

A meeting of the **CABINET** will be held in **CABINET ROOM, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 11 SEPTEMBER 2003** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting of the Cabinet held on 1st September 2003.

**C Deller
388007**

2. COMMUNITY STRATEGY (Pages 3 - 46)

To consider a report by the Head of Policy regarding the development of a draft Community Strategy for Huntingdonshire.

**I Leatherbarrow
388005**

3. CODE OF CORPORATE GOVERNANCE (Pages 47 - 68)

To consider a joint report by the Executive Director of Central Services and Audit Manager seeking endorsement of a Code of Corporate Governance.

**P Watkins
388002**

4. REVENUE BUDGET, 2002/03: OUTTURN (Pages 69 - 72)

To consider a report by the Head of Financial Services.

**S Couper
388103**

5. TREASURY MANAGEMENT: INVESTMENT PERFORMANCE
(Pages 73 - 74)

To consider a report by the Head of Financial Services on levels of performance achieved by the External Fund Managers during the quarter ended 30th June 2003.

**S Couper
388103**

6. LICENSING ACT 2003 (Pages 75 - 78)

To consider a report by the Head of Administration regarding the implications for the District Council of the Licensing Act 2003.

**R Reeves
388003**

7. FORMER ALCONBURY AIRFIELD: UPDATE (Pages 79 - 82)

To consider a report by the Head of Planning Services with regard to the current position on the appeal against the refusal of planning consent for development on the former Alconbury Airfield and the proposed further retention of Parliamentary lobbyists having regard to the extension of the timescale for consideration on the future of airport

**Mrs E Wilson
388301**

policy in the south-east.

8. OFFICE ACCOMMODATION

On the recommendation of the District Council Headquarters and other Accommodation Members Advisory Group, to authorise the Director of Operational Services to commission an update of the structural survey of Pathfinder House at an estimated cost up to £30,000 to be met from the current years approved Capital Programme.

**Mrs E Wilson
388301**

9. DIRECT PLANNING ENFORCEMENT ACTION (Pages 83 - 84)

To consider a report by the Head of Planning Services proposing the establishment of a procedure for undertaking enforcement action in appropriate cases.

**Mrs E Wilson
388301**

10. HOME ENERGY CONSERVATION ACT (HECA) 1995: SEVENTH PROGRESS REPORT, 2002/03 (Pages 85 - 98)

To consider a report by the Head of Environmental Health Services seeking approval of the content of the seventh annual progress report on Home Energy Efficiency.

**J Coultous
388280**

11. EXCLUSION OF PRESS AND PUBLIC

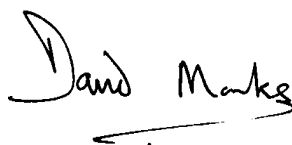
That the public be excluded from the meeting because of the business to be transacted contains exempt information relating to an employee of the District Council.

12. STAFFING REVIEW - ENVIRONMENT AND TRANSPORT (Pages 99 - 100)

To consider recommendations by the Employment Panel in relation to a report by the Heads of Environment and Transport and of Personnel Services on a request for early retirement.

**P Duerden
388043**

Dated this 3 day of September 2003



Chief Executive

Please contact Mrs H Taylor, Democratic Services Officer, Tel No. 01480 388008 or 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 Cabinet.

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.

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Cabinet Room on Monday, 1st September 2003.

PRESENT: Councillor D P Holley - Chairman
Councillors I C Bates, Mrs J Chandler,
R L Clarke, Mrs K P Gregory, N J Guyatt,
T V Rogers and L M Simpson

63. MINUTES

The Minutes of the meeting of the Cabinet held on 31st July 2003 were approved as a correct record and signed by the Chairman.

64. PUBLIC CONVENIENCES: CALL IN

Further to Minute No. 62 and with the assistance of a report by the Executive Director of Central Services (a copy of which is appended in the Minute Book) the Cabinet considered the deliberations of the Overview and Scrutiny Panel (Service Delivery and Resources) in relation to their "call in" of decisions made by the Cabinet on public conveniences at their meeting held on 31st July 2003.

Having attended the meeting of the Overview and Scrutiny Panel (Service Delivery and Resources) which had followed the "call in", the Portfolio holder for Service Delivery, Councillor R L Clarke, responded to the issues raised by reference to the Minutes of the Cabinet and of the Overview and Scrutiny Panel (Planning and Finance) held on 25th July, 10th September and 8th October 2002 respectively. He also suggested that the matters raised had previously been discussed at earlier meetings of the Overview and Scrutiny Panel and Cabinet.

However, to ensure the issues identified by the Overview and Scrutiny Panel were addressed and that Members were satisfied with the approach which the District Council would be taking with regard to the replacement of public conveniences and improvements to the service without delaying progress unnecessarily, the Cabinet

RESOLVED

- (a) that a Members Advisory Group be established under the Chairmanship of Councillor Clarke and comprising also Councillor I C Bates, R E Barnes, the Chairman of the Overview and Scrutiny Panel (Service Delivery and Resources) and a representative from the Liberal Democrat Group to review proposals for the procurement of public conveniences in the light of the issues raised by the Overview and Scrutiny Panel (Service Delivery and Resources); and
- (b) that the Director of Operational Services be requested to prepare a scoping paper for the Advisory Group to include reference to previous decisions taken by the

Cabinet and Overview and Scrutiny Panel (Planning and Finance) and a summary of the response received to the consultation process with a view to a report on their conclusions being submitted to the meeting of the Cabinet to be held on 23rd October 2003.

Councillor D P Holley
Chairman

A COMMUNITY STRATEGY FOR HUNTINGDONSHIRE

(Report of the Head of Policy)

1. INTRODUCTION

- 1.1 The purpose of this report is to provide an opportunity for Members of the Cabinet to comment to the Council on the Community Strategy for Huntingdonshire – which will form an important part of the Council's policy framework.

2. BACKGROUND

- 2.1 During the past 12 months Members have been acquainted with the background to the statutory requirements for a Community Strategy for Huntingdonshire – a long-term plan to help the Council, working with others, promote the social, environmental and economic well-being – the quality of life – of residents of the District. Specifically, in June this year Members were given an opportunity to comment on an early draft of the Strategy prior to further discussion among stakeholder groups and a second round of public consultation.
- 2.2 The Community Strategy has been developed by the Huntingdonshire Strategic Partnership in accordance with the following programme, previously endorsed by the Council –

2002/03

October to November	Identification of key challenges and preparation of first stage consultation
December to January	Public consultation
February to April	Partnership groups contributed to draft Strategy in consultation with local groups and organisations
June	Huntingdonshire Strategic Partnership Board considered draft Strategy
June/July	Partner organisations considered and commented on first draft
July/August	Development of draft strategy by partnership groups and second stage consultation
September	Consideration of consultation and draft and adoption of Community Strategy by Board and partner organisations.

- 2.3 The Strategy document will comprise two sections – a summary and a more detailed plan setting out the outcomes or results to improve the quality of life, together with a series of objectives and actions to achieve these results. The latest draft of the detailed plan section of Strategy is attached as Appendix A. It will be considered by the Board of the Huntingdonshire Strategic Partnership at a meeting on 3rd September 2003, together with the results of the second stage consultation (Appendix B). The Partnership Board is scheduled to adopt the Strategy at a meeting on 25th September 2003.
- 2.4 The Council's Overview and Scrutiny Panels also are reviewing the draft at their meetings on 2nd and 3rd September 2003.
- 2.5 Any comments or amendments to the draft, specifically, following consideration of the results of the second stage consultation will be reported to your meeting.
- 2.4 Members are reminded that increasingly the Council is required to lead or co-ordinate many plans and strategies, but does not have sole responsibility for their preparation. Plans such as the Community Strategy are prepared under partnership arrangements and include actions and targets which other bodies will deliver or contribute to. It is important that such plans are agreed by relevant partners as it would be counter-productive if, at the final stage of approval, individual bodies could not endorse elements of a plan or strategy that had been agreed with other partners.

3. CONCLUSION

- 3.1 The Cabinet is invited to comment on the draft, to recommend to Council the adoption of the Community Strategy for Huntingdonshire and to authorise the Chief Executive, after consultation with the Leader of the Council, to approve any amendments to the strategy as a consequence of the deliberations of the Huntingdonshire Strategic Partnership Board on 25th September 2003.

Background Papers

Minutes of the Huntingdonshire Strategic Partnership and Partnership Groups held by Head of Administration. Results of consultation held by Head of Policy.

Contact Officer: Ian Leatherbarrow, Head of Policy
☎ (01480) 388005
email: Ian.Leatherbarrow@huntsdc.gov.uk

A Draft Community Strategy – Shaping our Future Summary of 2nd stage consultation

1. Background

2nd stage consultation on the draft community strategy: 'Shaping our Future' took place during July /August 2003. The consultation involved:

- 2500 leaflets distributed to a random sample of households in Huntingdonshire, followed up by 546 telephone interviews carried out by BMG.
- 1600 leaflets distributed to town and parish councils and local organisations for comment and placed in post offices, GP surgeries, libraries, leisure centres and other public places.

2. Introduction

This report details the respondent profiles for 2nd stage public consultation – leaflet distribution and telephone interviews.

3. Leaflet distribution

Leaflets were distributed to households randomly using the electoral register and placed in the following locations:

- Town & Parish Councils in the District
- Huntingdonshire Primary Care Trust (to all GP's in the District)
- Hunts Forum of Voluntary Organisations
- University of 3rd Age (U3A)
- Citizens Advice Bureaux
- Libraries
- Recreation Centres
- Post Offices
- Cash offices
- Each Huntingdonshire Strategic Partnership Thematic Group for consultation with stakeholder groups

4. Response Rate/Sample

Leaflet distribution

There have been 38 responses to this leaflet distribution, 13 by members of the public, 6 from Town and Parish Councils, 10 from U3A and 1 each from Age Concern, CALC (Cambridgeshire Association of Local Councils, HARP & Prison Families Helpline, Wansford Horticultural Society and St Ives Civic Society.

A joint response was received from Hunts Forum of Voluntary Organisations on behalf of a forum attended by: Ramsey & Warboys Volunteer Bureau; Carers UK, Beds & Cambs. Rural Support Group; Age Concern; Huntingdonshire Carers Group and Huntingdonshire Community Health Council.

Responses were also received from St Neots Community Action Partnership, Ramsey Action Group Partnership and Huntingdonshire Mental Health Working Group.

Clearly 38 responses is not a representative sample from the general public, however within this sample there is an important contribution from stakeholder groups. It is important to note that these findings do reflect those found by the more representative public sample acquired by BMG.

Telephone interviews (BMG)

546 telephone interviews were completed. General comments (qualitative data) from the telephone interviews have not yet been collated, therefore any general comments quoted below have been extracted from the response to the leaflet distribution and not any telephone interviews conducted by BMG.

5. Summary of findings

SUPPORTING CONTINUED ECONOMIC SUCCESS

A Buoyant & Balanced Local Economy

- The majority of respondents agreed that the proposed objectives listed under a buoyant and balanced local economy would help to achieve one.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *Do not encourage rural development, it encourages town/villages to spread and blights the countryside;*
 - *Encourage more white-collar company HQ's to St Neots to prevent commuting.*
 - *Small/light manufacturing industry provides too few jobs;*
 - *Local transport in rural areas needs to be developed;*
 - *Put Alconbury to good use, no flying though. Use instead for housing, business. Need a proper transport strategy, railway link between Hunts & Cambridge.*

Hunts Forum of Voluntary Organisations

The group agreed that the principle of good economic growth was vital for the future of the area, particularly with regard to rural areas. Local businesses and industry are important for employment prospects for local people and the promotion of local produce and goods will encourage greater local identity.

One concern was around the proposal to develop and promote night-time activities. One participant's experience of this kind of development in another area had not been positive, particularly with regard to younger people. It was suggested that great care needed to be taken to ensure that the right kind of development takes place and that it is carefully controlled, especially in town centres or large villages where the potential for unruly behaviour exists.

St Neots Community Action Partnership

Objectives –

Increase the promotion of St Neots as the economic base for the West of Cambridgeshire and East of Bedfordshire.

Actions – Greater promotion of St Neots, good transport infrastructure close to A1 and direct rail links to London and proposed rail link to Cambridge and Bedford.

Ramsey Action Group Partnership

Actions –

Improvements to the road infrastructure in the Ramsey area should be undertaken.

Other Comments –

In objectives section “**Develop the Market Town**” – Please list Market Towns.

Huntingdonshire Mental Health Working Group

The members of the Huntingdonshire Strategic Partnership represent major local employers and it would be helpful for them to make an active commitment to employing people with a history of mental illness. There also needs to be sufficient resources to support people returning to work.

CALC

Unemployment needs to be included as a measure, without this we could have the theoretical situation that average earnings have risen 25% but only 60% of the population are working. Better to increase by 15% and have 90% working to achieve the outcome

Adequate High Quality Housing

- The majority of respondents agreed that the objectives listed under adequate high quality housing would help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *As there will be no more development in Sawtry it will be difficult for any social rented housing to be provided*
 - *Develop Alconbury airbase*
 - *Ensure villages do not lose their identity due to development*
 - *HDC planners has missed the goal so many times when local people want to build single or small housing units, they encourage spread of large houses*
 - *Many people earn 10-12K & don't qualify for social housing, cannot afford to buy or privately rent and still live with parents. Refugees/immigrants can cause tension*
 - *More emphasis on social rented housing as the main priority*
 - *More smaller low cost housing to buy or part rent/buy, some structure to retain low cost housing*
 - *Provide suitable housing for first time buyers*
 - *The above options do not appear to address the needs of older people, need more modern sheltered housing.*

Hunts Forum of Voluntary Organisations

Again, agreement that this is a very necessary priority to enable local people to remain in the area and to attract new people into jobs and opportunities. It was recognised that there is a need for a proper assessment of rural housing issues, including whether or not young people currently living in rural areas wished to stay there or whether they would prefer more opportunities to live in the towns. This also links closely with the work around rural transport. The group was keen to see young people's views given a high priority.

The needs of older people should also be carefully assessed in terms of housing. For many their house is the one asset they have to leave to their children and it may be helpful for service agencies to consider ways of helping this group of people to look at alternatives to staying in their life-long home.

St Neots Community Action Partnership

The Partnership group wished to have the word 'adequate' removed from the heading.

Objectives –

No additional comments.

Actions –

Support and increase the development of specialist housing provision to meet the needs of the elderly and disabled.

Encourage the development of specialist housing to meet the needs of victims of domestic violence.

Ensure adequate car parking provision when planning housing development

Ramsey Action Group Partnership**Objectives** –

No additional comments.

Actions –

Ensure the utilisation of existing local resources e.g. housing over retail premises.
Need to ensure that new build accommodates the changing needs of the local community e.g. older persons housing, single parent households.
Ensure that local infrastructures can accommodate any proposed development.

Huntingdonshire Mental Health Working Group

The Links Scheme has been very successful, but the need for this supported housing is much greater than the current allocation.

It is good to see affordable rented accommodation in the plan. It would be helpful if there could be an emphasis on overcoming planning issues when this accommodation is for vulnerable groups like those with mental health problems or a learning disability.

Adequate Infrastructure

- The majority of respondents agreed that the objectives listed under adequate infrastructure would help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *Development is important but it must be sensitive. We do not want the country covered in fast roads and huge housing estates*
 - *Do these plans include new council housing in rural areas? Schools and shops will need to be included?*
 - *Ensure settlements are not too uniform, ensure gardens are big enough. We need public green open spaces*
 - *Not convinced that more infrastructure will become available in St Neots yet we get more housing.*
 - *Roads need improving before any development in Ramsey. Improve A14 to Cambridge*

Hunts Forum of Voluntary Organisations

The need for good infrastructure and support services is obvious and it was agreed by the group that this appeared to have been an after-thought in many past local developments. The suggestion of a more integrated approach was welcomed.

St Neots Community Action Partnership**Actions** –

Where Section 106 funds are generated following housing / employment developments funds should only be allocated following consultation where possible with the local community affected by the development.

Ramsey Action Group Partnership**Actions** –

Ensure better road infrastructure in rural areas.
Ensure that any infrastructure proposals and development provides adequate drainage.
Develop market towns as rural hub centres for the provision of health and day care services.

A Healthy Population

- The majority of respondents agreed that the objectives listed under a healthy population would help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *Deal with speeding motorists, make it easier for pedestrians to walk*
 - *Develop falls prevention work not just continue*
 - *I would like to see more done for OAP and disabled, dropped curbs, very poor roads - pot holes*
 - *Increase use of traffic calming and use of speed cameras and speed bumps in villages*
 - *More emphasis on the needs of children & families in need due to poverty, parent in prison or disabilities*
 - *Need to ensure funds for care of the elderly and vulnerable are increased or these targets will not be met*
 - *Promote buses for village school children, reduce school run traffic and 30mph speed restrictions through villages*
 - *Some of the actions will be difficult to monitor. It is questionable whether provision of more sheltered accommodation would release more family houses.*

Hunts Forum of Voluntary Organisations

Many voluntary organisations have been pioneers in the development of integrated and user centred services so the proposal for stronger links between health, social care and housing was strongly welcomed by the group. It was also suggested that links with the voluntary sector should also be strengthened to help meet the needs of those people who fall outside of statutory criteria but still require support.

The shortage of care staff in the district is also a problem for voluntary groups who also need to fill job vacancies and recruit volunteers to undertake their caring responsibilities. Any opportunity to work together on this problem would be welcomed.

The group was particularly pleased to see that proposals exist to encourage employers, schools and individuals to take responsibility for health matters.

St Neots Community Action Partnership

Objectives –

Improve and promote positive mental health support and services.

Actions

Amend the action “Continue Falls Prevention Programme” to “Extend Falls Prevention Programme”.

Develop market towns and strategic villages as hub service centres for the provision of day care and health services.

Ensure implementation of existing drug and alcohol health strategies.

Ensure better access to advice and information services across all agencies. Promote positive mental well-being.

Ensure enhanced support for vulnerable people e.g. carers, looked after children etc.

Ramsey Action Group Partnership

Actions –

Ensure that any traffic calming measures that are introduced to reduce traffic accidents are done so in full consultation with local residents.

Ensure good access to Advice and Information e.g. welfare, benefits and health information

Implementation of existing Drug and Substance misuse strategies.

Ensure enhanced support of carers.

Change continue falls prevention programme to “Expand falls prevention programme”.

Promote positive mental well-being

Huntingdonshire Mental Health Working Group

Objectives – The first bullet point would be strengthened by changing to: Support vulnerable people to lead active lives, to gain and retain employment or training, and live independently in their own homes.

Action – Promote positive mental well-being

Residential and Nursing Care - The proposed action to ensure older people and those with disabilities have access to facilities that promote an active, healthy life, is welcome. There is a significant lack of specialist residential and nursing home places within Huntingdonshire for elderly people with a mental disorder. Huntingdonshire PCT and the Social Services department are beginning to address this, but again it would be helpful to specifically mention this group of older people.

Easy & Affordable Access to Services & Facilities

- The majority of respondents agreed that the objectives listed under easy and affordable access to services and facilities will help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *Encourage staggered work times to reduce peak traffic flows; HDC could bus employees to work*
 - *How can priority bus services be organised so that rural areas get a sympathetic service for the needs of a scattered populace*
 - *Need more rural bus services on a daily basis*
 - *School travel needs to be addressed especially in rural communities where there's no free bus, rail needs to develop*

Hunts Forum of Voluntary Organisations

Transport issues are a major problem in this district and the consequences of a poor system are felt more acutely by older people, those with mobility or disability problems and young people. Each of these groups is strongly supported by voluntary organisations who strive to improve matters. All efforts to move this forward would be of benefit to a wide range of people.

The development of the new Ouse Valley Dial-a-Ride was discussed by the group and it was agreed that an expansion of the service to a wider area would be much appreciated, particularly if it could be integrated into mainstream services whilst retaining its uniqueness and independence.

Any move towards more accessible and affordable services for all is welcomed by the voluntary sector.

St Neots Community Action Partnership

Objectives –

Ensure implementation of the recommendations set out in 1996 Disability Act with specific reference to Access to Goods, Facilities and Premises Section that comes into effect on 1 October 2003.

Actions –

Ensure local service providers are aware of their obligations under the Disability Act.
Extend and improve the concessionary fares scheme in Cambridgeshire.
Upgrade of pathway and drop kerbs.

Ramsey Action Group Partnership

Objectives – No additional comments. However, greater clarification would be appreciated about what is meant as “Integrated Transport at sites along main routes”?
What are the main routes?

Actions –

Ensure that where new facilities are to be developed these are accessible to Public Transport or within walking distance.
Ensure that any Public Transport development is accessible to disabled travellers.

Huntingdonshire Mental Health Working Group

The members of the Huntingdonshire Strategic Partnership represent major local employers and it would be helpful for them to make an active commitment to employing people with a history of mental illness. There also needs to be sufficient resources to support people returning to work.

CALC

For the transport initiative CALC would need to pull all the parishes together if we are to ever get near an integrated system. Central funds will never be available to achieve this and so parishes may need to precept to make contributions from parishioners.
Dealing with parishes piecemeal will not give us integration - we need to attack parishes as one.

* I think CALC needs to be in the loop on village halls and wider facilities

Adequate Opportunities for Learning

- The majority of respondents agreed that the objectives listed under adequate opportunities for learning would help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *Encourage adult literacy*
 - *Ensure adequate budgets for community education and libraries*
 - *Ensure Huntingdon Regional college stays in St Neots, traveling to Huntingdon will kill adult education in St Neots*
 - *Over-emphasis on young people, 30+ and older need opportunities for learning,*
 - *Huntingdon Regional College should respond to needs of more useful industries e.g. building trade course*
 - *Promotion of library learning facilities*

Hunts Forum of Voluntary Organisations

The group discussed the Government's proposals to encourage people to continue working after the state retirement age and realised that there was no provision for skills development for over 55 year olds in this section. This could possibly provide opportunities in the caring professions – previously mentioned as in need of staff.

The needs of rural communities were also discussed, particularly in relation to agricultural workers who are finding increasing difficulty in securing jobs. One reason often given is that workers need to re-train after spending most of their working life on the land but there are few local opportunities to fulfil this need. Could re-training be an area of learning that could be investigated through the Community Strategy?

Ramsey Action Group Partnership

Objectives –

Develop opportunities for older people.

Develop learning opportunities for local people to return to work e.g. carers, mothers

Huntingdonshire Mental Health Working Group

Action – Develop learning opportunities for local people to return to work, e.g. carers, mothers and people with mental health problems

Adequate Cultural & Leisure Opportunities

- The majority of respondents agreed that the objectives listed under adequate culture and leisure opportunities will help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - Access to transport is an issue
 - Improve footpaths, currently poorly signposted, overgrown or invisible

Hunts Forum of Voluntary Organisations

The group agreed that local people and organisations are not good at promoting the rich heritage and culture that exists in this area and more should be done to rectify this.

It was felt that more should be done to encourage the local population to participate in leisure activities, particularly linked to health promotion work.

The need for greater understanding of other cultural groups was also discussed and it was suggested that some voluntary groups could be doing more to assist with the integration and promotion of some of the smaller ethnic groups. This would require support and understanding and could take some time to bring about.

St Neots Community Action Partnership

Objectives –

Re-develop the St Neots skate board facility as a sporting centre of excellence.

Actions –

Improve the provisions of local community safe play provision for younger age group children.

Develop and promote sporting and leisure activities as a tool to address potential anti-social behaviour.

Ramsey Action Group Partnership

Objectives –

No additional Comments. But all three objectives should be followed by the following statement “for all age groups”.

Actions –

Ensure better promotion of cultural and leisure initiatives at a local level.

Vibrant, Confident & Effective Communities

- The majority of respondents agreed that the objectives listed under vibrant, confident & effective communities would help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *Involve older people in their communities, valuable resource & experience*
 - *Encourage links between local civic societies and young people*
 - *Make it easier for people to find information, through advertising or an info section in newsletters*
 - *Promote volunteering with local organizations*
 - *More after-school outreach activities for the more difficult young people*
 - *ST Neots needs more youth & community activities, increase policing of under-age drinkers and anti-social behaviour in the town centre/riverside could reduce if more facilities available*
 - *Voluntary sector cannot develop without adequate funding, need to get young people off the streets*
 - *Young people in this area are very bored.*

Hunts Forum of Voluntary Organisations

The citizenship agenda is well understood within the voluntary sector so any proposals to develop it are welcomed.

The group discussed the need for individuals to take personal responsibility for their own lives and the need for parents to understand more about their responsibilities for their children. Solutions and ideas for tackling both these issues are complex but it was agreed that often voluntary and community groups are best placed to make the initial moves but this is often dictated by capacity and experience.

The capacity of voluntary organisations locally to develop and deliver services will always be wanting – but that is as much because of the innovation and creativity of the sector as a simple resource issue. However moves to openly discuss and work collaboratively on this issue are welcomed.

St Neots Community Action Partnership

Objectives –

Develop and support local Neighbourhood Partnership.

Actions –

Increase the provisions of advice and information.

Ensure better access to local elected representatives.

Ramsey Action Group Partnership

Objectives –

Last bullet point to read: “To improve life chances of children, young people, families and older people

Actions –

Change “Develop the capacity of the Voluntary Sector” to “Invest in the capacity of the Voluntary and Community Sector”.

Establish and promote procedures/opportunities for local community involvement in decision making process above and beyond local elections.

Use the development of parish plans as the base document for developing rural action.

Huntingdonshire Mental Health Working Group

Objectives: ‘promote social inclusion and equality’ would be enhanced by adding diversity, as this is broader than equality, i.e. Promote social inclusion, equality and diversity.

CALC

In supporting Quality Status the CCC & HDC are already involved with CALC.

PROTECTING & IMPROVING OUR ENVIRONMENT

A High Quality Built & Natural Environment

- The majority of respondents agreed that the objectives listed under a high quality built & natural environment will help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *Better recycling boxes, more recycling collections from households e.g. bottles, weekly not fortnightly.*
 - *Educating the planning department and planning committee to be more resistant to bad development e.g. flood plain development.*
 - *Improve information available to individuals about energy efficiency and renewable energy in the home*
 - *To reduce flytipping could have a free bulk rubbish day once a month*

Hunts Forum of Voluntary Organisations

The group again agreed that the objectives for now were about right and that many of the actions seemed achievable. A lot of the issues around waste management and recycling would seem to be driven by Government rather than local priorities but they are still important to local people.

Once again the issue of partnership and responsibility at all levels was discussed as the group felt that some of these problems were too big for individuals and small groups to influence in any significant way.

St Neots Community Action Partnership

Objectives –

Change objective “Reduce the impact of flooding” to Reduce flooding and the impact of flooding”.

Actions –

Improve awareness of environmental issues.

Ramsey Action Group Partnership

Objectives –

Change “Reduce the impact of Flooding” to “Reduce Flooding and the impact of Flooding”.
Support the development and sustainability of the Great Fen Project. (Is this an action?)

Actions –

Improve awareness of environmental Issues

Low Crime

- The majority of respondents agreed that the objectives listed under low crime would help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *Consider children with parent(s) in prison when considering vulnerable children*
 - *Street lights need to be checked there are so many out and more lights in car parks/ parks*
 - *Make police visible in towns and countryside. Street wardens in villages needed due to under-policing, too much emphasis on towns (Oxmoor) it needs to be fairly distributed.*
 - *More Community Police Officers needed in St Neots town centre and in the Eatons.*
 - *Young people need more facilities, promote activities to occupy bored youths*
 - *Services to prevent/combat drug addiction, compulsory referral from magistrates to these services, more awareness of drug related crime*

Hunts Forum of Voluntary Organisations

Several members of the group disputed the statements about Huntingdonshire being a low crime area. Although this may be the case statistically personal experiences of several participants showed that actual crime is seen as a serious problem in parts of the district.

The group agreed with the objectives and many of the suggested actions but felt that more visible policing and a greater confidence in our police force were very important.

St Neots Community Action Partnership

Objectives –

Ensure that adequate and responsive support services are available to drug and substance misusers who use crime to support their substance misuse.

Actions –

Amend “Support detached youth work” to “Support the enhancement of detached youth work”.

The greater use of Anti Social Behaviour Orders to address the problem of persistent offenders.

Amend “Investigate anti bullying measures” to “investigate and address anti bullying and harassment in both schools and the community”

Develop a shop watch scheme for St Neots.

Ramsey Action Group Partnership

Objectives –

Change “Promote low levels of drug and alcohol misuse” to “Promote low levels of drug and alcohol substance misuse.

Change “Investigate anti bullying measures” to “Introduce measures that address bullying and harassment both in schools and the local community”.

Check terminology - should we be using substance ‘misuse’?

Low Fear of Crime

- The majority of respondents agreed that the objectives listed under low fear of crime would help to achieve this.
- The majority of respondents agreed that overall the actions listed to meet these objectives are the right ones to be taking.
- General comments on this issue included:
 - *More CCTV outside of towns*
 - *Reduction in facilities provided by Cambridgeshire County Council for youth not been replaced, too many teenagers with nothing to do*
 - *We need far more policeman and they should be there, high profile in the community*

Hunts Forum of Voluntary Organisations

Many of the group felt that there was little difference, in their experience, between actual crime and fear of crime. The suggestion that many older people are frightened to leave their homes because of a fear of crime was often rooted in their own experience or that of someone close to them. It was suggested that the only way to deal with the 'fear' is to remove the 'crime'.

Although supportive of many of the proposed actions it was agreed that this issue and the one previous to it should be more closely linked together and not treated separately.

Some discussion took place about ways to improve public confidence in Cambridgeshire Constabulary and opportunities for the police to gain a better public image. No solutions were offered but it may be something for the Strategic Partnership to discuss further

St Neots Community Action Partnership

Objectives – Amend "Reduce anti social behaviour" to "Reduce antisocial behaviour, this to include noise abatement".

Actions –
Amend "Develop CCTV" to "Develop CCTV in response to identified local needs".

Ramsey Action Group Partnership

Objectives –

Change "Reduce Anti Social Behaviour" to "Reduce Anti Social Behaviour and (needs a separate bullet point) promote Anti Social Noise Abatement enforcement".

Actions -

Change second bullet point to "Support communities to find solutions in **partnership** to anti-social behaviour

Clarification on "Ensure community support officers are recognised" (who is this referring to?)

CALC

We should be working with Cambs Distraction Burglary and Rogue Trader Taskforce. In fact CALC/HDC /CCC are involved already. this needs including in the words to prove the joined up aspect

5. Profile of respondents

Leaflet distribution

The information provided by Hunts Forum of Voluntary Organisations and St Neots Community Action Partnership, Ramsey Action Group Partnership, CALC and Huntingdonshire Mental Health Working Group did not provide information on gender, ethnicity, age etc; the following relates to the remaining 33 leaflets. The figures in brackets relate to the actual number of respondents, these numbers will not always add up to 33, as a number of respondents did not answer some of the questions.

- Gender – 60% (15) female, 40% (10) male.
- Ethnic origin – all respondents who answered this question described themselves as White British.
- Disability – 27.6% (8) of respondents had a disability or other long-term health condition that affects daily activity.
- Age – 3.3% (1) aged 26-35
30% (9) aged 36-45
40% (12) aged 46-55
26.7% (8) aged 56-65
- Activity – 16.7% (5) of respondents were in full time employment
20% (6) of respondents were in part time employment
13.3% (4) of respondents were in self-employed
3.3% (1) respondent was unemployed and available for work
10% (3) of respondents were permanently sick or disabled
36.7% (11) of respondents were retired

Telephone interviews

- Of the 546 interviews completed, 47% were with males and 53% with females.
- BMG used slightly different age brackets, the age breakdown of respondents was: -
 - 16-19 years - 7%
 - 20-24 years - 6%
 - 25-34 years - 18%
 - 35-44 years - 21%
 - 45-54 years - 18%.
 - 55-64 years - 14%
 - 65-74 years - 9%.
 - 75+ 8%
 - refused 1%
- 62% of respondents described themselves as being in employment/self-employment. The remaining respondents were economically inactive, being unemployed, looking after the home, children and other dependents, in full time education, permanently sick or retired.
- 94% of respondents described themselves as White British, 2% Irish and 3% Other.
- Taking into account the population of Huntingdonshire as a whole, the telephone interview sample is representative in terms of gender and age.

6. Conclusions

The majority of respondents agreed that the objectives listed under each outcome would help to achieve it and there was general agreement that the actions listed to meet these objectives are the right ones to be taking. However there were suggestions for additional or alternative objectives to achieve some of the outcomes and additional or alternative actions to achieve some of the objectives.

More detailed information on the response rates for each of the outcomes or actions is available in a separate report.

Community Strategy for Huntingdonshire to 2007

SUPPORTING CONTINUED ECONOMIC SUCCESS

<p>OUTCOME- (the results we are trying to achieve)</p> <p style="text-align: center;">A SUSTAINABLE BUOYANT AND BALANCED LOCAL ECONOMY</p>	<p>MEASURES- (How we will know if we are successful)</p> <ul style="list-style-type: none"> • (un)employment levels • the average level of earning within the District. • the total number of jobs by sector and area. • rateable value of business premises • the take up of employment land 	<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <p style="text-align: right;">?% reduction in out-commuting</p>
<p>OBJECTIVES- (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Develop opportunities to market local produce and products in Huntingdonshire 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <ul style="list-style-type: none"> • Develop a joint vision and action plan for 	

<ul style="list-style-type: none"> • Maintain business confidence to increase investment which creates opportunities to work locally and reduces out commuting. • Develop innovation and creativity in the local economy. • Ensure an appropriate provision of land for business. • Develop and promote the market towns. • Develop the rural economy, especially the Ramsey area. 	<p>Ramsey</p> <ul style="list-style-type: none"> • Prepare interim planning guidance for the development of the area north of Ramsey town centre. • Work jointly to coordinate the regeneration of the rural areas and encourage diversification • Work jointly to ensure a comprehensive, coordinated support and development service for all business • Work jointly to improve the collective benefits of our town centres - their facilities, competitiveness and appeal 	<p>?% increase in total number of VAT registered business in the area ?% increase in total number of visitors to the District ?% increase in footfall in the town centres to undertake “health checks” in each of the Market Towns</p>
<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Investigate ways of promoting the local economy through our rivers and waterways. • Encourage outreach business advice and support, including targeted support for the farming community, in rural areas. • Promote economic benefits of the Great Fen and Needingworth Quarry projects. • Ensure that the Local Plan reflects the needs of the rural economy. • Market Huntingdonshire as a location for strong, stable companies, particularly in the hi-tech engineering field to capitalise on our position in the Cambridge sub 	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>Huntingdonshire District Council/Environment Agency Business Link/ Huntingdonshire District Council/NFU Great Fen Partnership/Greater Cambridge Partnership/ Huntingdonshire District Council Huntingdonshire District Council/Economic Development and Learning Group. Huntingdonshire District Council/Greater Cambridge Partnership/Invest East of England</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy)</p> <ul style="list-style-type: none"> • Huntingdonshire Local Economy Strategy (contact....) • Huntingdonshire Local Plan 1995 and Alteration 2002 and emerging Local Development Documents (replacement local plan) • Cambridgeshire and Peterborough Joint Structure Plan • Greater Cambridge Partnership Action Plan (contact....) • Business Link • Tourism Strategy • Cultural Strategy

<ul style="list-style-type: none"> • region. • Build upon local and regional clusters. • Develop meet the buyer/supplier initiatives. • Promote business, food and craft directories and networks to encourage local supply chains. • Develop town markets and farmer and speciality markets. • Work with local and regional partners to develop innovation and enterprise centres. • Investigate the demand for serviced offices, linked with business support. • Develop strong links between culture, tourism and the local economy. • Explore links with partners to promote and develop innovative and creative industries. • Ensure that the Local Plan provides sufficient land to meet the needs of existing business and for sustainable business growth. • Promote towns to larger retailers through use of information and research and the availability of suitable premises. • Promote the distinctiveness of each market town. • Develop and promote the choice and variety of night-time activities in each market town. 	<p>Huntingdonshire District Council/Greater Cambridge Partnership</p> <p>Huntingdonshire District Council/Economic Development and Learning Group/Business Networks</p> <p>Huntingdonshire District Council</p> <p>Town Centre Partnerships</p> <p>Huntingdonshire District Council/Greater Cambridge Partnership</p> <p>Huntingdonshire District Council/Business Link</p> <p>Huntingdonshire District Council</p> <p>Huntingdonshire District Council</p> <p>Huntingdonshire District Council</p> <p>Huntingdonshire District Council/Economic Development and Learning Group</p> <p>Huntingdonshire District Council/Town Centre Partnerships</p> <p>Town Centre Partnerships</p> <p>Town Centre Partnerships</p>	
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<p>OUTCOME- (the results we are trying to achieve)</p> <p>A BALANCED HOUSING MARKET</p>	<p>MEASURES- (How we will know if we are successful)</p> <p>The % of local residents whose housing needs are met. The number and type of houses built</p>
<p>OBJECTIVES- (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Ensure the availability of a range of decent quality housing to meet local needs. 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <p>Work jointly to develop a housing strategy for key workers.</p>
<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Assess rural housing needs. • Assess key worker housing needs and ensure they are reflected in local and regional plans. • Continue to support the development of affordable social rented housing. • Apply local plan housing policies and achieve targets to meet housing need in a 	<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <ul style="list-style-type: none"> • Increase provision of affordable housing by by 2007 <p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p> <ul style="list-style-type: none"> • Huntingdonshire Housing Strategy • Huntingdonshire Local Plan 1995 and Alteration 2002 and emerging Local Development Documents (replacement local plan) • Cambridgeshire and Peterborough joint Structure Plan • Sub-Regional Affordable Housing Strategy (contact.....) <p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>Cambridgeshire Sub-Region Affordable Housing Task Group</p> <p>Huntingdonshire District Council</p> <p>Huntingdonshire District Council</p>

<p>sustainable manner.</p> <ul style="list-style-type: none"> • Continue to increase the support and availability of good quality temporary accommodation for homeless households through local partnership initiatives. • Promote energy efficiency measures to reduce cold and dampness and to promote affordable warmth. • Ensure housing policies promote social inclusion and equality of housing opportunity for people from black and minority ethnic communities 	<p>Huntingdonshire District Council</p> <p>Huntingdonshire District Council</p> <p>Huntingdonshire District Council</p>	
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<p>OUTCOME- (the results we are trying to achieve)</p> <p>IMPROVED AND SUSTAINABLE INFRASTRUCTURE FOR COMMUNITIES</p>	<p>MEASURES- (How we will know if we are successful)</p>	
<p>OBJECTIVE- (the important thing that will help us get the results we want)</p> <ul style="list-style-type: none"> Realise the benefits to economic, social and environmental well being from housing and employment development. 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <ul style="list-style-type: none"> Work jointly to help prepare plans/development briefs for the provision of community facilities and services in new development, which include standards for community safety, health, environmental protection and design. To support the Sub-regional Infrastructure partnership in the provision of community facilities and services. Explore land needs for public service as part of the development of Local Development Document (replacement Local Plan) 	<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <p>?? the extent of community facilities from joint working or support for Sub-regional Infrastructure partnership.???</p>
<p>SPECIFIC ACTIONS:</p>	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p>

<ul style="list-style-type: none"> • Lobby to ensure that Huntingdonshire infrastructure needs are recognised in national, regional and local plans. • Develop revised Local Development Document which allocates appropriate land for infrastructure and has policies promoting sustainable communities. • Co-ordinate implementation of new supplementary planning guidance on "Sustainable communities" • Support the establishment of a body to co-ordinate the provision of infrastructure in the sub-region. 	<p>HDC HDC/Sustainable Communities Task group (Infrastructure Partnership)</p> <p>Sustainable Communities Task group (Infrastructure Partnership)/HDC</p>	<p>Cambridgeshire Structure Plan (Contact.....)</p> <ul style="list-style-type: none"> • Huntingdonshire Local Plan 1995 and Alteration 2002 and emerging Local Development planning documents (contact.....) • Sub-regional Planning obligations
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PROMOTING OPPORTUNITY FOR ALL

<p>OUTCOME- (the results we are trying to achieve)</p> <p>A HEALTHY POPULATION</p>	<p>MEASURES- (How we will know if we are successful) All causes of mortality rate/100,000 population Years of premature life loss Life expectancy at birth</p>
<p>OBJECTIVES - (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Support vulnerable people to lead active lives and live independently in their own homes. • Promote healthy lifestyles. • Improve participation in physical leisure activities. • Reduce the number of accidents 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <ul style="list-style-type: none"> • Work jointly to support the streamlining and improvement of home in the community and home adaptation services • Work jointly to encourage new schemes/initiatives to support older people at home which prevent accidents, fuel poverty and ill-health. • Lead to improve the inclusion of older people in service planning, through 'listening & involving' mechanisms brokered by Age Concern.
<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <ul style="list-style-type: none"> • By 2007, increase the number of older people (65 plus) who are helped to live at home to 105 per 1000 • Reduce the number of people killed or seriously injured on Huntingdonshire's road by by 2007 	

	<ul style="list-style-type: none"> • Work jointly to support road safety awareness raising and educational programmes targeted at young people 	
<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Work with local businesses to establish workforce health programmes. • Develop integrated health and social care and housing teams. • Recruit more occupational therapists into job vacancies in Huntingdonshire. • Modernise outreach support teams for vulnerable groups. • Promote and maintain the Housing and Special Needs Housing registers to assist the identification of suitable accommodation. • Support the Home Improvement Agency as a means of helping to increase the number of vulnerable people to remain in their own homes. • Promote the uptake of influenza immunisation to people aged over 65 years. • Continue falls prevention programme. • Integrate health and social care services 	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>Huntingdonshire Primary Care Trust & local NHS partners</p> <p>Huntingdonshire Health, Housing and Social Care Partnership</p> <p>Cambridgeshire County Council/ Huntingdonshire Primary Care Trust (& local NHS partners)</p> <p>Huntingdonshire Primary Care Trust & local NHS partners, Cambridgeshire County Council</p> <p>Huntingdonshire District Council</p> <p>Huntingdonshire Health, Housing and Social Care Partnership</p> <p>Huntingdonshire Primary Care Trust & local NHS partners</p> <p>Huntingdonshire Primary Care Trust & local NHS partners</p> <p>Huntingdonshire Primary Care Trust (& local NHS</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p> <ul style="list-style-type: none"> • Adult Services Plan (for more information contact Hugh Gault CCC.) • Supporting People Strategy (for more information contact Hugh Gault) • Cambridgeshire Transport Plan (contact.....) • Director of Public Health – Annual Report 2003 – Hunts PCT • Huntingdonshire Health Improvement Plan (Hunts PCT, to be published 2004) • Hunts PCT – Local Delivery Plan

<p>to provide effective care for older people living at home</p> <ul style="list-style-type: none"> • Extend the Healthy Walks scheme. • Promote exercise in schools and in our communities. • Continue to support the Schools Health Promotion programme. • Identify and implement new approaches to help people stop smoking. • Ensure older people and those with disabilities have access to facilities that promote an active, healthy life. • Reduce the number of accident black spots. • Promote more traffic calming measures to reduce speeding. • Implement targeted local road safety campaigns and local disseminated road safety advice. • Deliver road safety improvement schemes. • Promote community involvement in schemes such as safer routes to schools • Evaluate and roll out Community Speedwatch • Reduce substance and alcohol misuse 	<p>partners) / CCC Hunts Older people Locality Group/Cambridgeshire Supporting People Partnership Huntingdonshire Culture and Leisure Group CCC Hunts PCT & local NHS partners, CCC Hunts PCT & local NHS partners, CCC CCC Area joint Transportation Committee CCC Parsincap (road safety partnership)/CCC Road Safety Team CCC CCC Safer Routes for School Team /HDC CCC/ CALC Hunts DARG, PCT & local NHS partners</p>	
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<p>OUTCOME- (the results we are trying to achieve)</p> <p>EASY AND AFFORDABLE ACCESS TO SERVICES AND FACILITIES</p>	<p>MEASURES- (How we will know if we are successful)</p> <p>Residents perception</p>
<p>OBJECTIVES - (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Integrate transport at sites along main routes. • Improve public transport along main routes. • Develop community transport and other responsive transport. • Improve the affordability of local transport. • Improve travel routes for pedestrians, cyclists and those with mobility difficulties. • Improve access to and the provision of services in rural areas. 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <ul style="list-style-type: none"> • Work jointly to identify local needs for demand responsive travel schemes • Support the promotion of new and existing public transport schemes through partner organisations, networks and new public awareness initiatives • Work jointly to encourage local employers to develop green Travel Plans and promote public transport information. • Work jointly across agencies to lead on the preparation of an action plan to establish 'community information hubs' in villages, towns and new developments for easier access to community information and services.
<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <ul style="list-style-type: none"> • Increase the percentage of rural households in the county within 800 metres of an hourly or better public / community transport service to 43.7% by 2011 (currently 32.8%) • Increase the number of joint 'community information hubs' in the district for easier access to services. • By 2007, increase people's satisfaction with access to key services (as measured by public survey in 2003). 	

	<ul style="list-style-type: none"> • Work jointly to prepare an approach to the use of buildings and new facilities which could be shared for the provision of services. 	
<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Survey existing and potential public transport users to identify travel needs. • Support socially necessary transport services • Improve availability of services in rural areas through the introduction of demand responsive services • Promote improved public transport and increase awareness of transport options. • Continue to promote the development of community-based services including outreach. • Invest to improve buildings and equipment, training and support of staff to enable a shift to community based primary and social care services. • Improve public transport along main routes through planned schemes identified in the Market Town or Area transport strategies and the Local Transport Plan. • Integrate community and public transport in villages along the main routes through planned schemes identified in the Market 	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>Huntingdonshire District Council /Huntingdonshire Transport and Access Group</p> <p>Cambridgeshire Travel for Work Partnership</p> <p>CCC / HDC</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy)</p> <ul style="list-style-type: none"> • Local Transport Plan (contact....) • Hunts PCT – Access Strategy • Hinchingbrooke Healthcare Trust – any relevant plans to be confirmed

<p>Town or Area transport strategies and the Local Transport Plan</p> <ul style="list-style-type: none"> • Improve the passenger interchange facilities at Huntingdon railway station. • Improve travel routes for pedestrians, cyclists and those with mobility difficulties through planned schemes identified in the Market Town transport strategies and the Local Transport Plan • Support the development of 'extended schools' which offer a wider range of services to local communities. • Support the development of HELP (ICT learning points) for easy local access to learning opportunities. • Support the enhancement of village halls so that they provide a wider range of facilities and services for the community. 	<p>CCC / HDC</p> <p>CCC / HDC</p> <p>CCC</p> <p>HDC/CCC</p> <p>CCC/ Cambridgeshire ACRE/HDC</p>	
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<p>OUTCOME- (the results we are trying to achieve)</p> <p>GOOD OPPORTUNITIES FOR LEARNING</p>	<p>MEASURES- (How we will know if we are successful)</p> <p>Residents perception</p>	
<p>OBJECTIVES – (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Develop opportunities for local people to improve or gain work related skills. • Develop opportunities for local people to learn for personal fulfilment. • Increase participation of under represented groups in learning. 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <ul style="list-style-type: none"> • Work jointly to encourage local employers to participate in workforce development and to celebrate local business 'champions'. • Take a lead to ensure to staff in LSP partner organisations who engage with businesses on a regular basis have Business Link 'Workforce development' contact information with them to increase referrals. 	<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <ul style="list-style-type: none"> • Increase the number of people enrolling for / achieving the equivalent of 5 G.C.S.Es A-C passes (level 2 qualification). • Increase the number of people with 'skills for life' (reading, writing, number and ICT skills) • Increase attainment in schools
<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Develop workplace learning in conjunction with local businesses. • Survey local residents to determine their learning requirements and opportunities available to them. 	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>Huntingdonshire Economic Development and Learning Group</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p> <ul style="list-style-type: none"> • Education Development Plan (for more information contact....) • Adult and Community Learning Plan (for

<ul style="list-style-type: none"> • Survey local businesses to determine level of learning/skill development needs. • Provide more learning opportunities in communities. • Provide more opportunities for family learning. • Provide more informal learning opportunities for 13 to 19 year olds. • Increase opportunities for people to develop everyday reading, writing and number skills. • Make it easier for young people to identify roles in the different business, construction, caring and service industries for future job prospects. • Implement the Educational Development Plan to support local schools in increase attainment in early years and Key Stage 3 and 4 learning. • Work with local businesses to encourage employees to undertake some structured learning • Work with local businesses to encourage 16-19 year olds and over 25 year olds to participate in a level 2 or 3 qualification. 	<p>Huntingdonshire Learning Partnership</p> <p>Huntingdonshire Learning Partnership</p> <p>CCC Community Education/HFVS</p> <p>CCC</p> <p>Business Link</p> <p>Business Link</p>	<p>more information contact.....)</p> <ul style="list-style-type: none"> • Learning and Skills Council Strategic Plan (for more information contact.....) • Business Link for Cambridgeshire Business Plan (contact.....)
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<p>OUTCOME- (the results we are trying to achieve)</p> <p>GOOD CULTURAL AND LEISURE OPPORTUNITIES</p>	<p>MEASURES- (How we will know if we are successful)</p>
<p>OBJECTIVES - (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Improve access to the countryside. • Develop existing and new opportunities for cultural and leisure activities. • Improve access to cultural and leisure activities. • Improve access to opportunities for physical activity and cultural enrichment that promote good health and mental well being • Increase the number of diversionary opportunities for (young) people at risk of offending • Improve the understanding of the countryside and the heritage of the landscape • Support communities in protecting and valuing open spaces and historic sites • Develop the tourist product • Develop learning activities through cultural activity 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <p>Work jointly to support the development and promotion of access to the countryside for informal recreation and healthy walking.</p>
<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <ul style="list-style-type: none"> • Increase countryside access by increasing the length of the rights of way network from 1,004 km and the number of people using the countryside for informal creation and healthy walking. • Increase enhancement of the countryside (the number of county wildlife sites in favourable condition). 	

<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Improve access to opportunities for physical activity specifically for disadvantaged communities, people with disabilities and ethnic minority groups. • Establish programmes in community settings targeting disadvantaged and referred groups • Develop and improve the cycle network • Develop programmes for volunteers and coach education • Support outreach activity in sport and the arts • Maintain existing services provided at various geographical locations • Develop facilities in response to the expressed needs of young people • Support voluntary sector groups providing diversionary activity • Work with other services, eg Probation, to involve offenders and their peers in cultural activity • Promote the Great Fen project • Improve access to the countryside and archeological sites • Improve interpretation of the countryside and historic sites • Publicise the Rights of Way Network • Involve communities in developing open 	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>CCC / HDC</p> <p>CCC</p> <p>CCC</p> <p>Great Fen Partnership</p> <p>Wildlife Trust</p> <p>HDC</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p> <ul style="list-style-type: none"> • Cambridgeshire Cultural Strategy (contact...)
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<p>space</p> <ul style="list-style-type: none"> • Increase biodiversity in open space • Develop the opportunity for night time leisure activities • Develop an events programme • Encourage work based skills, eg ICT, through general interest programmes • Ensure specific needs of older people and those with disabilities are included in culture and leisure strategies and in health promotion work. • Promote the physical activity in schools for both pupils and staff. 	<p>CCC Rural Development Service CCC / Parish Councils CCC</p>	
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<p>OUTCOME- (the results we are trying to achieve)</p> <p>VIBRANT, CONFIDENT AND EFFECTIVE COMMUNITIES</p>	<p>MEASURES- (How we will know if we are successful)</p>
<p>OBJECTIVES - (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Develop citizenship. • Promote social inclusion and equality. • Increase young people's active involvement in their communities and with services. • Improve the life chances of children, young people and families. 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <ul style="list-style-type: none"> • Lead in developing a Guidance Framework and identifying priority communities for Parish Plans linking them to the HSP, Community Strategy and Local Development Document (replacement Local Plan) • Work jointly to support increasing young people's access to services and facilities through - <ul style="list-style-type: none"> - training and support for adults who want to work with young people - extending the use of existing community facilities and premises for young people's activities - providing appropriate community transport • Lead in improving the active involvement of young people in service planning.
<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <ul style="list-style-type: none"> • The increase in services and facilities for young people. • Support village communities to develop 8 Parish Plans by 2006. 	

<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Ensure interpreting advocacy services are available. • Develop social enterprise. • Develop the capacity of the voluntary sector. • Make it easier for people to access information and advice about local services. • Implement the Parish Plan programme • Support Parish Councils to achieve Quality Parish Council status. • Improve young peoples' access to information and advice through development of young peoples' website • Support Parish Council's to increase participation of young people in decision making • Implement the Prevention Strategy for Children and Young People in order to improve their well-being • Target support towards vulnerable children, young people and families at risk. • Support detached youth work. • Encourage community activities that develop parenting skills. 	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>Business Link/Huntingdonshire Forum for Voluntary Services/HDC</p> <p>Partnership</p> <p>Cambridgeshire ACRE</p> <p>Cambridgeshire Association of Local Councils</p> <p>CCC Community Education/HDC</p> <p>CALC/CCC/HDC</p> <p>Children and Young People's Strategic Partnership</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p> <ul style="list-style-type: none"> • Vital Villages Initiative (for more information contact the Countryside Agency on) • Connexions Business Plan (for more information contact) • Children & Young People's Strategic Plan (for more information contact CCC) • Children and Young People's Prevention Strategy (for more information contact.....)
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PROTECTING AND IMPROVING OUR ENVIRONMENT

<p>OUTCOME- (the results we are trying to achieve)</p> <p>A HIGH QUALITY BUILT AND NATURAL ENVIRONMENT</p>	<p>MEASURES- (How we will know if we are successful)</p> <p>% of residents who feel that the built and natural environment is of a high quality</p>
<p>OBJECTIVES – (the important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Promote corporate social responsibility in local businesses. • Reduce the impact of waste on our environment. • Improve water management and conservation. • Reduce the impact of flooding. • Improve the diversity of our natural environment. • Increase sources of renewable energy. • To improve the quality and distinctiveness of the built environment of our towns and villages. • Promote a more sustainable use of natural 	<p>PRIORITY ACTIONS FOR THE HSP- (the we need to do in partnership)</p> <ul style="list-style-type: none"> • Work jointly to support waste minimisation initiatives focusing on different sector contributions. • Work jointly to produce building and development design, layout and construction guidance and good practice to promote sustainable communities. • Work jointly to reduce the risk and/or impact of flooding.
	<p>HEADLINE TARGETS- (main areas where we want to see improvement)</p> <ul style="list-style-type: none"> • Increasing the amount of waste recycled to ?% by 200& (currently 14.9%) and minimise the amount of waste collected from households and landfilled. • Reduce CO2 emissions by 12.5% by 2010 (estimated to be 990,000 tonnes in year 2000 from the Hunts district) and increase the amount of energy generated from renewable sources by 14%.

<p>resources.</p>		
<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Work with local businesses to increase the number of 'green travel plans.' • Work with local businesses to enable them to contribute to the local health protection plan. • Work with local businesses to minimise waste. • Increase re-use and recycling. • As part of the development of Local Development Documents (replacement Local Plan) investigate additional sources and sites for schemes to produce renewable energy. • Support the implementation of the biodiversity action plan. • Support the implementation of the joint waste management strategy. • Raise awareness and education about using water efficiently. • Prepare a district wide flood risk assessment • Identify measures to improve flood defences and flood prevention. • Use the results of the Flows Project to identify design and construction of new 	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>Cambridgeshire Joint Waste Partnership</p> <p>Cambridgeshire Biodiversity Partnership</p> <p>Cambridgeshire Environment Network</p> <p>HDC</p> <p>Environment Agency</p> <p>CCC/HDC</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p> <ul style="list-style-type: none"> • Cambridgeshire Joint Waste Strategy (contact....) • Sub-Region Renewable Energy Feasibility Study (contact...) • CCC Climate Change Strategy (for more information contact....) • Business Link for Cambridgeshire Business Plan (contact.....) • Cambridgeshire Air Quality Improvement Strategy (contact...) • Joint Waste Management Strategy

<p>housing which conserves water, reduces flood risk and provide more information about the location and design for housing in relation to drainage and flooding.</p> <ul style="list-style-type: none"> • Co-ordinate response to flooding incidents. • Improve and expand, where appropriate, accessible and diverse green open spaces and wildlife habitats. • Expand and promote the doorstep recycling scheme in Hunts • Implement new Slim Your Bin campaigns to encourage people to recycle • Develop a joint PFI bid for improve waste management facilities and arrangements. • Promote opportunities for local renewable energy projects resulting from the sub-regional Renewable Energy Feasibility Study. • Work with small to medium sized businesses per year to encourage setting up of environmental management systems. • Support the development and implementation of an Air Quality Improvement Strategy to reduce vehicle emissions, promote cleaner modes of transport, manage traffic and raise awareness locally. 	<p>HDC/CCC</p> <p>CCC</p> <p>CCC / HDC</p> <p>CCC / HDC</p> <p>Business Link for Cambridgeshire / Cambridgeshire Chamber of Commerce</p> <p>Air Quality Review and Assessment Working Group</p>	
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<p>OUTCOME- (the results we are trying to achieve)</p> <p>LOW CRIME</p>	<p>MEASURES- (How we will know if we are successful)</p>	
<p>OBJECTIVES - (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Reduce juvenile re-offending. • Reduce adult re-offending. • Reduce crime against the person. • Reduce crime against property. • Reduce drug and alcohol misuse. • Adequate Guardianship 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <ul style="list-style-type: none"> • Work jointly to support better sharing of information across agencies about potential drug and alcohol misusers • Support the improvement of treatment services and timescales for drug and alcohol misusers 	<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <ul style="list-style-type: none"> • Reduce the number of people arrested and charged for drug related offences. • Increase the number of drug misusers receiving assessment and treatment and reduce the time taken before treatment begins. • For offenders dealt with by the Probation Service, reduce by 5% the number of people re-offending and by 25% the number of people re-offending for drug misuse.
<p>SPECIFIC ACTIONS:</p>	<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p>	<p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p> <ul style="list-style-type: none"> • Police Plan (contact.....)

<ul style="list-style-type: none"> • Support projects that target persistent offenders and drug related issues. • Deliver the mainstream services to support people through and coming out of programmes run by Youth Offending Service and Probation Service • Improve level of knowledge about drugs misuse within the partnership and the targeted communities • Support the work of the DAT and DIAL DrugLink and other drug agencies • Support the work of the Open Out (hate crime reporting) Scheme • Support the work of the Huntingdonshire Domestic Violence Forum • Support the work of schools in developing effective anti-bullying policies • Support fire service in the work of the arson Task Group • Support the work of the County-wide Distraction Burglary Task Force • Support the establishment of a County-wide Vehicle Crime Steering Group • Encourage the use of the mobile CCTV unit and cameras by the Police throughout the Huntingdonshire area. • Support the work of the Police Community Support Officers and Neighbourhood Wardens • Support the work of watch schemes 	<p>Probation Service</p> <p>Police/Drug Action Team</p> <p>Police</p> <p>Police/Fire Service</p> <p>Police</p> <p>Huntingdonshire Community Safety Partnership</p> <p>HDC/Police /HHP</p>	<ul style="list-style-type: none"> • Huntingdonshire Community Safety Strategy (contact • A new partnership is being launched with a remit to work in partnership with criminal justice, CPS, Youth Offending Teams etc. contact Philip Preston (Chief Executive – Magistrates Court)
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<p>OUTCOME- (the results we are trying to achieve)</p> <p>LOW FEAR OF CRIME</p>	<p>MEASURES- (How we will know if we are successful)</p>
<p>OBJECTIVES - (The important things that will help us get the results we want)</p> <ul style="list-style-type: none"> • Reduce anti social behaviour • A safe environment • Develop community and individual responsibility for community safety. 	<p>PRIORITY ACTIONS FOR THE HSP- (the things we need to do in partnership)</p> <ul style="list-style-type: none"> • Work jointly with communities to reduce anti social behaviour • Working jointly to deal with environmental deterioration - fly tipping, abandoned cars, graffiti, etc - in problem areas.
<p>SPECIFIC ACTIONS:</p> <ul style="list-style-type: none"> • Support local communities to find solutions to anti social behaviour problems • Design out crime using planning guidance and the police architectural liaison service, including the preparation of supplementary planning guidance. 	<p>HEADLINE TARGETS- (the areas where we want to see improvement)</p> <ul style="list-style-type: none"> • Reduce the levels of antisocial behaviour. • Reduce the overall fear of crime by 2007 • Reduce the fear of crime in targeted communities.. <p>KEY PLANS- (What are the main plans or strategies linked to this strategy:)</p> <ul style="list-style-type: none"> • Police Plan (contact.....) • Huntingdonshire Community Safety Strategy (contact
<p>WHO- (which of the partners or partnerships working together will carry the specific action)</p> <p>Police/HDC Police/HDC Huntingdonshire District Council/Cambridgeshire County Council/Police</p>	

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**OVERVIEW/SCRUTINY PANEL
(SERVICE DELIVERY & RESOURCES)**

2ND SEPTEMBER 2003

**OVERVIEW/SCRUTINY PANEL
(PLANNING & FINANCE)**

9TH SEPTEMBER 2003

CABINET

11TH SEPTEMBER 2003

**CODE OF CORPORATE GOVERNANCE
(Report by Executive Director of Central Services & Audit Manager)**

1. INTRODUCTION

1.1 This report informs members of the emergence of a Code of Corporate Governance within local government and recommends the adoption of a version tailored to the District Council's requirements.

1.2 The Council has key roles to play in local governance and community leadership. To be successful in these roles it needs to rely on public confidence in elected councillors and employees. Effective systems of corporate governance underpin the credibility of the Council.

2. WHY IS A LOCAL CODE NEEDED?

2.1 The concept of Corporate Governance has been accepted within the private sector for some years and its importance has perhaps been reinforced in recent times by the well-publicised failure of some companies to maintain adequate systems. Effective systems of corporate governance should enable Boards of Directors to assure shareholders that the management systems within an organisation are both clearly defined and built upon the principles of **openness, integrity and accountability**.

3. THE DEVELOPMENT OF A CODE FOR LOCAL GOVERNMENT

3.1 In July 2001, the Chartered Institute of Public Finance & Accountancy and the Society of Local Authority Chief Executives produced, with the support of the then Department of Transport, Local Government and the Regions, a best practice framework that detailed how the three principles could be applied to local government.

3.2 The Code of Corporate Governance sets out and describes the way in which the Council carries out its functions, through its Members, and employees and the way it undertakes its work, so ensuring that it establishes and maintains public confidence. This will be achieved by applying good corporate governance principles in the following key areas

- Community Focus
- Service Delivery Arrangements
- Structures and Processes
- Risk Management and Internal Control
- Standards of Conduct

4. A CODE FOR THE DISTRICT COUNCIL

- 4.1 Attached at Appendix 1 is a draft Code of Corporate Governance. This seeks to apply the general principles outlined in the preceding paragraphs to the specific structural, operational and other requirements of the District Council
- 4.2 Appendix 2 details the outcome of a recent review of the District Council's current corporate governance arrangements. The Council already conforms with many of the principles within the Code and has a sound base on which to build.

5. RECOMMENDATIONS

- 5.1 Cabinet is invited to recommended to full Council that -
- (a) the Code of Corporate Governance be adopted; and
 - (b) the Monitoring Officer be authorised to review the content and effectiveness of the Code or the Code as necessary.

BACKGROUND INFORMATION

CIPFA/SOLACE publication - Corporate Governance in Local Government

Contact Officers:

David Harwood, Audit Manager

☎ (01480) 388114

Peter Watkins, Executive Director of Central Services

☎ (01480) 388002

Huntingdonshire District Council

Code of Corporate Guidance

1. Definition of Corporate Governance

- 1.1 Corporate Governance as defined by CIPFA/SOLACE "...is the system by which local authorities direct and control their functions and relate to their communities".
- 1.2 The systems referred to are the policies, management systems, procedures and structures that together determine and control the way in which the District Council manages its business, formulates its strategies and objectives and sets about delivering its services to meet those objectives.

2. Corporate Governance Objectives

- 2.1 The corporate governance objectives of the Council will be:
 - (a) To work both for and with the community in an open and effective manner, taking account of the views of all of its stakeholders, regularly reporting on its activities, performance and financial position, and maintaining the highest standards of integrity in all its dealings with the community.
 - (b) To ensure that service delivery arrangements secure continuous improvement of services and that agreed policies, priorities and decisions are implemented on time, in a manner consistent with the needs of users and in the most efficient and effective way.
 - (c) To maintain effective political and managerial structures and processes to govern decision-making, ensure the strategic management of the Council, clarify Members' and employees' roles and responsibilities and ensure proper scrutiny of all aspects of performance and effectiveness.
 - (d) To exercise the highest standards of care and control over the assets and resources available, ensuring that these are protected from the risk of loss, damage or misuse, are used in the most efficient, effective and economic way and services are delivered in a way that represents the best value for money achievable.
 - (e) To ensure that the highest standards of professionalism and integrity are maintained and that all those associated with the Council demonstrate leadership and commitment in conducting the affairs of the Council in an open and accountable manner.

3. Applying the Principles of Good Governance

- 3.1 In order to meet the objectives above, good corporate governance principles will be applied, supported and reflected across the following five key dimensions of the Council's business:

Community Focus

The Council will

- (a) publish on a timely basis an annual report presenting an objective, understandable account of its activities and achievements and financial position and performance
- (b) publish on a timely basis a performance plan that presents an objective, balanced and understandable account and assessment of its current performance and plans to maintain and improve service delivery
- (c) put in place proper arrangements for the independent review of the financial and operational reporting processes.
- (d) put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the authority and put in place appropriate monitoring processes to ensure that they continue to work in practice.
- (e) make an explicit commitment to openness in all of its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.
- (f) establish clear channels of communication with all sections of the community and other stakeholders, and put in place proper monitoring arrangements to ensure that they operate effectively.
- (g) ensure that strategic plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated.

Service Delivery Arrangements

The Council will

- (a) set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.
- (b) put in place sound systems for providing management information for performance measurement purposes.
- (c) monitor and report performance against agreed standards and targets and develop comprehensive and understandable performance plans.
- (d) put in place arrangements to allocate resources according to priorities
- (e) foster effective relationships and partnerships with other public sector agencies and the private and voluntary sectors, and

consider the delivery of services in partnership with such organisations where it is efficient and effective to do so.

- (f) respond positively to the findings and recommendations of external auditors and statutory inspectors and put in place arrangements for the effective implementation of agreed actions.

Structures and Processes

The Council will

- (a) establish and maintain a clearly documented protocol governing relationships between members and employees
- (b) ensure that the relative roles and responsibilities of executive, overview and scrutiny, and other members are defined together with the terms of their remuneration and its review.
- (c) establish and maintain a clearly documented protocol that explains members roles in community political leadership.
- (d) meet on a formal basis regularly to set the strategic direction of the authority and to monitor service delivery.
- (e) develop and maintain a scheme of delegated or reserved powers, to include a schedule of those matters specifically reserved for the collective decision of the authority.
- (f) establish and maintain clearly documented management processes for policy development, implementation and review and for decision-making; monitoring and control, and reporting; and formal procedural and other instruments that govern the conduct of the authority's business.
- (g) put in place arrangements for members to be trained.
- (h) make the Chief Executive responsible for all aspects of strategic and corporate management.
- (i) make each Director and Head of Service responsible for specific aspects of operational management.
- (j) make the Corporate Director Commerce & Technology responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.
- (k) appoint a Monitoring Officer who shall be responsible for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.

- (l) define clearly in writing the roles and responsibilities of Directors and Heads of Service, together with the terms of their remuneration and its review.

Risk Management and Internal Control

The Council will

- (a) develop and maintain, in conjunction with all those associated with planning and delivering services, robust systems for identifying and evaluating all significant risks.
- (b) put in place effective risk management systems, including systems of internal control and an internal audit function.
- (c) ensure that its services are delivered by trained and experienced people.
- (d) put in place arrangements for an objective review of the effectiveness of risk management and internal control, including internal audit.
- (e) maintain an objective and professional relationship with their external auditors and statutory inspectors.
- (f) publish annually an objective, balanced and understandable statement and assessment of the authority's risk management and internal control mechanisms and their effectiveness in practice.

Standards of Conduct

The Council will

- (a) develop and adopt formal codes of conduct defining standards of personal behaviour to which individual members, employees, and agents of the authority are required to subscribe and put in place appropriate systems and processes which seek to ensure that they are complied with.
- (b) introduce arrangements that endeavour to ensure that members and employees of the authority are not being influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to monitor their operation.
- (c) put in place arrangements that seek to ensure that the procedures and operations dealing with standards of conduct are designed in conformity with appropriate ethical standards and best practice, and to monitor their continuing compliance.
- (d) put in place arrangements for whistleblowing to which staff and all those contracting with the council have access.

4. Statement of Assurance

- 4.1 To reassure stakeholders that they can have confidence in the decision-making and management processes of the Council, and as further evidence of its corporate commitment to good governance the Council will issue an annual statement of assurance on corporate governance in conjunction with the annual Best Value Performance Plan.

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**Local Code of Corporate Governance
Dimension 1 – Community Focus**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
<p>(a) Publish on a timely basis an annual report presenting an objective, understandable account of its activities and achievements and financial position and performance.</p> <p><i>(The report shall include statements:</i></p> <ul style="list-style-type: none"> • <i>Explaining the authority's responsibility for the financial statements</i> • <i>Confirming that the authority complies with relevant standards and codes of corporate governance</i> • <i>On the effectiveness of the authority's system for risk management and internal control)</i> 	BVPP	<p>No specific annual report is prepared. BVPP's in past years have addressed some of the Local Code issues but not to the extent now required.</p> <p>'District Wide' has in the past contained information on financial performance.</p>	<p>The BVPP needs to ensure that it meets all applicable requirements of the Local Code.</p> <p>Consider renaming the BVPP the annual report.</p>	Ian Leatherbarrow	
	Annual Financial statements	Annual financial statements are prepared & published in accordance with legislation.	Continue to ensure that the annual financial statements are prepared & published in accordance with legislation. Until the A&AR come into line with BVPP publication dates then it may be necessary to publish the annual financial statements separately.	David Oliver	Dates contained in the Accounts & Audit Regs 2003.
	Publish the information via the Internet.	Previous BVPP's are already available on the HDC website.	The BVPP & annual financial statement to be made available both in full, and summary (easily understandable) format on the HDC website.	Ian Leatherbarrow	30 September 2003
<p>(b) Publish on a timely basis a performance plan presenting an objective, balanced and understandable account and assessment of its current performance and plans to maintain and improve service delivery.</p>	BVPP	<p>BVPP published on time.</p> <p>'District Wide' has been used as the method for making widely available information on performance.</p>	None.		
	Community Strategy to be published Sept 2003.	Under development	<p>Ensure that the Visions & Outcomes are translated at an early stage into measurable & transparent service targets.</p> <p>Actual performance should be monitored on a regular basis.</p> <p>Performance information to be published annually in the Community Strategy.</p>	COMT Directors Ian Leatherbarrow	
<p>(c) Put in place proper arrangements for the independent review of the financial and operational reporting processes.</p>	Fully independent				
	Annual audit letter and other audit reports	The annual external auditors letter is presented to Cabinet and Council.	The annual audit letter should be presented to the Overview & Scrutiny Panel (Planning & Finance) once the response of Officers has been agreed.	Chief Executive.	
	Inspectorate reports	External inspectorate reports (BV) are submitted to Scrutiny Panel(s) and Cabinet	None.		

**Local Code of Corporate Governance
Dimension 1 – Community Focus**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
	Quasi independent				
	Overview and Scrutiny Panels	Panels are able to call-in any decision that they wish to review.	None.		
	Internal audit	An annual report is presented to COMT and the Overview & Scrutiny Panel (Planning & Finance).	None.		
(d) Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the authority and put in place appropriate monitoring processes to ensure that they continue to work in practice.	Community Strategy	Currently being prepared.	Ensure that there is an explicit statement in the Community Strategy re encouraging participation.	Ian Leatherbarrow	
	Local Strategic partnership framework	Under development	Ensure that the LSP has a monitoring role re community engagement. Encourage wide community representation upon the thematic groups.	Ian Leatherbarrow Ian Leatherbarrow	
	Area forums' roles and responsibilities	Community safety area task groups Ramsey 'Vision' Community Action Partnerships x 3 Oxmoor Opportunities Project Town centre management initiatives	Ensure that the area forums' continue to thrive and are adequately supported. Investigate the possibility of expanding to other areas.		Ian Leatherbarrow Peter Jones
	'District Wide'	'District Wide' has been used to seek the views of local residents.	None.		
	Consultation & Communication strategy	Approved by Cabinet March 2003	Guidance is required to support the strategy. All officer's should be made aware of the strategy and accompanying guidance.		Ian Leatherbarrow Ian Leatherbarrow
	Publication of Council, Cabinet and Scrutiny Panel decisions on website.	Information is not available.	Publish non-confidential reports and all minutes on the website. Formal monitoring process needs to be established.		Roy Reeves
	Social Inclusion Plan.	Under development			Peter Jones Ian Leatherbarrow
	Constitution	Article 3 & Part 4, set out rights of access.	None		
	Access to information	Approved Freedom of Information publication scheme in place.	Publish the publication scheme on the website.		Roy Reeves
	(e) Make an explicit commitment to openness in all of its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.				

**Local Code of Corporate Governance
Dimension 1 – Community Focus**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
	Forward plan	Prepared regularly and published on the internet.	None.		
	Decision records	Delegated decisions to portfolio holders and Chief Officers	None.		
	Consultation & Communications strategy	Approved by Cabinet, March 2003	None		
	Partnership framework	Not in place	Following the agreement of the Community Strategy, a partnership framework to fit within the LSP is planned to be developed.	Ian Leatherbarrow.	
	IIP accreditation	Accreditation renewed July 2003.	None.		
	Consultation & Communications strategy	Approved by Cabinet, March 2003	Guidance is required to support the strategy. All officer's should be made aware of the strategy and accompanying guidance.	Ian Leatherbarrow	
	Beacon status – HELP project	HELP project on-going	Continue to support and develop internet access points.	Chris Hall	
	e-gov strategy – ieg	Approved by the ODPM.	Ensure that the IEG is amended to take account of the Customer First Strategy and a channel strategy is developed and endorsed by Members .	Chris Hall	
	Public access strategy	Not in place	Consider developing a public access strategy that takes into account both the channel strategy and decisions arising from the Customer First Strategy.	David Oliver	
	Freedom of Info – Publication Scheme	Publication Scheme in place.	Regularly review the publication scheme so that it remains valid.	Roy Reeves	
(f) Establish clear channels of communication with all sections of the community and other stakeholders, and put in place proper monitoring arrangements to ensure that they operate effectively.	Customer First Strategy	Approved by Cabinet, June 2003.	None.		
	Community strategy	Under development		Ian Leatherbarrow	
	Local Strategic Partnership	In place.			
	Hunts 2000 +	Strategic document that determines the direction and objectives of the Council.	To be reviewed once the Community Strategy has been developed.	Ian Leatherbarrow.	
(g) Ensure that strategic plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated.					

**Local Code of Corporate Governance
Dimension 1 – Community Focus**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
	Medium Term Objectives	MTO in place	To be reviewed in conjunction with the Community Strategy Outcomes	Ian Leatherbarrow	
	Service Plans	Plans are based around the MTOs .	Ensure that once developed the Corporate Plan is reflected in individual Service Plans. Scrutiny mechanisms should be developed to ensure effective monitoring of progress against targets.	All Heads of Service COMT	
	BVPP	Published annually.	None		

**Local Code of Corporate Governance
Dimension 2 – Service Delivery Arrangements**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
(a) Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Service Plans	Service Plans are based upon achieving MTO's .	Service plan targets should be reviewed following the introduction of the CPMS. The standards and targets need to be robust enough to encourage continuous service improvement. Consideration should be given to reintroducing peer group reviews on an ad-hoc basis to examine and constructively comment on the standards and targets set.	Appropriate Director	
	Best value reviews	The best value programme in place. To be reviewed following CPA.	The recommendations arising from the internal audit review of the best value process should continue to be implemented.	Ian Leatherbarrow	
	MTO	MTO in place.	Changes will be required once the Community Strategy has been agreed.	COMT	
	Equality policies	Equality Strategy approved by Cabinet, December 2002.	An action plan needs to be devised for 2003/04.	Ian Leatherbarrow	
(b) Put in place sound systems for providing management information for performance measurement purposes.	Corporate performance monitoring system (CPMS)	Under development.		David Oliver Ian Leatherbarrow	
	Routine budgetary control reports to Cabinet & COMT	Reports provided quarterly.	None.		
(c) Monitor and report performance against agreed standards and targets and develop comprehensive and understandable performance plans.	BVPP	Published annually.	Amend the BVPP in the manner suggested by the External Auditor in their 2001/02 report issued Feb 2003.	Ian Leatherbarrow	
	Overview and Scrutiny Panels	Receive the BVPP & BVR service improvement plans	None		
	Service Plans	Directors role to monitor.	Changes to the way that performance information is reported and reviewed will follow the introduction of the CPMS.	Ian Leatherbarrow	
	CPMS	Under development.			

**Local Code of Corporate Governance
Dimension 2 – Service Delivery Arrangements**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
(d) Put in place arrangements to allocate resources according to priorities.	Service plans	Shaping the Future of Huntingdonshire Hunts 2000+ MTO	Until the Community Strategy has been agreed no further action is required. The current Service Plan process will be reviewed in conjunction with the CPMS.	Ian Leatherbarrow	
	MTP	5 year MTP process in place & being reviewed and refined.	None.		
	Code of Financial Management	Included in the Constitution and reviewed yearly.	None.		
(e) Foster effective relationships and partnerships with other public sector agencies and the private and voluntary sectors, and consider the delivery of services in partnership with such organisations where it is efficient and effective to do so.	Community Strategy	Under development.		Ian Leatherbarrow	
	Partnership rules and framework	Under development.		Ian Leatherbarrow	
	Corporate procurement strategy	Approved by Cabinet, May 2003.	The Strategy needs to be publicised and instruction given as to how the 'contract plan' should be developed, so as to ensure that partnering and joint commissioning are actively pursued.	Steve Couper	
	Annual audit letter	Presented to Cabinet annually.	None.		
(f) Respond positively to the findings and recommendations of external auditors and statutory inspectors and put in place arrangements for the effective implementation of agreed actions.	Other External Audit reports	Discussed and reported at Officer level. Improvements recently introduced to improve consultation process.	The reports once agreed should be reported to COMT.	Appropriate Head of Service.	
	Inspectorate reports	Presented to the appropriate Scrutiny Panel and Cabinet.	None.		
	Internal audit to monitor and report upon implementation.	Monitoring and reporting process in place. Regular liaison meetings with external audit.	None.		

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement	
(a) Establish and maintain a clearly documented protocol governing relationships between members and employees.	Protocols for Members and Officers	Under development.		Roy Reeves		
	Officers' Code of Conduct	It is intended that the Protocol and Employee's Code will be included within the Constitution once they have been formally agreed.		Roy Reeves		
(b) Ensure that the relative roles and responsibilities of executive, overview and scrutiny, and other members are clearly defined together with the terms of their remuneration and its review.	Responsibility for: Local Functions Council Functions Executive Functions	Included in the Constitution.	None.			
	Roles and responsibilities of the executive members (Part 3 Table 3 & Part 1 Article 7)	Included in the Constitution.	The role and responsibilities of Executive member(s) should be formally defined.	Peter Watkins		
	Article 2 – Members of the Council	Included in the Constitution.	The roles and functions are described generally. The terms of reference for each Panel etc, then describe that Panels role, and so implied the members responsibilities. Formal job descriptions should be considered to avoid any ambiguity.	Peter Watkins		
	Member induction process	All Members are required to participate in the induction process.	None.			
	Information pack for Members	Issued to all Members upon their election to the Council.	None.			
	Monitoring Officer	Report to Scrutiny Panels issued in February 2003 explaining their scrutiny role.	The Monitoring Officer should continue to ensure that the Scrutiny Panels operate effectively.	Peter Watkins		
	Members' allowance scheme.	Included in the Constitution. The Independent Panel meets when new regulations are introduced.	None.			
	Protocol for Community Leadership by Members	Under development.		Roy Reeves		
	(c) Establish and maintain a clearly documented protocol that explains Members roles in community political leadership.					

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
Roles & Responsibilities – Members	Schedule of council meetings	Published.	None.		
(d) Meet on a formal basis regularly to set the strategic direction of the authority and to monitor service delivery.	Cabinet & Council	All policy and strategic decisions are made in either of these forum's.	None.		
	CPMS	Under development.		David Oliver Ian Leatherbarrow	
(e) Develop and maintain a scheme of delegated or reserved powers, which should include a formal schedule of those matters specifically reserved for the collective decision of the authority.	Best Value Reviews	Members are represented on BVR's. Internal BVR reports are presented to Members. Reports are presented to Scrutiny Panels ½ yearly detailing the achievement of service improvement plans.	None.		
	Scheme of Delegation	Included in the Constitution.	None.		
(f) Establish and maintain clearly documented and understood management processes for <ul style="list-style-type: none"> • policy development, implementation and review and for decision-making; • monitoring and control, and reporting; and • formal procedural and financial regulations that govern the conduct of the authority's business. 	<ul style="list-style-type: none"> • Council Procedure Rules (Standing Orders) • Access to Information Procedure Rules • Budget and Policy Framework Procedure Rules • Cabinet Procedure Rules • Overview and Scrutiny Procedure Rules • Code of Financial Management (incl. MTP) • Code of Procurement 	Included in the Constitution.	None.		
	Forward Plan	In place.	None.		
	Decision Framework	In place.	None.		
	Decision Digest	Issued on a monthly basis.	None.		

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
(g) Put in place arrangements for members to be properly trained.	Members' induction scheme	In place for new Members.	None.		
	Regular update sessions	Specific training is provided for Members who sit on the <ul style="list-style-type: none"> Licensing Panel Development Control Panel Standards Committee Overview & Scrutiny 	None.		
	Training Plan & Record	Not in place.	Training records should be maintained that detail specific training received by Members. (The process followed by staff could be replicated for Members).	Roy Reeves	
Roles & Responsibilities - Officers	IT Resources	In place.			
	Part 2 Article 12 – Officers & Part 7 - Management Structure	Included in the Constitution.	The Constitution needs to be clarified.	Peter Watkins	
(h) Make the Chief Executive responsible for all aspects of strategic and corporate management.	Job description/person specification	In place.			
	Departmental Structures				
	Job description/person specification				
(i) Make each Director and Head of Service responsible for specific aspects of operational management.	S. 151 responsibilities	Corporate Director Commerce & Technology appointed S151 April 2001.	None.		
	Part 2 Article 12 – Officers & Part 7 - Management Structure	Included in the Constitution.	None.		
	Code of Financial Management	Para 1.8 details the specific responsibilities of the Corporate Director. The Code is reviewed annually.	None.		
(j) Make the Corporate Director Commerce & Technology responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.	S. 151 responsibilities	Corporate Director Commerce & Technology appointed S151 April 2001.	None.		
	Part 2 Article 12 – Officers & Part 7 - Management Structure	Included in the Constitution.	None.		
	Code of Financial Management	Para 1.8 details the specific responsibilities of the Corporate Director. The Code is reviewed annually.	None.		

**Local Code of Corporate Governance
Dimension 3 – Structures and Processes**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
(k) Appoint a Monitoring Officer who shall be responsible for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.	Part 2 Article 12 – Officers & Part 7 - Management Structure	Included in the Constitution.	None.		
(l) Define clearly in writing the roles and responsibilities of Directors and Heads of Service, together with the terms of their remuneration and its review.	Clear roles for Chief Officers	The functions and responsibilities of COMT (incl. Statutory Responsibilities) are defined in the Constitution.	None.		
	Job descriptions / specifications	In place for all Directors & Heads of Service.	None.		
	Conditions of service	In place.	None.		
	Performance review/appraisal	Directors & Heads of Service are subject to annual appraisals at which performance is evaluated.	None.		

**Local Code of Corporate Governance
Dimension 4 – Risk Management and Internal Control**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
(a) Develop and maintain robust systems for identifying and evaluating all significant risks that involves the participation of all those associated with planning and delivering services.	Risk management strategy	A Risk Management Policy Statement has been prepared and agreed by COMT.	Whilst Members are aware of the initiatives taken, the Authority should have in place a formal strategy.	David Oliver	
	Risk Register	The Risk Register has been produced and is currently being reviewed for appropriateness.	A named individual should be charged with ensuring that the register is regularly reviewed and updated.	Steve Couper	
	Control framework	External audit provide an annual statement in the their annual report re the systems of control.	None.		
	Risk Manager	Post being advertised.		Steve Couper	
	CPMS	Under development.		David Oliver Ian Leatherbarrow	
	MTP project appraisals	Bids are required to provide a risk assessment.	None.		
	Scheme of delegation	Included in the Constitution.	None.		
	Internal audit terms of reference.	Terms of reference have been agreed by Cabinet.	Review terms of reference annually.	Steve Couper	
	CPMS	Under development.		David Oliver Ian Leatherbarrow	
	Codes of Financial Management & Procurement.	In place and reviewed annually.	None.		
(b) Put in place effective risk management systems, including systems of internal control and an internal audit function. <i>(These arrangements need to ensure compliance with all applicable statutes, regulations and relevant statements of best practice and need to ensure that public funds are properly safeguarded and are used economically, efficiently and effectively).</i>	Job description/personal specifications	Documents are reviewed to ensure they are relevant when posts become vacant.	None.		
	Training and development plan	Prepared during annual appraisal process.	Internal audit are reviewing the training process. No action required until the audit report has been agreed.	Phil Duerden	
	Annual performance appraisal	Formal appraisals in February & mid-year reviews.	None.		
(c) Ensure that its services are delivered by trained and experienced people.					

**Local Code of Corporate Governance
Dimension 4 – Risk Management and Internal Control**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
(d) Put in place effective arrangements for an objective review of the effectiveness of risk management and internal control, including internal audit.	External Audit – Audit plan and reports	The external auditors review the operation of internal controls and the effectiveness of Internal Audit and report outcomes to Members in the Audit Letter.	None.		
	Internal audit service	Internal Audit reviews the internal control framework and report findings to management.	None.		
(e) Maintain an objective and professional relationship with their external auditors and statutory inspectors.	Annual audit letter and external auditors' attendance at Cabinet.	External audit have their own office, and have regular dialogue with senior staff.	None.		
	External/Internal Audit protocol	Protocol details respective roles. Regular meetings, and sharing of reports.	None.		
(f) Publish annually an objective, balanced and understandable statement and assessment of the authority's risk management and internal control mechanisms and their effectiveness in practice.	BVPP	No statement prepared.	A wider corporate governance statement (as proposed by the model CIPFA/SOLACE governance framework) should be included in the 2003/04 BVPP (annual report).	COMT	

**Local Code of Corporate Governance
Dimension 5 – Standards of Conduct**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement	
(a) Develop and adopt formal codes of conduct defining standards of personal behaviour to which individual members, employees, and agents of the authority are required to subscribe and put in place appropriate systems and processes which seek to ensure that they are complied with.	Members' Code of Conduct	Included in the Constitution	None.			
	Employees' Code of Conduct	Under development		Roy Reeves		
	Complaints procedures	In place and available on the Internet.	Inform all staff of the procedure.	Roy Reeves		
	Equality Strategy	Explicit statement included regarding responsibilities.	None.			
	Dignity at Work Policy	Approved by Employment Panel and available on the intranet.	None.			
	Anti-fraud and Corruption Policy	Under development		David Oliver		
	IT policies and procedures	A number of documents are already in place e.g. internet access, email protocol	The IT policies and procedures need to be reviewed to ensure that they reflect current best practice.	David Ward		
	Members' Planning Code of Good Practice	Under development.		Roy Reeves Malcolm Sharp		
	(b) Introduce arrangements that endeavour to ensure that members and employees of the authority are not being influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to monitor their operation.	The Register of Members' Interests	Included in the Constitution.	None.		
		Members' Personal Interests	Included in the Constitution	None.		
Employees' Code of Conduct		Under development.		Roy Reeves		
Monitoring Officer		Appointed as per the Constitution.	None.			
(c) Put in place arrangements that seek to ensure that the procedures and operations dealing with standards of conduct are designed in conformity with appropriate ethical standards and best practice, and to monitor their continuing compliance in practice.	Standards Committee	Included in the Constitution.	None.			
	Complaints Procedure	In place and available on the Internet.	None.			
	Scrutiny Function	Included in the Constitution	None.			

**Local Code of Corporate Governance
Dimension 5 – Standards of Conduct**

Huntingdonshire District Council shall:	Key Indicators of Compliance	Current Position	Suggestions for Improvement	Lead Officer	Target date for achieving the Local Code requirement
(d) Put in place arrangements for whistleblowing to which staff and all those contracting with the council have access.	Whistleblowing Policy & Procedure	Whistleblowing Policy and Procedure had been adopted, and is available on the Intranet. It is reviewed annually. The intranet contains an e-form that allows staff to submit allegations, anonymously if required.	As requested by Standards Committee publicity should be given to the Whistleblowing policy, both within and outside the Authority (so it is available to all staff, contractors and other stakeholders). The Policy, Procedure & e-form should be published on the website.	Peter Watkins	
	Standard Conditions of Contract	Code of Procurement requires all contracts that exceed £30k to be approved by the Head of Legal & Estates.	A standard whistleblowing condition be prepared and included in all contracts that exceed £30k. (If the Council adopts standard terms and conditions for all contracts, then a similar condition should be included).	Colin Meadowcroft	

Glossary

A&AR	Accounts & Audit Regulations 2003
BVPP	Best Value Performance Plan
BVR	Best Value Reviews
COMT	Chief Officers Management Team
CPMS	Corporate Performance Monitoring System
HELP	Hunts E-Learning Points
IEG	Implementing Electronic Government
IIP	Investors in People
LSP	Local Strategic Partnership
MTO's	Medium Term Objectives
MTP	Medium Term Plan
ODPM	Office of the Deputy Prime Minister

CABINET

11 SEPTEMBER 2003

REVENUE OUTTURN 2002/03 (Report by the Head of Financial Services)

1 INTRODUCTION

1.1 The 2002/03 accounts have now been finalised and this report compares the outturn with the forecast outturn reported in January. It also seeks confirmation of certain delegated decisions and asks Cabinet to recommend approval of the final accounts to the Council so that the annual audit can take place.

2 GENERAL FUND

2.1 Annex A compares the net expenditure incurred by the Council with the original budget and the forecast outturn prepared when the 2003/4 budget was approved. The original budget was based on revenue reserves being increased by £0.9m. The forecast anticipated this would increase to £2.0m but the outturn results in a reduction of £666k to £1.3m, mainly resulting from implementing updated guidance on the “commutation adjustment” partly offset by additional investment interest.

	Original Budget	Forecast	Actual	Variations	
				Forecast to Actual	Original to Actual
	£000	£000	£000	£000	£000
Total Net Expenditure	12,296	11,226	11,892	+666	-404
Contribution to Reserves	876	1,946	1,280	-666	+404
Budget Requirement Funded by Council Tax and Government Support	13,172	13,172	13,172	0	0

2.2 The budgeted commutation transfer of £1.2m from capital reserves to general (revenue) reserve cannot now take place due to a reduction earlier in the year (£157k) followed now by a further £1m retrospective adjustment following clarification of the regulations.

2.3 Fund Managers had a very good year with total investment returns exceeding the budget by over £0.9m. This confirmed they were correct in the interest rate view they took in the previous year which resulted in some poorer returns at that time.

2.4 The following table summarises the previously reported changes together with those now identified:

	Net Expenditure £000
Budget	12,296
Spending Variations	
Previously Reported	-1,227
Reported Now	
Planning & Building Control income	110
Car Parks Income (net)	-91
Interest on Investments	-662
Alconbury Appeal	53
Parks and open Spaces - maintenance	127
Leisure Centres NNDR relief cancelled	83
Council Tax collection costs	-54
Environmental Health	-54
Housing benefits	63
Other	9
	-416
Total Spending Variation	-1,643
Technical Variations	
Previously Reported	157
Reported Now	
Vat Partial Exemption	61
Commutation	1,021
	1,082
Total Technical Variation	1,239
TOTAL VARIATION	-404

2.5 The General Fund Summary set out in Annex A includes capital charges for each service but any variations due to these have little overall impact on spending because there is an compensating adjustment in the "Other Expenditure" section at the bottom of the page.

3 DETERMINATIONS

3.1 Under powers delegated to the Corporate Director, Commerce & Technology the following formal determinations have been made and they are reported for information. Most of these no longer have much relevance as we are debt free but they are still required to be made.

- The amount set aside from revenue as provision for credit liabilities (methods of deferred payment for assets) is nil because we have no such liabilities.
- The Authority's credit ceiling has been increased by £1.4m to minus £3.6m by virtue of financing capital expenditure (mainly specific categories of investments) using reserved capital receipts.

External long-term debt repayments are nil because the Council obviously has no such debt.

- The balance of usable capital receipts held at 31 March 2003 stands at £35m after applying £15m to meet capital spending in 2002/03. Receipts during the year totalled £15m (mainly the sale of specific categories of investments and Social Housing Grant) of which £4m were required to be set-aside.
- Nil credit approval was used in 2002/03 as authorisation to capitalise expenditure. £2.75m was temporarily transferred to another local authority, for financial management purposes, and it will be returned in the current year.
- Expenditure capitalised in 2002/03 includes none due to be reimbursed by external bodies.

4. ANNUAL REPORT AND ACCOUNTS

- 4.1 The Accounts and Audit Regulations require the Council to approve the draft accounts in order for them to be audited.
- 4.2 If any significant changes are recommended as a result of the audit they must be reported to the Council.

5. RECOMMENDATION

- 5.1 The Cabinet is requested to:
- (a) Note the variations and the resulting contribution to revenue reserves.
 - (b) Note the action taken by the Corporate Director, Commerce and Technology under delegated powers as described in paragraph 3.
 - (c) Recommend to the Council that they approve the draft Accounts for audit purposes.

BACKGROUND INFORMATION

- 1 2002/03 Budget File
- 2 2002/03 Closedown File

Contact Officer: Graham Dolan, Accountancy Manager,
☎ (01480) 388106

General Fund Outturn 2002/03			
	Original Budget	Forecast	Actual
	£000	£000	£000
<i>Environmental Services</i>			
Refuse Collection	1,704	1,687	1,677
Recycling	473	588	610
Street Cleansing	1,070	1,151	1,121
Drainage & Sewage	570	448	476
Public Conveniences	378	327	311
Environmental Health	1,424	1,340	1,286
	5,619	5,541	5,481
<i>Planning and Development</i>			
Development Control	1,017	764	847
Building Control	198	84	140
Planning Policy & Conservation	913	818	791
Markets	-64	-64	-48
Economic Development	439	564	457
	2,503	2,166	2,187
<i>Community Services</i>			
Leisure Policy & Development	309	292	290
Parks & Open Spaces	1,274	1,129	1,254
Countryside	456	441	434
Leisure Events & Facilities	265	327	165
Leisure Centres	1,983	2,077	2,266
Community Initiatives	408	399	408
Tourism	368	331	333
	5,063	4,996	5,130
<i>Housing</i>			
Housing Services and support	1,483	1,400	1,367
Homelessness	445	366	329
Housing Benefits	1,384	1,405	1,447
	3,312	3,171	3,143
<i>Community Safety</i>			
CCTV	581	689	645
Other Community Safety	65	78	122
	646	767	767
<i>Highways & Transportation</i>			
Transportation	266	214	384
Public Transport Support	285	287	283
Highway Services	249	223	233
Car Parks	-61	-42	-139
Environmental Improvements	384	384	427
	1,123	1,066	1,188
<i>Central Services</i>			
Administrative Services	74	153	161
Local Taxation	1,242	976	885
Corporate Management	1,674	1,756	1,736
Democratic Representation	807	855	839
	3,797	3,739	3,621
<i>Other Expenditure</i>			
Investment Income	-3,637	-3,941	-4,603
Contingency	200	5	
Commutation Transfer	-1,170	-1,013	8
Other	-5,160	-5,270	-5,071
	-9,767	-10,219	-9,626
<i>Service Total</i>			
	12,296	11,226	11,892
Contribution to Balances	876	1,946	1,280
<i>Budget Requirement</i>	13,172	13,172	13,172

**TREASURY MANAGEMENT
INVESTMENT PERFORMANCE
(Report by the Head of Financial Services)**

1. INTRODUCTION

1.1. This report comments on the performance of the fund over the first quarter of 2003/4. At 30 June 2003 the Fund Managers were managing £78m of the Council's funds, £34m with Investec, £34m with Alliance Capital and £10m with CDCM plus the interest that had accumulated in the quarter.

2. PERFORMANCE SUMMARY

2.1. All three Fund Managers posted a satisfactory performance in the quarter. The return of Investec and CDCM exceeded those of their respective benchmarks, whilst Alliance Capital was only marginally below the target; they all beat the more widely followed 7-day deposit rate target and industry averages.

PERFORMANCE FOR THE QUARTER APRIL 2003 – JUNE 2003					
	Performance %	HDC Benchmark %	Industry Average %	Variation from	
				HDC Benchmark %	Industry average %
Investec	1.20	1.03*	0.94	+0.17	+0.26
Alliance	1.02	1.03*	0.94	-0.01	+0.08
CDCM	1.09	0.86**	0.94	+0.23	+0.15

PERFORMANCE SINCE START OF THE FUNDS JULY 2000 – JUNE 2003					
	Performance %	HDC Benchmark %	Industry Average %	Variation from	
				HDC Benchmark %	Industry average %
Investec	18.04	17.47	16.04	+0.57	+2.00
Alliance #	17.34	16.92	15.45	+0.42	+1.89
CDCM	16.46	14.54	16.04	+1.92	+0.42

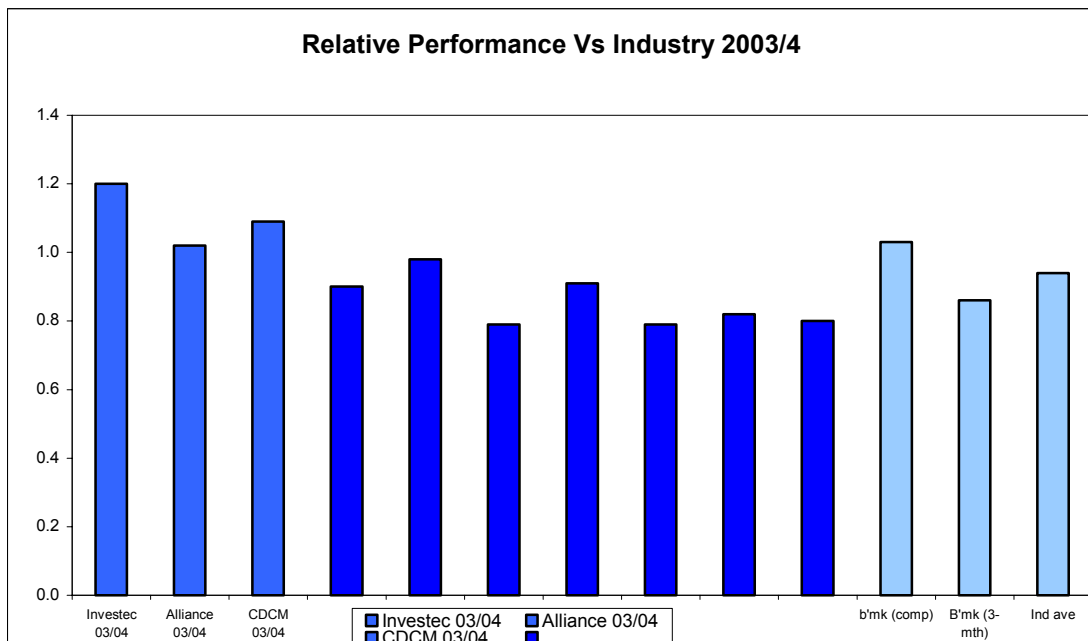
* Composite of 60% Merrill Lynch 3 month LIBID (London Inter-Bank Bid Rate) and 40% ML 0-5yr Gilt Index.

** 3 month LIBID

The mandate with Alliance Capital started in August 2000

3. PERFORMANCE V. INDUSTRY

3.1 The graph below shows that this Authority's three Fund Managers were the best performing in the quarter.



4. PERFORMANCE AGAINST BUDGET

4.1. Fund Managers are not expecting the performance levels in the first quarter to continue and Investec have had a very poor July. Despite this, the £100k shortfall reported to Cabinet in the last Budgetary Control report is still valid, though it is too early in the year to have much certainty .

5. RECOMMENDATIONS

5.1 It is recommended that Cabinet note this report.

BACKGROUND PAPERS

Working papers in Financial Services

CONTACT OFFICER

Steve Couper – Head of Financial Services Tel. 01480 388103

**CABINET
LICENSING & PROTECTION PANEL**

**11TH SEPTEMBER 2003
15TH OCTOBER 2003**

**LICENSING ACT 2003
(Report by the Head of Administration)**

1. INTRODUCTION

- 1.1 The Licensing Act 2003 received Royal Assent in the closing days before Parliament rose for the summer recess. It will result in fundamental change to liquor licensing in England and Wales and introduces substantial new responsibilities for local government by transferring this from the licensing justices to district councils.
- 1.2 A bid was submitted under the MTP programme in 2002 for additional resources to deal with the additional workload envisaged but at that time the Licensing Bill had yet to be published and information was limited. Statutory guidance and regulations are still awaited but, arising from the scope of the legislation and the timescales involved for its implementation, it is considered necessary for a report to be submitted to Cabinet for the approval of additional resources at an early date.

2. LICENSING ACT 2003

- 2.1 The Licensing Act 2003 is a major piece of Government legislation comprising over 200 Sections and 8 Schedules. The statutory guidance is still in draft form but exceeds 165 pages and there are 6 statutory instruments to follow in the autumn.
- 2.2 The Act will abolish several existing licensing regimes including liquor licensing (by the licensing justices) and public entertainment, cinemas, theatres and late night refreshment houses (by district councils). These will be replaced by three new types of licence issued by district councils, as follows -
- ◆ A premises licence for all venues selling intoxicating liquor (for consumption both on and off the premises) or at which regulated entertainment is provided or late night refreshment provided between 11.00 p.m. and 5.a.m. (for consumption both on and off the premises). Regulated entertainment includes music, dancing, sporting events, plays and films.
 - ◆ A club premises certificate which introduces similar controls for qualifying clubs, such as working men's clubs, social clubs, etc.
 - ◆ A personal licence which authorises an individual to supply alcohol in venues with a premises licence or a club premises certificate.
- 2.3 Premises licences and club registration certificates are granted permanently but are subject to amendment upon application. There is also now a new requirement for the Council to review a licence if there are complaints about its operation from statutory organisations or from members of the public.

- 2.4 Personal licences are granted for 10 years and should normally be made initially to the authority where the applicant is a resident. A licence, once granted, is valid anywhere in the country but application for renewal must be made to the original issuing authority, even if the licence holder has moved elsewhere.
- 2.5 The Act also contains provision for a minimum of 10 days' notice to be given to the Council for temporary events for a licensable activity of up to 96 hours duration and a maximum attendance of 500 people. In addition the licensing of all gaming machines in licensed premises will transfer from the Justices to the Council.
- 2.6 As the statutory guidance is still in draft form and the regulations have yet to be issued, it is difficult to accurately predict the scale of the additional workload facing the Council, either in the short term during the transitional period when the new licences are issued or later in terms of reviews, transfers, amendments, enforcement, etc. However it is clear that the Act has introduced significant new duties and responsibilities for the Council which will involve the likely issue of in excess of 2000 new licences.
- 2.7 The Government's intention is that the cost of administering the new licensing regime will be met by the fees that will be received. As yet there is no firm indication of fee levels, other than a broad range of possibilities. Local government has already indicated that the fees are unlikely to be sufficient and the Government has given a commitment to monitor expenditure during the first year of operation and to review fee levels after that time.

3. STAFFING IMPLICATIONS

- 3.1 A proposal for the employment of one additional member of staff was approved by the Council earlier this year in February based on there being no net cost to the Council. At the time that the MTP bid was prepared last summer, the Licensing Bill had yet to be published. The subsequent enactment of the legislation and early indications of its implications suggest that it will not be possible to undertake the new responsibilities unless two additional members of staff are employed. A revised MTP bid has been prepared but this will not be considered by the Council for some time. The Government has announced that applications can be made to local authorities for the new licences in January 2004, although this is now thought likely to be delayed until March. Consequently action needs to be taken immediately to recruit the new members of staff necessary to implement the legislation.
- 3.2 Having regard to length of time for which the new licences will be issued, the workload may change from late 2004/05 onwards. As a result a review will be undertaken of the staffing situation at that time.

4. FINANCIAL IMPLICATIONS

- 4.1 It remains unclear how much fee income will be received by the Council, both because the statutory fee levels have yet to be set and the volume of applications cannot be accurately predicted. Fees may

also change after the Government have monitored and reviewed the first full year's operation of the new arrangements.

- 4.2 Based upon the limited information currently available, it is anticipated that a net surplus of £4,000 will be achieved by the Council in the current year, followed by a net surplus of £55,000 in 2004/05 when the majority of the income will be received. Thereafter the net cost to the Council is anticipated at approximately £35,000 per annum.

5. CONCLUSION AND RECOMMENDATION

- 5.1 The Licensing Act will impose substantial new responsibilities upon the Council which can only be met successfully by the employment of additional staff. It is therefore

RECOMMENDED

- (a) that an additional two members of staff be employed in the Licensing Section of the Central Services Administration Section; and
- (b) that the Cabinet note the potential financial impact in later years which will form an unavoidable MTP bid in this year's review of the programme.

BACKGROUND PAPERS

Licensing Act 2003
Draft statutory guidance on the Act issued by the Secretary of State for Culture, Media and Sport.
Council MTP Programme.

Contact Officer: Mr R Reeves, Head of Administration
☎ 01480 388003

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CABINET

11TH SEPTEMBER 2003

**FORMER ALCONBURY AIRBASE UPDATE
(Report by Head of Planning Services)**

1. PUROPSE OF THE REPORT

- 1.1 This report is to update Members on the latest position with regard to matters concerning the former Alconbury Air Base. Firstly, in relation to the planning appeal and secondly, in relation to the Government's airport policy consultation. Further potential action by the Council is set out.

2. BACKGROUND

Planning appeal

- 2.1 The Inquiry into the refusal of this Council to grant planning permission to Alconbury Development's Ltd (ADL) for circa 7 million sq ft of warehousing and distribution and associated infrastructure was closed in October 2001. The inspector had indicated that his report would be completed by July 2002. In the event we were advised that his report did not reach the Office of the Deputy Prime Minister (ODPM) until April 2003. We understand that the report is now being considered by the Central Casework Team of the ODPM, who, no doubt will be preparing a report for Ministers. There is, as is normal, in these circumstances no public information as to when the Deputy Prime Minister will issue a decision letter and publish the Inspector's report.
- 2.2 Although the inquiry has closed the decision maker, in this case the Deputy Prime Minister (DPM), is bound to take into account any relevant material planning matter up to the time the decision is made. Since it is so long since the Inquiry closed in this case, the Council has been advised by its legal advisors, that there are several matters which could potentially be considered material. Your officers have therefore sought to ascertain if and how any such subsequent matters will be taken into account, in order to ensure that the Council's interests are not prejudiced and that matters are not unnecessarily delayed. The Council has been informed as follows:

“ there is a lot of information for the First Secretary of State to consider before he can reach his decision. If, during that process, the Secretary of State considers it necessary to request further information, he will do so in a manner that is appropriate and fair to all parties.”

- 2.3 Clearly, if the DPM identifies any matters of such significance it is possible that the Parties to the appeal would be asked to comment. In extreme circumstances the DPM can direct that an inquiry is re-opened to consider such matters. However, this is rare and is **not suggested that this is likely in this case**, it is included here for the sake of completeness. Even if it is only further views that are sought further work may be necessary which may involve some of the Council's professional advisors depending on the nature of the issues raised. If a request does arise Members will be advised together with any recommended actions and budgetary consequences. The DPM may, of course, conclude that there are no matters on which he requires further comment from the parties. In this event the appropriateness of such a decision could be considered in the light of the decision once issued.
- 2.4 Turning to the decision stage, once it has been issued the various parties to the appeal will have an opportunity to consider whether to challenge the decision which would comprise mounting a challenge on legal grounds.
- 2.5 Once again when a decision is received Members will be advised together with any recommended action and implications. It is not anticipated that a decision is at all imminent, but clearly that is in the hands of the DPM.

Airport Policy

- 2.6 In November 2002 Full Council debated and resolved a response to the Government's consultation on the future of airport policy in the S.E. This was further debated in April 2003 when the consultation was extended to take account of the successful legal action by some authorities to include, within the consultation, consideration of further capacity at Gatwick. The Government's programme on this matter has therefore been delayed and a resulting White Paper is not expected until the end of the year or even early in next year. (This is one of the potential material considerations which could affect item 1 above).
- 2.7 In order to ensure that the Council's interest were protected Cabinet appointed Chelgate to promote the Council's response to the consultation. Their present contract is coming to an end but because of the delay in the process considerable activity is continuing to take place to promote the views of various consultees. This Council therefore needs to consider if it wishes to retain Messers Chelgate in this period up to the decision, in a few months time, in order to protect the interests of the District in relation to the views put forward by Full Council. The extension of the contract would require a budget of circa £20K.

3. FINANCIAL COMMENTS

- 3.1 The last budgetary control report to Cabinet outlined a potential overspending and so Cabinet would need to approve a supplementary estimate or authorise the use of the contingency if they wish to extend the contract.

4. RECOMMENDATION

Cabinet are recommended:

1. To note the position with regard to the planning appeal and express regret that the DPM has not sought fit to clarify, at an early stage, if he will be seeking any further information from the parties to the appeal and the process under which that would happen, in order that there should be no undue delay.
2. To consider if the contract awarded to Messrs Chelgate should be extended and if so to determine how to meet the estimated cost of up to £20k.

Background papers

Letters - HDC and ODPM 9th June, 27th June, 11th August

Contact Officer: Malcolm Sharp, Head of Planning Services
☎ 01480 388401

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CABINET

11 SEPTEMBER 2003

DIRECT PLANNING ENFORCEMENT ACTION (Report by the Head of Planning Services)

1. PURPOSE OF REPORT

- 1.1. This report is to establish a procedure for supporting the Development Control Panel in undertaking direct planning enforcement action in appropriate cases.

2. BACKGROUND

- 2.1. Section 172 of the Town and Country Planning Act 1990 gives the Council, acting as the Local Planning Authority, the power to issue an Enforcement Notice where there is a breach of planning control and it considers it expedient to do so.
- 2.2. An Enforcement Notice sets out what needs to be done to remedy the breach of planning control, and provides a deadline by which the remedial work must be completed. The Notice carries a right of appeal to the Secretary of State where there is an opportunity to challenge the Notice on several grounds including the steps to be taken and the period of time allowed for compliance.
- 2.3. Section 178(1) of the Act provides that if any steps required by an Enforcement Notice have not been taken within the compliance period the Council may enter the land and take those steps, and recover from the owner any reasonable costs incurred in so doing. Alternatively Section 179(1) provides that a person who fails to comply with the requirements of an Enforcement Notice shall be guilty of an offence for which the Local Planning Authority may bring a prosecution. These measures are not mutually exclusive.
- 2.4. A prosecution punishes the perpetrator for not doing the specified actions, but cannot ensure subsequent compliance with the Notice. In some cases the threat of court action is sufficient to secure the remedial work, but this is not always the case. There will also be instances where prosecution is undesirable (such as where the person has no money or is elderly) or impossible (such as when the whereabouts of the person are unknown).
- 2.5. The decision on these matters is not an Executive function but for the Development Control Panel under delegated powers from The Council acting as Local Planning Authority. There are however financial implications of direct action on which the Cabinet will need to make a decision.

3. CURRENT POSITION

- 3.1 The Development Control Panel considers that ensuring compliance with Enforcement Notices is essential to maintain the credibility of the planning system and has agreed the principle of taking direct action

where there is no viable alternative subject to specific cases being reported back for approval.

4. COST IMPLICATIONS

- 4.1. Taking direct action means the Local Planning Authority hiring a contractor to carry out the remedial work. This will incur costs, but they are recoverable either directly from the owner of the land or indirectly by putting a charge on the land. It is therefore necessary to have sufficient funding to initiate the action for which there is currently no budgetary provision.
- 4.2. It should be noted that whilst the costs are recoverable this may not occur until some future date when the land is sold. Therefore for practical purposes the money is no longer available.
- 4.3. The cost of each case would be dependant on the work involved but could be significant. A quote of £18,500 has been received in respect of one case which is to be considered by the Development Control Panel on 15 September 2003. This example is likely to be a "worst case scenario" as it involves the removal of a vast quantity of vehicles and machinery from agricultural land.
- 4.4. Direct action will only be appropriate in exceptional cases. Whilst it is not possible to specify the number of cases per year where such action would be considered necessary, it is anticipated that it is unlikely to be more than three or four cases and may well be less.

5. DECISION REQUIRED

- 5.1. A process needs to be identified for obtaining authorisation of funding in respect of cases which are approved for direct action by the Development Control Panel.
- 5.2. It is proposed that they be added to the list of items that the Corporate Director, Commerce and Technology, has delegated powers to finance from the contingency, subject to a maximum of £25K per case.

6. FINANCIAL COMMENTS

- 6.1 In cases where the cost cannot be immediately recovered the impact will, whilst we have sufficient revenue resources, result in a loss of interest until the sum is recovered. Thus the revenue impact of, say, three cases at 15K would be 2K per year.

7. RECOMMENDATION

- 7.1 It is recommended that Cabinet agrees that Planning Enforcement action, approved by the Development Control Panel, be added to the list of items that can be funded from the contingency, subject to a maximum of £25K per case.

Contact Officer: Sandy Kinnersley, Planning Enforcement Team Leader
☎ 01480 388461

CABINET

11th September 2003

**HOME ENERGY CONSERVATION ACT (HECA)
SEVENTH PROGRESS REPORT (2003)
Report by the Head of Environmental Health Services**

1. INTRODUCTION

- 1.1 The purpose of this report is to seek approval for the content of the seventh annual progress report on Home Energy Efficiency.

2. SUPPORTING/BACKGROUND INFORMATION

- 2.1 The annual report, attached as an annex, has to be submitted on a prescribed template supplied by the Secretary of State to the Department of Environment, Food and Rural Affairs (DEFRA), as part of the annual Housing Investment Programme (HIP) Returns via Government Offices East. The report charts the home energy efficiency improvements made during the 12-month period from 1 April 2002 to 31 March 2003 and also the overall improvements since 1 April 1996 when the HECA 1995 requirement became effective.
- 2.2 In reviewing the previous years report, the Secretary of State attached great importance to the work and commitment made by the local authority in its HECA strategy and progress reports.

3. SEVENTH PROGRESS REPORT

- 3.1 The seventh HECA progress report covers the Council's activities and partnerships in promoting energy efficiency and addressing the issues of affordable warmth from April 2002 to March 2003.
- 3.2 The methodology used to monitor our progress in reducing carbon dioxide emissions through promoting domestic energy efficiency is set out in the report together with a description of the promotions, presentations and partnerships carried out during the year and an indication of the activities already planned for 2003/04
- 3.3 This year, as with last year, the Secretary of State required an update to the Fuel Poverty Report, 2000. The update is presented as an appendix to the main report and describes our progress and partnerships, particularly:
- The development of partnerships with the Cambridgeshire Constabulary's bogus callers crime prevention road show that has added home energy information to the scheme.
 - A partnership project with the Anglia West Energy Efficiency Advice Centre (EEAC) to carry out a mail shot promoting grants and compact fluorescent lamps (CFL's). All households responding received an energy report detailing ways of saving money on their fuel bills and any grants that were available to them

- The development of new partnerships with Huntingdonshire Primary Care Trust in its new role following the reorganisation of the regional health authorities, as a key partner in tackling fuel poverty as well as advertising in the local General Practitioners Guide.
- Developing strong links with the Warm Front Team, who manage the Home Energy Efficiency Scheme, the TXU Energy and London Electricity Energy Efficiency Commitment grant schemes and British Gas to ensure publicity for their energy efficiency schemes in the District. In addition the TXU Warm Front Team assisted the Council in a series of local newspaper advertisements promoting the scheme to those households who are in receipt of income-related benefits and would therefore be eligible for a Warm Front Grant as well as advertising in rural post offices.

3.4 The annual improvement in home energy efficiency, based on baseline energy use in 1996, to be reported for April 2002 to March 2003 is 2.55%, which is an improvement on the achievements in each of the last four years. The overall improvement in energy efficiency from April 1996 to March 2003 is 13.15%, a significant improvement in energy efficiency that should allow the authority to remain in the top 50% of the energy conservation authorities in the Eastern Region.

4. RECOMMENDATIONS

It is RECOMMENDED that:

- 4.1 the content of the report be approved by Cabinet; and
- 4.2 the Chief Executive be authorised to sign the report on behalf of the Council prior to its submission to DEFRA.

BACKGROUND INFORMATION

Previous annual HECA returns

Contact Officer: John Coultous ☎ 01480 388280

**HOME ENERGY CONSERVATION ACT 1995
SEVENTH PROGRESS REPORT (2003)
FOR THE PERIOD 1 APRIL 2002 TO 31 MARCH 2003**



Please complete this form in full and return it and one copy to your Government Office **no later than 29 August 2003**. Before completing this form you should read the accompanying guidance.

Data Protection Act

In order to process this report we may need to disclose the information we receive from you to others including our authorised agents, other Central Government Departments and other public bodies. We may also keep your name and address on a list that will be used for future exercises on related topics.

Occasionally, we receive requests to provide various organisations and companies with a list of HECA contacts. No one will be given a copy unless we feel it would be in your interests. **However, if for any reason you do not wish your name and address to be included if and when the database is provided to others, please indicate this clearly.**

Pagination in this version of the form, designed for completion on a PC, differs from that of the printed form. The spaces should expand to accommodate the necessary information – but it would be appreciated if the completed form did not extend beyond a total of 8 pages. Please do not edit the existing text.

<i>The name and details given here will be taken by Defra as the HECA "lead officer" contact</i>			
Name	Julia Blackwell C.Biol., M.I.Biol		
Job Title/Department (as appropriate)	Home Energy Efficiency Officer, Environmental Health		
Authority	Huntingdonshire District Council		
Address	Pathfinder House, St Mary's Street, Huntingdon Cambridgeshire		
	Post Code	PE29 3TN	
Telephone	01480 388 288	Fax	01480 388 361
E-mail	Julia.Blackwell@huntsdc.gov.uk	Date	August 2003

1. Have there been any changes to the following elements of your authority's Home Energy Conservation Act (HECA) strategy in the period covered by this report?

Please summarise elements of the energy conservation report prepared in 1996 (your "HECA strategy") in the first column of the table below, taking account of any amendments made to the strategy up to and including 31 March 2002. Changes made prior to this date will already have been recorded by Defra from information you have provided. However, if any changes have been made

between 1 April 2002 to 31 March 2003, please tick the relevant "Yes, changes" box(es) and enter the new figure(s) in the final column. If there have been no changes, please tick the "No change" boxes. Refinements to strategies may be necessary from time to time, but fundamental changes to the original strategy are not anticipated. Please explain any changes.

	HECA strategy up to 31 March '02	No change since 1 April '02	Yes, changes since 1 April '02	New figures following changes since 1 April '02
a) Overall energy efficiency improvement identified	√	√		per cent
b) Number of years to implement the measures identified	√	√		Years
c) Total cost of implementation of all measures	√	√		£ Millions
d) CO ₂ reduction per annum as a result of all the measures identified	√	√		Tonnes per annum
e) Indicate the 1 April 1996 baseline energy use (in GJ) against which energy efficiency improvements are being measured	6,624,751	√		GJ
Reasons for any changes identified above:				

2. Are you monitoring changes in the energy efficiency of the housing stock in your area, in order to be able to report progress as required by HECA?

YES NO

If you answered "Yes", please describe briefly:

(a) the methodology used to monitor progress, listing the main data sources

(b) how you are monitoring the success of activities designed to promote energy efficiency

If you answered "No", please give reasons.

Methodology used to monitor progress and success of information, advice, education and promotion activities

Progress is monitored using a 100% database of the dwellings within the District. Data is obtained from a variety of sources:

- a walk round stock condition survey of individual residential properties. Details collated include: age, build form, window type and glazing and presumed fuel used.
- free NHER surveys (level 1) carried out for those households which request them and want detailed dwelling specific energy rating, advice and grant information
- NHER level 0 surveys, which are carried out during, telephone inquiries or when residents visit the Council offices. While not as accurate in the provision of SAP ratings and energy usage, sufficient data is obtained to advise client on grant availability, the identification of energy efficiency measures, which are appropriate to that household and to calculate approximate energy usage. This type of survey is also used during promotions, either specific energy efficiency promotions or when attending local village/town fetes and green fairs.
- Information provided by local installers on the number and type of energy efficient measures they have installed within the district, specifically within the private sector.
- information provided by the Powergen Warm Front Team on the measures installed in owner occupier fuel poor homes within the district. TXU and London Electric have provide information on the numbers of insulation measures installed within the district under their Energy Efficiency Commitment Schemes.
- grants provided by Huntingdonshire District Council (either home repair assistance or renovation grants) which had an energy efficiency component within the work carried out.
- Contact has been made with all housing associations (HA's) and registered social landlords (RSL's) who own property in the District regarding the energy efficiency improvements they have installed in their properties during the past year. Data has been received from several of these HA's and RSL's including an extensive list of improvements carried out by the largest RSL in the district, Huntingdonshire Housing Partnership (HHP).

Educational and promotional activities have been carried out in several wards within the district. A number of junior schools have been visited and assisted with on-going environment projects, which include energy efficiency in the home or in the school, such as the ECO Schools, programme or as part of a special 'Environment Week' programme. Other schools have been visited to provide them with assembly presentations and/or classroom activities that stand alone and are not part of a specific programme of work being carried out by the school. A range of activities have been developed which are suitable to a number of different age groups; such as story telling and badge making for the 7 to 8 year olds and the 'Home energy detective', and school energy review which are aimed at the older junior children.

All data provided by the installers, HA's and members of the public are entered onto an energy profiling database which allows the energy savings for each property to be calculated. These savings are added together as are those savings from measures, which cannot be directly attributed to an individual property (i.e. where there is insufficient data available to calculate a SAP rating) to give the annual savings in energy and CO₂.

Data from the stock condition survey is also being gradually imported onto the database and the Energy Efficiency Team are also working with Huntingdonshire Housing Partnership to provide them with an energy survey to compliment their stock condition survey and to identify those properties with low SAP ratings so that they can be brought up to the Decent Homes standard. As the database develops the Council will be able to provide a more accurate assessment of both the private and social housing stock. Other developments include the introduction of the Councils Geographical Information System (GIS) and the opportunities it provides in mapping the SAP ratings of properties in the District and in the future allowing the identification, visually, of areas of potential fuel poverty.

3. It is helpful for Defra to be able to judge the extent to which the HECAMON software (Version 3, issued by Defra in April 1999 and updated in April 2001) is used each year. Therefore, please would you indicate whether or not you used the software when collecting and collating the data to enable you to complete this form?

Postal Telephone Both HECAMON not used

4. Please briefly describe in part a) all activities that are specifically designed to assist in the development and achievement of your HECA strategy. Include:

- what you are doing as an authority to deliver information, advice, education and promotion in relation to energy efficiency to all households in your area, and who is involved (this may be external partners, or staff from another Department)
- joint activities with external partners, e.g. businesses or other local authorities
- if possible, the financial contribution from partners in the 2002/03 financial year
- confirmation if existing activities will continue

In part b) describe new activities you expect to commence in the 2003/04 financial year.

a) activities in 2002/03 financial year			
Activity	Who is involved?	Partners' contribution (£) in 2002/03	Will this continue into 2003/04?
Joint advertising in local press promoting WarmFront	TXU WarmFront Managers	£300	Yes
CFL Promotion	TXU Energi	£1000	Yes
CFL promotion at Energy Day in Ramsey	Powergen, Anglia West EEAC	£1000	Yes
Energy Efficient kettle promotion – Ramsey, St Ives	TXU Energi	£500	Yes
Energy Efficiency Commitment (EEC4)	TXU Energi/ British Gas/London Electricity	£65K worth of grants accessed by residents in district	Yes
Promotions at local fairs and fetes	St Neots Green Fair	Nil – time only	Yes
Presentations/General promotional activities/strategy development/skill sharing	Hunts Blind Society Huntingdon Hear	Nil – time only	Yes
	4 U//Darby and Joan Clubs, Friendship Clubs etc / Huntingdon Rotary/ Cambridgeshire Constabulary	Nil – time only	Yes
	– Crime Prevention/ East of England Show Road Show/ National Energy Action - Fuel poverty forum	Time	Yes
Anglia West energy advice centre	Anglia West energy advice centre	Time	Yes
Age Concern	Age Concern	Time	Yes
Cambridgeshire Constabulary Crime prevention Roadshow 'Stop-Chain-Check – closing the door on bogus callers'	Cambridgeshire Constabulary, Hunts forum for Carers .	Time	Yes
Providing Grant advice, CFLs and advice against unwanted fuel-swapping. Prize draw for kettles	TXU Energi (CFLs' and Kettles)	£500	
Energy Efficiency Week	Anglia EEAC, Sue Marchant from local radio station for an energy efficiency week -roadshow	Allowed access to joint provision of prizes to gain wider publicity	Yes
	Sainsbury's – Huntingdon Branch Surrounding Local District Councils partnership for advertising and greater impact during energy efficiency week	£750 per council	Yes
Advice to landlords on energy efficiency	Small landlords' forum – a Council initiative	Nil	Yes
Specific advice on energy efficiency improvements for 'purchase and repair properties	Huntingdonshire Housing Partnership	Nil	Yes
Advertising –	Cineworld – autumn edition	Nil	Yes
	GP surgery magazine	Nil	
	Leisure Services calendar	Nil	
	Hinchingbrooke Hospital advice pack for all in-patients	Nil	Yes

Advice packs for all GP surgeries in District and articles in Surgery newsletters	Local PCT and surgery managers	Nil	
HECA East Network annual forum	District council officers with HECA responsibilities/ local EEAC/ installers/builders/health workers	£250 per promotional stand	
Advertising in rural communities and in District Wide, the Councils own newsletter	Local post offices sent warm front posters and leaflets, features and adverts in parish magazines	Nil	Yes- specifically the parish mags and District Wide
Presentation in several schools in the District, development of a board game for the class room, which several other local authorities have expressed an interest in using.	Godmanchester Primary School, Brighton C.E Primary school Ashbeach School – Ramsey St Mary's	Nil time only	Yes
Eco schools – a district wide seminar to promote the Eco schools project	Ashbeach School – Ramsey St Mary's	Nil	Yes

b) activities planned in 2003/04 and not mentioned in a) above			
Activity	Who is involved?	Partners' contribution (£) in 2003/04	Will this continue into 2004/05?
Article for Parish magazines		Nil	Yes
Theatrical production aimed at local school children about our environmental impact on the planet	Quantum Theatre for Science	Nil	
Community Renewables Initiative (CRI). To improve LA knowledge and facilitate local participation.	Fenland District Council and West Anglia EEAC	TBA	Yes
Development of education resources for schools particularly older children (Key stage 2 and 3)		Nil	
Warm Homes Week Pensioners Lunch with energy efficiency bingo and advice	NEA, Age Concern – Winter wise campaign, West Anglia EEAC	£500	

5. Please briefly describe below how you are taking forward a fuel poverty /affordable warmth strategy and advise on successes to date, key partner and anticipated future developments,

with a particular emphasis on private sector housing stock. If you do not have a fuel poverty / affordable warmth strategy, please say so below.

Please see attached appendix, giving an update to the Fuel Poverty Report of 2000

6. Please indicate below, for the period 1 April 2002 to 31 March 2003, the percentage improvement in energy efficiency recorded for each of the four housing sectors shown. In each case, please also indicate the resulting

annual reduction in CO₂ emissions and the costs involved. If you do not have the information available by sector, please ensure that you provide overall totals for each column in the table below.

Sector of housing	% improvement in energy efficiency achieved in 2002/03	Reduction in CO ₂ emissions 2002/03 (tonnes)	Cost of the measures in 2002/03	
			Cost to your authority £ millions	Overall cost £ millions
Total for each sector April 2002 to March 2003:				
Owner/Occupied (includes private rented)	1.912	5479.14	#0.089	*0.284
Local Authority	N/A	N/A	N/A	N/A
Private Rented (see Owner Occupied)	N/A	N/A	N/A	N/A
Housing Associations	0.634	2215.85		†1.796
OVERALL TOTAL FOR HOUSING, APRIL 2002 TO MARCH 2003				
	2.55%	7694.99	0.089	2.08
Any qualifying comments on the figures should be included here:				
<p>#The Authority's financial contribution to the installation of energy efficiency measures is expressed through grants such as Home Repair Assistance and Renovation grants. In the future the Council will provide assistance through its new Repairs Assistance Loans and grants.</p> <p>Information regarding the private rented sector is included in the owner occupied data. From the information provided by the /TXU/Powergen Warm Front Team, very few privately rented properties have had measures installed. As the information held on the energy database improves we hope to identify those properties, which are privately rented and attribute energy savings accordingly.</p> <p>*The value given in the overall cost includes the investment made through Council grants, Energy Efficiency Commitment (SOP4) funding from TXU, Powergen, British Gas and London Electric and Home Energy Efficiency Scheme funding from the TXU/Powergen Warm Front Team.</p> <p>† This value is based on the current investment programme by Huntingdonshire Housing Partnership, which owns 75% of the housing association properties in the District, together with valuations provided by a number of HA's with a small number of properties in the District. The renovation work to its properties including a 5-year programme of window replacement, internal and external insulation and a significant investment boiler replacement and heating improvements</p> <p>Information was sought on energy efficiency from all housing associations active in the District (18 in total). Information, including property addresses, measures installed or copies of energy policies were received from a third of these associations. We aim to continue to build on these relationships in order to address issues of affordable warmth and help the organisations to provide effective energy efficiency advice to their tenants, as well as improving the quality of the information held, relating to the energy efficiency of the properties, in order to provide the associations with accurate energy profiles of their stock. We have already started to work with Huntingdonshire Housing Partnership, by providing energy surveys on a number of properties and advised on the measures required to bring the properties up to the target SAP rating of 60.</p>				

7. Please indicate at (a) the annual improvement reported in each of the previous progress report periods and, at b) the overall progress recorded up to 31 March 2002. Please add any supplementary information below.

(a1) Progress reported between 1 April 1996 and 30 June 1997 (1 st progress report)	3.26 %
(a2) Progress reported between 1 April 1997 and 31 March 1998 (2 nd progress report)	1.14 %
(a3) Progress reported between 1 April 1998 and 31 March 1999 (3 rd progress report)	1.38%
(a4) Progress reported between 1 April 1999 and 31 March 2000 (4 th progress report)	1.11 %
(a5) Progress reported between 1 April 2000 and 31 March 2001 (5 th progress report)	1.67 %
(a6) Progress reported between 1 April 2001 and 31 March 2002 (6 th progress report)	2.04 %
(a7) Progress reported between 1 April 2002 and 31 March 2003 (this progress report)	2.55 %
(b) Overall improvement in energy efficiency from 1 April 1996 to 31 March 2003	13.15 %
<p>Any qualifying comments or supplementary information should be included here:</p> <p>Each year's percentage improvement is based on the original 1996 baseline value, no year on year correction to the baseline has been made. Therefore the overall improvement is the sum of previous years improvements</p> <ul style="list-style-type: none"> • Due to the on-going nature of the monitoring programme, it is likely that the annual percentage improvement is being under reported. When the 100% stock condition survey is completed and the data transferred to the energy database a full energy profile of the district should be possible. However, the difficulty in obtaining information regarding DIY measures and the installation of new heating systems may mean that there will always be an underestimation of the savings made. • The savings made for 2002-03 have been calculated from information collected to populate the data base. Assumptions have been made, based on market research, regarding DIY insulation measures and information concerning the sale of new, more efficient white goods, provided to Optima by Datahouse Ltd which was submitted to and approved by the DETR (% improvement from the estimated data based on market research = 0.53%). • Data provided from the TXU/Powergen EEC4 programme and the British Gas energy efficiency programme, was not address specific. The savings made from the measures installed were therefore apportioned in terms of fuel use and the resultant saving in CO₂ emissions, based on the national figures for fuel usage. As we continue to add to our energy database we hope in future to proportion fuel use within the district, which will improve the accuracy of the estimates. • The increasing importance of the savings from buying more energy efficient white goods is recognised, particularly in light of the Energy Savings Trust's campaign of branding and promoting energy efficient appliances. • The savings attributed to housing associations have been calculated based on the data provided to us by Huntingdonshire Housing Partnership, Hundred Houses Society, Nene Housing Society, Muir HA, Cambridge Housing Society, Axiom HA, Hanover HA and Guinness HA. These properties make up about 85% of housing association properties in the district. We will continue to work with the RSLs in order to improve the accuracy of reporting energy savings, to develop stock profiles for the associations, to provide them with quality energy efficiency advice, if necessary, regarding their stock and help to provide their tenants with energy efficiency advice. • Data provided by FENSA via HDC's Building Control department has shown that in previous years the activity levels of the replacement window industry in the District has been significantly underestimated and this has lead to a major improvement in the assessment of the energy efficiency savings made in the District. 	

Before returning this form to your Government Office it must be authorised by the Chief Executive of your authority.

I confirm that I have seen and agreed this report of the progress made by this authority to implement its energy efficiency report as required under the Home Energy Conservation Act 1995.

Signature, Chief Executive

Name

Authority

date

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APPENDIX TO SEVENTH PROGRESS REPORT (2002-03) FOR THE HOME ENERGY CONSERVATION ACT 1995 (HECA)

FUEL POVERTY PROGRESS REPORT

1. INTRODUCTION

Fuel poverty arises as a result of several causal factors, including low income, inadequate insulation, ineffective/inefficient heating systems, size of property and price and method of payment for fuel. These factors often come about as a result in a change in the circumstances of the household, e.g. loss/change of employment, loss of a partner through death or separation, or change in health leading to an increased requirement for heating. Warm, safe housing has a major role to play in maximising the well being of people, helping to maintain the elderly in their own homes, reducing the incidence of cold and damp related illnesses and maintaining the condition of the housing stock.

The common definition of a household in fuel poverty is one that needs to spend in excess of 10% of household income in order to maintain a satisfactory heating regime.

Nationally, around 30% of UK households are estimated to be suffering from fuel poverty. The English House Condition Survey 1996 Energy Report estimates that in the Eastern Region approximately 16% of the households are in fuel poverty.

2. PROGRESS AND DEVELOPMENT

During the year Huntingdonshire District Council's Energy Efficiency Team has been active in promoting the Warm Front Scheme through a variety of media; local press, community news letters, local fairs, environment fairs, energy roadshows and advertisements on local radio to ensure that the scheme was widely publicised in the District.

The team have also worked in partnership with the TXU Warm Front staff on several projects, including jointly advertising the availability of the grant as part of a 'Winter Warmth' feature in the local press. The joint advertising produced a rise in the number of residents applying for the Warm Front grant. We have worked with Anglia West Energy Efficiency Advice Centre to carry out a mail shot to local residents in the St Neots area of the district, delivering a postal home energy survey and offering a free CFL (compact fluorescent lamp) to those residents who returned the survey. Residents who responded received written energy efficiency advice specific to their property as well as advice on the availability of grants and over 200 residents also claimed their free CFL.

Advice on eligibility for Warm Front grants is provided by the Energy Efficiency Team and by staff in Housing Services and the Home Improvement Agency, who work with the most vulnerable people in our community. In this way the delivery of energy advice has been combined with advice on repairs and adaptations to homes. In the past this was done largely through Home Repair Assistance, Renovation and Disabled Facility grants but now, under the changes introduced by the Regulatory Reform (Housing Assistance) Order, help will now be provided largely through the Council's new Repairs Assistance loans and grants.

There are links and cross referrals between all these teams in order to ensure that a comprehensive package of measures is available to vulnerable households. Under the Repairs Assistance policy, the Council will continue its previous practice of, in approved cases, topping up any shortfall between the Warm Front grant and the cost of the work. A good working relationship has also been developed with the TXU Warm Front Team, the scheme managers and their local referral advisors to ensure that any problems can be resolved promptly and other potential avenues of grant aid can be identified for the households concerned. In the Eastern region, a working group of HECA officers has been established to advise the TXU Warm Front Team managers on how they may resolve problems, improve communications and discuss issues of mutual interest within the referral network. This specific aim of this partnership working with TXU Warm Front, the Home Improvement Agency and voluntary groups is to help maintain vulnerable people in their own homes.

The Energy Efficiency Team have worked with a number of voluntary agencies and groups in order to promote affordable warmth to specific groups. Existing links with the Blind Society have been maintained and new links have been established with community safety officers in the local police stations in the District. As a result the team will be able to promote affordable warmth principles through participation in large-scale promotions organised by the police in their 'Stop, Chain, Check – Closing the door on bogus callers' scheme. These promotions allowed us to promote genuine grants, give advice on mis-selling with regards to fuel swap door-step sales personnel and to give generalised energy efficiency advice and distribute CFL's. Groups such as Darby and Joan type clubs are also used to provide energy efficiency and grant advice to a wide audience. The Energy Team also advise on the help the fuel companies can provide, e.g. free gas safety checks, large print bills, security passwords and consumer advice through Energywatch. Through these agencies and groups team members have visited individual households to help improve their understanding of heating controls and no cost/low cost measures of fuel saving. The team aim to continue to develop and strengthen links with the key partners identified in our original fuel poverty report and to be alert to other opportunities.

Successful partnership working has been established with London Electricity, TXU Energi and British Gas and their affiliated contractors to promote their Energy Efficiency Commitment Schemes, which provide reduced cost insulation measures to owner-occupier and private rented households. The team has achieved success in targeting these measures at households vulnerable to fuel poverty due to low incomes where the occupants are over 60 but not in receipt of benefits and therefore not eligible under the Warm Front scheme.

The health implications of fuel poverty, its impact on asthma, excess winter mortality and morbidity and the exacerbation of cardiac and respiratory

disease continues to be well researched and documented. The Energy Efficiency Team participate in a multi-agency county-wide group established under the Health Improvement Plan (HImP) in order to raise the awareness of frontline health personnel on the impact of fuel poverty, identification of the problem within the home and the assistance that is available to help alleviate this. The Affordable Warmth Task Team wrote the chapter that appeared in the HImP document for Cambridgeshire (2000/2001) and has subsequently been involved in the revision of this chapter with the Huntingdonshire Primary Care Trust for the new Huntingdonshire HImP document. The Affordable Warmth group is part of the HImP Public Health and Health Inequalities Advisory Group, which advises the Director of Public Health on HImP strategy. Subsequent to the changes in the structure of the Health Authority and the devolution of responsibility to Huntingdonshire PCT the group is now working in consultation with the Health Promotion specialists on developing new ways of identifying and helping the vulnerable households in our community. While the focus of health care delivery has been shifted to local PCT's, those members of the countywide Affordable Warmth Task Team continue to exchange ideas and best practice and to ensure some continuity where the boundaries of the local district councils and new PCTs do not converge. As part of the ongoing partnership development we have written to all practice managers offering advice packs, posters and articles for their newsletters.

Working in collaboration with Age Concern and Fenland District Council we have developed and launched our 'Warmometers'. These are card room thermometers designed to provide positive advice for managing energy use in the home, particularly of the elderly and vulnerable, without dwelling on the more disturbing effects the cold can have on health.

The Energy Efficiency Team have advertised extensively in a number of health related publications; in a booklet provided to in-patients at Hinchingbrooke Hospital and in a GP's surgery guide which is distributed free throughout the District and surrounding areas. This advertising has been complimented with advertising, articles and editorials in the local press particularly during Energy Efficiency Week and Warm Homes Week.

We recognise that there is a lot of rural fuel poverty, particularly in areas not connected to mains gas. One of the projects for the future includes producing articles for parish magazines giving advice on grants and measures. We have had an excellent response from the parish councils who have provided details of the publications in their areas, allowing us to contact parts of the community who may feel isolated from the promotional activities in the larger market towns.

Nationally, it is recognised that a large percentage of those in fuel poverty live in the private rented sector. This housing sector is also considered one of the hardest to tackle with regard to fuel poverty and affordable warmth. A Small Landlords' Forum has been developed by Housing Services and the Energy Efficiency Team contribute to this forum which has the following objectives:

- To forge links between the Council and private housing providers so that each party can develop a better understanding of how the other operates.
- To provide a formal channel for the Council to consult private landlords.
- To provide a venue for seminars, presentations and discussions on topics of interest to landlords such as grants, energy efficiency, fuel poverty, tenancy law and taxation.

- To encourage landlords who are already providing and managing to a high standard to continue to do so, and to encourage the others to raise standards.
- To encourage landlords to continue to consider accommodating low-income households.

Links with local housing associations have been strengthened and the Energy Efficiency Team have worked with them on specific energy efficiency/affordable warmth projects such as articles in tenant newsletters. Arrangements are in hand to help Huntingdonshire Housing Partnership (HHP) process energy data collected as part of their stock condition survey and in the interim have provided HHP with energy surveys on specific properties. This data will enable them to identify those properties most urgently in need of improvements required to achieve the new housing standards for thermal efficiency, ensuring continued improvement in the SAP ratings for all their properties. The additional information will also be of benefit to the Council in reporting HECA improvements.

National Energy Action (NEA) continues to work with the Council in a number of areas. They provided support and expertise for an Affordable Warmth Seminar, Energy Efficiency Team members have attended their national conference and participate in the Eastern Region fuel poverty forum. As part of this group they have contributed to the dissemination of ideas and best practice by discussing experience of Warm Front and affordable warmth projects within the Health Authority and HImP

3. CONCLUSIONS

- The objectives, set out in the Fuel Poverty Report 2000, continue to be relevant and reflect the objectives set out in the Governments Fuel Poverty Strategy published in November 2001
- Advice and promotions of the grants available will continue to be targeted at the private housing sector to reach the most vulnerable groups and help maintain the housing stock. Work with the local health authority and voluntary groups will continue to be developed to reach the widest possible audience of those vulnerable to fuel poverty.
- Links with local housing associations will be further developed in order to help them to profile their stock, identify energy efficiency improvements and help them to provide advice to their tenants on energy efficiency and fuel poverty.
- Work with Council colleagues and Members of the Council will be continued to promote and improve knowledge and awareness of the issues surrounding fuel poverty.

Agenda Item 12

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