

**PROGRESS TO DATE
(Report by the Head of Administration)**

1. INTRODUCTION

- 1.1 The Panel have asked for the submission of a brief progress report to their monthly meetings to monitor action taken and the response to any recommendations which they have made.

2. PROGRESS REPORT


- 2.1 The monthly progress report therefore is attached which covers all outstanding items. Actions previously reported upon as having been completed have been deleted from the report as the process rolls forward. The report is in tabular form and comprises a brief synopsis of the Panel's decisions and the subsequent action taken.

3. CONCLUSION

- 3.1 The Panel are requested to note the contents of the attached report.

BACKGROUND INFORMATION

Minutes and Reports of the Overview & Scrutiny Panel (Planning and Finance/
Service Support)

Contact Officer: Miss H Ali – Democratic Services Officer
 (01480) 388006

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
14/11/06	<p><u>The Council's Travel Plan</u></p> <p>Agreed to continue to monitor the Council's Travel Plan.</p>	<p>Corporate & Strategic Framework Panel to consider an item at their January meeting updating Members on Office Accommodation and the Travel Plan.</p>	<p>Update on Travel Plan received by Corporate & Strategic Framework Panel. Agreed that a further update should be submitted to Corporate & Strategic Framework Panel in September 2007.</p> <p>Working Group met on 17th July 2007. Second meeting held on 20th December 2007.</p>	<p>Sept 2007</p> <p>Dec 2007</p>
<p>14/4/05</p> <p>12/12/06</p> <p>14/04/05</p> <p>11/09/07</p>	<p><u>Use of S106 monies</u></p> <p>Quarterly reports to be submitted to the Panel.</p> <p>Requested additional information for future statements including comparative information for previous quarters, a reinstatement of future potential agreement statistics and the expiry date for money to be expended.</p> <p>Following a recent announcement on possible planning gain supplement development tax which would lead to changes in planning policy, asked Head of Planning Services to consult the Panel on the consultation draft as this became available.</p> <p>Consideration to be given to the monitoring of expenditure by Cambridge Horizons on infrastructure development at a future meeting.</p> <p>Requests made for further information on the mechanisms for ensuring that money received from S106 Agreements is spent for the purpose specified in the Agreement.</p>	<p>Update on Section 106 and the introduction of Planning Gain Supplement to be requested.</p>	<p>Advised by Head of Planning Services that Government consultation regarding possible levels/ways of working would be available later in the year and he will report back to Panel at this time.</p> <p>E-mail from Head of Planning Services circulated to Panel.</p>	<p>June 2007</p>

<p>11/12/07</p>	<p>Requests made by Panel at the meeting for the Executive Councillor for Operations, Parks and Countryside to consult with the Panel on any proposals that emerged from his investigations in to the review of the S106 process.</p> <p>Requested that future monitoring reports include details of any non-monetary receipts as well as income in the future.</p>	<p>Requests forwarded to the Head of Policy and Strategic Services.</p>		
<p>14/11/06</p>	<p><u>“Growing Success”: A Corporate Plan</u></p> <p>Revised Plan - Growing Success, endorsed by Corporate & Strategic Framework Panel. Asked to review targets in 2007.</p>		<p>Advised by Head of Policy that next performance monitoring report is to be submitted in June 2007. Quarterly reports likely to follow thereafter. Discussions to be held with Chairmen at next Joint Chairmen’s meeting.</p> <p>Working Group to liaise with Head of Policy and report back to June meeting. Working Group also to act as conduit between the Panel and LAA Board.</p> <p>Corporate Plan submitted to Council in June 2007.</p> <p>Meeting of the Working Group to be arranged for January/February 2008.</p> <p>Quarterly monitoring report expected at Panel’s March 2008 meeting.</p>	

<p><u>12/09/06</u></p> <p><u>9/01/07</u></p> <p><u>11/12/07</u></p>	<p><u>ICT Developments</u></p> <p>Requested further information on the current status of the Pilot of mobile technology within the Benefits Division.</p> <p>Requested sight of forthcoming reports prior to their consideration by Cabinet:-</p> <ul style="list-style-type: none"> ❖ Flexible Working Strategy ❖ Revised Customer Service Strategy <p>Joint O&S Chairmen and Vice-Chairmen agreed that the Consultation and Engagement Strategy, Communications and Marketing Strategy and Customer Service Strategy should all be considered at a special meeting of the Corporate and Strategic Framework Panel in February 2008.</p>	<p>Report on progress of trial and demonstration submitted to December meeting.</p> <p>Request sent to Head of IMD.</p>	<p>Further report on the outcome to be submitted to Panel meeting prior to consideration by Cabinet.</p> <p>Reports anticipated for April meeting. Finished Customer Service Strategy may not be available – so an update may be provided.</p> <p>Update submitted to April meeting of Panel.</p> <p>Briefing note on Flexible Working Strategy submitted at Panel's September meeting by Director of Commerce & Technology. Requests made for the outcome of home working project to be submitted to the Panel.</p>	<p>Sept 2007</p>
<p><u>10/01/06</u></p>	<p><u>Local Area Agreements</u></p> <p>Head of Policy to investigate feasibility of the results of the quarterly monitoring of the LAA and LPSA</p>	<p>Issue being discussed at County level. Report to be submitted to Corporate &</p>	<p>Presentation given to Corporate & Strategic Framework Panel by</p>	

	<p>performance being reported to the relevant O&S Panels.</p>	<p>Strategic Framework Panel in January 2007.</p>	<p>Head of Policy, recommendations submitted to LAA Board.</p> <p>Corporate Plan Working Group to act as conduit between the Panel and LAA Board. Report to June meeting in conjunction with Corporate Plan update.</p> <p>Meeting of Cambridgeshire Together Joint Accountability Committee held on 19th December 2007.</p>	
<p><u>09/01/07</u></p>	<p><u>Local Procurement</u></p> <p>Agreed to endorse the outcome of the working group's deliberations. In light of issues raised, agreed that the Chairman, Vice Chairman, Executive Councillor and Members of the Working Group should meet with representatives of the Huntingdonshire Business Network, Federation of Small Businesses and the Chamber of Trade.</p>	<p>Arrangements being made to convene this meeting.</p>	<p>Meeting held on 28th Feb 2007 between Working Group and representatives from local business.</p> <p>Positive outcome from meeting, suggestions made for improving communication between local business and Council, via website. Suggested a future meeting to keep communication channels open.</p> <p>Working Group meeting held on 22nd November 2007 reviewing progress made since 28th February. Positive outcome from meeting – report presented at Panel's December meeting.</p>	<p>Ongoing</p> <p>Dec 2007</p>

<p><u>04/07/06</u></p>	<p><u>Raising the Profile of Overview & Scrutiny</u></p> <p>Discussed ways in which profile of the overview and scrutiny function could be raised with the local community.</p>	<p>Councillor A Gilbert investigating the use of E-Forums and Blogs to promote the activities of the Panel.</p> <p>Head of Policy & Communications Manager made presentation to January meeting.</p>	<p>Initial report considered at Panel meeting on 14th November. Councillors D B Dew, A N Gilbert and G S E Thorpe requested to pursue matter further.</p> <p>Panel agreed to extend remit of E-Forum Working Group to include communications across Overview & Scrutiny.</p> <p>Final report submitted to Panel's September meeting. Recommendations endorsed by the Panel. Requests made for a further report to be submitted to the Panel on the possible use of the website and the procedure for handling online petitions before considering the formulation of recommendations to Cabinet. Report expected at Panel's November meeting.</p> <p>Report to go before Corporate Governance Panel on 12th December 2007 and Cabinet on 13th December 2007.</p>	<p>Sept 2007</p> <p>Nov 2007</p>
<p><u>13/11/07</u></p>	<p>Panel advised of the forthcoming "community call for action" proposal by the Government which intended to enable the public to raise issues for scrutiny.</p>	<p>Report by Head of Administration to be presented to Panel once guidance has been issued by the Government.</p>		
<p><u>10/10/06</u></p>	<p><u>Cycling in Huntingdonshire</u></p> <p>Relevant Executive Councillor and an officer of the County Council to be invited to attend a future meeting</p>	<p>Invitation sent 19th October. Reminder sent 16th and 30th November.</p>	<p>County Council Officers declined invitation to attend.</p>	

<p><u>14/11/06</u></p> <p><u>09/01/07</u></p>	<p>to discuss ways of improving the relationship and arrangements with the District Council to deliver and promote cycling schemes.</p> <p>Identified a number of issues requiring further information / clarification. Agreed that Panel may wish to pursue these following their discussions with the County Council.</p> <p>Emphasised importance of this matter being a partnership issue. Agreed to send invitation to Executive Councillor directly.</p>	<p>Invitation sent to Cllr McGuire.</p>	<p>Believe that officers and Members should not be discussing County Policy & Procedures at another Authority's Scrutiny Panel. Welcomed opportunity to discuss issues with officers involved.</p> <p>Cllr McGuire will discuss with officers and advise ASAP.</p> <p>Response received from Cllr McGuire suggesting that issues could be raised through AJC.</p> <p>Working Group met on 31st May, good debate with S Bell, P Downes agreed to contact CCC directly to discuss queries on S106 funding.</p> <p>Working Group met on 28th June 2007, received comments from meeting of Cllr P Downes and CCC. DC and CCC Officer meeting held. Working Group meeting held on 30th November 2007.</p> <p>Final report of Working Group expected at Panel's February 2008 meeting.</p>	<p>July 2007</p>
<p><u>14/11/06</u></p>	<p><u>District Council Call Centre</u></p> <p>Requested that future quarterly monitoring reports contain further information on trends and comparable statistics for previous years rather than a snapshot of the past quarter.</p>	<p>Next report due November 2007.</p>	<p>Monitoring Report submitted in November 2007 – includes comparable data as requested.</p>	<p>Nov 2007</p>

<u>13/11/07</u>	<p>Queried the process by which savings were identified from a service once calls had been transferred to the Call Centre. Emphasised need to ensure that savings were quantifiable.</p> <p>Quarterly monitoring reports to be circulated informally to Members. Reports to be presented 6 monthly to the Panel.</p>	Information on savings circulated and noted.		
<u>12/12/06</u>	<u>HQ</u> Update on Pathfinder House to be submitted to Joint meeting in January 2007 (including car parking).	Report provided for Corporate & Strategic Framework Panel in February.	<p>Update received by Corporate & Strategic Framework Panel.</p> <p>Further update received at Corporate and Strategic Framework Panel's September meeting.</p>	<p>Feb 2007</p> <p>Sept 2007</p>
<u>13/02/07</u>	<u>Town Centre Initiatives</u> Working Group established to investigate the purpose, cost and achievements of the Town Centre Initiatives across the District.	Two meetings held with the Sustainable Economic Development Manager.	Meeting held with the District Councillors and Officers on 13 th December 2007. Interviews with the Chairman and TCM's being arranged for January/February 2008.	
<u>9/10/07</u>	<u>HGV Parking Throughout the District</u> Panel requested that preliminary work should commence on drawing together pertinent issues relating to HGV parking throughout the District, in preparation for a future study.	Requests made with the Team Leader for Transportation to investigate the matter and forward details on to the Panel.		

<u>13/11/07</u>	<u>Affordable Housing SPD</u> Panel advised that a strategic market assessment was proposed in the SPD, having considered the document at the Panel's November meeting.	Chairman requested that copies of the report be circulated to Panel Members when this became available.		
<u>11/12/07</u>	<u>Buildings of Special Architectural or Historic Interest</u> Questions raised regarding the District Council's involvement in the listing and de-listing of buildings of special architectural or historic interest. Requests made for a report to be submitted to a future meeting of the Panel on the process involved.	Request forwarded on to the Development Plans and Implementation Manager.		
<u>11/04/06</u> <u>14/11/06</u> <u>14/11/06</u>	<u>Forward Plan</u> Review of payments from recycling credits Circulate report to Members when available. Environment Strategy Outlined ongoing interest and emphasised the need for consideration to be given to the issue prior to its consideration by Cabinet. Car Parking Strategy Requested submission of a progress report to their next meeting.	Further information requested by Chairman (10/10/06). Discussed at Meeting of Chairmen and Vice-Chairmen on 6 th December 2006.	Position will not be reviewed until outcome of investigations into kerbside glass collections is known. Meeting of Corporate & Strategic Framework Panel to be held on 20 th February 2007. All O&S Members to be invited to attend. Report to April meeting of Panel. O&S (SD) asked to see Strategy again before it is published. Car Parking Working Group established by Cabinet, first	

<p><u>13/11/07</u></p> <p><u>11/09/07</u></p> <p><u>9/10/07</u></p> <p><u>13/11/07</u></p>	<p>Questions raised concerning the development of the County Council's on street parking policy in relation to the District Council's off street parking policy. Clarification sought as to whether the two documents were being considered together.</p> <p>Development Control Policies Preferred Options</p> <p>Circulate report when this becomes available.</p> <p>Huntingdon West Area Action Plan</p> <p>Circulate report when this becomes available.</p> <p>Kerbside Collection of Glass</p> <p>Taken off the Forward Plan for the time being. Requested sight of the document as soon as it becomes available.</p> <p>Parish Plans and Local Plan Policy</p> <p>Circulate report when this becomes available.</p>	<p>Requests made with the Team Leader for Transportation.</p> <p>Requests made with the Development Plans & Implementation Manager.</p>	<p>meeting to be a Workshop on 17th April 2007.</p> <p>Draft Strategy brought to Panel for consideration in October – comments forwarded to Cabinet.</p> <p>Report presented to Panel's January 2008 meeting, seeking approval of strategy and revised car parking charges.</p> <p>Information circulated to Panel Members via email.</p>	<p>Oct 2007</p> <p>Dec 2007</p> <p>Dec 2007</p>
--	---	---	--	--