATORY JUDGEMENT: LUMINUS GROUP LIMITED**  
(Pages 17 - 26)

Representatives from Luminus Group Limited will be in attendance to discuss with Members their Regulatory Judgement from the Homes and Communities Agency.

**N McCurdy  
388332**

**5. GROUNDS MAINTENANCE SERVICE REVIEW** (Pages 27 - 34)

The Grounds Maintenance Service Review is to be presented to the Panel.

**N Sloper  
388635**

**6. HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP UPDATE**

Members are to receive a verbal update on the Huntingdonshire Community Safety Partnership from the Panel's representative.

**Cllr J Tavener  
01487 823082**

**7. CCTV TASK AND FINISH GROUP FINAL REPORT** (Pages 35 - 40)

Members are to receive the final report of the CCTV Task and Finish Group.

**A Green  
388008**

**8. WORK PLAN STUDIES** (Pages 41 - 44)

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

**A Green  
388008**

**9. OVERVIEW AND SCRUTINY PROGRESS** (Pages 45 - 48)

To consider a report on the Panel's activities.

**A Green  
388008**

Dated this 27th day of March 2017



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](mailto: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](http://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.*

This page is intentionally left blank

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (COMMUNITIES AND ENVIRONMENT) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 7th March 2017.

- PRESENT: Councillor T D Alban – Chairman.
- Councillors B S Chapman, S J Criswell, J W Davies, Mrs A Donaldson, D A Giles, T Hayward, P Kadewere, L R Swain and Mrs J Tavener.
- APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors D Harty and Mrs P A Jordan.
- IN ATTENDANCE: Councillors Mrs A Dickinson, R Fuller, D Watt and R J West.

### 74. MINUTES

The Minutes for the meeting of the Panel held on 10th January 2017 were approved as a correct record and signed by the Chairman.

### 75. MEMBERS' INTERESTS

Councillor S Criswell declared a non-pecuniary interest in relation to Minute Numbers 77 and 79 as a Cambridgeshire County Councillor.

Councillor B Chapman declared a non-pecuniary interest in relation to Minute Numbers 77 and 79 as a Cambridgeshire County Councillor.

Councillor D A Giles declared a non-pecuniary interest in relation to Minute Numbers 77 and 79 as a Cambridgeshire County Councillor.

Councillor T Hayward declared a non-pecuniary interest in relation to Minute Number 77 as the Chairman of the Ouse Valley Way Group.

### 76. 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 March 2017 to 30th June 2017.

*(At 7.03pm, during the consideration of this item, Councillor P Kadewere entered the meeting.)*

### 77. PUBLIC RIGHTS OF WAY

The Panel received a presentation from Cambridgeshire County Council's Highways Maintenance Manager, Mr Jonathan Clarke, on the maintenance of Public Rights of Way (PRoW). Mr Clarke

explained to the Panel that the County Council have three documents it refers to when managing PRow maintenance: The Highway Infrastructure and Asset Management Plan, Transport Delivery Plan and the Cambridgeshire Public Rights of Way Improvement Plan.

It was explained that the Highway Infrastructure and Asset Management Plan is a document that has a list of maintenance work for the County for the next three years.

Concern was raised that since the dedicated Officer for PRow in Huntingdonshire was lost the District's PRow are not maintained as well as they should be. In response Mr Clarke stated that the County Council work with a maintenance Plan which states how much the County Council are spending over the next five years on the maintenance of PRow and where it will be spent.

Following a question regarding working with communities Mr Clarke stated that it is something the County Council are willing to do. He added that his team of PRow Officers has reduced from nine full time officers to one full time and one part time officer which means that training for PRow coordinators will not be as frequent as in the past, however they are aware of the work that needs to be carried out. Mr Clarke clarified that Cambridgeshire County Council is responsible for the maintenance of 3000km of PRow.

After a discussion on what constitutes a PRow and the safety standard, Mr Clarke confirmed that there is guidance of what constitute a safe and unsafe PRow.

In response to a question regarding reporting defects on PRow and the highway in general, Mr Clarke stated that it would be best if all defects were reported via the online system where it will be logged and a reference number given.

A Member questioned whether it would be easier to have Parish PRow Wardens who could coordinate the maintenance. The Panel were informed that it could be easier and more effective however the coordination of volunteers will use resources that the County Council does not have.

**78. URGENT ITEM - REGULATORY JUDGEMENT: LUMINUS GROUP LIMITED**

The Chairman announced that he proposed to admit the urgent item in accordance with Section 100B (3) and (4) of the Local Government Act 1972. The Executive Councillor for Housing and Regulatory Services explained to Members that representatives from Luminus had been invited to attend the Panel meeting however they had declined.

He added that the Council had first heard of the Regulatory Judgement on Luminus via an article in Inside Housing and not from Luminus themselves. The two issues for concern were that more than 1000 properties had not had a valid gas safety certificate for two years (an issue which has been resolved) and the Governance arrangements.

In respect to the Governance of Luminus the Homes and Communities Agency (HCA) has downgraded Luminus' rating. Members were reminded that the Council is not a regulator of registered providers however it is a partner.

The Corporate Director (Delivery) has been in contact with the HCA regarding this judgement. He informed Members that as a result of the regulatory judgement there are obligations on Luminus to work with HCA to undertake voluntary measures to improve the Governance. If this doesn't happen then there are further enforcement remedies available to the HCA.

The Panel discussed the Council's representation on Luminus' Trust Board. The Panel were informed that up to May 2016, the Council had a Member on the Board and four Members on the subsidiary board. Following guidance issued from the Government, Luminus looked to change the Board to a skills-based board. This has meant that the Members were not allowed to participate at Board meetings. Luminus and the Council have since agreed to reduce the Council's representation to one Member on the Board and one Member on the subsidiary Board.

Following a question the Panel were informed that the Executive Councillor is planning to meet with Luminus before a representative of Luminus attends the Panel meeting in April.

A Member expressed concern that Luminus has a £48m commercial investment which they may not have the ability to manage.

After the Panel were told that it up to the tenants to ensure that their properties are safe and have the correct certificates, a Member expressed concern that some tenants do not have the knowledge to know that they should do that.

In response to a question regarding the responsibility the Council has to inform tenants we introduce to registered providers to check the safety of the property, the Panel were told that there is no obligation on the Council however packs are given to tenants. In addition Officers have agreed that they will review the current measures before the Housing Strategy is presented in June 2017.

The Panel agreed that the Chairman and Chief Executive of Luminus should be invited to the next meeting of the Panel in April.

**79. NEW CAMBRIDGESHIRE HOUSING ADAPTATIONS AGREEMENT AND REFRESHED HUNTINGDONSHIRE HOUSING RENEWAL ASSISTANCE POLICY**

With the aid of a report by the Housing Strategy Manager (a copy of which is appended in the Minute Book), the New Cambridgeshire Housing Adaptations Agreement and Refreshed Huntingdonshire Housing Renewal Assistance Policy was presented to the Panel.

The Panel was informed that the Housing Adaptations Agreement is a County wide agreement which establishes a joint strategic approach to delivering housing adaptations to ensure the best use of capital resources available through the Better Care Fund. The Council have

also taken the opportunity to update the Huntingdonshire Housing Renewal Assistance Policy.

The report was welcomed by Members of the Panel.

In response to a question on how flexible is the Council in regards to the referral process, Members were informed that the Council remain flexible as referrals can come into the District Council and specifically to the Grants Officer.

A Member was concerned that the national shortage of Occupational Therapists would affect Occupational Therapy treatment in the District however Members were informed that the Occupational Therapy service had caught up with referrals in Cambridgeshire earlier this year and they prioritise their care where it is needed most.

Following a question in regards to the carrying out of works and in particular does the Council have a group of local firms or is every job out for tender every time, the Panel were informed that the Cambridgeshire Home Improvement Agency (CHIA) have the remit for the tendering of work. The CHIA is in the process of establishing a contractors framework and the Housing Strategy Manager agreed to obtain an update on this which is to be circulated to Members.

Members were informed that the only changes with the Housing Renewals Assistance Policy are listed in Appendix 6 of the Policy.

A Member highlighted that the amendment to the Housing Renewal Assistance Policy concerning boiler replacements could be confusing and appear contradictory to residents. It was explained that the amendment confirmed the closure of the Boiler Replacement Scheme, which hasn't been used by the Council for a while, however kept the ability for residents to apply for boiler replacements through the Discretionary Minor Repairs Assistance scheme.

The Panel supports the changes and has asked Cabinet to endorse the Cambridgeshire Housing Adaptations Agreement and approve the refreshed Housing Renewal Assistance Policy.

## **80. WASTE ROUND RECONFIGURATION UPDATE**

Members received a verbal update on the implementation of the Waste Round Reconfiguration project from the Head of Operations. The Panel were informed that, the day of the meeting, was day seven of implementation and that as the service works on a ten working day rota, the learning from day one would not occur until the Monday following the meeting.

As a result of the reconfiguration the service is expected to make £187k of savings over the next three years. The service have removed a collection vehicle from the waste and garden collections however the same could not be done for the recycling round due to the Council's successful recycling policies encouraging residents to recycle more.

The Panel was informed that the service has missed 94 bins during collections. The context is that the service collects 19k bins daily so



the missed collections represents around 0.5%. This was deemed as good by the Head of Operations during a time of transition.

Following a question, the Panel were informed that normally collection officers start their shift at 6.30am and finish at 2.30pm. However due to a few issues some collections are finishing at 5.30pm. Although on balance the workload amongst the collection crews is fairer.

The Panel were informed that the service has received 56 queries from residents who were confused about the reconfiguration and the website has been received 1000 hits per day as residents have been checking when their bin gets collected (normally it the figure is 20 per day).

In response to a concern the Head of Operations stated that the service won't collect from schools at start or finishing times due to health and safety concerns of parents, children and the waste collection officers and it delays encountered by the collection officers collecting bins at those times.

Members thought that the reconfiguration has been implemented well and congratulated the service on the entire process.

#### **81. REPRESENTATION ON EXTERNAL ORGANISATIONS - QUARTERLY UPDATE REPORT**

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book), the Representation on External Organisations – Quarterly Update Report was presented to the Panel.

Following a question of how useful does the Panel find the report and how often do Members want to receive it, a Member stated that they thought the report should be presented annually with the caveat that Members should update Overview and Scrutiny of any important business as and when it occurs.

The Panel would also like to know how many meetings takes place for each organisation.

In addition, Members thought there should be regular updates on Cambridgeshire County Council Health Committee from the Panel's representative.

The Panel agreed that reports should be produced annually with the emphasis on Members to feedback any significant business to the relevant Panel.

*(At 8.35pm, during the consideration of this item, Councillors Mrs A Dickinson and R Fuller left the meeting and did not return.)*

#### **82. 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 Economy and Growth and Performance and

Customers.

**83. 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.

The Panel was informed that the CCTV Task and Finish Group is in progress with the next meeting taking place on 16th March 2017.

A Member asked if there could be an agenda item on home welfare visits, although the Panel have not decided what outcome they would like from the item or who to invite.

The Panel have requested that wherever possible could the membership of the Overview and Scrutiny Panels be kept the same, however it was recognised that the decision would be taken at Annual Council.

Chairman

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

**Prepared by** Councillor R B Howe, Executive Leader of the Council  
**Date of Publication:** 22 March 2017  
**For Period:** 1 April 2017 to 30 July 2017

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: <a href="mailto:Robin.Howe@huntingdonshire.gov.uk">Robin.Howe@huntingdonshire.gov.uk</a>
→ Councillor D Brown	Executive Councillor for Commercialisation and Shared Services	Haycroft Porch Farm Barns Warboys Road Old Hurst PE28 3AA  Tel: 07970 462048 E-mail: <a href="mailto:Daryl.Brown@huntingdonshire.gov.uk">Daryl.Brown@huntingdonshire.gov.uk</a>
Councillor G J Bull	Deputy Executive Leader	2 Lancaster Close Old Hurst Huntingdon PE28 3BB  Tel: 07780 511928 E-mail:- <a href="mailto:Graham.Bull@huntingdonshire.gov.uk">Graham.Bull@huntingdonshire.gov.uk</a>
Councillor S Cawley	Executive Councillor for Transformation and Customers	6 Levers Water Huntingdon PE29 6TH  Tel: 01480 435188 E-mail: <a href="mailto:Stephen.Cawley@huntingdonshire.gov.uk">Stephen.Cawley@huntingdonshire.gov.uk</a>
Councillor Mrs A Dickinson	Executive Councillor for Community Resilience	Priory Holme Priory Road St Ives Cambs PE27 5BB Tel: 01480 495445 E-mail: <a href="mailto:Angie.Dickinson@huntingdonshire.gov.uk">Angie.Dickinson@huntingdonshire.gov.uk</a>

Councillor R Fuller	Executive Councillor for Housing and Regulatory Services	8 Sarah Grace Court New Road St Ives Cambridgeshire PE27 5DS Tel: 01480 388311 E-mail: <a href="mailto:Ryan.Fuller@huntingdonshire.gov.uk">Ryan.Fuller@huntingdonshire.gov.uk</a>
Councillor J A Gray	Executive Councillor for Strategic Resources	Vine Cottage 2 Station Road Catworth PE28 OPE Tel: 01832 710799 E-mail: <a href="mailto:Jonathan.Gray@huntingdonshire.gov.uk">Jonathan.Gray@huntingdonshire.gov.uk</a>
Councillor R Harrison	Executive Councillor for Growth	55 Bushmead Road Eaton Socon St Neots PE19 8GC Tel: 01480 406664 E-mail: <a href="mailto:Roger.Harrison@huntingdonshire.gov.uk">Roger.Harrison@huntingdonshire.gov.uk</a>
Councillor J M Palmer	Executive Councillor for Leisure and Health	149 Great Whyte Ramsey Huntingdon Cambridgeshire PE26 1HP Tel: 01487 814063 E-mail: <a href="mailto:John.Palmer@huntingdonshire.gov.uk">John.Palmer@huntingdonshire.gov.uk</a>
Councillor J White	Executive Councillor for Operations	49 High Street Spaldwick Huntingdon PE28 OTD Tel: 01480 890451 E-mail: <a href="mailto:Jim.White@huntingdonshire.gov.uk">Jim.White@huntingdonshire.gov.uk</a>

12

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](mailto:Democratic.Services@huntingdonshire.gov.uk).

Agendas may be accessed electronically at [www.huntingdonshire.gov.uk](http://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](mailto: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
Findings of the CCTV Task and Finish Group***	Cabinet	20 Apr 2017		Adam Green, Democratic Services Officer (Scrutiny) Tel No. 01480 388008 / Email: Adam.Green@huntingdonshire.gov.uk		D Brown	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
Memoranda of Understanding with the Local Enterprise Partnership	Cabinet	20 Apr 2017		Andy Moffat, Head of Development Tel No. 01480 388400 or Email: Andy.Moffat@huntingdonshire.gov.uk		R Harrison	Economy and Growth
Cambridgeshire Flood and Water SPD***	Cabinet	20 Apr 2017		Head of Development Andy Moffat, Tel No. 01480 388400 or email: Andy.Moffat@huntingdonshire.gov.uk		R Harrison	Economy and Growth
A428 Caxton Gibbet Road Improvements*** 4	Cabinet	20 Apr 2017		Andy Moffat, Head of Development Tel No. 01480 388400 or Email: Andy.Moffat@huntingdonshire.gov.uk		R Harrison	Economy and Growth
Housing Strategy	Cabinet	22 Jun 2017		Andy Moffat, Head of Development Tel No. 01480 388400 or email: Andy.Moffatt@huntingdonshire.gov.uk		R Fuller	Economy and Growth
Corporate Enforcement Policy	Cabinet	22 Jun 2017		Chris Stopford, Head of Community Services Tel No. 01480 388280 or email: Chris.Stopford@huntingdonshire.gov.uk		R Fuller	Communities and Environment
Agreement for Transfer of Loan##	Cabinet	22 Jun 2017	Due Diligence Report	Clive Mason, Head of Resources Tel No. 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Performance and Customers
CCTV (Full Business Case)	Cabinet	22 Jun 2017		Anthony Kemp, Interim Corporate Director (Services) Tel No. 01480 388301 or email: Anthony.Kemp@huntingdonshire.gov.uk		D Brown	Performance and Customers

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 2017/18***	Grants	29 Jun 2017		Chris Stopford, Head of Community Services Tel No. 01480 388280 or email Chris.Stopford@huntingdonshire.gov.uk		J A Gray / R Fuller	Communities and Environment

This page is intentionally left blank





Homes &  
Communities  
Agency

The Social Housing Regulator

**March 2017**

## **HCA Regulatory Judgement on Luminus Group Limited L4398**

---

**Including the following registered entities**

**Luminus Homes Limited LH4253**  
**Oak Foundation L4399**

## Publication Details

---

### Reason for publication

---

Governance downgrade

### Regulatory process

---

In Depth Assessment

*Please see the definitions in Annex 1 for more detail*

### Governance

---

#### G3 (Non-compliant)

The provider does not meet our governance requirements. There are issues of serious regulatory concern and in agreement with us the provider is working to improve its position.

### Viability

---

#### V2 (Compliant)

The provider meets our viability requirements. It has the financial capacity to deal with a reasonable range of adverse scenarios but needs to manage material risks to ensure continued compliance.

### Key to grades

---

<b>G1 / V1</b>	Compliant
<b>G2 / V2</b>	Compliant
<b>G3 / V3</b>	Non-compliant and intensive regulatory engagement.
<b>G4 / V4</b>	Non-compliant, serious failures leading to either intensive regulatory engagement or the use of enforcement powers.

---

## Provider Details

---

### Origins

---

Luminus Group Limited (Luminus) is a non-charitable company and a registered provider. It owns and manages around 7,300 properties. The majority of its stock is for general needs with over 500 units being specialised housing for older people. Luminus also provides hostel accommodation and related services, as well as training and other benefits within the community.

### Registered Entities

---

Luminus has two registered subsidiaries: Luminus Homes and Oak Foundation.

### Unregistered Entities

---

Luminus has two unregistered subsidiaries. The Ferry Project is a hostel and homelessness services provider. Luminus Finance provides strategic finance for the group. Luminus Finance has two further unregistered subsidiaries: a commercial development company, and a social enterprise company which provides services to the rest of the group.

### Geographic Spread and Scale

---

Luminus operates mainly within the Huntingdonshire area of Cambridgeshire.

### Staffing and Turnover

---

Luminus employed 296 staff (full time equivalent) and had a turnover of £44.7m in the year to 31 March 2016.

### Development

---

Luminus has recently undertaken an outright sale programme (approximately 100 units in total) via its unregistered subsidiary Luminus Developments Limited, covering two development sites, one in London and one in Cambridge.

In addition, there is on-going development of units for rent and for affordable ownership, including some planned redevelopment of garage sites. Luminus's intention is to develop up to 100 properties per year.

## Regulatory Judgement

This Regulatory Judgement downgrades our previous assessment of Luminus's governance rating published in March 2016 from G1 to G3.

The regulator has considered evidence gathered during the course of an In-Depth Assessment. Following that, the regulator lacks assurance that the board is maintaining effective control over Luminus and its activities. The systems in place to monitor and manage delivery of its plans and associated risks are not adequate and are not operating effectively. The board is receiving inadequate information, and has not demonstrated it is sufficiently challenging in considering the information it does receive. It has been unable to provide adequate assurance it is compliant with its chosen Code of Governance. There is a lack of effective oversight of performance of investment in external bodies. The board is not exercising its role with appropriate skill or diligence.

Luminus does not have an effective system of risk management. It has not assured the regulator that it understands adequately the risks it faces. Stress testing has been carried out but has not been adequately informed by an understanding of the housing market risks facing Luminus. Mitigations are not properly developed as financial impact is not robustly quantified and they are not effectively linked to risk scenarios or triggers. Material weaknesses in the information and material presented to the board have not been effectively challenged.

Luminus does not have an effective system of internal control. The internal audit programme is not effectively driven by understanding of risk. The board does not systematically follow up progress with known control weaknesses identified through recommendations from internal audit. An internal audit on gas found that the board had been given inadequate information. A very large number of properties had been without the statutorily-required Landlord Gas Safety Requirement certificates. (A separate Regulatory Notice has been issued in this regard.) The board did not inform the regulator and did not seek to understand the root causes of the failure.

The board is unable to explain compellingly how financial and governance arrangements operate effectively within the group's legal and governance structures. Via an intermediary company, Luminus has a £48m commercial investment in an external property development company. The board has not demonstrated it properly understands the risks and benefits of this investment, and whether it is delivering Luminus's objectives. The board does not receive sufficiently detailed information to allow it to effectively monitor and make decisions on the investment and has not effectively challenged that situation. Luminus is also unable to substantiate that it is compliant with its chosen Code of Governance in relation to the adequacy of its delegations framework and board recruitment.

These issues range across the governance elements of the Governance and Financial Viability standard and are linked by lack of challenge by the board of inadequate processes and assurance. The regulator has concluded that board members of Luminus are not discharging their duties with adequate skill.

The regulator's assessment of Luminus's compliance with the financial viability element of the governance and financial viability standard is unchanged. Luminus has the financial capacity to deal with a reasonable range of adverse scenarios but needs to manage material risks to ensure continued compliance. The regulator will continue to engage with Luminus in this respect.

## **Annex 1: Definitions of Regulatory Processes**

---

### **In Depth Assessment (IDA)**

---

An IDA is a bespoke assessment of a provider's viability and governance, including its approach to value for money. It involves on-site work and considers in detail a provider's ability to meet its financial obligations and the effectiveness of its governance structures and processes.

### **Stability Checks**

---

Based primarily on information supplied through regulatory returns, a stability check is an annual review of a provider's financial position and its latest business plan. The review is focused on determining if there is evidence to indicate a provider's current judgements merit reconsideration.

### **Reactive Engagement**

---

Reactive engagement is work which falls outside our planned programmes of work (i.e. scheduled IDAs or the annual Stability Checks). It involves us responding to new intelligence or a developing situation which may have implications for a provider's current regulatory judgement.

### **Stability Checks and Reactive Engagement**

---

In some cases, we will publish narrative regulatory judgements which combine intelligence gained from both Stability Checks and Reactive Engagement.

### **Further Information**

---

For further details about these processes, please see Regulating the Standards on <http://www.gov.uk/hca>.

This page is intentionally left blank



March 2017

## HCA Regulatory Notice

---

### Registered Provider

---

Luminus Group Limited (Luminus) (L4398)

### Regulatory Finding

---

The regulator has concluded that:

- a) Luminus has failed to meet the Home standard; and
- b) as a consequence of this breach, there was the potential for serious detriment to Luminus's tenants.

### The Case

---

Luminus owns around 7,500 properties. As a registered provider, Luminus is required to comply with the consumer standards.

As part of planned regulatory engagement with Luminus via an In Depth Assessment, the regulator learned that following an internal audit in June 2016 Luminus had identified that 25% of a small sample of properties did not have valid gas safety certificates. Following a further full assessment, it was identified that more than one thousand properties had not had a valid gas safety certificate for at least some part of the previous two years. Most of the certificates had been overdue for a short period.

Inadequate policies and systems had caused failure to schedule and book inspections in a timely manner, and then problems gaining access to

properties. The failure was not reported to the regulator. Luminus is adopting new gas safety policies and procedures.

### **The Regulator's Findings**

---

The regulator considered the case as a potential breach of the Home standard and specifically the regulatory requirement to 'meet all applicable statutory requirements that provide for the health and safety of occupants in their homes'.

The regulator has received evidence of failure to adhere to the Gas Safety (Installation and Use) Regulations 1998 which state that gas safety checks should be undertaken annually by a gas safe engineer. Although the gas safety inspections were typically overdue for a relatively short period of time, the number of homes that had been without valid certificates for at least some period was extremely high. This had been caused by failure to have adequate policies and systems in place to ensure gas safety inspections were carried out on time. This is clear evidence of a breach of the statutory obligation to carry out gas servicing and thus of the Home standard.

Notwithstanding the actions Luminus has taken, and is now taking, the regulator is of the view that it has failed to meet the Home standard. Having considered the number of properties affected, and the systemic nature of the problem, the regulator has concluded that the breach of the Home standard exposed tenants to the risk of serious harm.

Section 198A of the Housing and Regeneration Act 2008 (as amended), states that the regulator's regulatory and enforcement powers may be used if a registered provider has failed to meet a consumer standard. In order to use regulatory or enforcement powers, as well as the failure to meet the standard, there should also be reasonable grounds to suspect that the failure has resulted in a serious detriment to the provider's tenants (or potential tenants) or that there is a significant risk that, if no action is taken by the regulator, the failure will result in a serious detriment to the provider's tenants (or potential tenants).

Luminus has provided assurance that it has completed the outstanding gas safety checks and that it is developing and adopting a new gas safety policy. The regulator will work with Luminus as it addresses the issues which have led to this situation and will consider what, if any, further action to take in relation to the breach of the Home standard.

The regulator has also considered the implications of this matter for its published grading of Luminus' compliance with the Governance and Financial Viability standard as part of the regulator's broader consideration of Luminus' compliance arising from the In Depth Assessment. A non-



compliant G3 grading has been published via a separate Regulatory  
Judgement.

This page is intentionally left blank

**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Grounds Maintenance Service Review

**Meeting/Date:** Overview and Scrutiny Panel (Communities and Environment) – 4th April 2017

**Executive Portfolio:** Councillor Jim White, Executive Councillor for Operations

**Report by:** Neil Sloper, Head of Operations

**Wards affected:** All

---

### **Executive Summary:**

This report provides:

- 1) An update on Grounds Maintenance performance.
- 2) An update on arrangements for grass cutting.

### **Recommendation:**

- 1) The Overview and Scrutiny Panel are asked to note the update and preparations for the 2017 grass cutting season.

## **1. PURPOSE OF THE REPORT**

- 1.1 The report is an update on the Grounds Maintenance service, its performance and changes made to improve grass cutting performance.

## **2. BACKGROUND**

- 2.1 The Overview and Scrutiny Panel received a report on 22nd September 2016 which presented an update on new service delivery arrangements. This particularly identified issues in respect of grass cutting:

- a) Late delivery of equipment delayed the start of mowing regimes in 2016.
- b) The introduction of stricter and more consistent standards of cutting initially slowed the pace of work.
- c) The cessation of County grass cutting to achieve adequate funding to the meet standards our residents expect impacted the standards delivered.
- d) The recovery operation resulting from the cessation of unfunded highway grass cutting created additional work impacting delivery of district wide standards for a month.

## **3. REPORT**

- 3.1 Grass cutting has not really stopped since last season. With our main parks even taking a cut in December and January. All grass cutting equipment has been made available to the teams throughout the winter with servicing being rotated to accommodate this. Team leaders have been empowered to cut the grass in their areas if deemed beneficial and ground conditions allow.
- 3.2 Team leaders ensured all areas requiring box mowing for their first cut (e.g. Luminus sheltered housing and some small play areas and church yards) took place in mid-February.
- 3.3 Grass cutting of the general areas in towns and villages start at the beginning of March, a month earlier than last year. It is envisaged that that by the time this report goes to committee that we will have completed 2 cuts and be into a 3rd in most areas.
- 3.4 It was evident from the first year of monitoring to the required Grounds Maintenance standards that we did not have the required resource to cut the amount of grass to the expected standards throughout the district. The Cabinet's decision not to remove £67,000 from the budget to continue cutting County grass to our specification, as required by our residents has enabled the service to plan and take on an additional 3 seasonal staff from mid-March to mid-September on a fixed term contract. These staff will support team with strimming and blowing activities allowing our more specialist staff to carry on mowing. The seasonal staff will also assist with the May planting of annual bedding and repair of football goal mouths delivering a significant improvement of standards.
- 3.4 A small amount of County Council grass cutting has been transferred to Huntingdon and St. Neots Town Councils for 2017. A contingency of £20,000 has therefore been retained from the £67,000 which may be offered up as a saving, if not required to achieve the Grounds Maintenance standards this year.

- 3.5 The performance of the Grounds Maintenance service against standard and key indicators between February 2016 to February 2017 are shown below:

Service Requests for Grounds maintenance activities	80% to be received within 5 working days	317 service requests of which 67% have been resolved within 5 working days
The number of formal complaints received from residents regarding grounds maintenance	Less than 3 per month	April 2016 to Feb 2017 3 received
Inspection results of Grounds Maintenance works to standard when completed.	80% of works on site to standard when inspected	2397 inspections have been completed from April 2016 to Feb 2017 of which 94% work was to standard

Performance will be closely monitored on a monthly basis in 2017 and the new arrangements of staffing and adjusted regimes will ensure achievement of standards and responsiveness to service requests. A more detailed review of service requests will also be undertaken as the final resolution may be already planned work or impacted by the weather conditions.

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

- 4.1 The comments of the relevant Overview and Scrutiny Panel will be included in this section prior to further update reports to the Cabinet.

#### **5. KEY IMPACTS & RISKS**

- 5.1 The retention of the £67,000 to enable the cutting of County Council grass to the District Council's specification has enabled the service to re-plan staffing resources and enhance the delivery of standards to specification across the District.
- 5.2 The forward planning has also ensured all required equipment is in place and being utilised at the start of the season, in some cases work starting to maintain standards 3 months earlier than last year.
- 5.3 The service arrangements and maintenance regimes have been fine tuned after year one of implementation in 2016 to reduce the risk of the Council failing to properly protect, develop and maintain the public realm of the District.

#### **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 The Grounds Maintenance Manager, Terry Barry will be monitoring the resources closely, using customer and Member feedback as well as results of our performance review inspections, which are independent of the Grounds Maintenance service.
- 6.2 Any comments you wish to make may be directed to:-

Terry Barry – Grounds Maintenance Manager  
 01480 388645  
[Terry.Barry@huntingdonshire.gov.uk](mailto:Terry.Barry@huntingdonshire.gov.uk)

## **7. LINKS TO STRATEGIC PRIORITIES/CORPORATE PLAN**

7.1 The delivery of Grounds Maintenance services to standards will contribute to the Corporate Plan as follows:

- a) Enhancing fundamentally the safety of the green environment of the District.
- b) Operations becoming much more business-like and efficient in the way it delivers safe services.

## **8. CONSULTATION**

8.1 Consultation has been conducted with all staff to ensure work plans and resourcing are optimised following the implementation of the new Grounds Maintenance service specifications in 2016, introduction of new equipment and maintenance regimes.

## **9. LEGAL IMPLICATIONS**

9.1 The Grounds Maintenance service specification and delivery arrangements enable the Council to meet the requirements and standards of the Environmental Protection Act.

## **10. RESOURCE IMPLICATIONS**

10.1 Cabinet agreed to subsidise the costs of cutting County grass by not removing £67,000 from the Grounds Maintenance budget on 19th January 2017. This saving had been previously agreed within Zero Based Budgeting target.

10.2 This has been used to employ 3 seasonal staff on a 6 month fixed term contract. This will not use all of the available funds and will allow us to maintain a contingency to top up resources with agency staff if necessary.

10.3 The transfer of some County grass areas in St Neots and Huntingdon to the Town Councils, valued at approximately £20,000, has enabled staff to be redeployed into other areas of the district to spread the work load more evenly. The retained contingency in 12.2 above will be offered up as a saving following the 2017 year to reflect this transfer of work, should it not be required to achieve the grass cutting standard across the district in 2017.

10.4 The Ramsey Town Council contract has 2 dedicated staff members for the first time this year. Additional support will also be available for watering of annual bedding as and when it is required.

## **11. REASONS FOR THE RECOMMENDED DECISIONS**

11.1 The report sets out to members how the resourcing of Grounds Maintenance activities will best meet the Grounds Maintenance, and in particular grass cutting, specification in the District during 2017.

## **LIST OF APPENDICES INCLUDED**

Appendix 1 – Team Areas for Grounds Maintenance

## **BACKGROUND PAPERS**

Street Scene Service Update Report – 22nd September 2016

<http://moderngov.huntsdc.gov.uk:8070/documents/s82242/Street%20Scene%20Update.pdf>

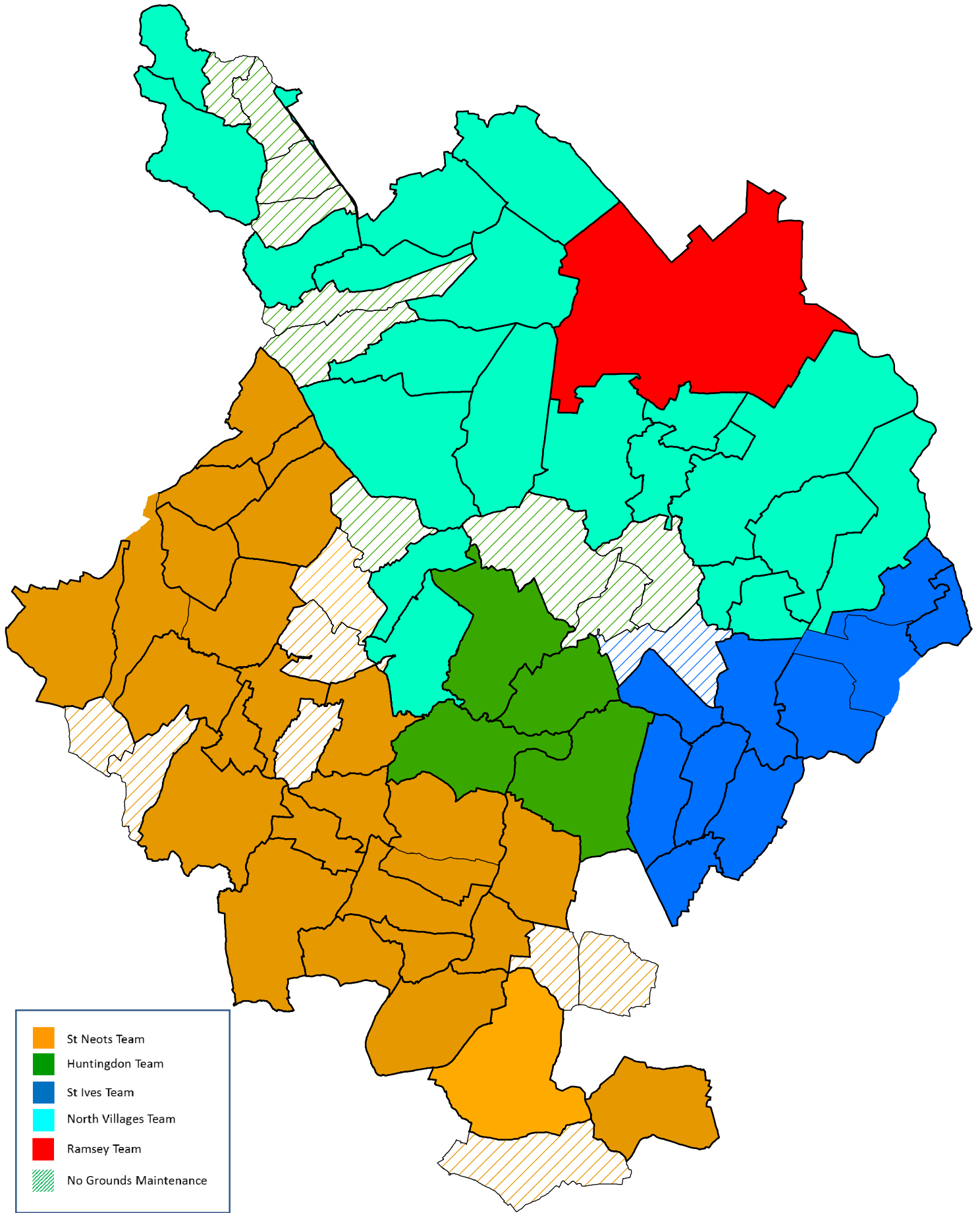
Grounds Maintenance Service Specification – approved by Cabinet 17th March 2016  
<http://applications.huntingdonshire.gov.uk/moderngov/documents/s78753/Grounds%20Maintenance%20Service%20Specification.pdf>

**CONTACT OFFICER**

Matt Chudley – Operations Manager  
01480 388648  
[matthew.chudley@huntingdonshire.gov.uk](mailto:matthew.chudley@huntingdonshire.gov.uk)

This page is intentionally left blank





## Grounds Maintenance Teams - March 2017



Scale = 1:193,713

Date Created: 20/03/2017

This page is intentionally left blank

**Public  
Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title:</b>	Findings of the CCTV Task and Finish Group
<b>Meeting/Date:</b>	Overview and Scrutiny Panel (Communities and Environment) – 4th April 2017 Cabinet – 20th April 2017
<b>Executive Portfolio:</b>	Executive Councillor for Commercialisation and Shared Services
<b>Report by:</b>	CCTV Task and Finish Group
<b>Wards affected:</b>	All

---

### **Executive Summary:**

The CCTV Task and Finish Group has reviewed an extensive amount of information and reflected on the use of the Council's CCTV network by the Council itself as well as the Council's partners Huntingdonshire Business Against Crime and Cambridgeshire Constabulary. The Group has examined how important and valuable CCTV footage gathered by the Council is to our partners and how they use that footage.

The Group discussed the existing network coverage and the limitations of it as well as potential coverage expansion and network improvements. In discussing the existing network the Group visited the CCTV control room at Eastfield House.

The Group has reached a number of conclusions which are listed in section 5 of this report and made the following recommendations.

### **Recommendations:**

The Overview and Scrutiny Panel is invited to review this report and endorse the Group's findings and the recommendations for Cabinet.

The Cabinet is asked to:

- 1) recognise the value of the Council's CCTV service to Huntingdonshire's residents, businesses and Cambridgeshire Constabulary.
- 2) recognise the need to review all options to reduce the operational costs of the CCTV service.

## **1. PURPOSE OF THE REPORT**

- 1.1 This report is intended to inform Members of the findings and final recommendations of the CCTV Task and Finish Group.

## **2. BACKGROUND**

2.1 The establishment of the CCTV Task and Finish Group was originally requested by the Executive Leader at the Panel meeting on 4th October 2016 to examine the utilisation of CCTV in the District's market towns by Cambridgeshire Constabulary.

2.2 A scoping document was drafted by Officers and presented to the Panel, for discussion and comment, at the meeting on 10th January 2017. At the same meeting the membership of the Group was agreed and is as follows: Councillors T D Alban, Mrs A Donaldson, D A Giles, P Kadewere and Mrs J Tavener. In addition, Cllr D Brown, the Executive Councillor for Commercialisation and Shared Services worked with the Group and was in attendance for the first meeting.

2.3 The scoping document stated the following aims for the Task and Finish Group:

- Establish what measurable impact and perceived value the CCTV cameras represent, and
- To determine the type, frequency and purpose of information gathered by CCTV cameras and utilised by Cambridgeshire Constabulary.

2.4 The Group met on two occasions with the first meeting taking place on 8th February 2017 and the second on 16th March 2017. At the first meeting Huntingdonshire Business Against Crime was in attendance to answer Members questions and explain their views on the CCTV network and what value they placed on it. At the second meeting Cambridgeshire Constabulary was in attendance for the same reason.

2.5 At the second meeting the Group came to some conclusions and suggested recommendations for Cabinet.

## **3. FIRST MEETING DISCUSSION POINTS**

3.1 Huntingdonshire Business Against Crime (HBAC) was present to discuss their work and answer Member's questions. The Group was informed that HBAC is based at Eastfield House in the CCTV control room. They have 150 members across Huntingdon, St Ives and St Neots who pay an annual subscription.

3.2 Members were informed that HBAC is hugely reliant on CCTV, particularly as there are less Police Officers patrolling the town centres. The Group were informed that in terms of crime, CCTV can prove that an individual was in a particular place at a particular time. HBAC also acts like a conduit between businesses and the Police when it comes to obtaining CCTV footage for criminal prosecutions.

3.3 The Group were informed that there is a 90 second window between when the crime is committed to any action taken. Although the importance of the radio is important, the current procedure is that the CCTV control centre is the first port of call so that as much evidence as possible is recorded.

- 3.4 Members discussed the perception that CCTV is a crime deterrent however recognised that there is a lack of evidence to support the perception. In addition Members discussed the other perception that in addition to detecting crime the coverage of CCTV makes the public feel safe and aides the Council's community safety and well-being objectives.
- 3.5 The Group were informed by HBAC that CCTV doesn't only detect crime but also provides an element of business and community safety and well-being.
- 3.6 When discussing the provision of CCTV in the villages, Members were informed that the current network is reliant on the BT Fibre Network and cost of installation, operation and maintenance is high. However the Group recognised that through the commercialisation programme the Council will investigate the use of wireless technology therefore removing the reliance of the network on the BT Fibre Network.
- 3.7 The Council are reviewing all options to increase CCTV coverage including moving to a wireless network and using more mobile CCTV cameras. The use of mobile CCTV cameras would be useful to cover special events or target problem areas.

#### **4. SECOND MEETING DISCUSSION POINTS**

- 4.1 Cambridgeshire Constabulary was present to answer the Group's questions on how they used CCTV footage. It was mentioned that CCTV is an incredible help to the Police and that it is always an important element of an investigation. A particular area where CCTV has been a benefit has been the night time economy.
- 4.2 The Group were informed that, in terms of rural crime, the benefit was harder to quantify however in some cases without CCTV footage the Police wouldn't be able to identify the culprits. Members were informed that CCTV in the right locations would bring a benefit and provide lines of enquiry which otherwise wouldn't be available. In addition, the Group were informed that the Council continues to work with the Police in order to make best use of new and emerging CCTV technology.
- 4.3 When asked about the cost implications for the Police, Members were informed that there are very few costs to the Police as there is an expectation that the information would be provided for them as part of the information sharing arrangements of the Community Safety Partnership. There is however the Police Officer time in reviewing CCTV evidence. The Group asked the Police whether this information sharing was a reciprocal arrangement, and it was confirmed that information can be shared between the Police and Council within the agreement
- 4.4 Whilst discussing how the quality of CCTV footage could be improved it was explained that the current cameras scan a much larger area however the downside is that the detail is not as good. The controller can zoom in and focus on a particular person or incident to enhance the detail however in the example of large scale affray it is important to have the wider picture to capture everything element of the incident. In addition lighting has an impact on the quality of footage especially at night.
- 4.5 Members were informed that when comparing the costs of the two options, more CCTV cameras and a higher Police presence it would depend on the CCTV option taken. However it was accepted that in certain situations CCTV

would be the best option because of the ability to review evidence at a later date whereas with a Police presence the community would be reliant on a Police Officer patrolling the area at a particular time.

- 4.6 Whilst discussing the review of CCTV footage, Members were informed that the Police use volunteers to view the footage. Volunteers are fully vetted, enhance the service and are used as well as, not instead of, paid staff. However it was recognised that the problem with volunteers is that the organisation using them are relying on the volunteers' free time. Members found the use of volunteers intriguing and have requested that the Police provide more details to explain how volunteers are used.
- 4.7 Members were informed that Cambridgeshire Constabulary is facing increased pressure regarding their investigation procedures as a result of an inspection by Her Majesty's Inspectorate of Constabulary. In regards to CCTV, the Police advised that whilst the Police do not record when CCTV in an electronic and reportable format, is considered and used. Particularly, they do question the availability and accessible of CCTV during the course of each investigation.
- 4.8 The Group were informed that in a random sample of 100 incidents, and taking incidents of domestic assault out of the equation, 80 incidents involved the consideration or use of CCTV evidence. There is an upward trend of CCTV use within Huntingdonshire by the Police and that prosecutions using CCTV are increasing.
- 4.8 Members were informed that that the Police find CCTV an invaluable source but in terms of crime detection and prevention its impact can't be quantifiably measured. However there is anecdotal evidence which can give an indication of value.

## **5. CONCLUSIONS OF THE TASK AND FINISH GROUP**

- 5.1 The Group valued the evidence HBAC presented to them and values the crucial contribution HBAC makes to the community.
- 5.2 It was recognised that there is a need for better engagement with residents and communicating the importance of CCTV to them.
- 5.3 Members request that the Council communicates with stakeholders and residents that the change of CCTV technology will mean an improved service.
- 5.4 There was an acknowledgement that CCTV shouldn't be seen in isolation (e.g. CCTV plays a key part in the success of Pubwatch and Shopwatch, and the overall health and vitality of our town centres).
- 5.5 The Group recognised that CCTV also plays a part in the Council's own enforcement activities.
- 5.6 There is a role for the Council's to further consider mobile CCTV cameras for special events and to target problem areas (possibly on a short term basis). The Group believe that CCTV cameras shouldn't just be seen as those which are in a fixed position.
- 5.7 CCTV also plays a part in community safety and well-being and not just crime detection and prevention.

- 5.8 The Group found use of volunteers to review CCTV footage by Cambridgeshire Constabulary interesting and have requested that the Police provides more details.
- 5.9 The Police place a high value on CCTV and that the value isn't quantifiable however there is anecdotal evidence to support the value of CCTV.
- 5.10 Members felt it is important to note the random sample of 100 incidents which showed that CCTV footage is considered and/or used in 80% of them. In addition the Group believe it is important to note that the Police informed them that the use of CCTV by the Police is increasing.

## **6. COMMENTS OF OVERVIEW & SCRUTINY**

- 6.1 The comments of the relevant Overview and Scrutiny Panel will be included in this section prior to its consideration by the Cabinet.

## **7. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND / OR CORPORATE OBJECTIVES**

- 7.1 CCTV contributes to the strategic priority of Enabling Communities and the strategic objective of *'create, protect and enhance our safe and clean built and green environment'*. Underneath this strategic objective the Council has a key action to continue to manage and enhance the joint CCTV service with Cambridge City Council.
- 7.2 The Council are committed to the commercialisation of CCTV to maximise efficiency and cost-effectiveness and thereby also win new client business. The Cabinet received and agreed a report on this topic at its meeting on 17th November 2016.

## **8. CONSULTATION**

- 8.1 The Group invited its partners, Huntingdonshire Business Against Crime and Cambridgeshire Constabulary, to attend a meeting with them to discuss their thoughts on CCTV and how they use CCTV to achieve their aims.

## **9. REASONS FOR THE RECOMMENDED DECISIONS**

- 9.1 The Group recognised that the Council's CCTV service is valued by Huntingdonshire's residents, businesses and the Police and any option that could improve the service should be investigated.
- 9.2 It became clear during the second meeting that whilst the Police use CCTV footage in their investigations, the process is so ingrained that there isn't a reportable evidence base to prove the use of CCTV footage by the Police.

## **CONTACT OFFICER**

Adam Green, Democratic Services Officer (Scrutiny)  
Tel No: 01480 388008  
Email: [adam.green@huntingdonshire.gov.uk](mailto:adam.green@huntingdonshire.gov.uk)

This page is intentionally left blank



**CURRENT ACTIVITIES OF THE ECONOMY AND GROWTH AND PERFORMANCE AND CUSTOMERS PANELS**

STUDY	OBJECTIVES	PANEL	STATUS
Town Centres / High Street Viability	To scrutinise the effects of the current policies affecting town centres in order to shape future polices and town centre use.	Economy and Growth	<p>Members decided that before establishing a task and finish group, the Executive Councillors responsible for the topic should attend a future Panel meeting and explain what work has been done so far.</p> <p>The Panel received at its meeting in December 2016 the Review of Street Markets (Huntingdon and St Ives).</p> <p>The Executive Councillor for Strategic Resources was in attendance at the Panel meeting in December 2016 to discuss the Council’s Commercial Investment Strategy.</p> <p>BID Huntingdon attended the Panel meeting in February 2017 to explain its work and the upcoming BID Stage 2 Ballot.</p> <p>The Panel also have a separate work stream dedicated to working on the Car Parking Strategy.</p>
Strategic Review of Parking	To review the current level of car parking provision and produce a Parking Strategy for Huntingdonshire.	Economy and Growth	<p>Following the presentation of the Review of Fees and Charges – Car Parks, at the Panel meeting in October 2016, the Panel decided to include the topic of Car Park Fees on to its work programme.</p> <p>The Cabinet agreed the establishment of a task and finish group to review the parking strategy of the Council. The Panel appointed Councillors D B Dew, R Fuller, I D Gardener and T D Sanderson to the task and finish group. As of December 2016 Councillor R Fuller is no longer a Member of the group.</p> <p>Officers need to establish how the task and finish group will work with the Executive Leader’s task force on car parks.</p> <p>A scoping document is expected to be presented at the Panel meeting in April.</p>

STUDY	OBJECTIVES	PANEL	STATUS
Local Plan To 2036	To scrutinise the work of Officers in the delivery of the Council's Local Plan to 2036.	Economy and Growth	<p>The Panel had previously decided that this topic is the number one priority on the work programme. The Panel will continue to receive update reports on the topic. In addition the Chairman has agreed to become the Panel's expert on the topic.</p> <p>The latest update report was presented in December 2016. The next update is in April 2017.</p>
Housing Working Group	The working group want to scrutinise the Housing Strategy.	Economy and Growth	<p>Members decided that a Housing Working Group (formally known as the Affordable Housing Working Group and the Registered Social Providers Working Group) should be resurrected to review housing policy as and when required.</p> <p>Officers are currently working on a scoping document for consultation with the Panel.</p> <p>The Panel are due to receive a report on the Housing Strategy at the Panel meeting in June 2017.</p>
Devolution	To examine the District's role in Devolution.	Economy and Growth	<p>Members decided that before appointing a Panel expert, the Executive Councillor responsible for the topic should attend a future Panel meeting and explain what work has been done so far.</p> <p>The Executive Leader updated Members on Devolution at the Panel meeting in November 2016.</p>
Shared Services Strategy	To be decided.	Performance and Customers	<p>Members agreed at the Scrutiny Work Programming Session on 20th September that this area requires scrutinising.</p> <p>The Panel have invited the Executive Councillor responsible for the topic to attend a future Panel meeting and explain what work has been done so far.</p>

STUDY	OBJECTIVES	PANEL	STATUS
Corporate Plan	To review the Performance Indicators and Key Actions of the Corporate Plan.	Performance and Customers	<p>At the Panel meeting in February, Members are to establish a task and finish group reviewing elements of the Corporate Plan. The Panel have appointed Councillors M F Shellens, R G Tuplin, D M Tysoe and R J West to the task and finish group.</p> <p>The group met on 27th February 2017 and the findings have been fed back into a report which was presented to Cabinet on 16th March 2017. The report was discussed by Full Council on 29th March 2017.</p>
Cambridgeshire County Council Budget Scrutiny	To review the Cambridgeshire County Council's Budget proposals and assess their impact upon Huntingdonshire and it's residents.	Performance and Customers	<p>Following the budget scrutiny exercise during the last Municipal Year, the County Council have decided to carry out a budget scrutiny exercise for 2017/18.</p> <p>Representatives from the County Council were in attendance at the Panel meeting in December 2016 to present the County Council Budget for 2017-22. A response to the budget proposals has been sent to the County Council.</p>
Use of Council Assets	To be decided.	Performance and Customers	Members agreed at the Scrutiny Work Programming Session on 20th September that this area requires scrutinising. The Panel will decide at its meeting on 11th January 2017 whether to accept the item onto the work programme and how to proceed.
Taxi and Hackney Carriages Policies	To be decided.	Performance and Customers	Members agreed at the Scrutiny Work Programming Session on 20th September that this area requires scrutinising. The Panel will decide at its meeting on 11th January 2017 whether to accept the item onto the work programme and how to proceed.

This page is intentionally left blank

Panel Date	Decision	Action	Response	Date for Future Action
	<b><u>Future of Hinchingsbrooke Country Park, Paxton Pits, Godmanchester Nursery and Public Rights of Way</u></b>			
01/11/16	The Panel received an exempt report on the contractual arrangements and potential improvement programme of Hinchingsbrooke Country Park.	The Cabinet received the same report but including the Panel's comments at its meeting in November 2016.	The Cabinet made a decision on the report. The decision remains confidential whilst negotiations are taking place.	
07/03/17	Cambridgeshire County Council's Highways Maintenance Manager, Mr Jonathan Clarke, was in attendance to update Members on the maintenance of Huntingdonshire's Public Rights of Way.			
	<b><u>Waste Round Reconfiguration</u></b>			
12/07/16	A report was presented to the Panel informing Members that the Operations Division was undertaking a Waste Round Reconfiguration.	An update report was presented at the Panel meetings in September, October and February.		
07/03/17	The Head of Operations gave the Panel a verbal update on the implementation of the waste round reconfiguration.		A final post implementation report is to be presented at the Panel meeting in June 2017.	06/06/2017
	<b><u>Huntingdonshire CCTV Network</u></b>			
04/10/16	At the request of the Executive Leader, Members agreed to examine the utilisation of CCTV in the market towns by Cambridgeshire Constabulary.	The work is to be scoped out.		

45

Agenda Item 9

Panel Date	Decision	Action	Response	Date for Future Action
10/01/17	The Panel considered and agreed a scoping document for the task and finish group. The following Members were appointed to the group: Councillors T Alban, Mrs A Donaldson, D A Giles, P Kadewere and Mrs J Tavener.	The group met on 8th February and 16th March.	The group are to present a final report to the Panel and Cabinet in April.	04/04/2017
06/10/16	<p><b><u>Community Resilience Plan including relationships with Parish and Town Councils and the County Council</u></b></p> <p>Members agreed to keep the topic on the work programme however before appointing task and finish group, Members would like to invite the relevant Executive Councillor responsible to a future Panel meeting to update the Panel on what work has been done so far.</p>	An invite will be sent to the Executive Councillor for Community Resilience to attend a future Panel meeting.	An invitation to attend a future Panel meeting has been sent to the Portfolio Holder.	06/06/2017
06/12/16	<p><b><u>Other Topics To Be Considered</u></b></p> <p>The following items are due to be considered by the Panel:</p> <ul style="list-style-type: none"> <li>• Corporate Enforcement Policy including Graffiti/Fly Tipping Policy</li> </ul>		The Panel are to consider a report at its meeting in June.	06/06/2017
Annually	<p><b><u>Reports Due/Regular Items</u></b></p> <p><b>Representatives on External Organisations</b> Selected Members represent the Council on various External Organisations.</p>	The Panel received updates at its meetings in November 2016 and March 2017.	Next report is due at the Panel meeting in December 2017.	05/12/2017

Panel Date	Decision	Action	Response	Date for Future Action
04/10/16	<b>Huntingdonshire Community Safety Partnership</b> Annual review of the work of the Partnership.	The 2016/17 report is scheduled to be presented to the Panel in October 2017.	A six month update report is due at a future meeting of the Panel.	<b>06/06/2017</b>
2014-17	<b>Operation Service Policy Updates</b> The Panel has received the following: <ul style="list-style-type: none"> <li>• RECAP update</li> <li>• Garden Waste Contamination</li> <li>• Dry Recyclates Contamination</li> <li>• Lane End Collection Policy</li> <li>• Review of Waste Policies</li> <li>• Waste Service- Service Specification</li> <li>• Waste Round Reconfiguration</li> <li>• Street Cleansing Service Specification</li> <li>• Creation of the Integrated Street Scene Service</li> <li>• Needs Analysis of Open Space and Play Facilities</li> <li>• Street Scene Service Update</li> <li>• Open Spaces Water Safety Policy Review</li> </ul>		Reports on the following are expected:  Grounds Maintenance Service Review  Waste Round Reconfiguration Update – Closure Report	<b>04/04/2017</b>   <b>06/06/2017</b>
12/10/16	<b>Cambridgeshire and Peterborough Clinical Commissioning Group</b> A report on the performance of the CCG was presented to the Panel at its special meeting in October 2016.	The CCG agreed to return to the Panel to inform Members of the System Transformation Programme (STP).  At the Panel meeting in March 2016, Mr Weller agreed to attend a future Panel meeting and update Members on the Urgent and Emergency Care	The Sustainability and Transformation Programme (STP) is to be presented to a future meeting of the Panel.	<b>Date to be agreed</b>   <b>Date to be agreed</b>

Panel Date	Decision	Action	Response	Date for Future Action
07/07/15	<b>Redesign of Mental Health Services</b> The Panel received an update report on the Children and Adolescent Mental Health Service (CAMHS).	Vanguard Programme.  The Panel requested further updates at future meetings.		04/07/2017