

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, 10TH JANUARY 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 6th December 2016.

**A Green
388008**

2. MEMBERS' INTERESTS

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

3. APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice-Chairman of the Panel for the remainder of the Municipal Year.

4. CAMBRIDGESHIRE COUNTY COUNCIL HEALTH COMMITTEE

To appoint a Member to the Cambridgeshire County Council Health Committee for the remainder of the Municipal Year.

5. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 11 - 12)

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

**M Sage
388007**

6. WASTE ROUND RECONFIGURATION UPDATE (Pages 13 - 28)

The Panel are to receive the Waste Round Reconfiguration Update.

**N Sloper
388635**

7. OPEN SPACES WATER SAFETY POLICY - IMPLEMENTATION REPORT (Pages 29 - 64)

The Open Spaces Water Safety Policy Implementation Report is to be presented to the Panel.

**N Sloper
388635**

8. CCTV TASK AND FINISH GROUP (Pages 65 - 70)

The Panel are to discuss and agree the terms of reference for the

Cllr T D Alban

CCTV Task and Finish Group and appoint Members to the Group.

07913101145

9. WORK PLAN STUDIES (Pages 71 - 74)

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

**A Green
388008**

10. OVERVIEW AND SCRUTINY PROGRESS (Pages 75 - 78)

To consider a report on the Panel's activities.

**A Green
388008**

Dated this 22nd day of December 2016



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or

(ii) a person with whom you are living as husband and wife; or

(iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) *Disclosable pecuniary interests includes -*

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or

(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Non-Statutory Disclosable Interests

(4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*

(5) *A Member has a non-statutory disclosable interest where -*

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a

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

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

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

and that interest is not a disclosable pecuniary interest.

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Please contact Mr Adam Green, Democratic Services Officer (Scrutiny), Tel No. 01480 388008/e-mail Adam.Green@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

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

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

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

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Emergency Procedure

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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, 6th December 2016.

PRESENT: Councillor T D Alban – Chairman.

Councillors J W Davies, Mrs A Dickinson, Mrs A Donaldson, D A Giles, T Hayward, Mrs P A Jordan, P Kadewere, L R Swain and Mrs J Tavener.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors B S Chapman and D Harty.

IN ATTENDANCE: Councillors R Fuller and R B Howe.

54. MINUTES

The minutes for the meeting of the Panel held on 1st November 2016 were approved as a correct record and signed by the Chairman.

55. MEMBERS' INTERESTS

No declarations of interest were received.

(At 7.01pm, during the consideration of this item, Councillor Mrs A Donaldson entered the meeting.)

56. 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 December 2016 to 31st March 2017.

Following a question regarding the Review of the Council's Street Markets, Members were informed that the subject had been incorrectly allocated and that a report on the matter will be presented to the Overview and Scrutiny Panel (Economy and Growth).

57. CAMBRIDGESHIRE HOME IMPROVEMENT AGENCY PERFORMANCE REVIEW 2015/16 AND REVIEW OF DEMAND FOR DISABLED FACILITIES GRANTS

With the aid of a report by the Housing Strategy Manager, the Cambridgeshire Home Improvement Agency Performance Review 2015/16 and the review of ongoing demand for Disabled Facilities Grants (DFG) in Huntingdonshire was presented to the Panel.

Members were informed that the review covers the financial year 2015/16 and has been brought to the Panel for this meeting to match

when previous year's reviews were brought forward to the Panel. It was explained that in previous years the report was provided so late following the end of the financial year as the Council were also reporting on other matters relevant such as the possible inclusion of additional Local Authorities within the shared service. However Officers don't foresee such problems in the future so it is the intention to report future end of year reviews in June.

In addition to the information received from the 2015/16 review, Members were informed that customer satisfaction levels have increased in Quarter 1 and Quarter 2 for 2016/17.

Officers informed Members that currently some funding is provided by Cambridgeshire County Council (CCC) and the Clinical Commissioning Group (CCG), however the funding will reduce from 1st April 2017 and will cease from 1st April 2018.

In response to a question regarding the proposed reduction in funding, Members were informed that the Council has chosen to reduce its contribution towards DFGs. Additionally we do not know how much funding we will receive from the Better Care Fund. Members were concerned that a reduction in the funding would leave the scheme unable to cope with the aging population and the increase in the number of dwellings.

Following a question regarding the spending of DFGs, the Panel were informed that the monies for the DFGs are fully spent each year. There are performance indicators for the time taken to complete work however Members were informed that they were not being met as there have been delays.

It was explained that delays with the completion of DFGs have occurred as a result of a lack of Occupational Therapists to assess patients and a limited number of contractors that are unable to keep up with the amount of work they have to do.

Members were informed that there are now less delays with the Occupational Therapists, as the agency who supplies them have put in some extra resources to clear the backlog. The agency covers the whole Cambridgeshire area and has been able to reallocate Occupational Therapists to the District for the purpose of clearing the backlog. However Members were reminded that only a certain number of DFGs can be discharged in a single year as the budget won't allow for more to be discharged in a financial year.

Following a question in regards to staff issues experienced by the Home Improvement Agency (HIA), Members were informed that there has been a case of long term sickness and a member of staff has gone on maternity leave. Also the agency deals with the regular turnover of staff as well as issues training new staff members.

The Panel noted that the HIA cannot continue the way it has been. The population is aging and living longer meaning that more residents require DFGs, however that is difficult with some funding ceasing and other funding amounts uncertain. Members agreed that the HIA needs to review itself and look at making efficiency savings.

In response to a question on whether there are enough contractors available to carry out the work, the Panel was informed that the Adaptations Plus scheme will bring in more contractors which would have the effect of more competitive prices as they compete with each other for work.

A Member asked a question in relation to the fee the resident would have to pay and were informed that there are means testing and those who do not have to pay are currently fully funded by the DFG budget.

The Housing Strategy Manager explained to Members why the target for the time from referral to completion for works over £10k is 45 weeks. Members were informed that the Occupational Therapist refers the patient to the HIA who then allocates a case worker. The case worker then: assists with the application form, carries out the means testing and obtain quotes for the DFG. The application is submitted to the Council to determine if the work is needed and if it is then the contractor carries out the work. The case worker then inspects the work.

Members were reminded that delays can happen as, for example, the patient may require an extension which requires planning permission. In addition if the patient lives in a Luminus property then the HIA would have to get permission from Luminus to adapt the property.

The Housing Strategy Manager reminded Members that if a resident is having issues with the DFG and the work then each applicant is allocated a case worker which can be contacted if there are any problems.

Following concerns raised in regards to how Members could represent applicants on their behalf, the Housing Strategy Manager agreed to provide clarity on how Members can prove who they say they are when dealing with issues for residents.

In response to a question on whether the HIA prioritises patients Members were informed that it does prioritise patients particularly those who need their properties adapted before they can be discharged from hospital.

Following the question are we likely to see an improvement on the completion figures, the Panel was informed that Quarter 2 for 2016/17 shows a slight improvement. This is due to the extra resources for the Occupational Therapists and ensuring that contractors finish alteration work on time.

A Member suggested that the Fire Service are willing to diversify to complete small DFG jobs however Officers are unaware of this but have resolved to follow it up.

58. CAMBRIDGE GLIDING CLUB CONSULTATIVE COMMITTEE

The Panel noted the information provided by the Council's representative on the Cambridge Gliding Club Consultative Committee, Councillor R J West.

The Panel noted that the Civic Aviation Authority want a fee of £7500 to issue a permission to hold an air show, Members thought this was excessive. Members supported the Chairman in writing a letter expressing the Panel's support of the Cambridge Gliding Club Consultative Committee.

59. HOUSES OF MULTIPLE OCCUPATION

Councillor Mrs A Dickinson updated the Panel on the Houses of Multiple Occupation (HMO) Day of Action that she attended. The day of action took place on 17th November 2016. There were two different teams, of which Councillor Dickinson was in one team with two Council Officers and a PCSO, who went to the Oxmoor estate.

The Panel were informed that the occupants of the house do not have to let the team into the property however the occupants of the first property that the team visited were in and the team was invited in. The Panel was told that where the team has to walk away they will do but they will go back at a later date. The Council Officers within the team constantly look for signs of multiple occupancy.

The tenants that were spoken to by the team were open. On the whole Councillor Dickinson thought the Day of Action was worthwhile and that they are important in finding problems in certain areas.

Following a question regarding the background paper, Members were informed that the background paper is a context document which is designed to give the Panel examples of what is being looked for. Some of the practices that are found cannot be dealt with by the Council and would have to be referred to partner agencies.

Councillor Dickinson added that if there were any questions on the day then they could be answered by the team. The Day of Action is primarily a fact finding mission looking at the basics such as are people safe and well.

In response to a question regarding documentation, the Panel was informed that the question of documentation was one of the main questions the team asked on the Day of Action.

A Member asked about the practice of bed swapping, which is when occupants work alternate shifts and use the bed alternately. In response Members were informed that the team found no evidence of that on the day.

Following a question regarding working with neighbouring organisations, the Head of Community Services informed Members that work is coordinated with neighbouring authorities.

60. CAMBRIDGESHIRE COUNTY COUNCIL HEALTH COMMITTEE UPDATE

Councillor A Dickinson updated the Panel on the meetings of the Cambridgeshire County Council Health Committee that took place in November. Members were reminded that the meetings in November were joint meetings with Peterborough City Council where the merger of the Hinchingbrooke Health Care NHS Trust with Peterborough and

Stamford Hospitals NHS Foundation Trust was discussed.

At the meetings the Joint Panel called the external auditors, KPMG, before them and scrutinised their documents. At the end of both meetings Cambridgeshire County Council and Peterborough City Council both agreed in principle to the merger. The Trusts had their Board meetings in late November and the Full Business Case was ratified.

When asked how much influence she had, Councillor Dickinson informed the Panel that she was allowed to speak but had no voting rights. The Joint Panel focused on the wider picture however the lack of a Plan B was picked up by the Joint Panel's Members.

Following a question on the governance issue, the Panel was informed that a Joint Panel Member suggested that governors for Hinchingsbrooke and Stamford could vote together against Peterborough.

In response to a question on what influence the Council will have on Hinchingsbrooke following the merger, Members were told that the Council has influence by sending correspondence and through the Executive Councillor for Leisure and Health and the Head of Leisure and Health who work closely with health partners.

The Panel were informed that, following a question regarding any other issues raised at the meetings, the work of the Joint Panel focused on the merger of the Trusts.

The Chairman took the opportunity to inform Members that no formal response to the letter sent by the Panel has been received from Mr Burns, Chairman of the Hinchingsbrooke Health Care NHS Trust. In addition, the Panel was informed that Mr Burns is to leave his role at Hinchingsbrooke on 31st December 2016.

(At 8.03pm, during the consideration of this item, Councillor Mrs P A Jordan left the meeting and did not return.)

61. CCTV TASK AND FINISH GROUP - TERMS OF REFERENCE

The Chairman informed the Panel that discussion on the CCTV Task and Finish Scoping Document would be deferred until the New Year following a discussion with the Executive Councillor for Strategic Partnerships and Shared Services. In addition Councillors D A Giles and P Kadewere have expressed their interest in becoming more involved with the Task and Finish Group.

62. 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.

63. 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.

A Member was keen that a date is arranged for the Cambridgeshire County Council's Officer responsible for Public Rights of Way to attend a meeting of the Panel.

The Chairman informed Members that he had noted that the organisers of the antiques fayre at the Burgess Hall, St Ives had put out boards on Cambridgeshire County Council land. Whilst currently there is nothing the Council can do the Chairman would like to see within the Corporate Enforcement Policy a clause which states that if an organisation is hiring Council premises for an event then they are agreeing not to fly post. In addition the Panel noted that the Corporate Enforcement Policy will come before the Panel in April 2017.

Members noted that Councillor Mrs J Tavener will be the Panel's representative on the Huntingdonshire Community Safety Partnership.

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: 21 December 2016
For Period: 1 January 2017 to 30 April 2017

Membership of the Cabinet is as follows:-

Councillor R B Howe	Executive Leader of the Council
Councillor D Brown	Executive Councillor for Commercialisation
Councillor G J Bull	Deputy Executive Leader
Councillor S Cawley	Executive Councillor for Transformation and Customers
Councillor A Dickinson	Executive Councillor for Community Resilience
Councillor R Fuller	Executive Councillor for Housing and Regulatory Services
Councillor J A Gray	Executive Councillor for Financial Resources
Councillor R Harrison	Executive Councillor for Growth
Councillor J M Palmer	Executive Councillor for Health and Well-Being
Councillor J White	Executive Councillor for Operations

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
Waste Round Reconfiguration - Implementation Update	Cabinet	19 Jan 2017		Neil Sloper, Head of Operations Tel No. 01480 388635 or email: Neil.Sloper@huntingdonshire.gov.uk		J White	Communities and Environment
Review of the Council's Street Markets	Cabinet	19 Jan 2017		Neil Sloper, Head of Operations Tel No. 01480 388635 or email: Neil.Sloper@huntingdonshire.gov.uk		J White	Communities and Environment
2017/18 Revenue Budget and Medium Term Plan Financial Strategy 2018/19 to 2021/22	Cabinet	9 Feb 2017		Clive Mason, Head of Resources Tel No. 01480 388157 or email: Clive.Mason@huntingdonshire.gov.uk		J A Gray	Performance and Customers
Treasury Management Strategy 2017/18	Cabinet	9 Feb 2017		Clive Mason, Head of Resources Tel No. 01480 388157 or email: Clive.Mason@huntingdonshire.gov.uk		J A Gray	Performance and Customers
Local Lettings Plan for Bearscroft Farm Development ***	Cabinet	9 Feb 2017		Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 or email: Jon.Collen@huntingdonshire.gov.uk		R Fuller	Performance and Customers
Memoranda of Understanding with the Local Enterprise Partnership	Cabinet	9 Feb 2017		Andy Moffat, Head of Development Tel No. 01480 388400 or email: andy.moffat@huntingdonshire.gov.uk		R Harrison and G Bull	Economy and Growth
Discretionary Rate Relief Policy	Cabinet	9 Feb 2017		Ian Sims, Local Taxation Manager, Tel No. 01480 388138 or email: Ian.Sims@huntingdonshire.gov.uk		J A Gray	Performance and Customers
New Cambridgeshire Housing Adaptations Agreement and Refreshed Huntingdonshire Housing Renewal Assistance Policy ***	Cabinet	16 Mar 2017		Caroline Hannon, Housing Strategy Manager Tel No. 01480 388203 or email: caroline.hannon@huntingdonshire.gov.uk		R Fuller	Communities and Environment

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Waste and Recycling Round Reconfiguration Update

Meeting/Date: Overview & Scrutiny (Communities and Environment) –
10th January 2017

Executive Portfolio: Councillor Jim White – Executive Councillor for
Environment, Street Scene and Operations

Report by: Neil Sloper – Head of Operations

Ward(s) affected: All

Executive Summary:

1. The reconfiguration of our refuse and recycling rounds aims to maximise efficiencies and reduce fuel usage whilst meeting waste collection needs and delivering good customer service.
2. This report provides an update on the project.
3. The revised rounds for all collection services are complete, crews assigned and the communications plan is now fully underway. Initial communication began in December with advance warning included on Christmas hangers that changes are being made to collection rounds and to look out for more information early in 2017.
4. Implementation is on target for February 2017 with a re-profiled start date of 27th February to allow for additional communications to residents.

Recommendation(s):

The Overview and Scrutiny Panel and the Cabinet are asked to:

1. Note the update report and progress.
2. Endorse the re-profiled live date of 27th February to allow a longer period for additional communication with residents.
3. That a project review and closure report is scheduled for June 2017 to allow the new service to bed in over a two month period (there are no meetings in May 2017).

1. PURPOSE OF THE REPORT

1.1 The report is an update on the Waste Service round reconfiguration project.

2. BACKGROUND

2.1 Waste collection rounds were last reviewed in 2011.

2.2 There is a need to reconfigure our rounds to:

- balance workloads that have changed due to positive changes in recycling habits
- balance workloads through housing developments completed and maintain customer service
- meet the new collection requirements of planned housing development in the next 2 to 3 years and maintain customer service
- reduce fuel usage through optimised routing

2.3 The Council agreed a target cost reduction of £276,000 within the waste service in its Zero Based Budgeting process.

2.4 The project started in May 2016 with an original implementation date of 21st November 2016. This was revised to 6th February 2017 (approved on 4th October) to take account of the additional time required to achieve accurate customer data and responses regarding assisted collection and second bin services. It was also the earliest date after the Christmas period, the annual peak of the refuse and recycling workload.

2.5 The last update report on 4th October to Overview and Scrutiny Panel (Communities and Environment) confirmed that the project was on track to the revised implementation date. The full project progress report and highlight report were presented and endorsed.

3. PROGRESS REPORT

3.1 Appendix 1 to this report contains the formal progress report schedule for the project and Appendix 2 the highlight report for the project. The sub-projects and their status are shown below:

Sub-projects	Status
Round risk assessments	100% complete
Review of properties on a sack collection	100% complete
Review of official assistance customers	100% complete
Review of farms and lodges collections	100% complete
Review of properties with an additional grey bin	100% complete
Review of a separate trade waste collection round	100% complete

- 3.2 Since the last report to Overview and Scrutiny on October 4th, all work has been completed to plan including:
- Assisted collections
 - Second grey bin customers (including removal where customers are no longer eligible for the service)
 - Full models of current collections
 - Modelling of new collection rounds for household, recycling and green waste services
 - Review and validation with waste management team and crews
- 3.3 A reduction in the rounds to collect household waste from 7 to 6 has been possible through route optimisation and a reduction in the quantity of household waste collected from residents, illustrating the success of the Council's policy of waste minimisation.
- 3.4 Given the desire of residents to recycle combined with the Council's policy of offering a second free recycling bin and accepting side waste for recycling, the volume and weight has increased. This has meant that the Council is unable to reduce the number of collection rounds for recycling and the number of rounds will remain at 7. The rounds will still change to balance workloads and optimise fuel efficiency.
- 3.5 A review of the green waste routing and tonnages has enabled more efficient routing of the rounds within this service to reduce rounds from 7 to 6 with no loss in service provision.
- 3.6 The reduction in rounds to collect household and green waste will deliver a saving of £180,000. Due to the volume of recycling materials the full saving of £276,000 is not achievable. Permanent revenue savings from the operations budget have delivered this saving elsewhere.
- 3.7 A large number of households will have a different collection day for each of their different waste services due to the:
- reduction in number of the household and green waste rounds
 - necessary re-routing of the recycling rounds to balance tonnage collected
 - need to minimise trips to the disposal sites, minimising pollution and use of fuel
- 3.8 Each household will receive a personalised letter to advise them of the new days, alongside other communication. The online waste calendar on the Council's website will be fully updated in the second week of January to enable them to print off a waste collection calendar. Anyone with access to a computer can then look up the collection dates for any household using house number and postcode.
- 3.9 A separate farms/rural area round has been created. This will make the collections more efficient by using the appropriate resource to undertake this work, allowing the main collection crews to concentrate on the main towns and villages in the district.
- 3.10 A communications campaign (see Appendix 3) has been developed with a range of methods being used to advise the public of the changes. The communications materials are all planned and designed with individual letters primed and ready to go. Methods to be used include:

- Letter to each household advising of new collection days and a copy of the recycling and refuse collection guide
 - Follow up reminder letter to each household before go-live date
 - Councillor, town and parish council information pack
 - Contact business cards for crews, customer services, Councillors, town and parish councils
 - Information display in the Customer Service Centre
 - Telephone information within the Council's call centre
 - Sign boards on the refuse collection vehicles
 - Sign boards on other Council vehicles
 - Signage in car parks
 - Pop up banners
 - Posters
 - Press release
 - Website information
 - Weekly countdown information to staff, customer services, Councillors, Town and Parish councils.
- 3.11 Communication has started on the Council's website and on the Christmas collection bin hangers to advise of forthcoming changes and to watch out for more news in January. Full communications activity will commence in January to ensure the message of Christmas collection days remains clear, given it is the busiest time of the waste collection year.
- 3.12 Given the need to establish a clear and strong communications message to residents regarding changed collection days, it is recommended that implementation is re-profiled within February from the 6th to the 27th.

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 Communication with residents will begin fully in January due to the busy Christmas waste collection period. There was a need to focus on the changed days of collection message for Christmas. A comprehensive communication plan is in place to push the message of round changes in January.
- 5.2 The project is run by a small team within Waste Services so other work is now postponed and an additional temporary resource is in place for three months to support the project team.
- 5.3 Crew availability has been managed through a moratorium on holiday.
- 5.4 Due to the changes to all rounds, full consultation with the waste management team, drivers and crews has been undertaken to ensure the new routes are achievable and understood. Team members will be working as far as possible in areas which encompass their previous rounds to assist with the change.

- 5.5 A new procedure for recording and monitoring 'bins not presented', 'rejected for contamination' or 'missed' is being implemented in December and January to ensure an effective system is in place for February.
- 5.6 Although rounds are being reduced for the household and green waste service, old vehicles will be retained with agency cover to ensure a customer focussed transition, allowing capacity to respond to any non-presented bins during February.
- 5.7 Communication amongst the crews and mutual support is critical so the radio system in the cabs will be upgraded. This will also enable geographic tracking of vehicles in real time, enabling an improved response in the event of any service failure.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 The project is being managed within a robust and detailed project plan that has been monitored by this Panel; progress against this plan is now subject to weekly review with necessary remedial action to ensure progress being initiated.
- 6.2 It is proposed to re-profile the go live date to the 27th February to allow for additional communication with residents and for a second, reminder, mail drop to every household prior to the start of the new collection rounds.

7. LINKS TO STRATEGIC PRIORITIES

- 7.1 The round reconfiguration will ensure that the Waste Service meets the strategic priority of becoming more efficient and effective, and delivers efficiency savings for the Council whilst continuing to meet waste collection needs.

8. CONSULTATION

- 8.1 Consultation has been conducted with the collection crews to ensure viable collection services.

9. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

9.1 Key dates for the Waste and Recycling Reconfiguration project are as follows:

Performance against key project milestones			
Milestone	Planned Completion Date	Actual Completion Date	RAG Status
Project Kick off meeting	25/05/16	25/05/16	
Project Kick off meeting	25/05/16	25/05/16	
Update to Overview & Scrutiny	12/07/16	12/07/16	
Data Collection	31/08/2016	30/10/2016	
Completion of "As Is" Model	31/08/2016	30/10/2016	
Scenario modelling	30/09/2016	31/10/2016	
Update to Overview & Scrutiny	06/09/2016	06/09/2016	
Agreement on preferred solution	30/09/2016	31/10/2016	
Update to Overview & Scrutiny	04/10/2016	4/10/2016	
Update to Overview & Scrutiny	06/12/2016	06/12/2016	
Pre-implementation data update	31/10/2016	31/12/2016	
Delivery of communication plan	30/10/2016	31/01/2016	
Implementation*	21/11/2016	27/02/2017	
Post implementation review*	28/02/2017	May 2017	
Project Closure*	31/03/2017	June 2017	
Post Project Review*	30/04/2017	July 2017	

*Amended dates to allow for additional communication with residents.

10. LEGAL IMPLICATIONS

- 10.1 The sub-project for round risk assessments will ensure that the reconfigured rounds full comply with health and safety legislation.
- 10.2 The sub-project for assisted collections is to ensure that the reconfigured rounds full comply with Health the Equalities Act.

11. RESOURCE IMPLICATIONS

- 11.1 The project had a target to deliver a full year saving of £270,000. Savings of £207k have to be delivered in 2016/17; one-off in year savings will compensate for the shortfall in savings as the Operations budget has been managed to achieve a breakeven position at the end of the year.
- 11.2 The additional cost of delivering the round reconfiguration is £28,090 for a dedicated Project Officer and this is being met from the agency staffing budget for the Waste Service.
- 11.3 A saving of £180,000 will be achieved out of the £270,000. This reduced level of saving against target is due to the demand from residents to collect recycling.

12. REASONS FOR THE RECOMMENDED DECISIONS

- 12.1 The round reconfiguration is essential to rebalancing the current collection rounds to take account of existing housing growth and planned future housing growth; and to deliver £180,000 in savings.

13. LIST OF APPENDICES INCLUDED

Appendix 1: Round Reconfigurations 2016 - Progress Report Schedule

Appendix 2: Round Reconfigurations 2016 – Highlight Report Schedule

Appendix 3: Round Reconfiguration 2016 – Communications Plan

CONTACT OFFICER

Neil Sloper – Head of Operations
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Email: neil.sloper@huntingdonshire.gov.uk

Appendix 1: Round Reconfigurations 2016 - Progress Report Schedule

Key Action Point	Actions	Start Date	Expected End Date	Date of scheduled meeting	Responsible Officer
Update collection crews	<ul style="list-style-type: none"> What we have been up to and their involvement 			15 June - Full staff meeting	AC/HF
Progress report <ul style="list-style-type: none"> Overview and Scrutiny (Communities and Environment) Executive Councillor Management Team Cabinet Call Centre 	<ul style="list-style-type: none"> Progress to date, What's next Proposed dates for new collection model and start of these changes 		1 July	12 July 16 – Overview and Scrutiny (Communities and Environment) 21 July 16 – Cabinet	HF/BG
Progress report <ul style="list-style-type: none"> Overview and Scrutiny (Communities and Environment) Executive Councillor Management Team Cabinet Call Centre 	<ul style="list-style-type: none"> Proposed changes Key dates including implementation date 		23 August 2016	6 September – Overview and Scrutiny Panel (Communities and Environment) 22 September - Cabinet	HF/BG
Update collection crews	<ul style="list-style-type: none"> Revised implementation date Key dates 		28 September 2016	28 Sept 16 – Full staff meeting	AC/HF/BG
Progress report <ul style="list-style-type: none"> Overview and Scrutiny (Communities and Environment) Executive Councillor Management Team 	<ul style="list-style-type: none"> Progress to date, What's next Proposed dates for new collection model and start of 		20 September 2016	4 October 2016 - Overview and Scrutiny Panel (Communities and Environment) 20 October 2016 - Cabinet	HF/BG

<ul style="list-style-type: none"> • Cabinet • Call Centre 	<ul style="list-style-type: none"> • these changes • Revised implementation date 				
Progress report <ul style="list-style-type: none"> • Overview and scrutiny (Communities and Environment) • Executive Councillor • Management Team • Cabinet? • Call Centre 	<ul style="list-style-type: none"> • New collections, • Numbers affected, • Proposed communication plan • Implementation date 	6 December 2016	19 January 2017	10 January 2017 - Overview and Scrutiny Panel (Communities and Environment) 19 January 2017 - Cabinet	HF/BG
Update Collection crews	<ul style="list-style-type: none"> • New collections, • Numbers affected, • Proposed communication plan • Implementation date 		w/c 12 December 2016		HF/AC
Staff Briefing	<ul style="list-style-type: none"> • Preparation for implementation 		w/c 23 January 2017		HF/AC
Progress report <ul style="list-style-type: none"> • Overview and scrutiny (Communities and Environment) • Executive Councillor • Management Team • Cabinet • Call Centre 	<ul style="list-style-type: none"> • Post implementation update 	20 February 2017	16 March 2017	June 2017 - Overview and Scrutiny Panel (Communities and Environment) June 2017 - Cabinet	HF

DRAFT

Appendix 2: Round Reconfigurations 2016 – Highlight Report Schedule

Project Name	Waste & Recycling Reconfiguration	Report No. 2 Period:- to end Sep 16 (Issued 26 Sept 16)
Project Name	Waste & Recycling Reconfiguration	Report No. 1 Period:- to end Dec 16 (Issued 06.12.16)
Project	HEIDI FIELD	
OVERALL PROJECT STATUS		
Items requiring Project Board attention		
Project is now progressing against revised timescales for implementation on 6 February 2017.		
Key activities completed last reporting period (01/10/2016 – 30/11/2016)		
<ul style="list-style-type: none"> o Completed review of clinical waste customers to assess service required – bins issued to those that can be transferred to domestic waste collection service o Database updated with further returns for additional bin customers, additional grey bin customers and bag properties identified as being on bin collections o Letters sent to farms and lodges where collections can continue as normal with indemnity in place o Removal of second grey bins where the household is no longer eligible o Removal of additional garden bins which have not been paid for o Work finished on building “as is” model o Scenario modelling undertaken for refuse rounds, including a separate farms round 		
Key activities planned for next period (12/2016 – 01/2017)		
<ul style="list-style-type: none"> o Review of refuse rounds by key stakeholders o Polishing of refuse rounds – including driving of some rounds, input from collection crews o Scenario modelling for recycling and green waste rounds o Allocation of crews to new rounds o Update report to Overview & Scrutiny o Publicity material sent out to public, and other key stakeholders o Waste database updated o Crew information files created and provided to crews in advance of implementation date o Refuse calendar updated 		

Performance against key project milestones			
Milestone	Planned Completion Date	Actual Completion Date	RAG Status
Project Kick off meeting	25/05/16	25/05/16	
Update to Overview & Scrutiny	12/07/16	12/07/16	
Data Collection	31/08/2016	30/10/2016	
Completion of "As Is" Model	31/08/2016	30/10/2016	
Scenario modelling	30/09/2016	31/10/2016	
Update to Overview & Scrutiny	06/09/2016	06/09/2016	
Agreement on preferred solution	30/09/2016	31/10/2016	
Update to Overview & Scrutiny	04/10/2016	4/10/2016	
Update to Overview & Scrutiny	06/12/2016	06/12/2016	
Pre-implementation data update	31/10/2016	31/12/2016	
Delivery of communication plan	30/10/2016	31/01/2016	
Implementation	21/11/2016	06/02/2017	
Post implementation review	28/02/2017	April 2017	
Project Closure	31/03/2017	May 2017	
Post Project Review	30/04/2017	June 2017	
Comments on performance against milestones	Revised milestones have been included in the report as these have been agreed by Overview & Scrutiny and Cabinet		
Risk and Issue Management			
Top 5 Open Issues. For full issue log click here (These are items which are affecting the project and have already happened)			
Description	Impact	Comments	
Project plan behind schedule	M	Revised milestones agreed and new implementation date of 6 February 2017	
Speed of modelling software	H	Solution proposed to allow installation on hard drive at HDC rather than accessing software through Citrix server	
Top 5 Open Risks. For full risk log click here (These are items which may affect the project and could happen)			

Description	Priority	Mitigation Agreed?	Comments
Small number of additional resources available for the project.		Y	Additional overtime offered for key staff
Budget savings may not be met in 2015/16 if implementation delayed		Y	Cost of delay to be funded from overall savings within budgets in Operations
Budget savings may not be met if 3 rounds are not able to be removed		N	Until scenario modelling is completed this will not be known – early indications for refuse round is that one round can be removed
Financial Performance			
No specific budgeted spend for this project. The costs of additional resource are being met from the agency budget costs within the waste service. Publicity costs for Christmas collections will be kept to a minimum so remaining funding can be used for this project.			
Spend (excluding Resource)		Capital (K)	Revenue (K)
Total Budget		£0	£28,090
Planned spend to date		£0	£16,500
Actual spend to date		£0	£16,500
Variance		0%	0%
Lessons Learnt (if appropriate) A review of what went well, what went badly, and any recommendations for corporate or programme management consideration			R/A/G
N/a			

Circulation List

Project Board Members: Neil Sloper, Councillor Jim White, Sharon Connor

Copies to: Sharon Connor, Heidi Field, Amy Casey

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Appendix 3 – Communications Plan

Round Reconfiguration 2016

Communications Plan

Key Messages

- New day of waste collections
- Why we have reschedule the waste rounds
- What goes in which bin – Recycling and Refuse Guide to be reissued
- Bins need to be out by 6.30am for collection
- No excess waste will be taken
- No black sacks will be collected

Actions	Start Date	Expected End Date	Status (G, A, R)	To involve	Responsible Officer
<ul style="list-style-type: none"> • Information Hangers – Christmas collection arrangements and info about possible new collection days from 6 February To be placed on grey bins starting w/c 5 December. Info will also be attached to sacks which are to be delivered in December 	5 December 2016	9 December 2016			HF/JK
<ul style="list-style-type: none"> • Councillors' Brief – sent out weekly by Corporate Office • Parish Brief – sent out monthly by Corporate Office 	November and December 2016			Corporate Office	HF
<ul style="list-style-type: none"> • HDC Website notifications • Calendar updates 	December 16			IMD	HF/Joe Beddingfield/Will Wilton
<ul style="list-style-type: none"> • RECAP website notifications 	December 16				HF
<ul style="list-style-type: none"> • Letters to households affected and also including bank holiday arrangements for 2017 <ul style="list-style-type: none"> ○ Make available in other languages <p>Meeting with the doc centre scheduled for 1 December</p> <ul style="list-style-type: none"> ○ Up to 80k letters to be sent ○ Inclusion of the Recycling and Refuse Guide – Include Frozen bins & smaller bins update info ○ Clear plastic envelope ○ Ordering 	W/C 16 January 2017		ON TARGET	Doc Centre	HF/Doc Centre
<ul style="list-style-type: none"> • Agripa signs – 'your waste collection days will be changing from 6 February. Download your collection calendar at www.huntingdonshire.gov.uk/bins 	7 January 17		ON TARGET		Workshop
<ul style="list-style-type: none"> • Councillors and parish council pack which includes a copy of the letter and any other material. Could also include list of affected streets/villages with new collection days and particular areas which may have changed weeks for the collection of a certain waste type 	w/c 16 January 2017		ON TARGET	Corporate Office	HF/AC

<ul style="list-style-type: none"> • Call Centre: <ul style="list-style-type: none"> ○ E-mail signature notifications ○ Advisors to speak to callers at the end of each call reminding of the possible changes to collection days 	7 January 2017		ON TARGET	Call centre	AE/SK
<ul style="list-style-type: none"> • Social Media: <ul style="list-style-type: none"> ○ Recycle with Huntingdonshire and Huntingdonshire District Council Facebook and twitter feeds <ul style="list-style-type: none"> ▪ Post & tweets to be scheduled <ul style="list-style-type: none"> • Changes happening and your information is on its way (Jan 2016) • You should now have received your new collection day (Jan 2016) • The online bin calendar has now been updated with your new collection dates (end Jan 2016) • Don't forget you waste collections are changing (w/c 6 February) 	w/c 16 January 2017		ON TARGET	Social Media Group	HF/AC
<ul style="list-style-type: none"> • E-newsletter – Huntingdonshire Online – scheduled for Dec: <ul style="list-style-type: none"> ○ Possibly a special edition could be created 	16 January 2017		ON TARGET		HF
<ul style="list-style-type: none"> • Green News page with in the Hunts Post – scheduled for Dec: <ul style="list-style-type: none"> ○ Possibly include the page within January edition <ul style="list-style-type: none"> ▪ Reminder to look out for your letters, take note of the changes to your waste collection days 	11 January 2017 Hunts Post edition		ON TARGET		HF
<ul style="list-style-type: none"> • Press releases: <ul style="list-style-type: none"> ○ Local newspapers ○ Parish publications, social media feeds and websites 	Early January 2017		ON TARGET	Corporate Office	HF
<ul style="list-style-type: none"> • Key Issues and intranet 	January 2017		ON TARGET	Corporate Office	HF
<ul style="list-style-type: none"> • Info cards for crew (waste, streets and grounds) that they can give to residents who ask about the changes 	7 January 2017		ON TARGET		HF/AC
<ul style="list-style-type: none"> • Posters for One Leisure Sites, Customers service centres, Libraries and the Q-Matic screens 	7 January 2017		ON TARGET	Doc Centre	HF/Peter Archer

Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Open Spaces Water Safety Policy - Implementation
Meeting/Date:	Overview and Scrutiny Panel (Communities and Environment) – 3 January 2017 Cabinet –
Executive Portfolio:	Councillor Jim White – Executive Councillor for Operations & the Environment
Report by:	Neil Sloper – Head of Service (Operations)
Ward(s) affected:	All

Executive Summary:

The report provides the opportunity for the Panel to comment on the Open Spaces Water policy and the progress in the implementation on the Open Spaces Water Safety Policy.

Recommendation(s):

The Panel are invited to

1. Recommend the Open Spaces Water Policy to Cabinet.

1. PURPOSE

- 1.1 To present the Council's Open Spaces Water Safety Policy for endorsement and approve its implementation as set out in this report.

2. IMPLEMENTATION PROGRESS

- 2.1 The draft Open Spaces Water Safety Policy was submitted to the Panel in January 2016 to explain how the Council would manage the safety of users of its public open.
- 2.2 The draft Policy was designed and developed based on advice and guidance from the Royal Society for the Prevention of Accidents (RoSPA), 'Safety in Inland Water Sites - Operational Guidelines' (RoSPA document). The Royal Life Saving Society (RLSS) were engaged to review the draft after competitive tender. Their advice was used to significantly improve the policy and establish a programme of risk assessments. The amended policy document is appended to this report.
- 2.3 In partnership with the RLSS a complete list of sites to be Risk Assessed was agreed. The list was then divided into 2 categories:
- 1 – Priority/Phase 1 – to include sites with high footfall and highest perceived risk
 - 2 – Phase 2 – to include local brooks and drainage ditches
- 2.4 In May 2016, RLSS undertook to train 11 members of staff to carry out Risk Assessments in relation to water safety. 7 completed the course exam and now hold a Level 3 Award in Risk Assessment Principles and Practice. During the training, staff received 'on the job' guidance and the priority phase risk assessments were completed.
- 2.5 Phase 2 risk assessments will be completed by the end of March 2017.
- 2.6 A programme of projects to reduce risk further is now in place, such as installing small signs and life buoys

3. TIMETABLE FOR IMPLEMENTATION AND ACTIONS

Action	Date	Complete
Policy submitted to RLSS and amendments made to reflect their expertise	July 16	Yes
Final Policy approved by RLSS & Head of Service	Aug 16	Yes
Staff Training	May 16	Yes
Priority/Phase 1 Risk Assessments carried out as part of training	May 16	Yes
Priority/Phase 1 Urgent actions allocated when received from RLSS	Sept 16	Yes
Priority/Phase 1 Remedial actions allocated	Nov/Dec 16	Yes
Phase 2 Risk Assessments allocated to staff	Dec 16	Yes
Phase 2 Risk Assessments to be completed	Mar 17	
Phase 2 Urgent actions to be completed	Apr 17	
Phase 2 remedial actions to be completed	June 17	

4. REVIEW

- 4.1 The policy requires that the risk assessments are reviewed every 6 months to take account of seasonal changes that may not have been present previously i.e. increased water level or waterlogged areas.

5. LINK TO THE CORPORATE PLAN

5.1 The policy will contribute to the Corporate Plan as follows:

- Enhancing fundamentally the safety of the green environment of the District.
- Operations becoming more efficient in the way it delivers safe services.

6. RESOURCE IMPLICATIONS

6.1 The policy has been developed within existing resources. The implementation of the policy will be incremental to enable it to be delivered within existing resources. However pump priming of £30,000 from underspending in 2015/16 will be provided for equipment and signage confirmed as necessary from the site specific risk assessments.

7. OTHER IMPLICATIONS

7.1 The policy is consistent with the following Council health and safety documents:

- General Statement of Safety Policy;
- Health & Safety Policy – Organisation & Responsibilities;
- Health & Safety Arrangements.

8. REASONS FOR THE RECOMMENDED DECISIONS

8.1 The scrutinising of the recommended Open Spaces Water Safety Policy gives the Panel the opportunity to influence the final document submitted to the Cabinet for endorsement.

9. LIST OF APPENDICES INCLUDED

9.1 Appendix 1: Open Spaces Water Safety Policy.

10.0 BACKGROUND PAPERS

None.

CONTACT OFFICER

Name/Job Title: Matt Chudley – Environmental Services - Operations Manager
Tel No. 07768238708

Water Safety Management



July 2016

Water Safety Management Policy: Huntingdonshire District Council

This document presents a Water Safety Management Policy for Huntingdonshire District Council.

Key Contacts

Judith Neal, Operations Division, Huntingdonshire District Council

Cliff Nelson, Head of Water Safety Management, Royal Life Saving Society UK

Water Safety Policy Contents

1. RLSS UK Overview
2. Introduction and Terms of Reference
3. Water Safety Policy
4. Methodology
5. Site and Location
6. Legal Requirements
7. Management Arrangements
8. Risk Management
9. Hazard Categories
10. Significant Risk Outcomes
11. Control Arrangements
12. Consultant
13. References

1. RLSS UK Overview

RLSS UK is the UK's leading organisation for water safety management and well placed to support employers/organisations in protecting their employees/workforce, through practical advice and guidance. Our Water Safety Management offering provides a complete range of bespoke services, ensuring we are customer focused, tailoring programmes to meet organisations' operational needs. Our comprehensive suite of products include:

- Development of water safety management policies
- Legal and policy advice
- Technical advice
- Risk assessments and safety audits
- Training and education
- Procurement of equipment
- Research

We have worked with a wide range of sectors on water safety matters, including private engineering and surveying, security, outdoor education and local government. Our key strength and focus is developing partnerships with our customers to provide unique and individual solutions and ongoing support.

2. Introduction and Terms of Reference

Huntingdonshire District Council (HDC) owns and is responsible for a wide range of open water spaces with varied access and use. The Council recognises the need for open water for both environmental reasons and for recreation and leisure activities.

RLSS UK have been commissioned to create the Water Safety Management Policy for HDC, with specific requirements to conduct risk assessments at key water locations either owned or managed by HDC. In addition, RLSS UK provided open water risk assessment training for council officers. The training is accredited by RLSS UK and the Chartered Institute of Environmental Health.

2.1 Scope

The audit will comment on:

- Legal Responsibility
- Water Safety Hazards at Key Locations
- Risk Management
- Recommendation on signage
- Recommendation on public rescue equipment

2.2 Purpose

The purpose of the report is to give a clear indication to Huntingdonshire District Council of the extent to which it is meeting its water safety obligations and of opportunities to improve the suitability and performance of control measures. The report advises as to current best practice and future options.

In the recommendations that follow RLSS UK has endeavoured to identify all the significant risks at key locations. However, it is essential that equipment, signage, risk assessments and operating procedures are continually developed and reviewed in response to changing legislation, best practice documents, active monitoring and the investigation and outcomes of accidents and near misses.

The Council will provide appropriate arrangements for the management of areas of open water under its control. These arrangements should ensure that, 'so far as reasonably practicable', all open water facilities and other water based facilities for which the Council is responsible, are maintained in a safe condition for the benefit of the users and the safety of staff.

The safety measures detailed in the report will only have initial bearings on the current design of the features.

This report forms the strategic water safety policy. There is a focus on the sites listed below. HDC are trained and qualified in open water risk assessments by RLSS UK and the Chartered Institute of Environmental Health. In addition, mentoring was provided to the candidates to provide them with experience in conducting open water risk assessments themselves. HDC now have the capacity to conduct their own open water risk assessments. Therefore, it is imperative that maintenance and continual monitoring, in the way of risk assessments, are integral to the Council's management system/s.

2.3 Limitations

To determine key areas to risk assess, direction was taken from HDC officers and consultation with local community stakeholder groups. This project focuses solely on the sites listed and does not form a definitive list of all open waters and hazards within the district. It is recommended that a working group be set up to continually map open water hazards within the Council's area of responsibility. HDC officers have been trained and are qualified to undertake open water risk assessments.

In carrying out this safety review RLSS UK would point out that audits and reviews are by nature a sampling exercise – based on observations made during a single site visit on environmental conditions at that times and on information provided and gathered as part of the audit. Therefore, the reviewer cannot guarantee to identify all safety hazards around the sites. Opinion is formed by a review of the site at the time of site visit, and in prior and subsequent dialogue with council officers and key stake holders.

The absence of comment on any issue should not be taken to imply the absence of risk from that issue. It is implicit in these recommendations that HDC pro-actively monitors and reviews safety arrangements in the light of operational, environmental, activity or behavioural changes.

Representatives of HDC responsible for making known any information of relevance to this audit.

3. Water Safety Policy

The Water Safety Policy is a strategic working document, designed to manage water safety through effective risk management. The policy will identify a management structure of responsibility and map key water safety locations, identify significant hazards and recommend measures to mitigate against risk as part of a drowning prevention programme. The policy should link to the Council's Health and Safety Policy.

This document relates to water bodies owned by or under the responsibility of HDC. It does not cover water bodies within the district that are not the responsibility of HDC.

3.1 Why have a policy

Any drowning is tragic and the emotional cost is immeasurable, impacting not only the victim but family and friends. HDC have taken a very responsible and proactive approach to developing a drowning prevention strategy, to minimize the risk of drowning within the community. The policy includes:

- Proactive approach to water safety management
- Fewer drownings
- Effective risk management
- Compliance with the law
- Development of a water safety culture – instil within the staff

3.2 Responsibility

The policy should be the responsibility of an appointed senior manager, with a support team, to include key stakeholders. Typical composition includes an operational manager, representatives from health and safety, environmental health, emergency planning and countryside rangers and outside stakeholders. This group will be responsible for planning, action and reviewing of the document including revision of risk assessments, maintenance of signage and rescue equipment.

4. Methodology

RLSS UK were commissioned to conduct a water safety management audit of HDC. The specific work included:

- 1 Review the draft Water Safety Policy recently completed in house.
- 2 Identify higher risk areas in the district and concentrate on assessment advice on these sites.
- 3 Provide water safety training (certificated) for a minimum of six HDC employees.
- 4 Work with the trained HDC employees to create water risk assessments throughout the district.
- 5 Provide ongoing support after the training either one to one, in person or email / phone.

An initial review meeting was held with Judith Neal (2016). The work commenced on the 3rd of May, with a one day RLSS UK/Chartered Institute of Environmental Health open water risk assessment training programme.

The field work, was conducted with HDC staff on both the 9th and 10th of May. To establish the locations to assess, a consultation exercise was conducted. This included gathering information from the local authority, including using their rangers and operators to advise on locations and hazards. In addition, we contacted a series of stakeholders to design the assessment programme, such as Friends of Paxton Pits, to gain as much local knowledge as possible.

The field work focused on specific locations and identified primary hazards. Photographs and notes were taken of relevant features of the water sites and a risk management plan produced. On completion of the field work, the stakeholder group were contacted again for a final review of the sites visited.

This policy document was compiled based on discussion, observations and comparison with industry best practice standards.

4.1 Best Practice Guidance

Advice and guidance about the range, nature, severity, risk rating and appropriate control options are drawn from best practice guidance found in RLSS UK Publication 'Safety at Inland Water Sites'¹ in addition to the HSE Risk Management² and ISO 31 000 Risk Management³ standards. Please refer to the reference section.

The opinion of the Consultant, based on training and operational experience is also expressed where appropriate.

5. Site, Location and Stakeholders

5.1 Historical Context

Within the HDC district there have been a number of tragic drownings, details listed below in the table. These sites have been a priority for the risk assessment process.

Location	Incident	Year
Regatta Meadows, St Neots	Man drowned, dived in to river retrieve football	2015
Church Lane, Huntingdon	15yr old boy drowned, swimming in river with friends (he couldn't swim)	2014
Riverside Park, St Neots	Suspected suicide, lady jumped off bridge into river	2014
Hinchingbrooke Country Park, Huntingdon	Lad drowned in lake whilst swimming during an event	2003
Hinchingbrooke Country Park Huntingdon	Skating on frozen lake, people got into difficulty but no one died	1998

Table of Water Based Incidents

5.2 Water Sites

The schedule of water sites reviewed are listed below. The risk assessment considered both the general public and HDC staff working around the water margins. Specific staff work operational hazards, such as strimming and mowing near water are not within the remit of this report. Where locations are subject to particular users groups, such as younger people, these have been highlighted.

Location	Reason
Black Weir, St Neots	Used by youths to swim. The site contains a weir.
Conegeare Park, St Neots	Part of the Great Ouse, known for swimming
Paxton Pits, St Neots	Nature reserve with many lakes very popular.
Regatta Meadows, St Neots	Meadows are used for events and every day activities, the river runs the length of the east side.
Riverside Park, St Neots	River runs to east of park with inland brooks and a 'boating lake' in the centre
Skate Park, St Neots	Bridge over river, near skate park, well used by skaters
Riverside Rocket Park, St Neots	Small water pond, that can fill following rain
Wigmore Farm	Balancing pond near residential housing
Church Lane, Huntingdon	Well known for swimming
Hinchingbrooke Park,	Well used park with lots of organised activities, three lakes,

Huntingdon	marsh pond and a brook with steep banks
Riverside Park , Huntingdon	Park runs alongside river
Holt Island, St Ives	Nature Reserve on an island accessible by bridge
Loves Farm, St Neots	New estate with balancing ponds and water courses
Mill Meadow, Little Paxton	River running past meadow, access limited

Table of Locations Assessed

5.3 Key User Groups / Stakeholders

Group / Stakeholder	Email address / phone no	Location of water
Marcus Pickering, Loves Farm Community Association, Loves Farm, St Neots	chair@ourlovesfarm.co.uk	Loves Farm balancing ponds etc.
Friends of Hinchingsbrooke Country Park, Huntingdon	www.friendshcp@yahoo.com	Hinchingsbrooke Country Park
Friends of Paxton Pits, St Neots	friends@paxton-pits.org.uk	Paxton Pits Nature Reserve
Huntingdon Boat Club, Riverside, Huntingdon	info@huntingdonboatclub.co.uk Tel: 01480 456963	Riverside, Huntingdon
Purvis Marine, Riverside, Huntingdon	01480 453628	Riverside, Huntingdon
Cambridgeshire County Council (land owners)		Hinchingsbrooke Country Park
Oxford University Press	Land owners	Paxton Pits Nature Reserve

Table of Stakeholders

6. Legal Requirements

In addition to safeguarding lives, a key function of this policy document is to ensure compliance with legal requirements. Various pieces of legislation place statutory duties on the site owners of water-sites, or the person responsible for the sites, to provide for the safety and well-being of visitors, which includes employees and members of the public. The Consultant has highlighted those issues which directly relate to the recommendations which follow in this report. However, this does not constitute a complete list of all relevant law and Regulation. Both statute and common law are of relevance to HDC. Extracts of applicable legal instruments, pertaining to working around water are detailed below.

6.1 Statutory Health and Safety Requirements

6.1.1 Health and Safety at Work Act 1974:

This is an enabling Act with the aim of securing health and safety in the workplace. Regulations made under the Act place more specific duties on employers than employees. Section Three of the 74 Act specifically requires every employer to ensure, so far as is reasonably practicable, that he/she takes the necessary steps to ensure the safety of non-employees affected by his/her activities.

6.1.2 The Management of Health and Safety at Work Regulations 1999:

These were made under the enabling powers of the 74 Act. They require that health and safety is suitably managed so as to control risks effectively and present no harm to people. The regulations require that adequate and suitable assessments of work related hazards should be carried out to determine the preventative and protective steps that must be taken.

The Regulations state, with relation to organisations and companies:

'Their main duty is to plan, manage and monitor the work under their control in a way that ensures the health and safety of anyone it might affect (including members of the public). Contractors working under the control of the principal contractor on projects with more than one contractor'.

They also require employers to have access to competent advice, to monitor and review their systems, to have emergency procedures and to provide information and training. Individually and in combination the Act and Regulation (and others) have to apply directly to both users of (customers) and employees of (commercial) water sites.

6.1.3 Occupiers Liability Act 1957:

This states that the occupier must take reasonable steps to ensure the safety of visitors to his/her land or premises. This duty is particularly onerous where children are concerned.

6.1.4 The Health and Safety (Safety Signs and Signals) Regulations 1996:

This implements European Directive 92/58/EEC, which came into force in April 1996. This standardises safety signs throughout member states of the EU. The regulations require employers to use safety signs where there is significant risk to health and safety of their employees that has not been avoided or controlled by methods required under other relevant law, provided use of a sign can reduce the risk. These Regulations do not place any duty on employers to provide signs to warn other people (e.g. visitors, neighbours) of risks to their health and safety. They do not apply to the self-employed. However, in both these cases employers, or the self-employed, will still have duties under section 3* of the Health and Safety at Work etc. Act 1974 (the HSW Act) and regulation 12 of the Management Regulations regarding the health and safety of non-employees, and may find the safety signs described here helpful in meeting these general duties.

A BSI standard, BS 5499-112002, specific to water safety, was published in 2002 and RLSS UK recommend that any new signage should conform to this standard in the future and that a regular review of existing signage is carried out. The RNLI provide good guidance on safety signage design and manufacture⁴.

6.2 Common Law Duty of Care

Under Common Law, negligence may arise from the breach of fundamental duty, known as a 'duty of care'. The duty is described as follows, and applies to members of the public, employees and anyone and everyone who may be 'affected by your undertaking'.

'To take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to cause injury to your neighbour'

The duty specified is 'to take reasonable care'. This can be defined as 'what the reasonable man/woman would have foreseen as necessary'. A certain level of risk is acceptable and it is expected that safety measures will be applied 'as far as is reasonably practicable'. In other words, practicable measures have to be technically feasible and costs in time, money and effort should be reasonable.

6.3 Enforcement

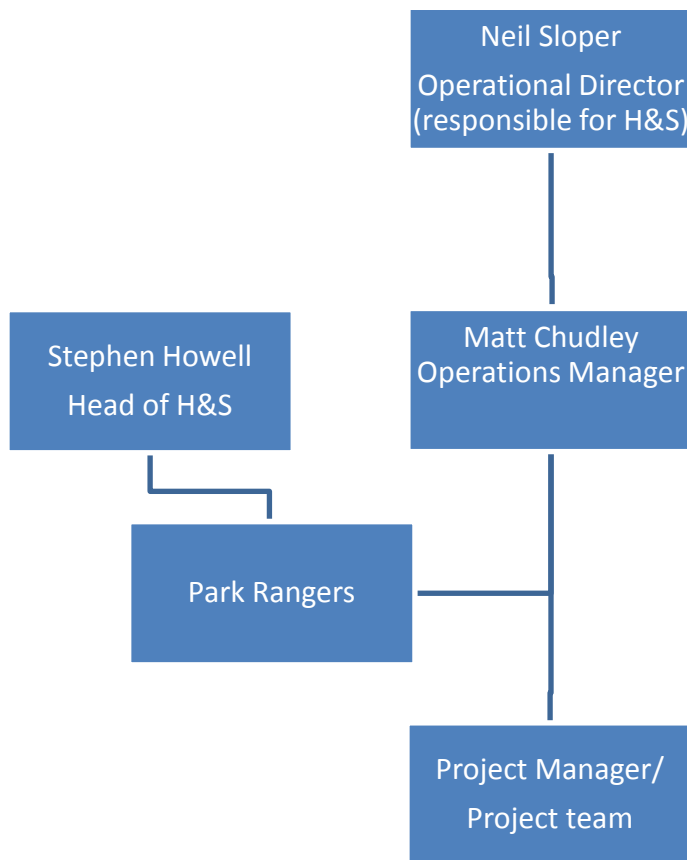
In the event of breaches of law, injury or death it is likely that enforcement action would be taken by either (Local Environmental Officers) or HSE Inspectors who have wider ranging Investigative and enforcement powers. They may issue Prohibition or Improvement notices and may prosecute. The Police may initiate separate or combined investigations and will take action in the normal way if a criminal act has been or is suspected of being committed. Failing to comply with an Act or Regulation is a criminal act.

Private individuals may sue for damages.

7. Management Arrangements

7.1 Organisational Structure

Organisation structure



Flow Chart of Management Arrangements

7.2 Staffing and Contractors

All Huntingdonshire District Council staff and contractors responsible for open water sites are required to implement the Council's Health and Safety Policy Organisation and Responsibility and to undertake suitable and sufficient risk assessments in relation to activities carried out adjacent to water.

8. Risk Management

Open water by its very nature presents risk and it is expected that a certain level of risk is acceptable. When conducting a risk assessment, it is important to take into account technical issues and benefit and cost implications to ensure that control measures are put in place reduce the risk to as low as is reasonably practicable.

The Health and Safety Executive state that as part of the management of health and safety of your organisation you must control risks. We have already looked at the legal requirements, under the Management of Health and Safety at Work Regulations. We now need to understand the practical implications of conducting risk assessments for open water, in connection to protecting the general public and employees.

Understanding the hazards associated with water and working around the water margins introduces a different dimension to health and safety and risk assessments. Water hazards can present serious consequences, even fatal, if appropriate safety measures are not in place.

8.1 Generic Risk Assessment and Control Measures

This document contains the generic water safety hazards across the water sites assessed within Huntingdonshire District Council. Site specific hazards and recommended control measures at individual locations are highlighted in a separate risk management document.

8.2 People

The risk assessment considers the general public who use or are exposed to the main water hazards at key locations for which HDC is responsible. Due to the variety and number of water spaces within the district, each site has specific hazards and can also have different user groups, from families, dog walkers, young people to fishermen and boat users. In addition, the controls put in place will reduce risk for HDC officers working around the water margins. For each location, where appropriate, a general description of the main user groups at each site is provided.

8.3 Control Arrangements

For details of the individual locations risk management arrangements refer to the individual risk management plans. Details of standardised signage and public rescue equipment is contained within this policy, below.

8.4 Risk Management Model

Risk management is a systematic approach to considering hazards and introducing controls to mitigate risk, reconciling reasonably practical measures against benefit. There is a whole raft of different methods for assessing risk including some numeric and alpha numeric systems. The process is by its very nature subjective, so risk assessment methods attempt to model the extent of risk and by looking at probability and severity of outcomes. However, many systems are either complicated and /or numerically sensitive.

The risk rating system used for this work follows a traffic light system, which creates an understandable and robust way to assess risk leading to sensible and appropriate control arrangements. Risk management is effective when conducted by competent and experienced personnel that can apply sound principles and logic. The risk management model employed for this project is compliant with the principles laid out by the HSE Risk Management² and ISO 31 000 Risk Management³.

- i. Establish the context
- ii. Identify the hazards
- iii. Who might be harmed
- iv. Evaluate the risk (traffic light system)
- v. Apply appropriate control measures
- vi. Record your findings
- vii. Review your risk assessment

8.5 Risk Rating

The relationship between hazard and risk is subject to an infinite number of inputs including personal capability, weather, task, range and extent of injury and so on. Therefore, the classification of high, medium and low is only a very rudimentary guide and not intended to be an exact science.

The traffic light system, identifies and categorises risk into three levels, Red, Amber and Green. Red is high risk and is not acceptable and must be controlled immediately. Amber is medium risk and where there is a known risk that cannot be removed, appropriate control arrangement are in place to mitigate the risk to an acceptable level. Green is either that the risk has been removed or reduced to an acceptable level.

There are occasions where the risk falls between two levels, for example high to medium (red to amber). Where any result contains a red result, controls must be put in place as this is not acceptable.

High - not acceptable



Medium - As Low as Reasonably Practicable (ALARP)



Low – acceptable or ALARP



9. Hazard Categories

9.1 Generic Categories

Hazards arising from working around water fall into three generic categories, listed below. Each category will be examined independently. Of significant importance, when considering open water risks, is the dynamic nature of environmental hazards. Clearly, the natural environment is subject to change and quickly in addition to the magnification of risks, when certain environmental hazards interact. When preparing safety systems for open water, it is imperative that weather conditions and water levels are taken into account including nationally available weather predictions, such as provided by the Environment Agency. All workers must be aware of the changing nature of open water hazards and have received training to dynamically risk assess the operations undertaken and make informed decisions to ensure the safety of the team.

- Environmental risks
- Operational risks
- Human risks

9.2 Environmental Risks

The table below lists significant hazards associated with open water (this is not exhaustive). For each location consideration must be given to the key hazards at that site.

Water temperature	Water quality	Water depth and flow
Height of freeboard	Bank stability	Access/Egress
Submerged objects	Entrapment Structures/Vegetation	Slip hazards (trips and falls)

9.3 Operational Risk

Operational risk includes risk to both personnel and equipment. Where personnel are operating close to the water's edge and using equipment, management measures need to be in place to minimise risk of injury or damage to equipment. Safe systems of work or risk assessments should be provided by HDC for work operations.

9.4 Human Risk

By very nature, humans make errors of judgement that can lead to injury or have negative financial implications. When designing safety processes, management systems need to take into account not only the dynamic nature of open water hazards but also provide an error margin to account for human error and the interaction between environmental and human hazards. Examples of human hazards include, collision between machines and personnel, and foolhardy behaviour, such as making a conscious decision to enter the water, ignorant of the temperature and danger. Research highlights the vulnerability of young people and the impact of both peer pressure and alcohol on drowning statistics.

9.5 Personnel at Risk

The main purpose for conducting risk assessments is safeguarding the welfare of the general public and council officers. Risk management needs to account for work operations where the general public are likely to be present and there is potential for injury.

The risk assessment needs to consider:

- Employees (including machine operators)
- General public

10. Significant Risk Outcomes

10.1 Drowning

Let's start by clarifying our understanding of the nature of open water hazards. Water presents many hazards, which can lead directly or indirectly to drowning. The International Life Saving Federation (ILS) defines drowning as 'The process of experiencing respiratory impairment from submersion/immersion in liquid'.

This means that the drowning process doesn't always result in fatality. A tragic consequence of recovery from drowning can be permanent impaired brain function. Our challenge is to ensure appropriate arrangements are in place to prevent accidental immersion. We must be absolutely clear about the hazard from entering cold water and its potential for great harm.

There are three defined outcomes of drowning, these are:

- Death
- Morbidity (injury)
- No morbidity (no injury)

The following image, the Drowning Chain, describes the inter-linking sequence of factors affecting likelihood of drowning and to tackle drowning, each link needs to be broken.



Table of Drowning Prevention Model

The national 'Water Incident Database'⁵, managed by the National Water Safety Forum records on average over 600 people drown per year, including intentional drowning. Although each of these may be a contributory factor, the major cause of potential risk on any site is likely to be ignorance or misjudgement of

the danger. Analysis consistently shows that up to 80 per cent of people who drown do not intend to be in the water. That is to say they fell in or went in to assist someone else or an animal in difficulty.

One particular higher risk group are males between 20 and 34 and especially where alcohol has been consumed and is linked to warm weather and impromptu waterside activity. These drownings are likely to occur close to home. In terms of education and awareness this group presents difficulties as they are more likely to be swayed by peer pressure in the heat of the moment rather than by formal water safety messages.

Once the drowning process has begun, with the submersion/immersion of the casualty's airway, an intervention must be made as soon as possible to prevent the drowning resulting in a serious injury or death. Personal survival, self-rescue and rescue are interventions that can interrupt the drowning process. However, it is important to note that even after the drowning process is successfully interrupted, the drowning may still result in short or long term injuries to the casualty.

10.2 Cold Water Shock

The largest contributory risk factor that leads to drowning in cold water, is 'Cold Water Shock'. This is due to the difficulty in maintaining a clear airway during hyperventilation (rapid breathing) and the effect on the heart (cardiac arrest) with sudden immersion in cold water. The casualty quickly loses the ability to function, the colder they become. Cold Water shock is the body's response to immersion in cold water and can be observed from temperatures as moderate as 25°C, although the severity of the body's response increases significantly in colder water.

The effects of Cold Water Shock has the following responses:

- Loss of performance
- Swim fatigue and swim failure
- Hypothermia

All rescues described in this policy are land based. There are no direct in-water rescue skills provided to the work team and they will be explicitly told that they are not to attempt an in-water rescue as this would immediately heighten the risk and the rescuer would also be subject to cold water shock.

10.3 Hypothermia

Water is a good conductor of heat and conducts heat away from the body four times faster than air. Hypothermia is when the body's temperature falls below 35°C. Immersion in UK waters, in particular in winter months, can result in hypothermia. The onset of hypothermia will take approximately 30 minutes and can result in unconsciousness and heart failure.

10.4 Impact Injury and Unconscious Casualty

Any fall can result in an impact injury. Any trip or fall that leads to an impact injury is compounded when falling into water. Limb injury can inhibit movement in the water and make extraction difficult. The biggest dangers are actually head injury, which could lead to unconsciousness and ultimately drowning and or spinal injury.

10.5 Infection from polluted water

Water can contain a range of pollutants and microbes that can lead generally to ear, nose and throat infections, sickness and skin infections. A particular hazard at inland water sites is leptospirosis, a bacteria that causes sickness and can lead to Weils disease which can be fatal.

Casualties who have been immersed in water must be taken to hospital if they have:

- Been unconscious
- Inhaled water
- Received a head injury or spinal injury

11. Drowning Prevention Strategy

It is not practicable or reasonable to prevent drowning by denying access to water sites or employing supervision across every water's edge. The purpose of a water safety policy is to ensure a planned approach to proactively considering and managing risk by applying appropriate control measures.

The overall strategy considers the array of options available and application of specific measures for each assessed zone. Control measures will depend on a number of factors, including demographics, environmental hazards and associated risks, accessibility, footfall and human activities.

11.1 Control Arrangements

11.1.1 Fencing

The safest approach to avoiding accidental immersion in water is to erect barriers to prevent entry. However, fencing is expensive and does not necessarily compliment the environment. HDC actually provide a balanced approach to applying fencing at key locations. Fencing is generally used where there is a sudden or direct drop into water.

Good examples of fencing can be seen at Hinchingsbrooke Country Park, where wooden fencing has been reconciled with the environmental ethos of the park, shown below.



Photo Wooden Fencing

11.1.2 Edge Protection

11.1.2.1 Grading

The water's edge is a key factor in determining risk. One of the most important features is the gradient of the slope, either leading down to the water or the gradient actually underwater. Research shows that non-swimmers in particular and weak swimmers can struggle maintaining their balance in standing depth of water.

As there are a number of balancing ponds, an example is Love Farm below, consideration has been given to the gradient approaching the water basin. Safety at Inland Water Sites recommends that a person can stand with their head above the water at a distance of two body lengths from the water line. Grading can be an effective method of controlling the risk of falling into the water.



Photo of Gradient at Balancing Pond

11.1.2.2 Planting

In addition to or as an alternative to grading, planting of aquatic vegetation, particularly with sharp foliage, can be used to provide adequate and aesthetic protection. Where planting is used for edge protection, it is recommended that the vegetation be hostile and dense and a

width of 1m. Mud around the water line also provides an unappealing deterrent from entering the water. There are good examples at Riverside Huntingdon, seen below.



Photo of Edge Protection

11.1.2.3 Footpaths

Footpaths can be designed to steer people away from the water's edge. They provide a clear guide where to walk. It is important that footpaths are well maintained.

11.2 Public Information and Signage

Signage can be used to highlight water dangers to the public and should be considered as part of a coordinated approach. Signs should be designed in accordance with the Health and Safety Signs and Signals Regulations (BS 5499-11:2002), which standardises safety signs throughout Europe. Where signs are to be replaced, where they do not meet the regulations, replacement versions should be compliant with BS 5499.

The RNLI have done a great deal of work in developing a comprehensive guide and format to beach safety signs⁴ which is now used at the majority of UK beaches.

Signs need to include:

- Safety message (no swimming, danger of drowning)
- Location (grid reference number)
- Emergency Action

Additional information can include location of nearest telephone and a map detailing life-saving appliances and help points.

Those responsible for water safety signage are advised to read this document carefully before deciding on additional signage. Any new signage is recommended based on three classifications and linked to categories of activity.

11.2.1 Primary Signs

Places where the public visit because of an associated water based-amenity value such as Regatta Meadows or Riverside Park, St Neots which may be described as attractions in their own right.

Primary signs should be located at either entrance/gateway or at a most logically central point where the greatest number of visitors will see it. Key information on primary signs will include the safety message, either 'Danger of Drowning' and /or 'No Swimming', location grid reference and reference to emergency services with pictorial diagrams for those who find reading difficult or do not have a conversant knowledge of English. Height of the sign needs to consider people in wheelchairs.

It is advised that primary safety signs do not include additional information, such as local amenities. There are signs in place within Huntingdonshire District that include the water safety message on the main information sign and also signs where the water safety has been added as an afterthought. When signs are next scheduled for renewal, they should comply with BS 5499-112002 and be in line with this policy.

An example of good signage can be seen at Paxton Pits, below. The Danger of Drowning and No Swimming message is clear with a pictorial diagram showing that swimming is not intended for this site. The sign is mounted on a post with a PRE appliance, containing reference information.



Photo of PRE and Signage

At Church Lane Huntingdon swimming is undertaken regularly during the warmer months. This sign clearly states the danger of drowning, without prohibiting swimming. The emergency number is provided. It is recommended that a grid reference also be provided.



Photo of Danger of Swimming Sign

11.2.2 Secondary ('reminder' signs)

Located where people are near to water and/or walk on known paths alongside waterways. These locations are not necessarily amenity sites in their own right. Secondary signs should be located at the main access points to walkways and possibly along the way particularly at locations where risk levels might increase, for example, a point where a path is closer to the edge. An example of a secondary sign can be seen at Main Lake, South Beach, and Hinchingsbrooke Country Park.



Photo of Secondary Sign

11.2.3 Nag or Awareness Signs.

Places where a waterway is present but is not a focal point or a walkway and with lowest level of activity. Nag signs should be located at the main access point to a site. The example below is at the Spit, Hinchingsbrooke Country Park, where swimming is known to take place.



Photo of Nag Sign

11.3 Public Rescue Equipment

Public rescue equipment (PRE) has become the default response to providing control measures at inland locations, especially when a drowning incident has occurred.

There is little evidence to suggest that PRE alters perception of risk or that installations improve water safety. The most common types of equipment installed are the Lifebuoy, a circular floatation device, attached to a rescue line and a throw rope. The Lifebuoy was designed for marine purposes, where somebody goes overboard and the rescuer can lower the Lifebuoy down to the casualty, through a vertical drop. Lifebuoys were not designed to be thrown horizontally to casualties, as this may well create injury through collision with the head.

Life buoys are best suited for vertical drops, where there is a steep edge, e.g. locks and marinas or where the casualty is not far from the bank. Research conducted by the RNLI⁶ on coastal PRE, confirms that horizontal throwing of Lifebuoys carries risk to the casualty. Throw ropes are better suited for shallow gradient water edges, where the casualty is not far from the bank. Both the use of life buoys and throw ropes require training to use.

In addition, for PRE to be effective the following factors must exist (RLSS UK Safety at Inland Waters Sites¹):

- i. the victim must be seen by someone
- ii. the victim must be recognised as being in danger
- iii. the victim must remain afloat until rescue arrives
- iv. appropriate rescue equipment must be to hand and in operational condition
- v. the rescuer must have the ability, judgement, strength and skill to effect a rescue
- vi. there must be adequate length of rope with which to reach the casualty
- vii. the weather conditions must be conducive to the rescue and
- viii. the victim must be able to co-operate, i.e. swim towards the rescue device, if necessary, grasp it and maintain hold until towed towards the edge

In some areas PRE is used as a fun floatation device by people using them to throw in and use them as a float, which entices people to enter the water. In addition, provision of PRE encourages a member of the public to engage in a rescue which creates its own safety issues, during an incident. Theft is also a major concern, with PRE being taken from site, in particular throw lines being regularly stolen.

In this context, the Consultant believes provision of PRE should be viewed very much as a last resort in terms of drowning prevention. RLSS UK and the RNLI are designing research to examine the efficacy of PRE with the intention to create a national policy.

A hybrid approach is recommended, where PRE is concerned.

- i. At key locations where PRE is installed, retain the equipment, for example Regatta Meadows and Huntingdon Riverside. At these locations PRE exists and in a number of cases additional PRE is needed and some PRE needs relocating
- ii. Where swimming is known to take place, PRE to be maintained, for example Church Lane, Huntingdon and Coneygeare St Neots.
- iii. At balancing ponds await the outcome of the research noted above, between the RLSS UK and RNLI. In the meantime, run an education programme to highlight the dangers of open water, for example at Loves Farm.

However, the following suggestions may help in reducing the possible human tragedy and on-going financial cost of replacement.

- a) Signage. Incorporate key safety message at locations of Rescue devices (add public information signage to existing Throw-line locations). This has the added advantage in safety terms of making more visible in an emergency.
- b) Enforcement. Consider a zero tolerance approach and always inform the Police on all occasions of PRE theft – providing as much information as possible.

- c) Education. Include awareness and appreciation of the importance of Rescue Equipment in water safety education Programme.
- d) PR. Engage PR activity, possibly, as part of a wider water-safety awareness campaign with other stakeholders, which identifies such theft firmly as unpleasant, anti-social behaviour.
- e) Monitoring. Ensure the continuation of systematic, recorded monitoring by HDC staff. It is important that HDC knows as early as reasonably possible if a device is missing and needs replacing. Furthermore that the device is in an effective, usable condition.

There are no hard and fast rules about inspection periods and a number of factors must be considered including level of risk, likelihood of theft and vandalism, time of year, specific location and so on.

11.4 Recording

Risk assessment is not a one off exercise but a process. To ensure that all risk assessments are up to date, it is important to review and record all assessments and logs, including.

- Risk assessments
- Training logs
- Equipment logs
- Accident logs
- Lessons learnt

12. Consultant

Dr. Cliff Nelson, Head of Water Safety Management, lead this project. Cliff has a Ph.D. in coastal management and 10 years' experience working with RLSS UK, responsible for open water consultancy and training. Cliff is the Vice Chair of the International Life Saving Federation (Europe) Rescue Committee and Secretariat to the National Water Safety Forum Beach Group.

Yours sincerely,



Dr.Cliff Nelson
Head of Water Safety Management
Tel. 07710 642623

13. References

1. RLSS UK Safety at Inland Water Sites (1999). RLSS UK, PP.77.
2. HSE Risk Management (<http://www.hse.gov.uk/risk>)
3. ISO 31000 Risk Management (<http://www.iso.org/iso/home/standards/iso31000.htm>)
4. RNLI Guide to Beach Safety Signs (2007). RNLI, PP64.
5. Water Incident Database (<http://www.nationalwatersafety.org.uk/waid/>)
6. RNLI Public Rescue Equipment (2007). RNLI, PP.50.
7. RLSS UK Safety at British Beaches (1993). RLSS UK, PP.64.

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**OVERVIEW AND SCRUTINY COMMITTEE
TASK AND FINISH GROUP SCOPING DOCUMENT
January 2017**

Task and Finish Group Title:	CCTV Task and Finish Group
Membership of Working Group:	Suggested as Portfolio Holder (Cllr Brown); O&S Chairman (Cllr Alban); x1 O&S Communities & Environment (to be selected January meeting)
Aim:	<p>Huntingdonshire District Council invest a significant amount of money in the installation, operation and monitoring of CCTV systems in the District's market towns and other Parishes. The aim of the task and finish group is to:</p> <ul style="list-style-type: none"> • Establish what measurable impact and perceived value the CCTV cameras represent, and • To determine the type, frequency and purpose of Cambridgeshire Constabulary utilises the information gathered by the CCTV cameras. <p><i>NB: This work will include comparison with information and utilisations trends for the Cambridge City system which the Shared Service delivers.</i></p>
Key Officer Contacts: <i>(Lead and support)</i>	Chris Stopford, Head of Community Services. Robert Holgate - CCTV Manager Claudia Deeth, Team Leader Community Safety
Scoping form completed by:	Corporate Director (Delivery); Portfolio Holder; Chairman O&S
Scrutiny requested by:	The Executive Leader of the Council, Councillor Robin Howe
Criteria for inclusion in work programme:	

<p>Customer Feedback:</p>	<p>The Task and Finish Group will have to approach the CCTV team to ascertain how often information is referred to Cambridgeshire Constabulary and then, ask the Constabulary how often they act upon and use the information given, along with what outcomes are achieved.</p> <p>It might be useful to ask, in particular the group Huntingdonshire Business Against Crime (HBAC) which are a contributor to the CCTV systems and co-locate in the Council' CCTV control room.</p>
<p>Council Priority:</p>	<p>In the Corporate Plan under the Enabling Communities, the Council has the strategic objective of <i>'create, protect and enhance our safe and clean built and green environment'</i>. Underneath this strategic objective the Council has a key action to continue to manage and enhance the joint CCTV service with Cambridge City Council.</p> <p>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. The report can be found on the Council's website.</p>
<p>Importance to local people:</p>	<p>There are 109 cameras across the Huntingdonshire District, monitored 24 hours a day, 365 days a year.</p> <p>The District Council owns, monitors and maintains 101 cameras, and monitors a further 8 cameras on two contracts / service level agreements.</p> <p>In addition as part of the Shared Service, monitors and maintains 138 fixed, and 6 re-deployable cameras for Cambridge City Council</p>
<p>Value for Money:</p>	<p>The Council has to budget annually for the operation, maintenance and monitoring of CCTV systems, as well as both retain and to win new fee paying clients so as to drive down the overall cost of service. The Task and Finish Group are tasked with establishing whether our systems and most importantly, Police utilisation of live</p>

	and recorded incident footage, represents value for money in actual/comparative terms and/or client and community perceptions.
Contributes to tackling inequalities:	N/A
Improving partnership working:	<p>The Task and Finish Group's principle aim is to determine how often information gathered by the CCTV systems are utilised by Cambridgeshire Constabulary. If the answer is not often then the questions have to be:</p> <ul style="list-style-type: none"> a) Why not? b) How does CCTV contribute to current and future Policing practices and ethos? c) Is there any information collection that is now effectively declining in its relevance or is ultimately obsolete? d) Is there anything the Council, the CCTV operators and the Police could do to encourage more utilisation of information?
Tackling underperformance in services:	The Task and Finish Group has to establish if the CCTV service represents value for the District and an aspect of that is to establish if the service is performing and achieving what it is stating it wants to achieve.
Cross-cutting issue:	The Huntingdonshire Community Safety Partnership does have an interest in CCTV coverage.
<p>Summary of overall anticipated benefits and intended outcomes:</p> <p><i>(Give a brief description of what we hope undertaking the review will achieve e.g. improved performance, amended policy, efficiencies or increased footfall)</i></p>	<p>The Task and Finish Group are expected to find out the following:</p> <ol style="list-style-type: none"> 1 – Establish the value of the CCTV service in terms of actual/comparative value for money. 2 – Establish the value of the CCTV service in terms of perception of community safety and well-being. Do residents and business feel any safer as a result of knowing systems are in place? Similarly, is there any evidence that criminality is deterred? 3 – Establish the practical and operational worth of CCTV footage to Cambridgeshire Constabulary in delivering Policing priorities.

<p>Indicators of success: <i>(Include details of desired indicators of success and how these can be measured)</i></p>	<ul style="list-style-type: none"> • Presentation to O&S Panel by Cambridgeshire Constabulary and clarity on how CCTV contributes to Policing outcomes. • Final report setting out the findings of the Task and Finish Group and if appropriate, any recommendations for the Panel or to Cabinet or to the Police. • Communication of findings to client organisations – Cambridge City; HBAC; Town/Parish Councils.
<p>Scope:</p>	
<p>In Scope: <i>(Define what the scope of the review will be)</i></p>	<p>For the Panel to decide but suggestions include:</p> <ul style="list-style-type: none"> • An understanding of the CCTV service, how it operates and the aims of the service. • Trends on maintenance and serviceability of the camera systems • Comparative cost of the service delivered by the Council versus market provision. • Analysis of what information is gathered and how it is used, including trends over the period of the Shared Service on numbers and types of incidents. • How much of the information is referred onto Cambridgeshire Constabulary and how much is used, either 'live' or in retrospect action. • How often are copies of footage requested (as there are income and cost implications).
<p>Excluded from Scope: <i>(Define the exclusions from the scope of the review)</i></p>	<p>For the Panel to decide but suggestions include:</p> <ul style="list-style-type: none"> • How the information is stored. • How the information is managed by Cambridgeshire Constabulary once it has been transferred over. • To determine whether commercialisation of CCTV is the right route for HDC to take. (Cabinet decision already taken in principle. Outcomes of market testing / procurement can be scrutinised in New Year prior to any final Cabinet decision to implement).

Benefits:	The benefits of the scope keeps the Group focused on achieving their aims. Assurance that the CCTV service has a definable and pragmatic purpose.
Council and Partner Involvement	
Who would need to be involved from the Council?	Chris Stopford, Head of Community Services Claudia Deeth, Team Leader Community Safety Robert Holgate, CCTV Manager Adam Green, Democratic Services Officer (Scrutiny) (for notes)
Which of our partners, stakeholders and members of the community should we discuss this with?	Cambridgeshire Constabulary Huntingdonshire Business Against Crime Huntingdonshire Community Safety Partnership?
Review Resources	
Evidence: <i>(Background information and documents to look at)</i>	The CCTV Service Plan. Relevant Government Guidance. Industry evidence and best practice. Policing priorities. Trend analysis of: <ul style="list-style-type: none"> ○ the number and type of CCTV incidents notified ○ information referrals, live and retrospective, made to the Constabulary ○ Policing outcomes where CCTV evidence has contributed to successful action.
Witnesses: <i>(Who to see and when)</i>	Cambridgeshire Constabulary – PCC and Chief Constable Huntingdonshire Business Against Crime?
Site visits: <i>(Details of site visits and when they need to be held if appropriate)</i>	Access to the CCTV control at Eastfield House is restricted by legislation to prescribed persons and is not necessary to effectively conduct and conclude the scrutiny process.

<p>Consultation: <i>(Is there any consultation which needs to be undertaken to feed into the review?)</i></p> <p><i>(Consult with CMT on draft outcomes for any issues they may have)</i></p> <p><i>(Do findings need to be published for consultation before making final recommendations?)</i></p>	<p>Consultation with the public on the perceptions of CCTV is unlikely to either add significant informed evidence to the process or to be cost effective in return on investment, particularly as the key objective of the process is to determine the effectiveness of the systems in reducing, detecting and evidencing crime by the Police.</p> <p>Direct engagement with Cambridgeshire Constabulary is essential in order to ascertain what information they are able to or willing to use in detecting and reducing crime and how CCTV contributes to Policing priorities and also, whether Policing priorities and CCTV utilisation varies across the Huntingdonshire geography.</p> <p>Overview and Scrutiny Panel (Communities and Environment) will be consulted on the final report, along with potentially a presentation from the PCC and Chief Constable.</p>
<p>Expert Advice: <i>(Does the Task & Finish Group require expert advice and support due to the nature of the review? Note: if a cost is involved the senior officer will need to agree payment)</i></p>	<p>Officers from the Council and Officers from Cambridgeshire Constabulary.</p>
<p>Timescales:</p>	
<p>Anticipated Review Start Date:</p>	<p>January 2017</p>
<p>Anticipated Reporting Date:</p>	<p>March 2017</p>
<p>Frequency of Meetings:</p>	<p>As appropriate. Unlikely to more than twice.</p>
<p>Date to evaluate impact: <i>(A review in six to twelve months – dependent on outcomes – at this point deciding to either re-scrutinise this matter, with a different task and finish group, or sign it off as the indicators of success have been achieved)</i></p>	<p>Analysis of reporting and utilisation trends, and of Policing outcomes where CCTV has been a contribution factor, after twelve months from completion of the final report.</p>

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

STUDY	OBJECTIVES	PANEL	STATUS
Parking Strategy	To be decided.	Economy and Growth	<p>Following the submission of the Review of Fees and Charges – Car Parks, to its meeting in October 2016, the Panel decided to include the topic of Car Park Fees on to its work programme.</p> <p>The Cabinet have agreed the establishment of a task and finish group to review the parking strategy of the Council. The Panel have appointed Councillors D B Dew, R Fuller, I D Gardener and T D Sanderson to the task and finish 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>
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 at the Panel meeting in December 2016.</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>
Community Resilience Plan including relationships with Parish and Town Councils and	To examine how the Community Resilience Plan will affect the Council’s relationships with the wider	Economy and Growth	<p>Members decided that before establishing a task and finish group, the Executive Councillor responsible for the topic should attend a future Panel meeting and explain what work has been done so far.</p>

STUDY	OBJECTIVES	PANEL	STATUS
the County Council	community.		
Housing Working Group	The working group want to scrutinise the Housing Strategy.	Economy and Growth	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. Officers are currently working on a scoping document for consultation with the Panel.
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	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. The Panel received at its meeting in December 2016 the Review of Street Markets (Huntingdon and St Ives). The Executive Councillor for Strategic Resources was in attendance at the Panel meeting in December 2016 to discuss the Council's Commercial Investment Strategy. BID Huntingdon will be attending a Panel meeting in February 2017 to explain its work.
Shared Services Strategy	To be decided.	Performance and Customers	Members agreed at the Scrutiny Work Programming Session on 20th September that this area requires scrutinising. 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.
Cambridgeshire County Council Budget Scrutiny	To review the Cambridgeshire County Council's Budget proposals and assess their impact	Performance and Customers	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.

STUDY	OBJECTIVES	PANEL	STATUS
	upon Huntingdonshire and its residents.		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.
Commercialisation	To be decided.	Performance and Customers	The Cabinet dealt with the Commercialisation report at its meeting on 17th November 2016 as a matter of urgency. As the decision has been taken, there is no scope for Overview and Scrutiny involvement.
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.
Bus Departure Levy	To explore the possibility of introducing a bus departure levy at the Council's bus stations.	Performance and Customers	<p>At its meeting in January 2016, the Overview and Scrutiny Panel (Finance and Performance) agreed that the Bus Departure Levy should be explored.</p> <p>To date no work has been done on the levy and the Panel have to decide whether to keep it on the work programme and how to proceed.</p>

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Panel Date	Decision	Action	Response	Date for Future Action
01/11/16	<p><u>Future of Hinchingsbrooke Country Park, Paxton Pits, Godmanchester Nursery and Public Rights of Way</u></p> <p>The Panel received an exempt report on the contractual arrangements and potential improvement programme of Hinchingsbrooke Country Park.</p>	<p>The Cabinet received the same report but including the Panel's comments at its meeting in November 2016.</p>	<p>The Cabinet made a decision on the report. The decision remains confidential whilst negotiations are taking place.</p> <p>The Cambridgeshire County Council Officer responsible for Public Rights of Way is due to give a presentation at March's Panel meeting.</p>	07/03/2017
12/07/16	<p><u>Waste Round Reconfiguration</u></p> <p>A report was presented to the Panel informing Members that the Operations Division was undertaking a Waste Round Reconfiguration.</p>	<p>An update report was presented at the Panel meetings in September and October.</p>	<p>Further update reports are to be presented before the revised implementation deadline in February 2017.</p>	10/01/2017
04/10/16	<p><u>Huntingdonshire CCTV Network</u></p> <p>At the request of the Executive Leader, Members agreed to examine the utilisation of CCTV in the market towns by Cambridgeshire Constabulary.</p>	<p>The work is to be scoped out.</p>	<p>The Panel are to consider a scoping document at its Panel meeting in January.</p>	10/01/2017

Panel Date	Decision	Action	Response	Date for Future Action
06/12/16	<p><u>Other Topics To Be Considered</u></p> <p>The following items are due to be considered by the Panel:</p> <ul style="list-style-type: none"> Corporate Enforcement Policy including Graffiti/Fly Tipping Policy 		The Panel are to consider a report at its meeting in April.	04/04/2017
<p>Quarterly</p> <p>04/10/16</p> <p>2014-16</p>	<p><u>Reports Due/Regular Items</u></p> <p>Representatives on External Organisations Selected Members represent the Council on various External Organisations.</p> <p>Huntingdonshire Community Safety Partnership Annual review of the work of the Partnership.</p> <p>Operation Service Policy Updates The Panel has received the following:</p> <ul style="list-style-type: none"> RECAP update Garden Waste Contamination Dry Recyclates Contamination Lane End Collection Policy Review of Waste Policies Waste Service- Service Specification Waste Round Reconfiguration Street Cleansing Service Specification Creation of the Integrated Street Scene Service 	<p>The Panel received an update report at its meeting in November 2016.</p> <p>The 2016/17 report is scheduled to be presented to the Panel in October 2017.</p>	<p>Next report is due at the Panel meeting in March 2017.</p> <p>A six month update report is due at a future meeting of the Panel.</p> <p>Reports on the following are expected:</p> <p>Grounds Maintenance Service Review</p> <p>Waste Round Reconfiguration Update</p> <p>Open Spaces Water Safety Policy Review</p>	<p>07/03/2017</p> <p>04/04/2017</p> <p>07/03/2017</p> <p>10/01/2017</p> <p>10/01/2017</p>

Panel Date	Decision	Action	Response	Date for Future Action
12/10/16	<ul style="list-style-type: none"> • Needs Analysis of Open Space and Play Facilities • Street Scene Service Update <p>Cambridgeshire and Peterborough Clinical Commissioning Group A report on the performance of the CCG was presented to the Panel at its special meeting in October 2016.</p>	<p>The CCG agreed to return to the Panel to inform Members of the System Transformation Programme (STP).</p> <p>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 Vanguard Programme.</p>	<p>The Sustainability and Transformation Programme (STP) is to be presented to a future meeting of the Panel.</p>	<p>Date to be agreed</p> <p>Date to be agreed</p>
07/07/15	<p>Redesign of Mental Health Services The Panel received an update report on the Children and Adolescent Mental Health Service (CAMHS).</p>	<p>The Panel requested further updates at future meetings.</p>		<p>Date to be agreed</p>

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