

A meeting of the **OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH)** will be held in **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 2 OCTOBER 2024** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 3 - 12)

To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Performance and Growth) meeting held on 4th September 2024.

Contact Officer: B Buddle
01480 388008

2. MEMBERS' INTERESTS

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

Contact Officer: B Buddle
01480 388008

3. OVERVIEW AND SCRUTINY WORK PROGRAMME (Pages 13 - 24)

- a) The Panel are to receive the Overview and Scrutiny Work Programme
- b) Members to discuss future planning of items for the Work Programme

Contact Officer: B Buddle
01480 388008

4. LOCAL GOVERNMENT ASSOCIATION CORPORATE PEER CHALLENGE
(Pages 25 - 36)

The Panel is to receive an update on the Local Government Association Corporate Peer Challenge.

Executive Councillor: S Conboy

Contact Officer: M Sacks
01480 388116

24 day of September 2024

Michelle Sacks

Chief Executive and Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

Filming, Photography and Recording (including Live Streaming) at Council Meetings

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

Please contact Mrs Beccy Buddle, Democratic Services Officer (Scrutiny), Tel No. 01480 388008/e-mail Beccy.Buddle@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](#).

Emergency Procedure

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

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH) held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 4 September 2024.

- PRESENT: Councillor C M Gleadow – Chair.
- Councillors A Blackwell, S Cawley,
S J Corney, I D Gardener, S A Howell,
A R Jennings, R Martin, D Terry and N Wells.
- APOLOGIES: An apology for absence from the meeting was submitted on behalf of Councillor Dr M Pickering.
- IN ATTENDANCE: Councillors J R Catmur (virtual), L Davenport-Ray, S W Ferguson, B A Mickelburgh, T Sanderson and S Wakeford.

23. MINUTES

The Minutes of the meeting held on 10th July 2024 were approved as a correct record and signed by the Chair.

24. MEMBERS' INTERESTS

Councillor I Gardener declared an other registerable interest in minute 24/26 by virtue of being the Cambridgeshire County Councillor for Alconbury and Kimbolton.

Councillor A Blackwell declared an other registerable interest in minute 24/27 by virtue of being an employee of Carter Jonas.

Councillor A Blackwell declared an other registerable interest in minute 24/28 by virtue of being an employee of Carter Jonas.

Councillor S Corney declared an other registerable interest in minute 24/28 by virtue of being a land owner with a site submitted under the scheme.

Councillor A Blackwell declared an other registerable interest in minute 24/29 by virtue of being an employee of Carter Jonas.

25. OVERVIEW AND SCRUTINY WORK PROGRAMME

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) the Overview and Scrutiny Work Programme and the current Notice of Key Executive Decisions which had been prepared by the Leader for the period 1st September 2024 to 31st December 2024 were presented to the Panel.

26. EAST PARK SOLAR FARM

By means of a report by the Chief Planning Officer (a copy of which was appended in the Minute Book) the East Park Solar Farm report was presented to the Panel.

In response to a question from Councillor Howell, it was confirmed to the Panel that the Memorandum of Understanding was signed off in April 2024 and that collaborative working with other local authorities was in place where possible.

The Panel were assured, following questions from Councillor Cawley and Councillor Martin that ward Councillors would be communicated with to stay apprised of progress in relation to the technical matters which will be within the Council's remit for the Development Consent Order process.

Following an enquiry from Councillor Blackwell, the Panel heard that renewable and low carbon energy were key targets within the Local Plan and it was felt that this development helped the Council to deliver these targets as well as aligning with the Council's Climate Strategy. It was noted that this development was of national significance therefore would be developed ahead of the Local Plan timescales alongside recognising the challenges in delivering sustainable energy within the district. The Panel also heard that landscaping of the development would be detailed and developed as the project progressed.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be added to the Cabinet report in order for an informed decision to be made upon the report recommendations.

Councillor Blackwell left the meeting.

27. LOCAL PLAN: FURTHER ISSUES AND OPTIONS

By means of a report by the Chief Planning Officer (a copy of which was appended in the Minute Book) the Local Plan: Further Issues and Options report was presented to the Panel.

In response to an enquiry from Councillor Wells, the Panel were assured that the development of the new Local Plan was a long process and that resourcing of this had been noted within the Council's MTFS and a Local Plan reserve in addition to this. The Panel were further assured that there were sufficient resources to develop the Plan as it currently stood but that this would be carefully monitored to ensure smooth process in the event of any changes occur to plan-making nationally, or in response to local ambitions. It was noted that the Planning team were specialists in Planning and Plan making and that they were able to call on consultants for specialist evidence gathering as appropriate.

Following further questions from Councillor Wells, Howell and Martin,

the Panel heard that a robust Communications Plan was being developed with the Council's Communications Team which would include the let's talk Huntingdonshire website along with information being available in local libraries across the district, including the mobile library, banners in car parks, parks and on refuse vehicles along with exhibitions in towns and villages across the district. The Panel heard that there would also be further sessions for Town and Parish Councils. Members were also advised that where they had additional suggestions or were aware of gaps in communication it would be appreciated if that could be communicated to the team as soon as possible to assist in the development of the Communications Plan.

Members were assured that the Executive Summary was designed to signpost the reader to the sections which they were interested in or that were relevant to them.

In response to a question from Councillor Gardener about the dates for the local exhibitions, the Panel were assured that the dates and locations of these would be communicated out to Members once they were available. Following a further question from Councillor Howell, the Panel heard that exhibitions within local venues would be held between 2pm and 8pm to be as accessible as possible for residents and that the exhibition information would also be available online. Further to an additional question from Councillor Cawley, the Panel were assured that a Member's briefing note with key points would be communicated as part of the Town and Parish briefings including a communications pack with posters and leaflets to those attending the briefing to allow for Councillors to communicate with their local parishes and residents.

Following a question from Councillor Terry with regard to planning applications, the Panel were assured that as the Local Planning Authority a decision on applications did need to be made and that comments from residents and businesses were taken into account as part of this decision making process. They were also assured that the structure of the Further Issues and Options consultation paper includes in each chapter a section on 'what you said' this shows what people said at the last consultation and these comments follow through to the development of the options presented in the paper. The Panel also heard that National guidance stated that local Council's are required to have a Local Plan and the current work was intended to refresh the existing plan to ensure that it was relevant to the needs of residents and the district as a whole.

In response to a question from Councillor Jennings relating to the absence of an option with an alternative choice under Section 10, which was available in every other section, the Panel heard that the team would investigate this and the response would be communicated back to the Panel at a later date.

Councillor Martin observed that Section 5 appeared to focus on generating new business in the district rather than growing the employment opportunities already available in the district. The Panel heard that the team were working closely with the Economic Development Team to develop complementary evidence bases that not only will inform the Economic Growth Strategy but also feed into

the production of an economic evidence base and that as part of this surveys will be undertaken with local businesses. The team has also attended and will be attending business events to spread the word.

The Panel were assured following a question from Councillor Howell that the Internal Drainage Boards and Middle Level Commissioners had been consulted to date and that this communication was ongoing.

In response to a question from Councillor Gardener over the clarity of the wording on pages 117 and 118, the Panel heard that the team would investigate this and the response would be communicated back to the Panel at a later date.

Following a question from Councillor Cawley who observed that Options A and B within the Transport and Connectivity section were very similar, the Panel heard that the team would investigate this and the response would be communicated back to the Panel at a later date.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be added to the Cabinet report in order for an informed decision to be made upon the report recommendations.

Councillor Corney left the meeting.

28. LOCAL PLAN: LAND AVAILABILITY ASSESSMENTS

By means of a report by the Chief Planning Officer (a copy of which was appended in the Minute Book) the Local Plan: Land Availability Assessments report was presented to the Panel.

Following a question from Councillor Howell relating to whether sites were assessed on a case by case basis or whether neighbouring sites were also taken into account, the Panel heard that that the sites are assessed as separate entities but that the Further Issues and Options consultation asks for comment on specific growth options and other factors that will help to inform the final package of sites that would be allocated, taking into account responses and further evidence to understand their impact as a whole in settlements.

Councillor Martin expressed concern over heritage sites in the vicinity of identified sites, whereupon the Panel were assured that although the initial assessment only considered the immediate area of the site, the impact of a site on heritage assets in the wider local area are taken into consideration as part of the sustainability appraisal. If a site is eventually allocated in the local plan and heritage assets are nearby, criteria would be included within the allocation to ensure this is addressed appropriately as part of any planning application put forward.

Following questions from Councillor Jennings, the Panel heard that the consultation would be residents opportunity to comment on sites

and that it would be helpful to receive those comments even if they were in agreement with the comments within the assessment to reinforce the assessments.

The Panel were assured following a question from Councillor Gardener that an interactive map is available to residents which would allow them to identify sites both within their own and neighbouring parishes so that they may comment accordingly on how this may impact them.

The Panel heard, in response to a question from Councillor Martin, that responses were all treated equally irrespective of who had submitted them, however this is influenced by the level of detail provided.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be added to the Cabinet report in order for an informed decision to be made upon the report recommendations.

Councillor Corney re-joined the meeting.

29. LOCAL PLAN: INITIAL SUSTAINABILITY APPRAISAL

By means of a report by the Chief Planning Officer (a copy of which was appended in the Minute Book) the Local Plan: Initial Sustainability Appraisal report was presented to the Panel.

Following an observation from Councillor Howell on the quality of the data listing local services, the Panel were advised that local Parishes had been asked for their input on this and that the data was as good as the feedback which had been received. Following a further question from Councillor Martin on the dates of the data within the report, the Panel heard that Stage A of the process had been completed 2 years prior and that more relevant up to date data would be introduced as the project developed through the Stages.

In response to an observation from Councillor Gardener relating to the TING bus service, the Panel heard that the information in the report was relevant to a point in time and was the information provided by transport providers across the district.

The Panel were assured, following a question from Councillor Martin that several environmental bodies would be consulted as part of the process including the Environment Agency.

Following a further question from Councillor Gardener, on the amount of houses that have been built in comparison to the potential amount of houses proposed, the Panel heard that this information is included in the Further Issues and Options consultation document in chapter 6. The amount of houses required will be developed and incorporated as outcomes of the NPPF consultation are known and included as the Plan moves forward.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be added to the Cabinet report in order for an informed decision to be made upon the report recommendations.

Councillor Blackwell re-joined the meeting.

30. FENS AND LINGS RESERVOIRS UPDATE

By means of a report by the Chief Planning Officer (a copy of which was appended in the Minute Book), an update was provided on the Fens and Lings Reservoirs Development. The Panel heard that due to the timescales of the non-statutory consultation, delegation had already been taken in order to meet the deadlines set.

In response to a question from Councillor Gleadow, the Panel heard that a number of job opportunities were expected, both in the development and construction phase of the project and also following the completion of the project via related tourism. In light of this the Council's response underlined the opportunities for Huntingdonshire residents to these jobs and looked to identify any skills gaps thus ensuring training opportunities be developed in order to provide maximum opportunities for residents.

Councillor Martin observed that ward members had been engaged in the initial response and consultation process and that this involvement had been very much appreciated.

31. 3C ICT SHARED SERVICE REVIEW

By means of a report by the Chief Operating Officer (a copy of which was appended in the Minute Book) the 3C ICT Shared Service report was presented to the Panel.

Following an enquiry from Councillor Wells, the Panel heard that an independent consultant had been utilised to identify 7 options and the Chief executives of the 3 Councils had collectively agreed the recommendation option within the report.

Councillor Martin requested that a report on Shared Service performance be brought annually to the Panel as had been the case previously. The Panel heard that the new arrangement would be implemented by September 2025 and would be reviewed annually to measure performance against agreed success criteria. The Panel were also assured that the governance arrangements were detailed within the appendix. Following a further question from Councillor Gleadow, the Panel were advised that the current shared services partnership arrangements were due to end in September 2025 and that the new agreement would be a 5 year extension.

In response to a question from Councillor Wells, the Panel heard that the new agreement would focus on satisfying the identified user needs and that project delivery would identify additional capabilities required in order to fulfil this. The Panel were assured that the review

had regalanised and reenergised the service and that this process would be replicated into the future review of the shared legal service.

Following an enquiry from Councillor Cawley on alternative options should there be a dispute between partner Councils on the way forward, the Panel were assured that by developing the agreement across the 3 Councils the proposed recommendation and way forward had been thorough discussed and developed to ensure smooth progression.

The Panel heard, following a question from Councillor Gleadow, that Huntingdonshire were already the host employer for the shared service and that the employment liabilities were contained within the existing partnership agreement. The Panel were further assured that there was a mix of permanent and fixed term contract staff in line with employment terms across all three Councils.

In response to a question from Councillor Blackwell relating to the appointment of the CDIO, the Panel were assured that the recruitment would be by the Chief Executives of the 3 Councils.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be added to the Cabinet report in order for an informed decision to be made upon the report recommendations.

32. FINANCE PERFORMANCE REPORT 2024/25 QUARTER 1

By means of a report by the Chief Finance Officer (a copy of which was appended in the Minute Book) the Finance Performance Report 2024/25 Quarter 1 report was presented to the Panel.

Councillor Jennings and Councillor Martin enquired about the money set aside within the forecast for the Community Health and Wealth Building Fund noting that the Strategy, which had yet to be approved and adopted by the Council, it was observed that it was unexpected to see this within the budget prior to it's approval. The Panel heard that this had been included as future planning and to allow for a balanced view when contemplating the Quarter 1 report as the money had been earmarked for the upcoming fund.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be added to the Cabinet report in order for an informed decision to be made upon the report recommendations.

33. CORPORATE PERFORMANCE REPORT 2024/25 QUARTER 1

By means of a report by the Assistant Director (Strategic Insights and Delivery) (a copy of which was appended in the Minute Book) the Corporate Performance Report 2024/25 Quarter 1 report was

presented to the Panel.

Following a question from Councillor Howell, the Panel heard that whilst it was still early days the change in National Government had impacted the process of some projects, it was noted that these had been marked as amber whilst awaiting further information to come through nationally but it was hoped that these would be recoverable by the end of the municipal year.

In response to a question from Councillor Jennings about the increase in missed bins, the Panel were assured that this had actually been a minimal increase over the district and was due to the major changes to the collection rounds, it was stated that this would be recoverable across the municipal year.

Following a question from Councillor Jennings requesting the number of areas sampled for litter in PI22, the Panel heard that further information would be sought on this and reported back to the Panel at a later date.

In response to a further question from Councillor Jennings on PI32 and the change to reporting staff turnover from an accumulative total, the Panel heard that further information on the reasons for this would be sought and reported back to the Panel at a later date.

The Panel heard, following a query from Councillor Gardener, that the forecast for PI23 was forecast as amber due to this being a new measure and that the team were being cautious due to the seasonality of the service.

Following an enquiry from Councillor Cawley regarding a potential increase in green waste within the grey bins, the Panel were assured that some green waste was needed within the grey waste to enable it's breakdown in landfill but that in addition to this further sorting was done at the processing plant to ensure recycling was maximised and end waste into landfill was minimised. The Panel heard that it may be too soon to have figures on changes in grey waste since the introduction of the green waste subscription service, however this would be investigated and brought back to the Panel once available.

In response to an observation by Councillor Catmur, the Panel heard that the accessibility of the graphs within the report's appendices would be reviewed and developed accordingly.

Further to a question from Councillor Martin on targets being set too low to create challenge, the Panel heard that measures would be reviewed if necessary and that the real measure of success would be improvement on last years figures. The Panel were given the specific example of call centre call answering times and it was agreed that this would be looked at offline with a view to adding more data surrounding this service.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be added to

the Cabinet report in order for an informed decision to be made upon the report recommendations.

Chair

This page is intentionally left blank

Overview and Scrutiny Work Programme 2024-25

Performance and Growth Agenda Items			
Meeting Date	Pre-Scrutiny	Scrutiny Review	Task and Finish Groups Working Groups
2 nd October 2024		<ul style="list-style-type: none"> • LGA Peer Challenge – Action Plan 	
5 th November 2024		<ul style="list-style-type: none"> • Corporate Performance 2024/25 Quarter 2 Report • Finance Performance 2024/25 Quarter 2 Report • Treasury Management 6 Month Performance Review • CIS Property Portfolio Update (Part 2 item) 	
Unscheduled/Pending Further Details			

Environment, Communities and Partnerships Agenda Items

Meeting Date	Pre-Scrutiny	Scrutiny Review	Task and Finish Groups Working Groups
3 rd October 2024	<ul style="list-style-type: none"> • Huntingdonshire's Priority Landscapes 		
6 th November 2024	<ul style="list-style-type: none"> • Council Tax Support 2025/26 • Council Tax Premiums • One Leisure PV Solar Installs 	<ul style="list-style-type: none"> • Priority One Delivery Update Quarter 2 • Accessibility of Public Open Spaces 	
Unscheduled/ Pending Further Details		<ul style="list-style-type: none"> • Local Lettings Plan 	

Task and Finish Groups

Performance and Growth

Review of External Appointments to Outside Organisations
Membership: Cllrs S Cawley, S J Corney, I D Gardener and S A Howell
Progress: Summer 2022: Terms of Reference have been established. Questionnaire has been sent to all relevant boards and organisations. Regular meetings are established from September. September 2022: Evidence and information gathering underway. November 2022: Information gathering completed. February 2023: Report presented to O&S Panel and Cabinet March 2023: Cabinet response to the report received by the Panel. July 2023: Communication to be sent to all Councillors who are representatives on outside organisations to advise the new reporting progress. January 2024: Group met to discuss progress and anticipated plan to move forward. Next steps: Regularly review and monitor implementation of recommendations.

Environment, Communities and Partnerships

Climate Working Group
Members: Cllrs T D Alban, J Kerr, C Lowe and D Shaw Lead Officer: Neil Sloper
Progress: November 2022: Initial Meetings held to establish Terms of Reference for the group. April 2023: Regular meetings established. Evidence and information gathering to be progressed. Group to be involved in the Electric Vehicle Charging Strategy Development. January 2024: Meetings held to discuss proposed work plan for the group and to discuss HVO Fuels project Next Steps: Meetings to be scheduled to allow involvement in proposed works.

Disabled Facilities Grants Group
Members: I P Taylor, B Banks, C Tevlin and C Lowe Lead Officer: Claudia Deeth
Progress: February 2024: Councillors invited to express their interest in being involved with the project. August 2024: initial meeting held and scope of project discussed Next Steps: A review of the DFG process has been commissioned via the HDC Transformation Team, once the feedback and outcomes of this have been received further meetings will be scheduled to establish Terms of Reference and timeline for the group. This is expected during Autumn 2024

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

Prepared by: Councillor Sarah Conboy, Executive Leader of the Council
Date of Publication: 16 September 2024
For Period: 1 October 2024 to 31 January 2025

Membership of the Cabinet is as follows:-

Councillor Details		Councillor Contact Details
Councillor S J Conboy	Executive Leader of the Council and Executive Councillor for Place	Cloudberry Cottage 9 Earning Street Godmanchester Huntingdon PE29 2JD Tel: 01480 414900 / 07831 807208 E-mail: Sarah.Conboy@huntingdonshire.gov.uk
Councillor L Davenport-Ray	Executive Councillor for Climate, Transformation and Workforce	73 Hogsden Leys St Neots Cambridgeshire PE19 6AD E-mail: Lara.Davenport-Ray@huntingdonshire.gov.uk
Councillor S Ferguson	Executive Councillor for Resident Services and Corporate Performance	9 Anderson Close St Neots Cambridgeshire PE19 6DN Tel: 07525 987460 E-mail: Stephen.Ferguson@huntingdonshire.gov.uk

Councillor J Harvey	Executive Governance Services Councillor for and Democratic	c/o Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon Cambridgeshire PE29 3TN Tel: 07941 080531 E-mail: Jo.Harvey@huntingdonshire.gov.uk
Councillor B Mickelburgh	Executive Councillor for Finance & Resources	2 Grainger Avenue Godmanchester Huntingdon Cambridgeshire PE29 2JT Tel: 07441 392492 E-mail: Brett.Mickelburgh@huntingdonshire.gov.uk
Councillor B Pitt	Executive Councillor for Communities, Health and Leisure	17 Day Close St Neots Cambridgeshire PE19 6DF Tel: 07703 169273 E-mail: Ben.Pitt@huntingdonshire.gov.uk
Councillor T Sanderson	Deputy Executive Leader and Executive Councillor for Planning	29 Burmoor Close Huntingdon Cambridgeshire PE29 6GE Tel: 01480 436822 E-mail: Tom.Sanderson@huntingdonshire.gov.uk

Councillor S Taylor	Executive Councillor for Parks and Countryside, Waste & Street Scene	66 Wren Walk Eynesbury St Neots Cambridgeshire PE19 2GE Tel: 07858 032076 E-mail: Simone.Taylor@huntingdonshire.gov.uk
Councillor S Wakeford	Executive Councillor for Economy, Regeneration and Housing	4 Croft Close Brampton Huntingdon Cambridgeshire PE28 4TJ Tel: 07762 109210 E-mail: Sam.Wakeford@huntingdonshire.gov.uk

Page 19 of 36

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).

Notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388169 or E-mail Democratic.Services@huntingdonshire.gov.uk.

Agendas may be accessed electronically at the [District Council's website](#).

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

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

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

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

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

Page 20 of 36

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

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Grant Aid Awards 2024/25***	Grants Panel	16 Oct 2024 20 Nov 2024 18 Dec 2024 15 Jan 2025		Harriet Robinson, Community Development Project Support Officer Tel: (01480) 388513 or email: Harriet.Robinson@huntingdonshire.gov.uk		B Pitt & L Davenport-Ray	Environment, Communities & Partnerships
Huntingdonshire's Priority Landscapes	Cabinet	15 Oct 2024		Nick Massey, Project Manager - Biodiversity for All and Open Spaces Tel: (01480) 388388 or email: Nick.Massey@huntingdonshire.gov.uk		S Taylor	Environment, Communities & Partnerships

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 (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
HDC Energy Statement	Cabinet	15 Oct 2024		Helen Lack, Development Manager Tel: (01480) 388658 or email: Helen.Lack@huntingdonshire.gov.uk		L Davenport-Ray	Environment, Communities & Partnerships
One Leisure PV Solar Installs	Cabinet	12 Nov 2024		Neil Sloper, Assistant Director Strategic Insights and Delivery Tel: (01480) 388635 or email: Neil.Sloper@huntingdonshire.gov.uk		L Davenport Ray	Environment, Communities & Partnerships
Council Tax Support 2025/26	Cabinet	12 Nov 2024		Katie Kelly, Revenue and Benefits Manager Tel: (01480) 388151 or email: Katie.Kelly@huntingdonshire.gov.uk		S Ferguson	Environment, Communities & Partnerships
Council Tax Premiums	Cabinet	12 Nov 2024		Katie Kelly, Revenue and Benefits Manager Tel: (01480) 388151 or email: Katie.Kelly@huntingdonshire.gov.uk		S Ferguson	Environment, Communities & Partnerships

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 (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Infrastructure Funding Statement	Cabinet	10 Dec 2024		Claire Burton, Implementation Team Leader Tel: (01480) 388274 or email: Claire.Burton@huntingdonshire.gov.uk		T Sanderson	Performance & Growth
Affordable Housing Delivery	Cabinet	10 Dec 2024		Pamela Scott, Regeneration and Housing Delivery Manager Tel: (01480) 388486 or email: Pamela.Scott@huntingdonshire.gov.uk		S Wakeford	Performance & Growth
Market Towns Programme - Winter Update***	Cabinet	10 Dec 2024		Pamela Scott, Regeneration and Housing Delivery Manager Tel: (01480) 388486 or email: Pamela.Scott@huntingdonshire.gov.uk		S Wakeford	Performance & Growth

Page 23 of 36

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 (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Approval of Council Tax Base 2025/26***	Chair of Corporate Governance and Section 151 Officer	12 Dec 2024		Katie Kelly, Revenue and Benefits Manager Tel: (01480) 388151 or email: Katie.Kelly@huntingdonshire.gov.uk		B Mickelburgh	Performance & Growth

Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Local Government Association Corporate Peer Challenge

Council / O&S - Overview and Scrutiny (Performance and Growth) 2nd October 2024
Council 16th October 2024

Executive Portfolio: Leader of the Council

Report by: Chief Executive

Ward(s) affected: All

Executive Summary:

The Council invited the Local Government Association (LGA) to undertake a Corporate Peer Challenge, which took place in May 2023.

The Corporate Peer Challenge (CPC) is a highly valued improvement and assurance tool that is delivered by the sector, for the sector. It involves a team of senior local government councillors and officers undertaking a comprehensive review of key finance, performance and governance information and then spending three days at a council to provide robust, strategic, and credible challenge and support.

CPC forms a key part of the improvement and assurance framework for local government. It is underpinned by the principles of Sector-led Improvement (SLI) put in place by councils and the Local Government Association (LGA) to support continuous improvement and assurance across the sector. These state that local authorities are: responsible for their own performance, accountable locally, not nationally and have a collective responsibility for the performance of the sector.

CPC assists councils in meeting part of their Best Value duty, with the UK Government expecting all local authorities to have a CPC at least every five years.

The Council has formally accepted the report and is now required to publish an Action Plan in response by 17th October 2024. The Peers will then return to the Council by the end of January 2025 to follow up on progress. This report outlines the Action Plan and provides an update on progress to date.

Recommendation(s):

That Members note the Action Plan that has been prepared in response to the Corporate Peer Challenge (CPC) and note the progress that has been made to date.

1. PURPOSE OF THE REPORT

- 1.1 Following receipt of the CPC report in July 2024, this report is required to set out the Councils response in the form of an Action Plan. Members are also asked to note the work that has been undertaken over the weeks and months since the receipt of the report, as well as the forthcoming programme of activity. Following the initial presentation of the Action Plan it will be reported on quarterly thereafter. Following the six month revisit by the Peers, further changes and updates may be required and will be provided as necessary.
- 1.2 It should also be noted that the findings of the CPC report have been clearly communicated to all staff through a series of briefings (both in person and online; and covering key locations such as Eastfield House and One Leisure) as well as emails, and wider staff communications.
- 1.3 Where necessary and appropriate, service managers and other staff have been involved in shaping the action plan and the associated activities.

2. WHY IS THIS REPORT NECESSARY

- 2.1 There is a requirement to formulate and publish an Action Plan following the receipt of the CPC report. It is important to do this to promote transparency and good practice. The original report accepting the CPC report can be found [here](#) and the CPC report can be viewed in full [here](#).

3. THE CPC FEEDBACK REPORT

Recommendations

- 3.1 **Recommendation 1 - Align finance and workforce to deliver the agreed political priorities including a review of organisational structure.**

A single narrative needs developing and communicating so that everyone is clear what the priorities are, how they are being delivered and what the timescales are for this. The council needs to ensure its officer structure enables delivery of the political priorities, that officer capacity is directed to the priority areas and the finances are aligned.

- 3.2 **Recommendation 2 – Strengthen the internal approach to engagement which ensures the voice of residents/service users are at the heart of decision making.**

Building on the good practice shown in consulting on Huntingdonshire Futures, develop different engagement mechanisms to gain the views of residents/service users on their experience of the council and how these can be responded to.

3.3 Recommendation 3 - Develop a resourced Communications and Engagement Strategy which defines the HDC brand and strategic narrative.

Promote the services the council delivers. Don't undersell the impact being made in the community by leisure, parks and open spaces and operational services. Ensure everyone knows these are delivered by HDC. Be clear about who leads external communications to prevent confusion of messages and brands.

3.4 Recommendation 4 - Review the planning service to ensure that within the planning policy framework the council's priorities are being delivered, for example climate, environment and inclusive growth.

Create understanding across all council services that there needs to be a holistic approach to deliver the councils growth and development ambitions. The planning service is a major contributor to fulfilling the longer-term outcomes of the council, but the results will benefit and impact on the whole council and it is important the service is appropriately positioned and supported to deliver these ambitions.

3.5 Recommendation 5 - Deliver the imminent Workforce Strategy at pace – including addressing staff concerns.

The extensive consultation on the new strategy has raised awareness and staff have high expectations of what it will deliver. Ensure the strategy addresses the inconsistency in policy and practice and brings services together to support a one council approach, where best practice is shared across services and fairness and equity is at its core.

3.6 Recommendation 6 – Continue to strengthen the council's approach to governance, compliance and risk.

To support the council's improved governance approach:

- Review the council's constitution.
- Provide additional capacity for MO and DMO roles.
- Ensure sufficient investment and resource for member development.

3.7 Recommendation 7 - Support and develop a member led scrutiny work programme and prioritise areas where they can add value and help mitigate risk – SLT support.

Ensure there is adequate time between Overview and Scrutiny Committees and Cabinet for members to add value to the process. Support them to shape agendas and work plans and contribute to policy development.

3.8 **Recommendation 8 - Define and communicate your approach to transformation/continuous improvement.**

Put in place the cross-cutting foundations (technology, workforce, structures, culture, communications) to prepare the organisation for holistic service transformation rather than reinforcing some silos and risk services continuing their own custom and practice.

3.9 In addition to these formal recommendations, there are several other recommendations and suggestions through the body of the Feedback report that will be captured to be considered as part of the formal action plan that will be developed to implement CPC, and by way of several examples, these include but are not limited to:

- To meet the council's ambitions for enhanced partnership working, peers recommend the council reviews the skills and capacity needed to support this work with senior stakeholders and partners.
- Creating and communicating key points of entry into the council for partners and stakeholders would significantly help the council to develop its partnerships and generate opportunities to enable and influence.
- Peers advise some facilitated top team development would assist the new team in building relationships, understanding leadership styles and create space for strategic visioning.
- Further work is needed with service managers to improve horizon scanning and feed this into the budget setting process.
- Consideration should also be given to undertaking a full staff survey.
- The Ideas Board should be taking a more strategic approach to reviewing requests for funding, making sure any bids are aligned to the councils' priorities and clearly drive innovation. There also needs to be consideration given to how any projects funded on a trial basis could be sustained in the longer term if deemed successful.

Governance

3.10 The Feedback Report makes references to the Council's progress against the LGA Governance recommendations, and does note once again the need for more capacity within the Monitoring Officer role and responsibilities – a few examples include, but are not limited to:

- The council is self-aware and identified a range of improvement areas in its 2022/23 Annual Governance Statement (AGS).

There were also 17 recommendations from the LGA peer challenge of internal audit arrangements in 2023, the CGC's self-assessment

against CIPFA's audit committee good practice principles, and the CFO's self-assessment against CIPFA's Financial Management Code, all of which peers were pleased to see were making significant progress and actions monitored closely by the CGC.

- Following recommendations from the Governance Peer Challenge in February, peers were pleased to see the Risk Officer is now working alongside the Internal Audit function drawing on skills and experience from other parts of the council.
- It was encouraging to hear that the council is building capacity with the risk management, procurement and contract management to ensure compliance with new legislation.

Positive Feedback

3.11 The Peer team have been complimentary about the way in which the council prepared and welcomed the team into our ways of working, including the honesty and transparency those whom they met. Alongside the learning to be implemented, it is also important to acknowledge some of the positive comments that have been made:

- Huntingdonshire District Council (HDC) is an ambitious council with long-term aspirations for its place and communities.
- HDC is fortunate to have loyal and committed staff to both the council and place. Many live locally and have a vested interest in the success of the organisation.
- Peers were very impressed by the delivery of affordable housing in the district. In 2023/4 the council facilitated with Registered Providers (RPs) and developers the delivery of 703 homes – 450 specifically for social rent.
- The Economic Development team was praised for the proactive approach it takes with businesses, providing support and signposting.
- Leisure services are keen to work in partnership to develop the collaboration potential.
- The Performance and Efficiency Board, chaired by the Chief Operating Officer, was set up to monitor, address and benchmark performance and escalate issues to the senior leadership team (SLT). Peers considered this Board to be a real asset to the organisation and could see the value the officers involved were bringing to driving improvements in performance.
- Some positive work has been led on external communications, reducing the number of social media channels and increasing capacity to deliver messages via the councils' main channels.

4. THE ACTION PLAN

- 4.1 The recommendations contained within the CPC report, both the formal eight recommendations and the informal ones set out in the body of the report, have been considered by the senior leadership team. An action plan has been developed which is attached at Appendix 1.
- 4.2 Officers have applied our established project management framework to the consideration of the report and the development of the action plan. This is to ensure that it is treated consistently with other projects, whilst also ensuring appropriate prioritisation, project management, resourcing, and monitoring of activity. Appropriate Officers have also been identified to ensure appropriate responsibility for delivery and governance. All of which is considered important to ensure that the Action Plan is deliverable and trackable.
- 4.3 Senior Officers have also met with Cabinet and discussed the findings of the CPC report. These discussions have helped to shape the action plan and the shaping of the underlying activities that will flow from it. This is important to ensure that the Action Plan maintains alignment with other corporate activities and with the Corporate Plan. Additionally, a lead Member has been identified for each of the activities to aid with political accountability and ownership, whilst the overall response to the CPC remains within the remit of the Leader and Chief Executive.
- 4.4 It should be noted that the action plan contains:
- 27 Actions linked to the 8 formal recommendations.
 - 22 of those are currently considered Green
 - 5 are considered Amber
 - 0 are considered Red

 - 7 additional recommendations were identified
 - 7 Actions lined to those additional recommendations
 - 1 is presently Green
 - 1 is presently Amber
 - 5 are marked as To Be Commenced/Considered (yellow)
- 4.5 As can be seen, many activities are presently underway. Some of the recommendations also recognised the need for pieces of work which Officers had already identified as being required. As such, some activities and actions were able to be identified and moved forward at pace. For example, the work to create a single narrative for the Council to utilise in its communications approach – that work has been completed with input from the LGA and the narrative is presently being rolled out to staff and being used in communications.
- 4.6 Although many actions have no formal timescales for completion at this stage, the narratives provide an understanding of where activities have commenced and are underway. As can be seen, in some cases there are inter-dependencies with other feedback (such as from Members following meetings of the Constitution Working Group; or following training). Equally,

some activities are beholden to other parties (such as the Planning Peer Review which has been scoped and is programmed to be undertaken by the LGA/Planning Advisory Service).

- 4.7 The Action Plan is therefore a living document at this time, it will evolve and will be subject to change as the various activities are scoped, shaped, and delivered. Equally it is likely that there will be activities which flow from the action plan which will in turn result in changes to business as usual (BAU); or will result in procedural changes (such as to service planning). That said, some actions will be standalone and taken forward on a task and finish basis.
- 4.8 Thus it is natural that the Action Plan will evolve, and it must be recognised therefore that this is the first iteration, with further updates to be provided at quarterly intervals.

5. COMMENTS OF OVERVIEW AND SCRUTINY

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

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

- 6.1 The recommendations, general insight and opportunities for learning that the CPC process has provided will assist the Council in delivering against all the actions in the Corporate Plan and Service Plans.

7. LEGAL IMPLICATIONS

There are no direct legal implications arising from this report.

8. RESOURCE IMPLICATIONS

- 8.1 Resource implications associated with the action plan have and will continue to be kept under review as part of the Councils project management processes.

9. LIST OF APPENDICES INCLUDED

Appendix 1 – CPC Action Plan

10. BACKGROUND PAPERS

[Full Council Papers](#) – 17th July 2024 – Corporate Peer Challenge

CONTACT OFFICER

Name/Job Title: Michelle Sacks
Email: michelle.sacks@huntingdonshire.gov.uk

Unique ref	Recommendation number	Recommendation	Definition	Action	Owner	Responsibility	Delivery resource	Timeframes	Status
CPC001	Recommendation 1	Align finance and workforce to deliver the agreed political priorities including a review of organisational structure.	A single narrative needs developing and communicating so that everyone is clear what the priorities are, how they are being delivered and what the timescales are for this. The council needs to ensure its officer structure enables delivery of the political priorities, that officer capacity is directed to the priority areas and the finances are aligned	A restructure of Senior Leadership Team to be launched for consultation in October 2024	Michelle Sacks	Cllr Conboy	HR resources	Underway - Preparation work commenced. Aim to complete before end of 2024 if possible.	Green
CPC002	Recommendation 2	Strengthen the internal approach to engagement which ensures the voice of residents/service users are at the heart of decision making.	Building on the good practice shown in consulting on Huntingdonshire Futures, develop different engagement mechanisms to gain the views of residents/service users on their experience of the council and how these can be responded to.	Policy decision about whether Comms is accountable for engagement across the organisation to be agreed	Michael Hann	Cllr Ferguson	Michael Hann	Underway - scoping and options appraisal live	Green
CPC003	Recommendation 2			Community health and wealth building - resident workshops to co-deliver a strategy. This is the start of the live engagement opportunities available to our residents	Michael Hann/ Oliver Morley	Cllr Ferguson	Michael Hann	Underway - some workshops already held as part of development of strategy (adopted September).	Green
CPC004	Recommendation 2			Options paper created for different engagement events and approval from Informal Cabinet once completed. Depending on the option chosen there will be a likely budget identified but there will be a need for BAU coordinator resource to facilities and advice on service specific engagement activities	Michael Hann	Cllr Ferguson	TBC - Resourcing to be considered as part of options appraisal	Underway - scoping and options appraisal live	Green
CPC005	Recommendation 2			Network of Communications Champions established within HDC to share learning and key campaigns, in order to provide coordinated comms and key messaging	Michael Hann	Cllr Ferguson	Communications Team	Underway - Quarterly meetings	Green
CPC006	Recommendation 2			Creation of a corporate consultation schedule to a managed approach to consultation. This will include corporate consultations eg; on budget setting as well as service specific consultations eg: Local Plan	Michael Hann	Cllr Ferguson	TBC - Resourcing to be considered as part of options appraisal	Underway - continually reviewed, will be picked up alongside service planning	Green
CPC007	Recommendation 3	Develop a resourced Communications and Engagement Strategy which defines the HDC brand and strategic narrative.	Promote the services the council delivers. Don't undersell the impact being made in the community by leisure, parks and open spaces and operational services. Ensure everyone knows these are delivered by HDC. Be clear about who leads external communications to prevent confusion of messages and brands.	Communications strategy for the year ahead being refreshed and being approved by Informal Cabinet	Michael Hann	Cllr Ferguson	Commissioned out to a third party (LGA)	Underway - partially complete - LGA engagement undertaken. Early draft completed.	Green
CPC008	Recommendation 3			LGA commissioned to create the HDC narrative and develop a comms and engagement strategy to deliver individual campaigns. Within the campaign plans will be a resource and budget profile	Michael Hann	Cllr Ferguson	Michael Hann	Underway - Partially complete. Narrative complete. Roll out and use commencing during September 2024	Green
CPC009	Recommendation 4	Review the planning service to ensure that within the planning policy framework the council's priorities are being delivered, for example climate, environment and inclusive growth.	Create understanding across all council services that there needs to be a holistic approach to deliver the councils growth and development ambitions. The planning service is a major contributor to fulfilling the longer-term outcomes of the council, but the results will benefit and impact on the whole council and it is important the service is appropriately positioned and supported to deliver these ambitions	Undertake a Peer review challenge on the Planning department through engagement with the LGA to agree timeframes. The review will then provide recommendations and an action plan to take into 25/26	Mike Gilderleeves	Cllr Sanderson	Peer Review resource identified to support LGA/PAS work. Budget bid for implementation resource for associated action plan delivery, and ongoing planning enhancements/improvements	Underway - Peer Review planned for November 2024. Pushed back due to availability of LGA support and clashes with conference season.	Green
CPC010	Recommendation 4			Local Plan consultation on issues and options. Activities and findings to be presented SLT, Management team, Strategic Board, Members	Mike Gilderleeves	Cllr Sanderson	Clara Kerr	Underway - Issues and Options consultation live from 18th September.	Green
CPC011	Recommendation 4			Cultural issue to take a holistic view - want to have monthly briefings on topics for Informal Cabinet and Management team about what's going on and why it's important.	Mike Gilderleeves	Cllr Sanderson	Clara Kerr	TBC - Some activity undertaken, but will be reviewed following Peer Review. Also linked to Monthly Member briefings to be rolled out from November.	Amber
CPC012	Recommendation 4			Delivery board, Strategic Board and lessons learnt at both the tactical project level and the sponsor level to inform future HDC delivery of significant change programmes requiring planning	Mike Gilderleeves	Cllr Sanderson	Mike Gilderleeves	Underway - part of continual improvement	Green
CPC013	Recommendation 4			Facilitation of the continuous improvement journey - that as an organisation we need the peer reviews over a number of different services and not just planning	Mike Gilderleeves	Cllr Sanderson	TBC - Linked to main peer review, additional resources available subject to identification of need and business case.	TBC - Some activity undertaken, but will be reviewed following Peer Review.	Amber
CPC014	Recommendation 5	Deliver the imminent Workforce Strategy at pace - including addressing staff concerns.	The extensive consultation on the new strategy has raised awareness and staff have high expectations of what it will deliver. Ensure the strategy addresses the inconsistency in policy and practice and brings services together to support a one council approach, where best practice is shared across services and fairness and equity is at its core.	Action plan to be prioritised and then presented at SLT, Informal Cabinet and then Employment Committee for approval. Will include a scheduled plan to show prioritised actions, timeframes and resources. Employment committee - will be monitoring the WFS action plan alongside established KPIs eg: sickness, staff turnover.	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - To be completed by end of October	Green

CPC015	Recommendation 5			Impacts to performance and absence likely to occur in team and services with the introduction of robust implementation of policies and practices - needs to be considered against the KPIs to give context.	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - Quarterly updates through Workforce Report to Employment Committee and SLT. Regular raising of issues to SLT and Managers.	Green
CPC016	Recommendation 5			Employee value proposition to be developed, which will feed into the corporate narrative	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - scoping and options appraisal live.	Green
CPC017	Recommendation 5			Staff pay review undertaken	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - scoping and options appraisal live.	Green
CPC018	Recommendation 5			Well being for staff review undertaken	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - Employee Assistance Programme contract due to end in October. New provider to be sought, 4 week process.	Green
CPC019	Recommendation 5			Policy and practice review undertaken	Nicki Bane/ Strategic HR Manager	Cllr Davenport-Ray	Kiran Hans (project manager) and Chloe George (co-ordinator)	Underway - BAU and not a specific task. Continual review and improvement.	Green
CPC020	Recommendation 6	Continue to strengthen the council's approach to governance, compliance and risk.	To support the council's improved governance approach: Review the council's constitution	Establish a Constitution Review Working Group - constitutional review, supported by Association of Democratic Services Officers (ADSO) for 6 meetings. An opportunity for Members say what they are concerned with and work up proposal to address. Paper will go to Governance committee and then full council for approval	Tom Lewis	Cllr Harvey	Lisa Jablonska (co-ordinator) supported by ADSO	Underway - working group has been set up and has met twice - key areas of focus identified. Potential of 12mth project.	Green
CPC021	Recommendation 6		Provide additional capacity for MO and DMO roles	Recruitment for MO and DMO roles to ensure dedicated resource for each individual council in the shared services partnership.	Tom Lewis	Cllr Harvey	HR resources	TBC - To follow completion of SLT restructure as per action against recommendation 1	Amber
CPC022	Recommendation 6		Ensure sufficient investment and resource for member development	Full programme of member training to identify concerns of Peer review and from Members. Certain number of session already delivered to the Cabinet, about how officers and Members work together. Ways of working can be optimised with LGA training	Tom Lewis	Cllr Harvey	Lisa Jablonska (co-ordinator)	Underway - Some additional training already provided (eg Scrutiny), some already planned in (eg finance). Member Development Working Group meeting in September to consider future training.	Green
CPC023	Recommendation 7	Support and develop a member led scrutiny work programme and prioritise areas where they can add value and help mitigate risk - SLT support.	Ensure there is adequate time between Overview and Scrutiny Committees and Cabinet for members to add value to the process. Support them to shape agendas and work plans and contribute to policy development.	Agendas changed for the meeting - chairs briefing also includes the future plan for meetings In September update on priority one to partnership O&S panel (quarterly) - OM	Oliver Morley Mike Gildersteves	Cllr Harvey	TBC - additional resources to be available subject to assessment of need and case for change.	Underway - processes and approach to briefings has changed. Training has been provided. Will further review once feedback from self-scrutiny exercise complete	Green
CPC024	Recommendation 7			Centre for Governance & Scrutiny to come in and do a review - to help understand best practice and steps we can undertake to improve our scrutiny panels	Oliver Morley Mike Gildersteves	Cllr Harvey	TBC - additional resources to be available subject to assessment of need and case for change.	Paused pending feedback from Scrutiny training by EELGA. May not be needed. Discussion with Chairs to take place following self-scrutiny exercise.	Amber
CPC025	Recommendation 8	Define and communicate your approach to transformation/continuous improvement.	Put in place the cross-cutting foundations (technology, workforce, structures, culture, communications) to prepare the organisation for holistic service transformation rather than reinforcing some silos and risk services continuing their own custom and practice.	Combine the outputs from the ADP process with the 3 cross-cutting service reviews; customer, leisure, planning - with appropriate governance in place (through Delivery Board)	Oliver Morley	Cllr Conboy	TBC - additional resources to be available subject to assessment of need and case for change.	Underway - To be reviewed during October as part of consideration of budget setting and service planning. Service plans have been coordinated in to a single plan. New transformation director has started also.	Green
CPC026	Recommendation 8			Play back to SLT the update from the continuous improvement/transformation plan to confirm strategic activities and prioritisation	Oliver Morley	Cllr Conboy	TBC - additional resources to be available subject to assessment of need and case for change.	Underway - To be reviewed during October as part of consideration of budget setting and service planning. Service plans have been coordinated in to a single plan. New transformation director has started also.	Green
CPC027	Recommendation 8			Improvements to data will be managed on a risk-based approach in order to manage workloads and impacts across the organisation	Oliver Morley	Cllr Conboy	TBC - additional resources to be available subject to assessment of need and case for change.	Underway - Staffing in performance and projects teams (data analysis) has been subject to change due to staff turnover. Linkages to 3CICT work. New Transformation director has involvement in this area and will shape future approach.	Amber
Additional comments and actionable activities									

This page is intentionally left blank