

**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)

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<b>Panel Date</b>	<b><u>Decision</u></b>	<b><u>Action</u></b>	<b><u>Response</u></b>	<b><u>Date</u></b>
<b><u>14/11/06</u></b>	<b><u>The Council's Travel Plan</u></b> Agreed to continue to monitor the Council's Travel Plan.	Corporate & Strategic Framework Panel to consider an item at their January meeting updating Members on Office Accommodation and the Travel Plan.	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.	<b>Sept 2007</b>
			Working Group met on 17 <sup>th</sup> July 2007. Second meeting held on 20 <sup>th</sup> December 2007.	<b>Dec 2007</b>
			Final report of the Working Group expected at the Panel's February 2008 meeting.	<b>Jan 2008</b>
<b><u>12/02/08</u></b>	The Panel endorsed the final report of the Working Group to be submitted to Cabinet where the recommendations have been approved and investigated in the context of the emerging Environment Strategy, the car parking action plan and the Council's travel plan.		Report sent to Cabinet 21/02/08	<b>Feb 2008</b>
<b><u>14/4/05</u></b>	<b><u>Use of S106 monies</u></b> Quarterly reports to be submitted to the Panel.		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.	
<b><u>12/12/06</u></b>	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.			
	Following a recent announcement on possible planning gain supplement development tax which would lead to changes in planning policy, asked Head of Planning	Update on Section 106 and the introduction of Planning Gain Supplement to be requested.	E-mail from Head of Planning Services circulated to Panel.	<b>June 2007</b>

<p><b><u>14/04/05</u></b></p> <p><b><u>11/09/07</u></b></p> <p><b><u>11/12/07</u></b></p> <p><b><u>12/02/08</u></b></p>	<p>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>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>The Panel discussed the mechanism for use of Section 106 monies and agreed to establish a Working Group to investigate the current Section 106 Agreement mechanism for the negotiation of agreements and the distribution of money received.</p>	<p>Requests forwarded to the Head of Policy and Strategic Services.</p>	<p>Panel discussed the possibility of establishing a S106 Working Group.</p> <p>Section 106 Working Group established.</p>	<p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
<p><b><u>14/11/06</u></b></p>	<p><b><u>“Growing Success”: A Corporate Plan</u></b></p> <p>Revised Plan - Growing Success, endorsed by Corporate &amp; 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</p>	

			<p>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>Meeting of the Working Group being arranged for late March 2008.</p>	<b>Feb 2008</b>
<p><b><u>12/09/06</u></b></p> <p><b><u>9/01/07</u></b></p>	<p><b><u>ICT Developments</u></b></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"> <li>❖ Flexible Working Strategy</li> <li>❖ Revised Customer Service Strategy</li> </ul>	<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 &amp; Technology. Requests made for the outcome of home working</p>	<b>Sept 2007</b>

<p><b><u>11/12/07</u></b></p>	<p>Joint O&amp;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>project to be submitted to the Panel.</p> <p>Special meeting of the Corporate and Strategic Framework Panel arranged for Wednesday 6<sup>th</sup> February 2008.</p> <p>Panel endorsed the content of the three corporate strategies.</p>	<p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
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<p><b><u>10/01/06</u></b></p>	<p><b><u>Local Area Agreements</u></b></p> <p>Head of Policy to investigate feasibility of the results of the quarterly monitoring of the LAA and LPSA performance being reported to the relevant O&amp;S Panels.</p>	<p>Issue being discussed at County level. Report to be submitted to Corporate &amp; Strategic Framework Panel in January 2007.</p>	<p>Presentation given to Corporate &amp; Strategic Framework Panel by 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 19<sup>th</sup> December 2007.</p> <p>Next meeting planned for March 2008.</p>	<p><b>Feb 2008</b></p>
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<p><b><u>09/01/07</u></b></p>	<p><b><u>Local Procurement</u></b></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 28<sup>th</sup> 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 22<sup>nd</sup> November 2007 reviewing progress made since 28<sup>th</sup> February. Positive outcome from meeting – report presented at Panel's December meeting.</p> <p>RSS link to contracts register now live and operational.</p> <p>RSS link fully operational.</p>	<p><b>Ongoing</b></p> <p><b>Dec 2007</b></p> <p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
<p><b><u>04/07/06</u></b></p>	<p><b><u>Raising the Profile of Overview &amp; Scrutiny</u></b></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 &amp; Communications Manager made presentation to January meeting.</p>	<p>Initial report considered at Panel meeting on 14<sup>th</sup> 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 &amp; Scrutiny.</p>	

<p><b><u>13/11/07</u></b></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>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 12<sup>th</sup> December 2007 and Cabinet on 13<sup>th</sup> December 2007.</p> <p>Report expected at the February 2008 meeting of the Panel.</p> <p>Awaiting guidance document to be issued.</p>	<p><b>Sept 2007</b></p> <p><b>Nov 2007</b></p> <p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
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<p><b><u>10/10/06</u></b></p> <p><b><u>14/11/06</u></b></p> <p><b><u>09/01/07</u></b></p>	<p><b><u>Cycling in Huntingdonshire</u></b></p> <p>Relevant Executive Councillor and an officer of the County Council to be invited to attend a future meeting 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 19<sup>th</sup> October. Reminder sent 16th and 30th November.</p> <p>Invitation sent to Cllr McGuire.</p>	<p>County Council Officers declined invitation to attend. Believe that officers and Members should not be discussing County Policy &amp; 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>	
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<p><b><u>12/02/08</u></b></p>	<p>The Panel endorsed the final report of the Working Group to be submitted to Cabinet. Cabinet noted the recommendations of the Group and requested that a further report be submitted addressing the wider issue of Section 106 funding and that discussions take place with CCC regarding the updating of the Huntingdonshire Cycling Strategy.</p>		<p>Response received from Cllr McGuire suggesting that issues could be raised through AJC.</p> <p>Working Group met on 31<sup>st</sup> 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 28<sup>th</sup> June 2007, received comments from meeting of Cllr P Downes and CCC. DC and CCC Officer meeting held. Working Group meeting held on 30<sup>th</sup> November 2007.</p> <p>Final report of Working Group expected at Panel's February 2008 meeting.</p> <p>Report to Cabinet 21/02/08</p>	<p><b>July 2007</b></p> <p><b>Feb 2008</b></p>
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<p><b><u>14/11/06</u></b></p>	<p><b><u>District Council Call Centre</u></b></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>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>Next report due November 2007.</p> <p>Information on savings circulated and noted.</p>	<p>Monitoring Report submitted in November 2007 – includes comparable data as requested.</p>	<p><b>Nov 2007</b></p>
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<b><u>13/11/07</u></b>	Quarterly monitoring reports to be circulated informally to Members. Reports to be presented 6 monthly to the Panel.		Report to be presented to the Panel by the Head of Administration at the February 2008 meeting. ( <i>Deferred</i> )  Report to be presented to the Panel by the Head of Information Management Division at the March 2008 meeting.	<b>Jan 2008</b>  <b>Feb 2008</b>
<b><u>12/12/06</u></b>	<b><u>HQ</u></b>  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.	Update received by Corporate & Strategic Framework Panel.  Further update received at Corporate and Strategic Framework Panel's September meeting.  Panel received an update at the January 2008 meeting.	<b>Feb 2007</b>  <b>Sept 2007</b>  <b>Jan 2008</b>
<b><u>13/02/07</u></b>	<b><u>Town Centre Initiatives</u></b>  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 <sup>th</sup> December 2007.  Interviews with the Chairman and TCM's held on 23 <sup>rd</sup> January 2008.  Final report expected at the March 2008 meeting of the Group.	<b>Jan 2008</b>  <b>Feb 2008</b>

<b><u>9/10/07</u></b>	<b><u>HGV Parking Throughout the District</u></b>  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.  Discussions with the Team Leader for Transportation to investigate the matter and forward details to the Working Group for future meetings.	Report expected at March/April 2008 meeting.  Working Group established to consider issues of HGV parking throughout the District.	<b>Jan 2008</b>  <b>Feb 2008</b>
<b><u>13/11/07</u></b>	<b><u>Affordable Housing SPD</u></b>  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.		
<b><u>11/12/07</u></b>	<b><u>Buildings of Special Architectural or Historic Interest</u></b>  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.	Report expected at Panel's March 2008 meeting.	<b>Jan 2008</b>
<b><u>11/04/06</u></b>  <b><u>14/11/06</u></b>	<b><u>Forward Plan</u></b>  <b>Review of payments from recycling credits</b>  Circulate report to Members when available.  <b>Environment Strategy</b>  Outlined ongoing interest and emphasised the need for consideration to be given to the issue prior to its	Further information requested by Chairman (10/10/06).  Discussed at Meeting of Chairmen and Vice-Chairmen on 6 <sup>th</sup> December 2006.	Position will not be reviewed until outcome of investigations into kerbside glass collections is known.  Meeting of Corporate & Strategic Framework Panel to	

	consideration by Cabinet.		be held on 20 <sup>th</sup> February 2007. All O&S Members to be invited to attend.	
<b><u>14/11/06</u></b>	<p><b>Car Parking Strategy</b></p> <p>Requested submission of a progress report to their next meeting.</p>		<p>Report to April meeting of Panel.</p> <p>O&amp;S (SD) asked to see Strategy again before it is published.</p> <p>Car Parking Working Group established by Cabinet, first meeting to be a Workshop on 17<sup>th</sup> 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>Panel Members approved the strategy and revised car parking charges with recommendations.</p>	<p><b>Feb 2008</b></p> <p><b>Oct 2007</b></p> <p><b>Dec 2007</b></p> <p><b>Dec 2007</b></p> <p><b>Jan 2008</b></p> <p><b>Feb 2008</b></p>
<b><u>13/11/07</u></b>	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.	Requests made with the Team Leader for Transportation.		
<b><u>12/02/08</u></b>	The Car Parking Strategy Action Plan was called in by 8 Members of the Service Support Panel and a meeting	Report submitted to Cabinet following the call in meeting of the Panel with a	Called in by 8 Members of the Panel.	<b>Feb 2008</b>

	held on 20 <sup>th</sup> February 2008 with the Leader of the Council and the Executive Councillor. A number of recommendations were made. Cabinet's decisions are outlined on the covering report for the March 2008 meeting of the Panel.	number of recommendations.		
<b><u>11/09/07</u></b>	<b>Development Control Policies Preferred Options</b>  Circulate report when this becomes available.		Report expected March 2008.	<b>Feb 2008</b>
<b><u>9/10/07</u></b>	<b>Huntingdon West Area Action Plan</b>  Circulate report when this becomes available.  <b>Kerbside Collection of Glass</b>  Taken off the Forward Plan for the time being. Requested sight of the document as soon as it becomes available.			
<b><u>13/11/07</u></b>	<b>Parish Plans and Local Plan Policy</b>  Circulate report when this becomes available.	Requests made with Developments Plans and Implementation Manager.		