

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, 9TH JANUARY 2018** 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 5th December 2017.

**A Green  
388008**

**2. MEMBERS' INTERESTS**

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

**3. NOTICE OF KEY EXECUTIVE DECISIONS** (Pages 11 - 14)

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. CAMBRIDGESHIRE HOME IMPROVEMENT AGENCY FUNDING**

Representatives from Cambridgeshire County Council and the Cambridgeshire and Peterborough Clinical Commissioning Group will be in attendance to discuss their respective organisations' funding obligations to the Cambridgeshire Home Improvement Agency.

**C Hannon  
388203**

**5. CITIZEN'S ADVICE BUREAU**

Members are to receive a presentation on the work of the local Citizen's Advice Bureau.

**C Stopford  
388280**

**6. CORPORATE ENFORCEMENT POLICY** (Pages 15 - 36)

A discussion paper on the Corporate Enforcement Policy will be presented to the Panel.

**C Stopford  
388280**

**7. HUNTINGDONSHIRE LIVING WELL AREA PARTNERSHIP**  
(Pages 37 - 42)

Members are to receive a report on the Huntingdonshire Living Well Area Partnership.

**J Wisely  
388049**

**8. OVERVIEW AND SCRUTINY PROGRESS** (Pages 43 - 50)

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

**A Green  
388008**

Dated this 28th day of December  
2017



Head of Paid Service

## **Notes**

### **1. Disclosable Pecuniary Interests**

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

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

### **Non-Statutory Disclosable Interests**

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
  - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
  - (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*

(c) it relates to or is likely to affect any body –

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

and that interest is not a disclosable pecuniary interest.

## **2. Filming, Photography and Recording at Council Meetings**

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

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

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

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

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

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

### **Emergency Procedure**

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

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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, 5th December 2017.

PRESENT: Councillor T D Alban – Chairman.

Councillors B S Chapman, J W Davies,  
D A Giles, Mrs P A Jordan, P Kadewere,  
L R Swain, Mrs J Tavener and D Watt.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P L E Bucknell, S J Criswell and Mrs A Donaldson.

### 52. MINUTES

The Minutes of the meeting held on 31st October 2017 were approved as a correct record and signed by the Chairman.

### 53. MEMBERS' INTERESTS

No declarations of interests were received.

### 54. 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 2017 to 31st March 2018.

### 55. CAMBRIDGESHIRE HOME IMPROVEMENT AGENCY IMPROVEMENT PLAN

With the aid of a report by the Housing Strategy Manager (a copy of which is appended in the Minute Book) the Cambridgeshire Home Improvement Agency (CHIA) Improvement Plan was presented to the Panel.

The CHIA manager, Frances Swann, was in attendance and updated the Panel on the current performance of the agency and the improvement plan. The CHIA manager stated that she had been in post since the end of June and during her time in the role has developed an understanding of the problems and their complexity.

Members were informed that currently the CHIA has 409 open cases. Since July, the agency has been working at reducing the number of cases and that, as of September, there are 345 cases open. The number of cases over 24 months old has reduced from 17 to 13. Cases over 12 months old has reduced from 80 to 40 and those cases over 6 months old has reduced from 164 to 90.

There are currently four CHIA case workers managing 90 cases each and the target is to reduce this to 60 cases. The agency want to reduce the delays built into the system such as using builders already approved instead of tendering every piece of work. In addition, staff have also undergone a substantial amount of training. When questioned regarding the caseloads of case workers in better performing Home Improvement Agencies (HIA), the Panel was informed that caseloads are smaller however the better performing HIAs have a greater level of resources. By comparison, East Cambridgeshire has 100 cases per case worker.

CHIA is jointly funded and that currently Cambridgeshire County Council (CCC) and the Clinical Commissioning Group (CCG) also provide funding. As of April 2018, the CCC are reducing their funding and the CCG are to remove their funding completely. The reason for this is unclear however the CCG have stated that not all of their criteria had been met. The CHIA manager is hopeful to engage into dialogue with the CCG to demonstrate that the funding and joint working is crucial. Following a question it was confirmed that this will affect the £159k of external revenue contributions.

The Panel was informed that the CHIA received 9000 calls in the 11 months preceding 1st April 2017. In addition, concern was expressed by the CHIA manager that an estimated third of those who have made preliminary enquiries and are eligible do not then progress to a referral. However, the number of referrals are increasing and have risen by 15% in the last three years.

A Member expressed surprise at the number of calls and questioned if it relates to the number of cases. In response, the CHIA manager stated that the calls are a combination of enquiries, Occupational Therapists and staff and that it is hoped that a transition to an online self-service would reduce the number of calls received.

In response to a question regarding the economic viability of the work, the Panel was informed that the CHIA does carry out some work when a move might be more appropriate.

A question was asked about any money received by the CHIA, in response Members were informed that cases are few and far between and that they are received by the Council and goes back into the Council's reserves. It was confirmed that the money is not ring-fenced and can be spent by the Council as it chooses.

The Panel asked about warranties and was informed that all works carry a five year warranty which is passed onto the individual receiving the adaptation. It then becomes the owner's responsibility. However, following complaints regarding the standard of work, the CHIA manager stated that she has been working with contractors to improve the standard.

Following a question regarding who receives the capital benefit of an extension the Panel was informed that, in regards to equipment, it is the individual who receives the adaption and, in regards to social housing, then it is the occupier. Members were reminded that Disabled Facilities Grants are means tested and that the CHIA do have private customers who make a full contribution. In addition the

duty to provide the adaptation is the District Council's.

In regards to a question on the shortage of Occupational Therapists (OT), the Panel was informed that there are now more OTs however the workload coming from them is high.

Concern was raised that there are 13 cases that are over 24 months old, in response, the Panel was informed that not all cases are managed by the CHIA and that reasons for the length are being investigated.

Following a statement by a Member, the Housing Strategy Manager stated that she does provide an end of year CHIA performance report and will do so again next year.

A Member raised the concern that it takes the CHIA 63 days to install a stair lift however, it was confirmed that the 63 days refers from the date of referral to the date of completion. In addition, all the lead in time adds to the total amount of time, although Members noted that the time no longer includes procurement. The Panel was told that previously the CHIA had to go out to tender.

It was confirmed following a question that the Cambridgeshire Fire and Rescue Service are used to assist with minor housing adaptations.

A discussion ensued regarding the CCC budget for CHIA and the Housing Strategy Manager confirmed that CCC have saved money from their revenue budget which was used for additional funding for DFGs. They are now focusing on using resources for upstream services.

The CHIA manager informed Members that despite the issues, in a recent survey of customers, 95% stated that the adaptation has enabled them to maintain independent living.

Following a question regarding how realistic the targets are, the Panel was informed that the targets are aspirational and some do not have a date. The targets are long term ambitions which the CHIA would like to achieve in the future. The Panel

#### RESOLVED

- 1) to recognise the good work of the CHIA,
- 2) to invite the CCG to a meeting of the Panel to question them on their decision to remove funding from the CHIA, and
- 3) to invite the CCC to a meeting of the Panel to clarify their position regarding the funding they give to the CHIA.

*(At 7.11pm, during the consideration of this item, Councillor P Kadewere entered the meeting.)*

*(At 7.15pm, during the consideration of this item, Councillor Mrs J Tavener left the meeting.)*

*(At 7.15pm, during the consideration of this item, Councillor Mrs J Tavener entered the meeting.)*

**56. REPRESENTATIVES ON EXTERNAL ORGANISATIONS - ANNUAL UPDATES**

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) the Representatives on External Organisations – Annual Updates was presented to the Panel.

In scrutinising the attendance of representatives, the Panel asked has the attendance of representatives on external organisations declined since Cabinet decided that only current Members could be appointed. A Member suggested that former Members could be appointed however, despite some support on the grounds of knowledge and experience, the majority of the Panel disagreed with the suggestion. Those in disagreement stated that by appointing former Members there would be a lack of democratic accountability and there is also a concern that the former Member may misrepresent the Council's position.

It was suggested that representatives could easily miss meetings of external organisations who meet infrequently.

There was also a question of what does the Council expect the representatives to do and who should they report back to. In response, a Member stated that representatives are appointed to observe the activity of the external organisation and to report back any relevant information to the relevant Officers, Overview and Scrutiny Panel or Committee and the annual Representatives on External Organisations report. In addition, representatives can account for Council investment and they can help and advise organisations.

An audit, conducted by Cabinet, of external organisations and the worthwhileness of appointing representation was suggested. The Panel agreed that an audit would be worthwhile particularly as some representatives no longer receive an invite and that some organisations no longer meet or meet so infrequently that appointing representation could be deemed as not worthwhile. In addition, it was questioned should the Cabinet appoint a representative where the effectiveness of doing so could be questioned.

The Panel wanted to emphasis to Cabinet that it would be helpful for the Council to appoint representatives, where possible, who are engaged and interested in the work of the external organisation. The Panel,

**RESOLVED**

To recommend to Cabinet that:

- 1) where possible, Cabinet should recommend to external organisations that when representatives, who have an interest, are stepping down as Members they should be co-opted onto the organisation as a non-Huntingdonshire District Council member.
- 2) when appointing representatives to external organisations,



that Cabinet maintains the democratic principle of accountability and appoint only serving Members.

- 3) Cabinet conducts an audit of the representation on external organisations and do not appoint to organisations that either: do not invite the appointed representative, have not met in excess of a year or by appointing a representative is deemed as not worthwhile.
- 4) the Cabinet should make best use of all Members and appoint representatives regardless of party politics
- 5) the external organisations should be asked to provide a job specification to outline their expectations of their Members, and
- 6) where there is an organisation which the Cabinet has appointed representative, then other similar organisations should also have an appointed HDC representative (e.g. BID Huntingdon and St Neots Town Initiative).

## **57. 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 Panels' work programmes since the last meeting.

In response to the question of feeding a viewpoint into the Strategic Review of Car Parking, the Panel was informed that if any Member wishes to submit their views to the Task and Finish Group than they should approach the relevant Overview and Scrutiny Panel Chairman, which in this case is Councillor D B Dew, or the Chairman of the Task and Finish Group (Councillor J White).

Chairman

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**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:** 20 December 2017  
**For Period:** 1 January 2018 to 30 April 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](mailto:Democratic.Services@huntingdonshire.gov.uk).

Agendas may be accessed electronically at [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk).

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

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

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

1. Information relating to any individual

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

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

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

| 12<br>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 |
| Draft Revenue Budget 2018/19 and Medium Term Financial Strategy 2019/20 to 2022/23*** | Cabinet                                | 18 Jan 2018               |                     | Clive Mason, Head of Resources Tel No. 01480 388157 or email: clive.mason@huntingdonshire.gov.uk       |   | Cllr J A Gray                 | 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                             |

| 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 |
|--|--|---------------------------|---------------------|--|--|-------------------------------|------------------------------------|
| Houghton and Wyton Neighbourhood Plan***                                     | Cabinet                                | 18 Jan 2018               |                     | Clara Kerr, Planning Services Manager Tel No. 01480 388430 or email: clara.kerr@huntingdonshire.gov.uk |  |                               |                                    |
| 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          |
| 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          |
| Business Case for CCTV 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          |
| Memoranda of Understanding with the Local Enterprise Partnership***          | Cabinet                                | 8 Feb 2018                |                     | Andy Moffat, Head of Development Tel No. 01480 388400 or email: andy.moffat@huntingdonshire.gov.uk     |  | G Bull                        | Economy and Growth                 |
| 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        |

| Subject/Matter for Decision                                  | Decision/ recommendation to be made by | Date decision to be taken | Documents Available | How relevant Officer can be contacted   | Reasons for the report to be considered in private | Relevant Executive Councillor | Relevant Overview & Scrutiny Panel |
|--|--|---------------------------|---------------------|---|--|-------------------------------|------------------------------------|
| Corporate Plan Refresh                                       | Cabinet                                | 8 Feb 2018                |                     | Adrian Dobbyne, Corporate Team Manager, 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          |
| Business Case for Document Centre Commercialisation***<br>## | Cabinet                                | 22 Mar 2018               |                     | Chris Stopford, Head of Community Tel No. 01480 388280 or email: chris.stopford@huntingdonshire.gov.uk                              |  | D Brown                       | 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 - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

|                              |  |
|------------------------------|--|
| <b>Title/Subject Matter:</b> | Corporate Enforcement Policy   |
| <b>Meeting/Date:</b>         | Overview and Scrutiny Panel (Communities and Environment) – 9th January 2018                                   |
| <b>Executive Portfolio:</b>  | Executive Councillor for Community Resilience, Well-being and Regulatory Services – Councillor Mrs A Dickinson |
| <b>Report by:</b>            | Head of Community  |
| <b>Wards affected:</b>       | All  |

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### **Executive Summary:**

This report deals with the development of a Corporate Enforcement policy designed to operate across the 'Delivery' Directorate of the Council and encompassing regulatory services broadly within the remit of the Community Services and Development Services.

The principles of the policy are focused on securing 'certainty and consistency' in the Council's approach to breaches of regulatory control and how the Council will operate in terms of process and penalty in seeking to advise, guide and resolve such issues in the public interest and whilst aligning to the Council's strategic objectives for growth.

### **Recommendation**

The Overview and Scrutiny Panel is invited to contribute to the development of the Corporate Enforcement Policy by considering and providing comments on the draft Discussion Documents attached at Appendices A-C.

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

- 1.1 The Council has statutory responsibility for the regulation of a wide range of activities which impact upon our residents, visitors, communities and businesses. Within the 'Delivery' Directorate, these include environmental health, licencing and planning. In addition, the Council is also responsible for developing and implementing local regulations covering issues such as littering and dog control.
- 1.2 Allied to these responsibilities is the need for the Council to have an effective and efficient enforcement process that operates with due efficacy. The objective is to maximise clarity, certainty and consistency for everyone in the process as to how the Council will operate in resolving known breaches of regulatory control. Officers will be able to focus activity on timely and meaningful action. Members will be able to play a supporting ambassadorial role within their communities in explaining how such matter are resolved and the various actions and timescales involved to achieving solutions.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 The aims in developing a single policy to cover regulatory enforcement have been to ensure, as far as possible, appropriate prioritisation of enforcement work, consistency of approach and clarity of expectation. Ultimately, this will be captured in a range of policy and operational documents, with an overarching Policy Statement 'on a page' as at Appendix A.
- 2.2 Council Officers will use the policy and matrix toolkit to ensure suspected breaches are investigated and resolved in a prioritised and proportionate manner, leading to the earliest feasible resolution and the focus of resources on a 'lean' approach to caseloads. The why and how of the Councils enforcement activities are set out, in draft, at Appendices B & C.
- 2.3 Ultimately, the wording of Appendices B & C may merge in to a singular supporting document, with the Matrix Model currently within Appendix C being the primary document of importance. The views of Overview & Scrutiny are sought on the content and format on those draft documents and comment on what would be easiest for Officer, Member and public use.

## **3. OPTIONS CONSIDERED/ANALYSIS**

### **Discussion Document 1 – Policy Development**

- 3.1 Discussion Document 1, attached at Appendix B, covers the general aims of enforcement, the national guidance and government expectations, and sets out guiding principles for enforcement activities.
- 3.2 In summary, the suggested Council approach is:
- ensuring compliance with the relevant legislation and associated regulations whilst enabling business growth;
  - supporting individuals or businesses to achieve compliance;
  - proportionate and transparent, with frequent and clear communication
  - solutions sought at the lowest level likely to secure compliance;



- penalty action in cases of serious breaches or where individuals or businesses are not co-operating in an open or timely way.

## **Discussion Document 2 – Guidance Development**

- 3.3 Discussion Document 2, attached at Appendix B, provides more detail on how enforcement will be carried out in practice. It sets out an enforcement model which details how different forms of breach will be prioritised, investigated and escalated toward achieving a compliance solution.
- 3.4 The matrix model is set out for easy reference as follows:-
- Types of breaches listed in the left hand column, with individual lines showing the available enforcement options and escalation routes;
  - White section showing the initial priority to be given to reports of potential breaches;
  - Coloured sections showing increasing levels of action and formality of enforcement interventions, from green through amber to red, with escalation of potential penalty;
  - Checked boxes showing options which would normally be discounted as inappropriate due to the nature of the breach.
- 3.5 The model maximises the certainty of actions to be taken but cannot be absolutely prescriptive, as the Council must retain an element of flexibility and discretion in determining the best way to resolve a breach. National guidance suggests formal enforcement should be a matter of last resort and there may be circumstance where breaches could simply be tolerated due to little demonstrable harm to the public or environment.

## **4. KEY IMPACTS / RISKS**

- 4.1 The introduction of a singular Corporate Enforcement Strategy for the 'Delivery' Directorate will enhance the certainty and consistency of the Councils activities around regulatory compliance and reduce the risk of process failures or customer confusion on outcomes and timescales.

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

- 5.1 The Corporate Enforcement Policy, as a key corporate policy, will ultimately require Council approval. Prior to that, the principles will be discussed at the related operational service committees i.e. Development Control Committee and Licencing and Protection Committee. All views and finalised documents will then be considered by Cabinet, for recommendation to Council for endorsement.

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

- 6.1 This policy will contribute to the Councils objectives of being an Efficient and Effective Council that is customer focussed and works strongly to enable growth, economic success and protect the environment.

## **7. CONSULTATION**

- 7.1 This policy has been evolved through Member reference groups and direct consultation with the Portfolio Holder and Chairmen of the relevant service Committees.

## **8. LEGAL IMPLICATIONS**

- 8.1 The policy itself will be compliant with the general principles and objectives of national regulatory guidance, with Officers giving due consideration to detailed regulatory provisions relevant to that case when determining appropriate action on resolving a breach.

## **9. RESOURCE IMPLICATIONS**

- 9.1 The introduction of this policy will enable existing Officer resource to be focused on clear prioritised and timely actions, with the expectation of responsiveness from those in breach. This should lead to more efficient and effective working on 'lean' principles within existing resource capacity.
- 9.2 Effective implementation of the policy will also hinge on Members taking a proactive and ambassadorial role within their communities as to how the Council responds to enforcement activity and managing expectation.

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

Adoption of a Corporate Enforcement Strategy responds directly to the need for the Council to have an effective and efficient enforcement process that operates with due efficacy. The objective is to maximise clarity, certainty and consistency for everyone in the process as to how the Council will operate in resolving known breaches of regulatory control.

## **11. LIST OF APPENDICES INCLUDED**

Appendix A – Policy Statement  
Appendix B – Discussion Document 1 (Policy)  
Appendix C – Discussion Document 2 (Guidance)

## **BACKGROUND PAPERS**

None

## **CONTACT OFFICER**

|                |  |
|----------------|--|
| Name/Job Title | Finlay Flett, Operational Manager  |
| Tel No         | 01480 388377   |
| Email          | <a href="mailto:finlay.flett@huntingdonshire.gov.uk">finlay.flett@huntingdonshire.gov.uk</a> |

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**STATEMENT OF CORPORATE ENFORCEMENT POLICY**

Huntingdonshire District Council (HDC) is the statutory regulator and enforcement body for a range of service areas, with statutory duty to ensure compliance.

HDC views effective regulation as being essential in providing a safe environment for the district of Huntingdonshire, its residents, its visitors and its businesses. Our regulatory work will support our residents and businesses and support our wider strategic objectives for sustainable growth.

We will investigate reports of regulatory breaches in a timely and transparent manner, with priority being given to potentially serious breaches and situations where immediate action may be required to ensure public safety or prevent permanent damage to vulnerable sites.

If enforcement action is required, we will take sequential action which is proportionate and transparent.

Where we find regulatory breaches, we will seek to work constructively with the individuals or businesses involved to rectify the situation. We will:

- identify regulatory breaches and advise on steps required to comply with the relevant legislation.
- advise on an acceptable timetable for achieving compliance
- take all necessary steps if voluntary compliance is not achieved.

If enforcement action is required, we will take sequential action which is proportionate and transparent, and ultimately, Court action of necessary.

These policy principles will be detailed in an operational guidance document for Council officers, setting out expectations for investigating and taking enforcement action against identified regulatory breaches and the associated steps for action on each main type of scenario.

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**DISCUSSION DOCUMENT 1: - Corporate Enforcement Policy**

**Purpose of the Policy**

The purpose of this policy is to provide certainty and consistency in an over-arching framework that explains the Council's approach to its regulatory duties, guides Officers in enforcement work and offers insight into the role of enforcement in the achievement of the Council's wider strategic objectives. The policy will help us achieve transparency and consistency and make sure that enforcement is effective and proportionate. It will help keep the public and environment safe while supporting the general aim of enabling growth.

**Aim of the Policy**

The aim of this policy is to establish a regulatory and enforcement framework that enables the Huntingdonshire area to be successful by ensuring expedient compliance with the various regulatory regimes within which the Council provides its services. In delivering effective regulation and enforcement, we will be proportionate, transparent, fair and effective, working at the lowest possible level to help individuals and businesses comply with the law and the associated regulatory guidance.

Establishing this policy is intended to clarify the Council's potential responses to different forms of regulatory breach without restricting its enforcement options.

The intent of the policy is to be clear that, in regulating activities, the Council will work with those being regulated to help achieve compliance. It is also to set clear expectations that, if required, the Council will escalate actions and take enforcement if non-compliance continues. We will be clear about process and clear about whether particular activities can continue or need to be ceased.

**Helping to deliver Huntingdonshire's priorities**

Effective regulation and appropriate enforcement linked with this policy will contribute to the delivery of Huntingdonshire District Council's strategic aims. This policy will make specific contributions to Huntingdonshire's priorities as outlined below:

**Enabling Communities**

*Objective: - Create, protect and enhance our safe and clean built and green environment*

Regulatory services impact on the environment and the use of land and premises. Effective regulation and enforcement will help protect these and make sure that individuals and businesses act responsibly when accessing and interacting with the environment.

**Delivering Sustainable Growth**

*Objective: - Accelerate business growth and investment*

*Objective: - Support development of infrastructure to enable growth*

Our aim is to develop and operate regulatory and enforcement services which help, not hinder businesses in their operation and growth. We aim to ensure compliance with the law through the provision of a range of services including, advice, information and appropriate support- with targeted and proportionate enforcement only when necessary.

**Becoming a More Efficient and Effective Council**

*Objective: - Become more efficient and effective in the way we deliver services*

*Objective: - Become a customer focused organisation*

The development and delivery of a corporate enforcement policy will help us focus on issues which are important and reflect the needs of our community, helping individuals and businesses comply with their legal responsibilities. This approach will help us become more efficient, removing duplication, streamlining processes and ensuring consistency and certainty of approach as we work within multiple legal frameworks.

### **Scope of the Policy**

This policy provides an over-arching framework for enforcement linked to the Council's regulatory duties so will provide a banner under which these services operate. It will establish a set of common principles and objectives within which these will be provided, allowing our customers to understand our approach and have a reasonable expectation of how we will carry out regulatory and enforcement activity, whatever specific services are involved.

Some of our work is governed by specific legislation and statutory guidance which sets out prescribed procedural approaches which must be followed. This policy is not intended to over-write or contradict these, rather it is to explain the Council's approach to regulation and enforcement in general terms.

The policy will cover the following service areas:

- Animal Health and Welfare, including dog control;
- Animal licensing;
- *Building control*;
- Community Safety, including Anti-Social Behaviour and Enviro-Crime;
- Environmental Health, including food safety, pollution control, nuisance;
- Private sector housing ;
- Health and Safety;
- Licensing, including personal, premises and event licences, Hackney carriage and private hire regulation;
- Planning and Development Management;
- *Waste collection and disposal*.

This is intended to be an indicative rather than an exhaustive list and will be subject to change over time should the Council's regulatory duties change in the light of legislation, statutory guidance or case law.

The policy will cover all incidents, accidents, activities, actions or acts of omission by individuals, organisations or businesses which are in breach of legislation and which have the potential, if unchecked, to result in legal action.

The policy will not include enforcement activities linked to off-street parking, benefit issues, fraud and serious crime, which are covered by service-specific protocols.

### **Regulation and Enforcement**

Many aspects of our lives are controlled by the law. The Government has legislated to control individuals, businesses, processes and our impact upon the environment. Generally, this legislation is in place to protect the public and the environment from misuse and hazard. The Council has a statutory duty to monitor, regulate and enforce in a range of areas set out by the Government.

We will take an approach to regulation which is risk-focussed and intelligence-led. Our inspection activities will be targeted at areas, activities, individuals and businesses which pose the most significant risks and we will act appropriately on data and received information to target our work.

We believe that the vast majority of individuals, organisations and businesses want to comply with the law. Wherever possible, we will help them to do so. As a general rule, our contact will be supportive and, wherever possible, we aim to ensure compliance with legislation through the provision of support, advice and information- ensuring that we promote understanding of both statutory responsibilities (minimum standards) and good practice (desirable standards). Where things have gone wrong, our primary focus will be to ensure that they can be put right and that the public are protected from the impact of poor practice. In all cases, our activities will be delivered in a clearly articulated timescale and our officers will clearly communicate expectations and next steps.

On occasion, it will be necessary for us to take action under the relevant statutory framework. This may be due to finding serious problems, finding issues which present dangers to people or the environment, finding issues which have not been resolved satisfactorily despite previous advice or action, or finding evidence of criminal acts. In these cases, we will act in a manner which is fair, consistent and proportionate to the individual set of circumstances we are dealing with at the time.

### **Our approach to Enforcement**

Enforcement will aim to protect and enhance the environment of Huntingdonshire and to protect and improve the quality of life of its residents and businesses.

The Council is committed to providing a timely, robust and proportionate, regulation and enforcement system for the issues which we are responsible for. When we are carrying out enforcement activity, we will do so fairly, in accordance with a nationally recognised set of principles, and by officers who are competent, suitably experienced and appropriately authorised to carry out this important work.

Where appropriate, we will work with partners and other appropriate external agencies to assess risk, exchange information, process data and provide appropriate and proportionate enforcement services.

### **Enforcement principles**

The Council is committed to the principles of good enforcement set out in the **Enforcement Concordat** and other guidance issued by Government departments. These principles are:

- **Standards:** We will set clear standards for our level of service and performance. We will monitor our performance and strive to improve;
- **Openness:** We will Provide information on regulations and enforcement practice, discuss compliance failures or problems with anyone experiencing difficulties. We will disseminate information widely and we will be approachable to business;
- **Helpfulness:** We will provide clear advice, confirmed in writing if appropriate. We will distinguish between best practice advice and legal requirements. We will consider providing an opportunity for discussion before formal enforcement action. We will give a clear explanation of the need for any immediate action. We will focus on preventative activity.
- **Complaints:** We will welcome complaints regarding our enforcement and investigate them thoroughly where there are clear material issues;
- **Proportionality:** We will aim to tailor enforcement action to minimise costs of compliance. We will prosecute when proportionate to bring serious offenders to account;

- **Consistency:** We will have effective arrangements to promote consistency and, where appropriate, liaise with other enforcement bodies;

We will apply the principles of the **Regulators' Compliance Code** to promote an efficient and effective approach to regulatory inspection and enforcement, improving the outcome of regulation without imposing unnecessary burdens on individuals or businesses. These principles are:

- Regulators should allow, or even encourage, economic progress and only intervene when there is a clear case for protection;
- Regulators should use comprehensive risk assessment to concentrate resources on the areas that need them most;
- Regulators should provide authoritative advice easily and cheaply. No inspection should take place without a reason;
- Businesses should not have to give unnecessary information;
- Businesses that persistently break regulations should face meaningful sanctions;
- Regulators should be accountable for the effectiveness of their activities.

If necessary, enforcement may be carried out by the Council, in association with appropriate partners, or through the appropriate Primary Authority if one exists.

#### **Responding to reports of possible regulatory breaches**

Reports of potential breaches will receive an initial assessment in order to determine whether a prioritised (urgent) response is required, whether there is possible offending taking place and which officers should lead on any necessary investigation and enforcement.

#### **Investigations**

Where necessary, we will carry out investigations in order to determine whether the law has been broken and to gather an appropriate amount and standard of evidence to provide a sufficient standard of proof to meet the requirements of the level of enforcement which is deemed appropriate. These investigations will be carried out within a prescribed timescale, dependent upon the nature of the breach.

Investigations may involve: monitoring environmental or other physical data; conducting interviews, either informally or under PACE (Police and Criminal Evidence Act) conditions, taking photographs, taking video recordings; monitoring via overt or covert CCTV, using powers of entry to gain access to premises or other legally available means deemed necessary and proportionate. Investigations will prioritise the early identification of all relevant parties in order that any necessary action will not be delayed unduly.

All investigations will be undertaken in adherence with the relevant statutory requirements of the legislation involved and will be compliant with the Regulation of Investigatory Powers Act 2000 and the Protection of Freedoms Act 2012. All information shared with other agencies will be in accordance with agreed Information Sharing Protocols. All information will be handled in accordance with the Data Protection Act and all current data protection guidance.

#### **Enforcement Action**

Being committed to the principles outlined above, wherever possible our approach will be to resolve problems and ensure safe operations and appropriate protection of the public and the environment. We will aim to provide advice and information and be clear in this about the difference between good practice advice and legal requirements. Where intervention is required, we will aim to provide informal interventions, only proceeding to formal interventions and legal action where this is



necessary, proportionate and in the public interest. Instances of non-compliance and failure to co-operate will lead to an escalation of action.

Where we take action, this will have the objectives of achieving compliance with the relevant legislation within a reasonable, explicitly stated, timescale and, if appropriate, seeking appropriate redress from the individual, organisation or business which is subject to this action.

Action will be proportionate to the harm caused by the offence. Harm will be assessed in terms of direct impact of the offence and any potential indirect impact.

Informal action could include: providing verbal advice; accepting voluntary undertakings; giving verbal warnings. It is likely that advice requiring improvement works or acceptance of voluntary undertakings to carry out improvements will be time-bound, generally offering a period of up to one month to make such improvements as are deemed appropriate.

Informal action may be deemed appropriate in situations where, for example, a first offence, the offence considered is minor or has low impact, compliance is readily achievable, the offender has sought advice to resolve a problem.

Formal action could include; a warning letter; a 'letter before action' a statutory notice; a fixed penalty notice; amending licence conditions, referral to Licensing Panel; simple caution; civil court proceedings; criminal court proceedings. The requirements of warnings and notices will be time-bound, generally offering a period of up to one month to make such improvements as are deemed appropriate. Ordinarily, due to evidential requirements, all steps prior to court action will take place in a period of less than six months from the initial identification of a possible offence.

Formal action may be deemed appropriate in situations where, for example, the offence is serious, the offence has a high impact on individuals, the community or the environment, is a repeat offence, previous action has not resulted in compliance, compliance is considered unlikely, statutory process states that this is required.

Generally, formal action would be preceded by an informal stage involving information, advice or warning. However, immediate formal action may be taken in situations where this is appropriate and proportionate.

Where formal action includes court proceedings, the Council will seek to recover its costs following a successful prosecution. In preparing court proceedings, we will consider the appropriateness of the full range of sanctions including (but not limited to) injunctions, restorative justice, and use of the Proceeds of Crime Act against individuals being prosecuted.

These are outlined as examples of possible sanctions and scenarios, not as an exhaustive list.

We will generally aim to enforce at the lowest level which is consistent with achieving compliance or taking sanction against non-compliance. However, in serious cases, in cases where there has been repeated offending, or in cases where initial action has not been effective in achieving compliance, it may be necessary to take immediate action at higher levels.

When deciding the most appropriate enforcement method, we will consider the full circumstances of each individual case, taking account of a wide range of issues including:

- The seriousness of the situation;
- The circumstances of the case and the likelihood of recurrence;

- The different options for achieving compliance with the relevant law;
- The level of risk to the public and the environment;
- Any relevant previous history of the offender or location, including the existence of existing control measures, e.g. conservation area, area subject to public space protection order;
- The likelihood of achieving a satisfactory outcome;
- Any relevant precedents;
- The attitude of the offender;
- Legal imperatives, e.g. statutory requirements to follow a particular process;
- Relevant guidance;
- The availability of admissible evidence;
- The prevalence of the offence locally or nationally;
- The public interest.

We will put appropriate internal controls and management checks in place to ensure that enforcement activity is appropriately authorised, appropriately recorded, is carried out in accordance with the principles outlined in this policy and we will ensure that all formal enforcement is appropriately authorised, compliant with statute and subject to appropriate quality assurance checks.

#### **Enforcement with other agencies**

We will liaise appropriately with other agencies in cases where our investigations indicate that there is a possibility that investigation or enforcement may be required which is outside the Council's area of responsibility. This may be in addition to the Council's actions or may replace Council action if another agency is able to be more effective or apply more pertinent legislation. Similarly we will accept referrals from external agencies if their work indicates that investigation or enforcement may be required in an area which is within our remit. We will exchange information with these agencies in line with our responsibilities under locally agreed information sharing protocols and our statutory duties to share information.

#### **Conflict of Interest and Undue Influence**

We will be impartial in carrying out our enforcement duties. Our intention is to regulate and enforce "without fear or favour". The Council has a procedure to deal with conflicts of interest and allegations of undue influence being brought to bear on enforcement decisions. Complaints made in connection with these matters will be investigated using the Council's complaints procedure.

#### **Equalities**

We are committed to fair and objective enforcement and to enhancing good community relations. This policy will be applied in a non-discriminatory manner. An Equalities Impact Assessment has been carried out as part of the approval process and equalities issues will be monitored and reported to senior management periodically.

#### **Implementation**

This policy covers the roles of officers in providing a regulatory framework and in taking enforcement action linked to this framework. The policy covers actions up to the point of hand-over to the judicial (court) or quasi-judicial (e.g. Licensing Panel, Planning Committee) process. Where these quasi-judicial processes involve Council Members, we will ensure clear separation of roles between the regulation, investigatory and enforcement roles.

#### **Review**

This policy will be reviewed after 5 years or if there is a substantive change to underlying legislation which impacts on the operation of the policy.

**DISCUSSION DOCUMENT 2:- Corporate Enforcement Guidance/Protocol**

This guidance document is intended to provide operational guidance on the application of the council's Corporate Enforcement Policy. This guidance should be read in conjunction with the most up to date version of the policy.

**Policy statement**

The Council is committed to providing a speedy, robust and proportionate, regulation and enforcement system for the issues which we are responsible for. When we are carrying out enforcement activity, we will do so fairly, in accordance with a nationally recognised set of principles, and by officers who are competent, suitably experienced and appropriately authorised to carry out this important work.

In delivering effective regulation and enforcement, we will be proportionate, transparent, fair and effective, working at the lowest possible level to help individuals and businesses comply with the law and the associated regulatory guidance.

**Scope**

The corporate enforcement policy covers the following service areas.

- Animal Health and Welfare, including dog control
- Animal licensing
- Community Safety, including Anti-Social Behaviour and Enviro-Crime
- Environmental Health, including food safety, pollution control, nuisance
- Health and Safety
- Licensing, including personal, premises and event licences, Hackney carriage and private hire regulation
- Planning and Development Management
- Waste collection and disposal

This is intended to be an indicative rather than an exhaustive list and will be subject to change over time should the Council's regulatory responsibilities change in the light of legislation, statutory guidance or case law.

The policy covers all incidents, accidents, activities, actions or acts of omission by individuals, organisations or businesses which are in breach of the letter or spirit of current legislation and which have the potential, if unchecked, to result in legal action.

The policy does not cover the following services:

- Off-street parking
- Fraud
- Benefits issues

The policy does not cover offences which are outside the regulatory scope of the District Council.

**Response to Complaint or Service Request**

**Initial screening**

All complaints received will be subject to an initial screening which will highlight cases which require a high priority response. This initial screening will identify the most appropriate service and officer

to lead and manage the Council response. This will be particularly important in cases which require input from more than one service.

### **Standards for response**

Cases not requiring a high priority response will be dealt with in line with standard service targets, generally acknowledging a complaint and, if appropriate, starting an investigation within 10 working days.

A high priority will normally be given to cases where providing a standard response would endanger the public or stop a serious offence or breach of regulation being committed. The aim is to attend as soon as an appropriate officer is available and start an investigation into these cases within one working day.

Examples of cases requiring a high priority response would include:- situations placing the public in imminent danger; public health incidents; food safety incidents; incidents requiring a response under the council's emergency planning arrangements; reports of works being carried out to listed buildings or trees subject to preservation orders.

### **Investigation and Enforcement**

#### **Principles**

Investigations and enforcement, where required, will be proportionate and transparent.

The privacy and confidentiality of individuals making complaints will be respected.

The broad process of investigation and enforcement is summarised in the model contained in this document, attached at Appendix 1. This model describes a process of fact-finding, followed by a spectrum of options for achieving compliance or, where appropriate, delivering enforcement.

In summary, the model outlines two levels of activity:- investigation/informal action; and formal action. Working through a spectrum of options, the model outlines 5 stages of investigation, informal action and formal enforcement activity. Each of the stages contains a number of options which may be selected as appropriate, following consideration of the specific circumstances.

The model presents a range of possible offences/issues and describes a generalised enforcement progression which can be followed in order either to gain compliance or take proportionate enforcement action. The steps shown are not necessarily a strict progression as, in many cases, several options exist at any given point and the model shows the range of options.

All complaints will be resolved at the lowest level/stage which is consistent with the severity and/or likely impact of the issue being considered.

All complaints will receive an initial assessment to determine whether an investigation is required and, if so, the most appropriate service and officer to lead the response.

All complaints passing initial assessment will be subject to Stage 1 (Fact Finding) in order to establish the circumstances and background.

Officers should be clear with individuals and companies involved in breaches and should communicate, as a minimum, the following information:

- The nature of the breach being considered
- Whether this is a statutory issue or whether guidance on best practice is being given
- What actions are required to correct the breach, if this is being allowed
- What enforcement actions are being taken, if this is the case
- The timetable for compliance to be achieved, or for the next stage in enforcement being taken
- If a “next step” is planned, what this is and when it will take place.

If the fact finding indicates that a breach is taking place or a regulatory issue exists, the case will generally escalate to Stage 2 (Officer Liaison) in order to seek resolution. This may involve working to achieve compliance informally or via education.

If this is the case, officers should consider serving notice to require details of individuals and companies connected with the breach at an early stage so that a lack of this information does not delay later enforcement, should this be required.

If the impact or severity of the issue warrants it, there can be immediate escalation to Stage 3 (Formal Process), Stage 4 (Quasi-Judicial Process), or Stage 5 (Judicial Process).

The model shows the following guidance for each of the offence types listed:

- The expected response (standard, urgent, or referral to another agency if the issues is not in the scope of the council’s powers);
- The expected first level of engagement, considering the impact/severity of the offence type;
- The expected follow-up process in the event that the initial engagement does not achieve an appropriate outcome;
- Actions which would not normally be considered appropriate (shaded out on model)

Follow up actions may fall within the same level, or be at an escalated level, as appropriate to the specific circumstances. For example, Advice Letter and Written Warning are both aspects of Officer Liaison but the warning could be an appropriate follow-up step if advice does not achieve the desired outcome.

Some breaches may be considered relatively minor but warrant a relatively severe initial action due to the combination of severity/impact/background. For example, littering may warrant the immediate issuing of a Fixed Penalty Notice (FPN) because it occurs in an area with a history of littering which is protected by a Public Space Protection Order (PSPO). In this case, the issuing and publicising of the PSPO would be viewed as having, in itself, covered the earlier phases of the model. Similarly, an unauthorised advertising hoarding may merit immediate prosecution due to safety or amenity issues.

Some breaches may require referral to, or enforcement by, an external agency (e.g. the Planning Inspectorate, the Environment Agency, the Police). If this is the case, all relevant parties should be informed that this is being carried out.

### **Factors taken into consideration**

When deciding the most appropriate enforcement method, the full circumstances of each individual case should be considered, including:

- The seriousness of the situation;
- The circumstances of the case and the likelihood of recurrence;
- Mitigation or circumstances which need to be considered, e.g. Disability;
- The different options for achieving compliance with the relevant law;

- The level of risk to the public and the environment;
- Any relevant previous history of the offender or location, including the existence of existing control measures, e.g. conservation area, area subject to public space protection order;
- The likelihood of achieving a satisfactory outcome, including deterring further offending;
- Any relevant precedents;
- The attitude of the offender;
- Legal imperatives, e.g. statutory requirements to follow a particular process;
- Relevant guidance;
- The availability of admissible evidence;
- The prevalence of the offence locally or nationally;
- The public interest.

#### **Authorisation of enforcement and escalation**

Actions in Stages 1, 2 and 3 can be carried out at the discretion of appropriately authorised officers.

Head of Service authorisation and formal legal advice is required for all cases proceeding to Stages 4 or 5. [check who can authorise quasi-judicial or judicial actions in Planning]

#### **Authorisation for exceptions**

In cases where the model indicates that the appropriate action would fall in Stage 4 or 5 and the investigating officer wishes to carry out enforcement action at a lower stage, this must be authorised by a Head of Service.



|   |                   |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
|---|-------------------|----|--------|---|--|---|---|---|---|---|---|--|--|--|--|--|--|---|
| Illegal evictions   | <i>On receipt</i> |    | 1      |   |  | x |   |   | x |   |   |  |  |  |  |  |  | x |
| Empty properties  | <i>On receipt</i> | 5  |        |   |  | x |   |   | x |   |   |  |  |  |  |  |  | x |
| Caravan site- operation without licence   | <i>On receipt</i> | 5  |        |   |  |   |   | x | x |   |   |  |  |  |  |  |  | x |
| Caravan site- breach of conditions  | <i>On receipt</i> | 5  |        |   |  | x |   |   | x |   |   |  |  |  |  |  |  | x |
| <b>Activities regulated by Licencing Act 2003</b>   |                   |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| Operating without licence   | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Breach of licence conditions  | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Conduct of licensee   | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Serious Crime linked to licensable activity   | <i>On receipt</i> |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| <b>Licensing- other than under Licencing Act 2003</b>   |                   |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| Operating without licence   | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Breach of Conditions  | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Conduct of the Operator   | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Serious Crime linked to licensable activity   | <i>On receipt</i> |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| <b>Taxi and Private Hire</b>  |                   |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| Operating without licence   | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Breach of licence conditions  | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Vehicle condition requirements  | <i>On receipt</i> |    | 1      |   |  |   |   |   |   |   |   |  |  |  |  |  |  | x |
| Conduct of operator   | <i>On receipt</i> |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| <b>Food Hygiene</b>   |                   |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| Operating without registration  | <i>On receipt</i> | 5  |        |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Operating without approval  | <i>On receipt</i> |    | 1      |   |  | x | x |   | x |   |   |  |  |  |  |  |  | x |
| Contraventions of hygiene legislation   | <i>On receipt</i> |    | 1      |   |  | x | x |   |   |   |   |  |  |  |  |  |  | x |
| <b>Health and Safety- Local Authority enforced</b>  |                   |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| Contravention of legislation  | <i>On receipt</i> | 5  | 1      | x |  | x | x |   | x | x |   |  |  |  |  |  |  | x |
| <b>Public Health</b>  |                   |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| Infectious disease control  | <i>On receipt</i> |    | 1      |   |  |   |   |   |   |   |   |  |  |  |  |  |  | x |
| <b>Planning</b>   |                   |    |        |   |  |   |   |   |   |   |   |  |  |  |  |  |  |   |
| Unauthorised development likely to cause a <b>serious risk to health and safety</b> , e.g. <ul style="list-style-type: none"> <li>• traffic hazards</li> <li>• causing pollution or on contaminated land</li> <li>• at risk of or causing flooding</li> </ul> | <i>On receipt</i> | 10 | 1 or 3 |   |  |   |   |   | x | x | x |  |  |  |  |  |  | x |

Response proportionate to incident



|  |                   |    |        |  |   |   |   |   |   |   |   |  |   |  |  |   |   |   |   |                            |
|--|-------------------|----|--------|--|---|---|---|---|---|---|---|--|---|--|--|---|---|---|---|----------------------------|
| <p>Unauthorised development likely to cause <b>significant harm to amenity, health and safety or the environment</b>; the integrity of planning decision-making; public acceptance of decision-making, e.g.</p> <ul style="list-style-type: none"> <li>building work that is unlikely to be given approval without significant modification</li> <li>unauthorised uses causing serious loss of amenity through noise or smells</li> </ul>  | <i>On receipt</i> | 10 | 1 or 3 |  |   |   | x | x | x | x |   |  |   |  |  |   |   | x | x |                            |
| <p>Unauthorised development likely to cause <b>less than significant harm</b>, e.g.</p> <ul style="list-style-type: none"> <li>building work that may require modification</li> <li>uses that may require restriction</li> </ul>   | <i>On receipt</i> | 10 |        |  |   | x | x | x | x | x |   |  |   |  |  |   |   | x | x |                            |
| <p><b>(Unauthorised development types which can fall into any the above categories for action)</b></p> <ul style="list-style-type: none"> <li>creation of vehicle and pedestrian access means of enclosure (gates, walls, fences etc.)</li> <li>engineering operations works other than buildings)</li> <li>commercial extensions</li> <li>commercial outbuildings</li> <li>domestic extensions</li> <li>domestic outbuildings</li> <li>satellite dishes and aerials</li> <li>development not in accordance with approved plans</li> <li>breach of planning conditions</li> <li>material change of use (to uses including commercial, residential and houses in multiple occupation)</li> <li>businesses operating at residential properties</li> <li>residential caravans (including gypsies and travellers)</li> </ul> |                   |    |        |  |   |   |   |   |   |   |   |  |   |  |  |   |   |   |   |                            |
| <p>Buildings or land detrimental to amenity</p>  | <i>On receipt</i> | 10 |        |  | x | x |   | x | x | x | x |  | x |  |  |   |   | x | x |                            |
| <p>Demolition of a protected building (listed buildings)</p>   | <i>On receipt</i> |    | 1      |  |   |   | x | x | x | x |   |  | x |  |  | x | x | x | x | Possible immediate offence |

|  |                   |           |          |  |  |  |   |   |   |   |   |  |   |  |  |   |   |   |                                       |
|--|-------------------|-----------|----------|--|--|--|---|---|---|---|---|--|---|--|--|---|---|---|---------------------------------------|
| Alterations to a protected building (listed buildings)   | <i>On receipt</i> |           | <b>3</b> |  |  |  | x | x | x | x |   |  | x |  |  | x | x | x | Possible immediate offence            |
| Loss of or damage to protected trees (trees with a Tree Preservation Order and trees in Conservation Areas)  | <i>On receipt</i> |           | <b>1</b> |  |  |  | x | x | x | x |   |  | x |  |  |   | x | x | Possible immediate offence            |
| Display of unauthorised advertisements   | <i>On receipt</i> | <b>10</b> |          |  |  |  | x | x | x | x |   |  | x |  |  |   | x | x | Possible immediate offence            |
| Flyposting   | <i>On receipt</i> | <b>10</b> |          |  |  |  | x | x | x | x | x |  | x |  |  |   | x | x | Power to remove or obliterate offence |
| Conservation areas – unauthorised demolition   | <i>On receipt</i> |           | <b>1</b> |  |  |  | x | x | x | x |   |  | x |  |  |   | x | x | Possible immediate offence            |
| Conservation areas – unauthorised work to trees  | <i>On receipt</i> |           | <b>1</b> |  |  |  | x | x | x | x |   |  | x |  |  |   | x | x | Possible immediate offence            |
| Protected trees (unauthorised cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of a tree subject to a Tree Preservation Order) | <i>On receipt</i> |           | <b>1</b> |  |  |  | x | x | x | x |   |  | x |  |  | x | x | x | Possible immediate offence            |

**Notes:-**

Corporate response standard is 10 working days

Where more than one response is shown at a given stage, this indicates that these are available options, NOT that each should be followed in sequence. More than one response can be provided out at any stage and these may be sequential.

\*References to offences being dealt with by Committee may mean being dealt with by Tribunal for certain Housing offences

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**Abbreviations used:-**

CPN Community Protection Notice

CPW Community Protection Warning

FPN Fixed Penalty Notice

PSPO Public Space protection Order

HMO House in Multiple Occupation

DRAFT

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**Public  
Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Huntingdonshire Living Well Area Partnership

**Meeting/Date:** Overview and Scrutiny Panel (Communities and Environment) – 9th January 2018

**Executive Portfolio:** Executive Councillor for Community Resilience, Well-being and Regulatory Services – Councillor Mrs A Dickinson

**Report by:** Head of Leisure and Health

**Wards affected:** All

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### **Executive Summary:**

To provide an update to the Overview and Scrutiny Panel (Communities and Environment) on the changes to the Huntingdonshire Health and Well-being Partnership into the Huntingdonshire Living Well Area Partnership. The purpose of the new partnership is to widen membership and to add value to working together and joining-up areas of common interest at a locality level.

### **Recommendation:**

That Overview and Scrutiny Panel (Communities and Environment) notes the changes to the Partnership and proposed membership.

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

- 1.1 To provide an update the panel on the new Huntingdonshire Living Well Area Partnership (HLWAP), it is intended that this new partnership will replace the existing Huntingdonshire Health and Wellbeing Partnership (HH&WP) and the Huntingdonshire and Fenland Area Executive Partnership. This will be one of four Living Well Area Partnerships across Cambridgeshire and Peterborough. The others being; Cambridge and South Cambs, Fenland and East Cambs and Peterborough. The draft Terms of Reference for the Living Well Area Partnerships can be seen in Appendix 1.

## **2. BACKGROUND**

- 2.1 The Huntingdonshire Health and Wellbeing Partnership has been in operation for a considerable number of years. The purpose of the partnership is to provide a forum for the wider engagement of parties interested in health, including mental health and related issues so that they may jointly evolve solutions to protect and improve the health and wellbeing of residents in Huntingdonshire. The partnership has extensive membership which includes HDC Officers and Portfolio Holder for Community Resilience, Wellbeing and Regulatory Services; County Council Officers from Public Health and Adults Social Care, Voluntary Sector, Community Pharmacies and Previously GP representatives.
- 2.2 To support the delivery of the Sustainability Transformation Plan across the health system, during the latter part of 2016, Area Executive Partnerships (AEP's) were established in localities with the remit of taking joint responsibility for improving the health and wellbeing of the population. Three Area Executive Partnerships were established, and were; Huntingdon and Fens, Cambridge and Ely and Peterborough. The membership of these partnerships included, Cambridgeshire and Peterborough Clinical Commissioning Group, (C&P CCG), NHS Foundation Trusts, GP representatives, County Council, District Councils, Voluntary Sector, Health Watch and Patient representatives. Whilst the terms of reference, locality and membership of the AEP's were not identical to those of the HH&WP, there was clear and significant overlap in the reporting and accountability. This is with the exception that the AEP's reported into the Health Care Executive as well as the Health and Wellbeing Board.
- 2.3 Due to the similarity of both partnership, and the desire not to duplicate work, the Health and Well-being Board sponsored a Task and Finish group of Officers from the Districts, County, and CCG to review the existing partnerships and identify a rationalised solution with clear roles, remits and reporting lines. The culmination of this work is the proposed Living Well Area Partnerships.

## **3. KEY IMPACTS**

- 3.1 The HH&WP have been fully informed of this piece of work and can see the benefit for rationalising the two partnerships. At the meeting of the partnership on the 1st November, the partnership members endorsed the move to new Huntingdonshire Living Well Area Partnership.
- 3.2 The Area Executive Partnerships have already been dissolved.

## **4. WHAT ACTIONS WILL BE TAKEN**

- 4.1 It is proposed that the first meeting of the Partnership will take place in February 2018 and meet on a regular basis. The partnerships will report into the Health and Wellbeing Board and Health Care Executive on a quarterly basis.
- 4.2 The agreed membership of the Hunts Living Well Partnership and election of the chair will take place during its first meeting

**5. REASONS FOR THE RECOMMENDED DECISIONS**

To provide a joined up locality partnership that will improve the health and wellbeing to the residents of the District

**6. LIST OF APPENDICES INCLUDED**

Appendix 1 – Draft Terms of Reference – Living Well Area Executive Partnership

**CONTACT OFFICER**

Name/Job Title Jayne Wisely – Head of Leisure and Health  
Tel No: 01480 388049  
Email: [Jayne.wisely@huntingdonshire.gov.uk](mailto:Jayne.wisely@huntingdonshire.gov.uk)

## **Appendix 1**

### **Living Well Area Partnership**

#### **Draft Terms of Reference**

##### **1. Purpose**

To provide operational leadership of a “whole system” partnership approach to the local delivery and implementation of “living well” health and wellbeing improvements, care model designs, service improvements and savings opportunities identified at a system level in Health & Wellbeing Strategy, Public Health Priorities, Sustainability & Transformation Plan, and Better Care Fund.

##### **2. Principles**

Living Well Area Partnerships (LWAP) will add value by working together and joining-up areas of common interest by:

1. Understanding the health and wellbeing needs and outcomes of its local populations of all ages, related to e.g. access to services, wider determinants of health, health and wellbeing in its widest sense.
2. Demonstrating successful delivery through effective programme and performance management of HWBB, STP and BCF system-wide priorities, plus local initiatives, ideas and priorities.
3. Ensure agreed outcomes are delivered, taking into account local relationships, local residents’ needs, and differing local strengths, assets and priorities.
4. Focusing on aligning and better using partners’ “mainstream” resources.
5. Support the General Practice Forward View and Mental Health Forward View strategies at a local level through co-ordination and connection with local initiatives

##### **3. Accountabilities**

1. Improve patient experience and outcomes on the ground for local people by overseeing the adoption, design and integrated local implementation of system-wide health improvement and wellbeing priorities.
2. Provide operational leadership, and stakeholder, clinical, and professional expertise to local partner organisations to enable them to join-up and improve integration of partnership contributions to improving the health and wellbeing of our “shared people” in our “shared place”.
3. Develop and own local delivery plans, adopting a programme management approach to the monitoring and reporting of local delivery progress, risks, and resident and patient benefits realisation.
4. To support delivery of strategies and projects delegated from the following Boards; ICB, HWBB, PHRG, STP (HCE/PSB), A&E Delivery Boards, STP Delivery Boards, Joint Commissioning Unit for CYP, Crime and Disorder Partnership) to ensure joined-up delivery.



5. Report quarterly to the Health and Wellbeing Board and the Joint Meeting of the Health Care Executive and Public Service Board.
6. Develop and oversee delivery of a local engagement and communication plan, and ensure partners get information to the right people at the right time through an effective information sharing system.
7. Provide a forum that can facilitate learning and sharing good practice about what each partner does and can do.
8. Encourage a partnership response to address gaps in service and identified need and where necessary, to minimise any associated impact.

## **Meeting arrangements**

### **Notice of Meetings**

Meetings of the LWAP will be convened by local Districts to arrange the venue, clerking and recording of meetings. Agenda-setting teleconference to take place each month with key partners.

### **Chairmanship**

TBC

### **Meeting Frequency**

Every 2 months, based on business need, including receiving a full Programme Board report every quarter.

### **Membership**

As a minimum, the Living Well Area Partnerships will comprise Senior Officers or substitutes from:

#### **Core Group:**

Patient Representatives  
 Healthwatch  
 Relevant CCG Director of Transformation  
 Local GP representatives or Primary Care Management Lead  
 NHS Foundation Trusts (relevant to local area)  
 Cambridgeshire and Peterborough NHS Foundation Trust  
 Cambridgeshire County Council / Peterborough City Council  
 District Council representatives  
 Public Health representative  
 Cambridgeshire Community Services  
 Pharmacist's representative  
 Community & Voluntary Sector rep  
 STP System Delivery Unit rep.

#### **As required:**

Police, Fire & Rescue, East of England Ambulance Trust  
 Other partners as relevant.

### **Conflicts of Interest**

Members of the LWAP will be required to declare any conflicts of interest.

**Reporting / Governance**

Living Well Area Partnerships will report to the joint Health Care Executive / Public Service Board (HCE / PSB) on a quarterly basis. HCE / PSB will agree reports to be sent to individual Partner's governance processes and to Health & Wellbeing Boards.

Programme Management reports will be coordinated by the STP System Delivery Unit.

**Status of Reports/Meeting**

LWAP meetings will not be public meetings. Agendas and minutes will be published.

**Impact on Other Boards**

Living Well Area Partnerships will replace separate Local Health Partnership and Area Executive Partnership meetings, both of which will end.

**Equality statement**

Members of the Living Well Area Partnership will ensure that these terms of reference are applied in a fair and reasonable manner that does not discriminate on such grounds as race, gender, disability, sexual orientation, age, religion or belief.

**Review of Terms of Reference**

The Terms of Reference will be reviewed on a bi-annual basis, or sooner if required.

| Panel                           | Study             | Date        | Status  | Action   | Date for Future Action |
|---------------------------------|-------------------|-------------|---|--|------------------------|
| 43<br>Communities & Environment | Forward Programme |             | Below are a list of reports to be presented at future Panel meetings: |  |                        |
|                                 | January 2018      |             | Cambridgeshire Home Improvement Agency Funding                        | Cambridgeshire County Council and Clinical Commission Group (External) | 09/01/18               |
|                                 |                   |             | Citizens Advice Bureau – Presentation                                 | Citizens Advice Bureau (External)                                      | "                      |
|                                 |                   |             | Corporate Enforcement Policy – Discussion Paper                       | C Stopford – Head of Community   | "                      |
|                                 |                   |             | Huntingdonshire Living Well Area Partnership                          | J Wisely – Head of Leisure and Health                                  | "                      |
|                                 | February 2018     |             | Twelve Month Review of Bearscroft Farm Local Lettings Plan            | J Collen – Housing Needs and Resource Manager                          | 06/02/18               |
|                                 |                   |             | Community Resilience Plan   | Cllr A Dickinson – Executive Councillor                                | "                      |
|                                 | March 2018        |             | Luminus/Places For People Presentation                                | Luminus/Places for People (External)                                   | 06/03/18               |
|                                 |                   |             | Final report of the Tree Group  | Tree Group (Cllrs Alban, Chapman, Davies and Tavener)                  | "                      |
|                                 | April 2018        |             | Hinchingbrooke County Park  | N Sloper – Head of Operations  | 03/04/18               |
|                                 |                   | Paxton Pits | N Sloper – Head of Operations   | "  |                        |

| Panel                               | Study  | Date     | Status  | Action   | Date for Future Action |
|-------------------------------------|--|----------|---|--|------------------------|
| Communities & Environment<br><br>44 | 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 of Way.   | 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 meeting in April 2018.  | 03/04/18               |
|                                     |  |          |   | 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.  | 06/02/18               |
| Communities & Environment           | Reports Due and Regular Items  |          |   |  |                        |

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

|    |  |                 |  |   |                      |
|----|--|-----------------|--|---|----------------------|
| 45 | Representatives on External Organisations    | <b>Annual</b>   | 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 2018.               | <b>04/12/18</b>      |
|    | Huntingdonshire Community Safety Partnership | <b>04/10/16</b> | 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.      | <b>05/06/18</b>      |
|    | Corporate Enforcement Policy                 | <b>06/12/16</b> |  | The Panel are to consider a discussion paper at the meeting in January. | <b>09/01/18</b>      |
|    | Air Quality in Huntingdonshire               | <b>05/09/17</b> | 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.      | <b>To be decided</b> |

|                  |                   |  |   |  |                 |
|------------------|-------------------|--|---|--|-----------------|
| Economy & Growth | Forward Programme |  | Below are a list of reports to be presented at future Panel meetings: |  |                 |
|                  | January 2018      |  | Civil Parking Enforcement Presentation                                | R.T.A. Associates (External)               | <b>16/01/18</b> |
|                  |                   |  | Houghton and Wyton Neighbourhood Plan                                 | C Kerr – Planning Service Manager (Policy) | "               |
|                  |                   |  | 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) | <b>01/02/18</b> |

| Panel                      | Study                           | Date  | Status  | Action   | Date for Future Action |
|----------------------------|---------------------------------|---|---|--|------------------------|
|                            | March 2018                      |   | Memoranda of Understanding with the Local Enterprise Partnership<br>Endorsement of the Local Plan   | A Moffat – Head of Development<br>C Kerr – Planning Service Manager (Policy)   | "<br><b>08/03/18</b>   |
| Economy & Growth<br><br>46 | Strategic Review of Car Parking | <b>03/11/16</b><br><br><b>06/04/17</b><br><br><b>05/10/17</b> | Following Cabinet's agreement to set up a Strategic Task and Finish Group, the Panel discussed the Strategic Review of Car Parking. The Panel appointed Councillors D B Dew, R Fuller, I D Gardener and T D Sanderson to the group.<br><br>A project overview and scoping document was presented to the Overview and Scrutiny Panel.<br><br>The Car Parking Vision was presented to Overview and Scrutiny and then to Cabinet on 12th October when it was approved. | It was agreed that the Task and Finish Group will not be led by Overview and Scrutiny; however the Panel will be responsible for the scrutiny of the Task and Finish Group's work. To date the Group have held four meetings to finalise the Car Parking Vision.<br><br>Work on the Strategy is progressing. The Group has held two meetings (October and November) since the Vision was presented to Members. The strategy is due to be presented to the Panel in June. | <b>07/06/18</b>        |
| Economy & Growth           | Local Plan To 2036              | <b>06/10/16</b>   | Members agreed to keep the Local Plan to 2036 on the work programme. A task and finish group has not be established however the Panel have agreed that the Chairman should become the   |  |                        |

| Panel                      | Study  | Date                                   | Status   | Action  | Date for Future Action |
|----------------------------|--|--|--|---|------------------------|
|                            |  | <b>12/12/17</b>                        | Panel expert on the topic.<br><br>The Panel received and discussed the Huntingdonshire Local Plan to 2036.   | The Panel is to receive a Local Plan prior to its endorsement by Council.           | <b>08/03/17</b>        |
| Economy & Growth<br><br>47 | Devolution   | <b>06/10/16</b><br><br><b>02/11/17</b> | 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.<br><br>The Panel are to receive an update on the work of the Combined Authority from Councillors R B Howe and T Hayward. | The Panel are to receive an six month update on the work of the Combined Authority. | <b>07/06/18</b>        |
| Economy & Growth           | Reports Due and Regular Items<br><br>Representatives on External Organisations | <b>Annual</b>                          | Below are a list of reports to be presented at future Panel meetings:<br><br>Selected Members represent the Council on various External Organisations. The Panel received updates at its meetings in November 2016 and February 2017.  | Next report is due at the Panel meeting in December 2017.                           | <b>06/12/18</b>        |

| Panel | Study  | Date          | Status   | Action   | Date for Future Action |
|-------|--|---------------|--|--|------------------------|
|       | Marketing Strategy Work Programme  | <b>Annual</b> | The Panel have requested annual updates on the work programme.                     | Report was presented in July 2017 and the next one is due at the Panel meeting in July 2018. | <b>06/12/18</b>        |
| 48    | Performance & Customers<br><br>Forward Programme<br><br>January (10th) 2018<br><br>January (31st) 2018<br><br><br><br><br><br><br><br>March 2018 |               | Draft Revenue Budget 2018/19 and Medium Term Financial Strategy 2019/20 to 2022/23 | C Mason – Head of Resources  | <b>10/01/18</b>        |
|       |  |               | Final Revenue Budget 2018/19 and Medium Term Financial Strategy 2019/20 to 2022/23 | C Mason – Head of Resources  | <b>31/01/18</b>        |
|       |  |               | Integrated Performance Report 17/18 – Quarter 3                                    | D Buckridge – Policy, Performance and Transformation Manager (Scrutiny)                      | "                      |
|       |  |               | 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  | "                      |
|       |  |               | CCTV Commercialisation Business Case (Exempt Item)                                 | C Stopford – Head of Community   | "                      |
|       |  |               | Document Centre Commercialisation Business Case (Exempt Item)                      | C Stopford – Head of Community   | <b>07/03/18</b>        |



| Panel                   | Study                       | Date  | Status   | Action  | Date for Future Action |
|-------------------------|-----------------------------|---|--|---|------------------------|
| Performance & Customers | One Leisure Value For Money | <p><b>05/07/17</b></p> <p><b>12/09/17</b></p> | <p>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.</p> <p>The first meeting of the Task and Finish Group was held.</p> | <p>A second meeting was held in November. The Group has decided to question previous Portfolio Holders. Also a substantial amount of evidence has been presented to the Group for review and their findings will be presented to the Panel in their final report.</p> | <b>07/03/18</b>        |
| Performance & Customers | Social Value In Procurement |   |  | A report has been draft and will be presented to a meeting of the Panel.  | <b>To be decided</b>   |

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