

A meeting of the **OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND CUSTOMERS)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 6TH DECEMBER 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 - 8)

To approve as a correct record the Minutes of the meeting held on 1st November 2017.

**A Green
388008**

2. MEMBERS' INTERESTS

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

3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 9 - 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.

**B Buddle
388007**

4. REVIEW OF FEES AND CHARGES

The Panel are to receive a report on the Review of Fees and Charges. **(To Follow)**

**A Forth
388605**

5. REPRESENTATIVES ON EXTERNAL ORGANISATIONS - ANNUAL UPDATE REPORT (Pages 13 - 18)

Members are to receive the annual update report of the Council's representatives on external organisations.

**A Green
388008**

6. OVERVIEW AND SCRUTINY PROGRESS (Pages 19 - 26)

Members are to receive the work programmes for all Overview and Scrutiny Panels.

**A Green
388008**

Dated this 28th day of November
2017



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

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

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

Non-Statutory Disclosable Interests

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

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

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

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

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

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

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

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

Emergency Procedure

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

This page is intentionally left blank

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND CUSTOMERS) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Wednesday, 1st November 2017.

PRESENT: Councillor D M Tysoe – Chairman.

Councillors K M Baker, Mrs B E Boddington,
R C Carter, Mrs L A Duffy, S Greenall,
Mrs R E Mathews, J M Palmer,
Mrs D C Reynolds, M F Shellens,
Mrs S L Taylor and R J West.

IN ATTENDANCE: Councillor J A Gray.

33. MINUTES

The Minutes of the meeting held on 6th September 2017 was approved as a correct record and signed by the Chairman.

34. MEMBERS' INTERESTS

No declarations of interest were received.

35. 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 November 2017 to 28th February 2018.

36. INTEGRATED PERFORMANCE REPORT 2017/18 - QUARTER 2

With the aid of a report by the Corporate Team Manager and the Finance Manager (a copy of which has been appended in the Minute Book) the Integrated Performance Report 2017/18 – Quarter 2 was presented to the Panel.

The Corporate Team Manager introduced the report covering the Performance Section. Members were informed that the number of actions on track has increased since quarter one. It was highlighted that performance clinics will be held focussing on delivering continuous improvements. This is a new initiative where there will be a discussion with Heads of Service on areas of concern. In response to this a Member commented that they thought that the number of key actions rated green (84%) was commendable and that the performance clinics could prove valuable.

Despite the small improvement, a concern was raised in regards to DFGs and that whether the District was getting its fair share. In response the Panel was informed that the Cambridgeshire Home Improvement Agency Manager will be attending the meeting of the Overview and Scrutiny Panel (Communities and Environment) in

December 2017 and one of the areas they would be covering is Disabled Facility Grants (DFGs).

The Panel commented that the percentage of calls answered by the Call Centre was, in their opinion, not acceptable. In response the Member was told that the target is 90% and details of what actions the service is taking to recover their performance is the sort of exchange that should be covered by the performance clinic. Some Members argued that there might have to be a trade-off between the number of calls answered and the comprehensive answers they give to enquiries unless more resources are allocated.

Members expressed concern over the level of sickness in the Council and the target, which was perceived by Members to be high. In response, the Panel was informed that sickness has reduced since last year and that the target is reasonable given recent performance. Also there are variations across services as some have much higher levels of sickness than others. In comparison, the public sector average is over 10 days. The Panel was reminded that a workforce report, which has more details on sickness levels, will be presented to the Employment Committee at their next meeting.

Following a question regarding the number of employees on long term sick leave, Members were informed that in total there had been 22 employees on long term sick in Quarter 2 and of these all but 5 cases had been resolved.

The Finance Manager presented the financial performance section of the report to Members. The Panel was informed that the overspend on both the revenue and capital budgets has doubled. The revenue overspend is £0.8m and the capital overspend is £0.6m. The reasons for the overspend, and its impact on the Medium Term Financial Strategy, were explained to the Panel.

The Panel was informed that as part of the Commercial Investment Strategy the Council have completed a purchase in Fareham, Hampshire, however a Member asked why a loan had been taken out to purchase the property. In response the Executive Councillor for Strategic Resources stated that a part of the Commercial Investment Strategy was based on borrowing money to purchase properties. The loan for the property in Fareham is an interest only loan at a fixed rate and the money received in rent is greater than the interest.

The Executive Councillor for Strategic Resources informed the Panel that the Council faces some uncomfortable decisions regarding where to make savings in order to balance the budget.

Following a question regarding the Minimum Revenue Provision (MRP), it was confirmed that the Council had expected to spend £1.8m but has actually spent only £80k.

In response to the question about the Zero Based Budgeting savings and the Amber and Green ratings, Members were informed Green meant that that the Council expect to make those savings by the year end and Amber means the Council expect to make some of the savings by year end.

Progress against savings targets were discussed, particularly in light of the waste round reconfiguration where savings were not achieved. In response, the Panel was informed that it is disappointing that the waste round reconfiguration hasn't delivered the savings intended. In addition, the failure to make savings is sometimes down to over ambitious savings targets.

The Panel wanted assurances that the budget for ICT will be more accurate for 2018/19 and were informed that the Head of Resources has been pushing hard for a more accurate figure from ICT budget holders.

In regards to the capital budget slippage of £2.3m, the Panel was informed that there is an agreed capital programme for 2017/18 and that the Cabinet have agreed the slippage from last year to this year.

Following a question in regards to the outstanding commercial rent of £701k, Members were informed that the number is large however it is coming down. The Executive Councillor for Strategic Resources added that the Council are not approaching the debt in a timely manner and it is very labour intensive to do so. The Panel were advised that most of this is being collected monthly by direct debit and will be paid by the end of the current financial year. In addition, a new system will be introduced to assist however it is currently a year late.

A Member asked a question regarding One Leisure however they and the Panel was reminded that there is a Task and Finish Group reviewing the value for money of One Leisure and they will report back to the Panel once they have finished. In addition to this another Panel are responsible for scrutinising One Leisure.

The Panel was informed that once the lease has been signed then the investment at the One Leisure site in St Neots will continue and the 3G pitch project will commence.

(At 8.00pm, during the consideration of this item, Councillor M F Shellens left the meeting and did not return.)

37. TREASURY MANAGEMENT SIX MONTH REVIEW

With the aid of a report by the Head of Resources (a copy of which has been appended in the Minute Book) the Treasury Management Six Month Performance Review was presented to the Panel. The Principle Account introduced the report to Members and outlined the contents of the report.

A Member asked a question in regards to the loan given to Luminus in light of the merger, in response it was confirmed that the loan is secured against property and that as a result of the merger Luminus would be in a stronger financial position and more able to pay back the loan.

The Executive Councillor for Strategic Resources explained the different types of Public Works Loans that can be taken out and added that the Luminus loan is a capital and interest loan and that Luminus are also paying capital and interest back to the Council.

In response to a question regarding the impact of the Commercial Investment Strategy upon the Council's budget, the Executive Councillor for Strategic Resources stated that the CIS produces in excess of £2m per annum and that if the Council did not have that income then Council Tax would have to increase considerably to offset the cost.

(At 8.08pm, during the consideration of this item, Councillor Mrs D C Reynolds left the meeting.)

(At 8.08pm, during the consideration of this item, Councillor Mrs D C Reynolds returned to the meeting.)

38. 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 all the Panel's work programmes since the last meeting.

A Member stated that they saw no point in continuing with the Cambridgeshire County Council Budget Scrutiny. The Panel resolved to remove the item from the work programme.

(At 8.21pm, during the consideration of this item, Councillor J A Gray left the meeting and did not return.)

Chairman

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

Prepared by Councillor G J Bull, Executive Leader of the Council
Date of Publication: 14th November 2017
For Period: 1st December 2017 to 31st March 2018

Membership of the Cabinet is as follows:-

Councillor G J Bull	Executive Leader of the Council	Councillor R Fuller	Deputy Executive Leader and Executive Councillor for Housing and Planning
Councillor D Brown	Executive Councillor for Commercial and Shared Services	Councillor J A Gray	Executive Councillor for Strategic Resources
Councillor S Cawley	Executive Councillor for Transformation and Customers	Councillor J White	Executive Councillor for Operations
Councillor Mrs A Dickinson	Executive Councillor for Community Resilience, Well-Being, and Regulatory Services		

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.

10 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
Approval of Council Tax Base 2017/18	Section 151 Officer	1 Dec 2017		Clive Mason, Head of Resources Tel No. 01480 388157 or email: clive.mason@huntingdonshire.gov.uk		J A Gray	Performance and Customers
Local Plan: Proposed Submission Consultation***	Cabinet	13 Dec 2017		Clara Kerr, Planning Services Manager Tel No. 01480 388430 or email: clara.kerr@huntingdonshire.gov.uk		R Fuller	Economy and Growth
Review of Fees and Charges	Cabinet	14 Dec 2017		Adrian Forth, Finance Manager Tel No. 01480 388605 or email: adrian.forth@huntingdonshire.gov.uk		J A Gray	Performance and Customers
Memoranda of Understanding with the Local Enterprise Partnership	Cabinet	14 Dec 2017		Andy Moffat, Head of Development Tel No. 01480 388400 or email: andy.moffat@huntingdonshire.gov.uk		G Bull	Economy and Growth

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Grant Aid Awards 2017/18 - Phase 2***	Grants	16 Jan 2018		Chris Stopford, Head of Community Tel No. 01480 388280 or email: chris.stopford@huntingdonshire.gov.uk		A Dickinson/ J A Gray	Performance and Customers / Communities and Environment
Asset Disposals##	Cabinet	18 Jan 2018		Clive Mason, Head of Resources Tel No 01480 388157 or email clive.mason@huntingdonshire.gov.uk		J A Gray	Performance and Customers
Site Disposal - B##	Cabinet	18 Jan 2018		Colin Luscombe, Estates Strategic Assessment Tel No. 01480 388728 or email: colin.luscombe@huntingdonshire.gov.uk		J A Gray	Performance and Customers
Business Case for CCTV Commercialisation##	Cabinet	18 Jan 2018		Chris Stopford, Head of Community Tel No. 01480 388280 or email: chris.stopford@huntingdonshire.gov.uk		D Brown	Performance and Customers
Community Resilience Plan***	Cabinet	18 Jan 2018		Chris Stopford, Head of Community Tel No. 01480 388280 or email: chris.stopford@huntingdonshire.gov.uk		A Dickinson	Communities and Environment
Business Case for Document Centre Commercialisation##	Cabinet	8 Feb 2018		Chris Stopford, Head of Community Tel No. 01480 388280 or email: chris.stopford@huntingdonshire.gov.uk		D Brown	Performance and Customers
Treasury Management Strategy 2018/19	Cabinet	8 Feb 2018		Clive Mason, Head of Resources Tel No. 01480 388157 or email: clive.mason@huntingdonshire.gov.uk		J A Gray	Performance and Customers
Revenue Budget 2018/19 and Medium Term Financial Strategy 2019/20 to 2022/23	Cabinet	8 Feb 2018		Clive Mason, Head of Resources Tel No. 01480 388157 or email: clive.mason@huntingdonshire.gov.uk		J A Gray	Performance and Customers

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Corporate Enforcement Policy***	Cabinet	8 Feb 2018		Chris Stopford, Head of Community Tel No. 01480 388280 or email: chris.stopford@huntingdonshire.gov.uk		A Dickinson	Communities and Environment
Corporate Plan Refresh***	Cabinet	8 Feb 2018		Adrian Dobbyne, Corporate Team Manager, Tel No. 01480 388001 or email: adrian.dobbyne@huntingdonshire.gov.uk		G Bull	Performance and Customers
Lettings Policy Review	Cabinet	8 Feb 2018		Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 or email: jon.collen@huntingdonshire.gov.uk		R Fuller	Performance and Customers
Commercial Investment Strategy: Business Plan Review	Cabinet	22 Mar 2018		Clive Mason, Head of Resources Tel No. 01480 388157 or email: clive.mason@huntingdonshire.gov.uk		J A Gray	Performance and Customers
Endorsement of the Huntingdonshire Local Plan to 2036***	Cabinet	22 Mar 2018		Clara Kerr, Planning Services Manager Tel No. 01480 388430 or email: clara.kerr@huntingdonshire.gov.uk		R Fuller	Economy and Growth

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title:	Representation on External Organisations - Annual Updates
Meeting/Date:	Overview and Scrutiny Panel (Communities and Environment) – 5th December 2017 Overview and Scrutiny Panel (Performance and Customers) – 6th December 2017 Overview and Scrutiny Panel (Economy and Growth) – 12th December 2017
Executive Portfolio:	Executive Leader of the Council
Report by:	Democratic Services Officer (Scrutiny)
Wards affected:	All

Executive Summary:

Huntingdonshire District Council has representation on 50 external organisations and this report provides the Overview and Scrutiny Panels with updates from representatives on 11 of those organisations.

For other organisations there are no updates due to meetings not being scheduled, representatives being unable to attend meetings held or the representatives not submitting updates in response to requests for information.

Recommendations:

The Overview and Scrutiny Panel is invited to:

- 1) Discuss and note the contents of the report.
- 2) If necessary, and where relevant to the Panel's remit, invite the relevant Member to a future meeting.
- 3) Submit any comments to Cabinet to be considered when reviewing appointments to external organisations.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to update Overview and Scrutiny Members on the work of external organisations which have Huntingdonshire District Council representation. This is intended to improve monitoring of how these organisations and partnerships contribute to the Council and its Corporate Objectives.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 At its meeting on 22nd June 2017, following feedback from Overview and Scrutiny, the Cabinet resolved that appointed Members be required to report on an annual basis, in writing, to the relevant Overview and Scrutiny Panel.

3. UPDATE

- 3.1 Updates provided by the Council's representatives on external organisations are listed below. Some of these simply set out what each organisation does rather than providing an update on recent activities or what the Member's role has been.

	Councillor Mrs A Dickinson	Number of meetings attended: All
1	Cambridgeshire Health and Well-Being Board	
3	Cambridgeshire Community Safety Strategic Board	
4	Cambridgeshire Police and Crime Panel	
7	Huntingdonshire Local Strategic Partnership – Children and Young People	
8	Huntingdonshire Local Strategic Partnership – Health and Well-Being	
9	Huntingdonshire Local Strategic Partnership – Huntingdonshire Community Safety Partnership	
Commentary: I have attended all meetings of the organisations I am HDC's representative since being appoint/reappointed in June 2017. There was nothing of relevance for HDC. If required I am happy to explain to Overview and Scrutiny the details of what was discussed.		

15	Huntingdon Association of Community Transport	3/4
	Councillor R J West	Last meeting attended: 30th October 2017 (AGM)
Commentary: At the meetings the group received information on the following: quarterly reports covering passenger ridership data, area membership in each District. Grants received for the use of vehicle replacement. Vehicles and Usage. Staff training. Health and Safety Update and an update on the day to day running of the association. (If Members are able to they can visit the Head Office, 5 Martin Avenue, March, Cambs, PE15 0AY. Members will find well laid out yard and the vehicles clean and well maintained.)		
Outcomes Agreed: To promote association transport and to question the management of the association. I am concerned the public seem not to take full advantage of demand response transport.		

18	Huntingdonshire Volunteer Centre - District	Not Specified /4
	Councillor R J West	Last meeting attended: Not Specified
	Commentary: The District no longer fund the Huntingdon Volunteer Centre (HVC) therefore without discussion with the Committee I feel I should not comment. I am supporter of the work and value in the voluntary sector to the HVC.	
	Outcomes Agreed: Not Specified	

26	Ramsey, Upwood and Great Raveley Internal Drainage Board	Not Specified /4
	Councillors R B Howe and P L E Bucknell (Update by Councillor Bucknell)	Last meeting attended: 5th January 2017
	Commentary: New pumping station and problems with residents near edge of water.	
	Outcomes Agreed: All good	

28	Sutton and Mepal Internal Drainage Board	1/2
	Councillor S Criswell	Last Meeting attended: Last Winter
	Commentary: Overview of drain maintenance work	
	Outcomes Agreed: Issues resolved. Almost exclusively in East Cambridgeshire.	

33	Little Gransden Aerodrome Consultative Committee	Not Specified /2
	Councillor R J West	Last meeting attended: Not Specified
	Commentary: To monitor twice a year the activities of the airfield to maintain the planning conditions set by South Cambridgeshire District Council. The District Council is a partner.	
	Outcomes Agreed: Not Specified	

41	Red Tile Wind Farm Trust Fund Ltd	Not Specified /4
	Councillor P L E Bucknell	Last meeting attended: 20th June 2017
	Commentary: Four applications	
	Outcomes Agreed: No applications were approved	

44	St Ives Town Centre Management Team (Known as St. Ives Town Initiative (SITI))	Not Specified /11
	Councillor J W Davies	Last meeting attended: Not Specified
	Commentary: At this time of year the SITI is busy with organising the Christmas Market which takes place on the same day as the Christmas Lights switch on. Whilst the Chairman of SITI and the Treasurer are both very proactive in organising the event, there are others on the committee who support the event. The SITI works with St Ives' businesses and retailers in order to keep the vitality of the town. SITI is busy throughout the year promoting other events and markets, such as	

the Continental Markets. We also provide regular reports in our bi-monthly magazine, "SuggeStlves" which also includes a Diary of Events. This is also replicated on our notice board in the town's Cattle Market car park. One member of the committee has been very proactive in meeting Tour Coaches, and providing them with information about the town. I am very pleased to support the work of SIT1, and it's proactive membership.

Outcomes Agreed: Not Specified

45	Trustees of Kimbolton School Foundation	3/3 (In addition to this a further 10 meetings, 3 public events a residential away day and some ad hoc meetings)
	Councillor J A Gray	Last meeting attended: Not Specified
	Commentary: In addition to being fully involved in the Governance of the School, I have Chaired the Finance Committee and been involved in liaison between the School and HDC on planning issues.	
	Outcomes Agreed: The School continues to thrive, is oversubscribed at almost all levels between ages 4-18, and has produced an impressive set of exam results this summer.	

47	Little Barford Power Station Liaison Committee	1/1
	Councillor J E Corley	Last meeting attended: July 2017
	Commentary: In addition to attending the meeting I have been in contact on two occasions. In addition I have been trying to arrange a visit of sixth formers to the Power Station.	
	Outcomes Agreed: -	

48	Needingworth Quarry Local Liason Committee	2/2
	Councillors R C Carter and M Francis (Update by Councillor Carter)	Last meeting attended: 4th September 2017
	Commentary: Update from Hansons on output from quarry, programme of extraction and work to the appropriate cell, plus changes to the conveyor system Update from RSPB on proposals for footpath network covering the Willingham Road section. Site visit to view progress of gravel and sand extraction	
	Outcomes Agreed: This is an ongoing project covering the next 10 to 15 years. The group consists of reps from County, District and Parishes and enables feedback to be provided to their respective bodies as and when required and to report issues that come up from time to time on the impact of gravel extraction.	

49	Warboys Landfill Local Liaison Group	1/1
	Councillor P L E Bucknell	Last meeting attended: 27th September 2016 (Next meeting was the day the update was supplied 1st November 2017)
	Commentary: Landfill site all in order.	
	Outcomes Agreed: Arranged the next meeting for 2017.	

4. ATTENDED A MEETING BUT NO UPDATE

4.1 Our representatives have confirmed that they have attended at least one meeting of the following organisations but have not provided an update of what was discussed.

- Warboys, Somersham and Pidley Internal Drainage Board (Councillor G J Bull)
- Recycling in Cambridgeshire and Peterborough Board (Councillor J White)
- Alconbury and Ellington Internal Drainage Board (Councillor J White)
- Benwick Internal Drainage Board (Councillor J M Palmer)
- Ramsey First (Hollow) Internal Drainage Board (Councillor J M Palmer)
- Ramsey Fourth (Middle Moor) Internal Drainage Board (Councillor J M Palmer)
- The Ramsey Internal Drainage Board (Councillor J M Palmer)
- Sawtry Internal Drainage Board (Councillor R G Tuplin)
- The Ramsey Internal Drainage Board (Councillor E R Butler)

5. NO MEETING HELD OR NOT BEEN INVITED

5.1 Representatives have reported that the following organisations have not held a meeting or that they haven't been invited to a meeting.

- East of England Local Government Association (Councillor G J Bull)
- Joint Strategic Planning Member Board (Councillor G J Bull)
- Cambridgeshire Future Transport – Cross Party Working Group (Councillor R Fuller)
- Joint Strategic Planning Member Board (Councillor R Fuller)
- Huntingdonshire Flood Forum (Councillor J White)
- Cambridgeshire Consultative Group for the Fletton Brickworks Industry (Councillor E R Butler)

6. NOT ATTENDED A MEETING

6.1 Representatives on the following organisations have been unable to attend a meeting and have no updates to provide.

- Envar Ltd, St Ives Composting Facility – Site Liaison Forum (Councillor G J Bull)
- Great Fen Project Steering Group (Councillor T D Alban)
- Conington and Holme Internal Drainage Board (Councillor T D Alban)
- Stilton Children and Young People's Facilities Association (Councillor T D Alban)
- Cambridgeshire Armed Forces Community Covenant Board (Councillor R Harrison)
- Ouse Valley Way – Management Group (Councillor J White)

7. NO UPDATES PROVIDED FOR THIS REPORT

7.1 Representatives of the following organisations have not supplied an update for this report.

- Holmewood and District Internal Drainage Board (Councillor D Watt)
- Whittlesey Internal Drainage Board (Councillor D Watt)

- Middle Level Commissioners (Councillor D Watt)
- Huntingdonshire Local Strategic Partnership – Huntingdonshire Community Safety Partnership (Councillor Mrs J Tavener, as O&S Representative)
- Huntingdon Freeman's Trust (Councillor Mrs J Tavener)
- Warboys, Somersham and Pidley Internal Drainage Board (Councillor Mrs J Tavener)
- Oxmoor Community Action Group (Councillor Mrs J Tavener)
- Cambridgeshire County Council Health Committee (Councillor Mrs J Tavener)
- Cambridgeshire Chambers of Commerce – Huntingdonshire Chamber (Councillor R B Howe)
- Woodwalton Drainage Commissioners (Councillor R B Howe)
- Alconbury and Ellington Internal Drainage Board (Councillor K A Baker)
- Bluntisham Internal Drainage Board (Councillor M Francis)
- Local Water Forum (Councillor R E Mathews)
- Luminus Homes (Councillor R E Mathews)
- Luminus Group (Parent) (Councillor R E Mathews)
- Oak Foundation (Councillor R E Mathews)
- BID Huntingdon (Councillor S Cawley)
- Sawtry Internal Drainage Board (Councillor D M Tysoe)

CONTACT OFFICER

Adam Green, Democratic Services Officer (Scrutiny)

Tel No: 01480 388008

Email: Adam.Green@huntingdonshire.gov.uk

Panel	Study	Date	Status	Action	Date for Future Action
19 Communities & Environment	Forward Programme		Below are a list of reports to be presented at future Panel meetings:		
	December 2017		Cambridgeshire Home Improvement Agency Improvement Plan	F Swann (External)	05/12/17
			Representatives on External Organisations	A Green – Democratic Services Officer (Scrutiny)	"
	January 2018		Community Resilience Plan	C Stopford – Head of Community	09/01/18
	February 2018		Twelve Month Review of Bearscroft Farm Local Lettings Plan	J Collen – Housing Needs and Resource Manager	06/02/18
			Corporate Enforcement Policy	C Stopford – Head of Community	"
	March 2018		Luminus	Luminus (External)	06/03/18
Communities & Environment	Future of Hinchingsbrooke Country Park, Paxton Pits, Godmanchester Nursery and Public Rights of Way	01/11/16	The Panel received an exempt report on the contractual arrangements and potential improvement programme of Hinchingsbrooke Country Park. The Cabinet received the same report but including the Panel's comments at its meeting in November 2016.	The Cabinet made a decision on the report. The decision remains confidential whilst negotiations are taking place.	
		07/03/17	Cambridgeshire County Council's Highways Maintenance Manager, Mr Jonathan Clarke, was in attendance to update Members on the maintenance of Huntingdonshire's Public Rights	A report on Hinchingsbrooke Country Park is expected at the Panel meeting in April 2018.	03/04/18
				A report on Paxton Pits is expected at the Panel	03/04/18

Panel	Study	Date	Status	Action	Date for Future Action
-------	-------	------	--------	--------	------------------------

			of Way.	meeting in April 2018. A report on Godmanchester Nursery is expected at the Panel meeting in June 2018.	June 2018
--	--	--	---------	--	------------------

Communities & Environment	Community Resilience Plan including relationships with Parish and Town Councils and the County Council	04/07/17	The Executive Councillor for Community Resilience and Well-Being gave Members an update on the Community Resilience Plan and encouraging Members to become ambassadors for the Council.	The Portfolio Holder has agreed to attend the Panel meeting in January to update Members on the work carried out.	09/01/18
---------------------------	--	-----------------	---	---	-----------------

Communities & Environment	Reports Due and Regular Items				
	Representatives on External Organisations	Annual	Selected Members represent the Council on various External Organisations. The Panel received updates at its meetings in November 2016 and March 2017.	Next report is due at the Panel meeting in December 2017.	05/12/17
	Huntingdonshire Community Safety Partnership	04/10/16	Annual review of the work of the Partnership. The 2016/17 report is scheduled to be presented to the Panel in June 2018.	A six month update report is due at a future meeting of the Panel.	June 2018
	Corporate Enforcement Policy	06/12/16		The Panel are to consider a report at its meeting in February.	06/02/18

Panel	Study	Date	Status	Action	Date for Future Action
-------	-------	------	--------	--------	------------------------

	Air Quality in Huntingdonshire	05/09/17	The Panel received a presentation from the Senior Public Health Manager – Environment and Planning at Cambridgeshire County Council on Air Quality in Huntingdonshire.	The Panel resolved to revisit the issue at a future Panel meeting.	To be decided
--	--------------------------------	-----------------	--	--	----------------------

21	Economy & Growth	Forward Programme	Below are a list of reports to be presented at future Panel meetings:		
		December 2017	Local Plan: Proposed Submission consultation	C Kerr – Planning Service Manager (Policy)	12/12/17
			Representatives on External Organisations	A Green – Democratic Services Officer (Scrutiny)	"
		January 2018	Civil Parking Enforcement Presentation	External	16/01/18
			Huntingdonshire Economic Growth Plan 2013-2023	S Bedlow – Economic Development Manager	"
		February 2018	Local Plan Update and Infrastructure Planning	C Kerr – Planning Service Manager (Policy)	01/02/18
			Memoranda of Understanding with the Local Enterprise Partnership	A Moffat – Head of Development	"
		March 2018	Endorsement of the Local Plan	C Kerr – Planning Service Manager (Policy)	08/03/18

Panel	Study	Date	Status	Action	Date for Future Action
Economy & Growth	Devolution	06/10/16	Members agreed to keep Devolution on the work programme however before appointing a Panel expert, Members would like to invite the relevant Executive Councillor responsible to a future Panel meeting to update the Panel on what work has been done so far.	The Panel are to receive an six month update on the work of the Combined Authority.	June 2018
		02/11/17	The Panel are to receive an update on the work of the Combined Authority from Councillors R B Howe and T Hayward.		
Economy & Growth	Reports Due and Regular Items		Below are a list of reports to be presented at future Panel meetings:	Next report is due at the Panel meeting in December 2017. Report was presented in July 2017 and the next one is due at the Panel meeting in July 2018.	12/12/17 July 2018
	Representatives on External Organisations	Annual	Selected Members represent the Council on various External Organisations. The Panel received updates at its meetings in November 2016 and February 2017.		
	Marketing Strategy Work Programme	Annual	The Panel have requested annual updates on the work programme.		
Performance & Customers	Forward Programme December 2017		Review of Fees and Charges	A Forth – Finance Manager	06/12/17

Panel	Study	Date	Status	Action	Date for Future Action
24	January (10th) 2018		Representatives on External Organisations	A Green – Democratic Services Officer (Scrutiny)	"
			Draft Revenue Budget 2018/19 and Medium Term Financial Strategy 2019/20 to 2022/23	C Mason – Head of Resources	10/01/18
			Shared Services Strategy	O Morley	"
			Business Case for CCTV Commercialisation (Exempt)	C Stopford – Head of Community	"
			Asset Disposals (Exempt)	C Luscombe	"
			Site Disposal B (Exempt)	C Luscombe	"
	January (31st) 2018		Integrated Performance Report 2017/18 – Quarter 3	D Buckridge – Policy, Performance and Transformation Manager (Scrutiny)	31/01/18
			Final Revenue Budget 2018/19 and Medium Term Financial Strategy 2019/20 to 2022/23	C Mason – Head of Resources	"
			Treasury Management Strategy 2018/19	A Forth – Finance Manager	"
			Corporate Risk Register	D Harwood – Audit and Risk Manager	"
			Lettings Policy Review	J Collen - Housing Needs and Resource Manager	"
			Business Case for Document Centre Commercialisation (Exempt)	J Taylor – Head of Customer Services	"
	March 2018		Commercial Investment Strategy: Business Plan Phase 1 Review	C Mason – Head of Resources	07/03/18

Panel	Study	Date	Status	Action	Date for Future Action
Performance & Customers	One Leisure Value For Money	05/07/17	The Panel agreed to create the Task and Finish Group. The following are Members of the Group: Councillors R C Carter, D B Dew, Mrs L A Duffy, M Francis, Mrs D C Reynolds and R J West.	Further meetings are to be arranged.	
		12/09/17	The first meeting of the Task and Finish Group was held.		
Performance & Customers	Social Value In Procurement	01/02/17	The Chairman informed the Panel that there will be a task and finish group investigating social value in procurement.	Officers are working on a scoping document.	

This page is intentionally left blank