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31 May 2006

To: The Leader – Councillor Dr DR Bard
Deputy Leader – Councillor Mrs DSK Spink MBE
Members of the Cabinet – Councillors SM Edwards, Mrs VG Ford, JA Hockney,
RMA Manning and Mrs DP Roberts

Dear Councillor

You are invited to attend the next meeting of **CABINET**, which will be held in the **COUNCIL CHAMBER** at South Cambridgeshire Hall on **THURSDAY, 8 JUNE 2006** at **10.00 a.m.**

Yours faithfully
GJ HARLOCK
Finance and Resources Director

AGENDA

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2. Declarations of Interest	
RECOMMENDATIONS TO COUNCIL	
3. Performance Plan The draft version of the Performance Plan is enclosed as a separate document for members of Cabinet; it can also be viewed as part of the agenda documents on the Council's website.	13 - 76
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| 14. | Deputisation of Portfolio Holders
Deputisation of Portfolio Holders has not been considered since 18 May 2001 and in light of the recent changes to the Executive, it is recommended that the Leader and in his absence, the deputy Leader, deputise for all Portfolio Holders in their absence. FOR DECISION | |

INFORMATION ITEMS

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| 15. | Milton Country Park - Future Management | 163 - 180 |
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| 18. | Travellers' Needs Assessment | 205 - 218 |
| 19. | Histon: Future of Public Car Park, High Street
Discussions are being held with Histon Parish Council regarding the future of the site and ways in which the Council could be relieved of the associated revenue costs. | |

STANDING ITEMS

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| 20. | Matters Referred by Scrutiny and Overview Committee | |
| 21. | Updates from Cabinet Members Appointed to Outside Bodies | |

CONFIDENTIAL ITEM

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A) of the Local Government Act 1972 (as amended) (exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act)

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Cabinet held on
Thursday, 13 April 2006

PRESENT: Councillor SGM Kindersley (Leader of Council)
Councillor RT Summerfield (Deputy Leader of Council and Resources & Staffing Portfolio Holder)

Councillors:	Dr DR Bard	Planning & Economic Development Portfolio Holder
	JD Batchelor	Information & Customer Services Portfolio Holder
	Mrs JM Healey	Conservation, Sustainability & Community Planning Portfolio Holder
	Mrs EM Heazell	Housing Portfolio Holder
	Mrs DP Roberts	Community Development Portfolio Holder
	Mrs DSK Spink MBE	Environmental Health Portfolio Holder

Councillors RF Bryant, SM Edwards, Mrs A Elsby, R Hall, JA Hockney, Mrs CA Hunt, Mrs HF Kember, Mrs CAED Murfitt, RJ Turner and Dr JR Williamson were in attendance, by invitation.

Procedural Items

1. MINUTES OF PREVIOUS MEETING

The Leader was authorised to sign the minutes of the meeting held on 9 March 2006 as a correct record, subject to the following amendments:

Declarations of Interest (Minute 2)

Councillor Mrs JM Healey was a governor of *Impington Village College*
Councillor SGM Kindersley was a governor of *Gamlingay First School*

Cambridge Office (Minute 13)

“The Finance and Resources Director explained that there was also a shortfall in the Resources and Staffing Portfolio Holder’s *budget...*”

2. DECLARATIONS OF INTEREST

Councillor JD Batchelor	As an elected Cambridgeshire County Councillor (Item 6) and as a member of Linton Parish Council (Item 10)
Councillor Mrs EM Heazell	As a homeowner whose property was in direct line of the chimney at Barrington Cement Works (Item 6)
Councillor SGM Kindersley	As an elected Cambridgeshire County Councillor (Item 6) and Clerk to Hatley Parish Council (Item 10)
Councillor Mrs CAED Murfitt	As local member for Steeple Morden (Item 6)
Councillor RJ Turner	As an elected Cambridgeshire County Councillor (Item 6)

**Recommendations to
Council**

3. COMPUTERISATION OF LOCAL LAND CHARGES SYSTEM

Procurement and development of a computerised Land Charges system had been under consideration two years previously, and the Resources and Staffing Portfolio Holder emphasised the benefit of progressing to a cost-effective and efficient system as soon as possible. The Council could expect to realise approximately £60,000 savings per year through increased revenue from applied search fees, staff time savings and reduced costs due to increased productivity. The Head of Legal Services had understood that funding was already in place, but in reality the income generated from the increase in search fees already applied had not been ring-fenced for this purpose and thus Cabinet had to make a recommendation to Council to exceed cash limits.

Northgate / MVM was a contractor already engaged by the Council to provide software packages, and using the same system would allow integration with other services such as Environmental Health and the Contact Centre.

Cabinet **RECOMMEND TO COUNCIL** that:

- (a) The local land charges / local search process be fully computerised at the earliest opportunity, starting 1 May 2006;
- (b) The following variance to cash limits and the budget for 2006/07 be approved to implement and support an electronic Local Land Charges system:

Supplier		
Northgate / MVM M3		
Software and Implementation	£77,000	<i>Capital one-off</i>
Data Conversion / Additional Costs	£50,000	<i>Revenue</i>
Annual maintenance	£2,500	<i>Revenue on-going</i>
Total	£129,500	

- (c) And that a contract to be placed with Northgate / MVM for the M3 system under the provisions of Contract Standing Order 4.5 (the Council considers it desirable in the best interests of the Council that a tender be negotiated with a contractor already engaged by the Council).

4. RESOURCES FOR CHOICE BASED LETTINGS

The Housing Portfolio Holder explained that the Cabinet agreement of 8 September 2005 to implement a sub-regional choice based lettings (CBL) scheme required an 18-month fixed-term postholder to oversee the project. It was unlikely the Council would meet the government's deadlines with its existing resources.

Cabinet **RECOMMEND TO COUNCIL** that an 18-month fixed-term post of Choice Based Lettings (CBL) Project Officer be established to support the implementation of CBL, to be funded from a mix of Housing General Fund and Housing Revenue Account sources.

Decisions made by Cabinet

5. USE OF BALANCES AND RESERVES UNUSED OVER TWO YEARS

The Resources and Staffing Portfolio Holder presented the annual report on uncommitted grant balances over two years old and drew Cabinet's attention to one particular balance relating to shopping car parks, for which there had not been any annual budget provision for the last five years.

Following discussion of the four items concerning car parks, Cabinet supported the return of the £36,850 balance designated for car parks but which had been uncommitted for over two years, and acknowledged that the Housing Portfolio Holder could return to Cabinet if funds were required to complete the negotiations to sell the car parks. Cabinet assumed all car parks were in reasonable order as all were in use.

Cabinet **NOTED** that the shopping car parks balance of £36,850 would be returned to the overall General Fund Reserve and **AGREED** that the following uncommitted reserve balances over two years old be carried forward into the 2006/07 financial year:

Dual Use Capital Grants (£890,095 in total)	£575,295
Heritage Initiatives Grants	£9,511
Historic Buildings Preservation Fund (estimated)	£54,390

6. MINERALS AND WASTE DEVELOPMENT PLAN - CONSULTATION

Cabinet considered the Council's response to Cambridgeshire County Council's consultation document on issues and options for the Cambridgeshire and Peterborough Minerals and Waste Local Development Framework. Cabinet was being asked to consider sites within South Cambridgeshire, but not any sites in adjacent Districts which could be located just over the borders from South Cambridgeshire villages.

Members objected to the consultation in general, as the list of specific sites had been produced without a Core Strategy and policy framework against which sites could be evaluated. In addition, the sites identified appeared to have been put forward by interested parties in what was seen to be an industry-led process. The Environmental Health Portfolio Holder noted that Environmental Health officers had strong reservations against each site and Members condemned the lack of consultation, especially considering the amount of effort the District Council had put into recycling initiatives.

Site 21: Station Quarry, Steeple Morden

The proposal was to extend the existing operation. Councillor Mrs CAED Murfitt, local member, had been on a site visit and reported that the Swiss owners of the quarry had confirmed that they would not have any money available for the village as a concession towards the extension, although they might provide a football strip for the under-10s. It was unknown whether Hertfordshire County Council had been consulted on this site.

Site 25: Smithy Fen, Cottenham

There was poor access to this site and vehicle routing would be likely to be through Cottenham village. The fen landscape would be destroyed.

Site 28: Girton

The proposal for a Household Waste Recycling Centre and Transfer Facility was causing great concern in a village which was already under significant development pressures.

Site 29: Milton

The new site would lead to massive queues back to the A14/A10 interchange. Both the existing site at Butt Lane and the proposed site were in the Green Belt.

Site 36: South of Newmarket Road, Cambridge (Area of Search)

The proposal contradicted the Cambridge East Area Action Plan and it was not made clear that it would only be suitable if Marshalls airport were relocated. The waste recovery and recycling centre was inappropriate in a high-density residential area.

Site 38: Barrington Cement Works & Quarry

This site was already the location of existing development plans and opposition to further development should be made immediately. There were fears that increased development on this site could lead to construction of a major waste facility in the future.

SS5 Site 1: Honey Hill, Horningsea (Area of Search)

Anglian Water had indicated that they could remain in their existing location with a smaller footprint and still cater for growth, but this had not been mentioned in the consultation document. The land would need decontamination before development and it was unclear whether the area would ever be safe for housing. Local residents felt that construction of a waste water treatment works on this site would have a detrimental effect on village life and affect Wicken Fen and the Bridge of Reeds project.

Consultation Process

Despite the County Council's draft plan document referring to the greater involvement of the community in the new Local Development Framework process, Parish Councils to the east of Cambridge City had found out about the proposals only via third parties, and it was through their lobbying of the County Council that the deadline for representations had been extended. Local Members had had to use the Freedom of Information Act to obtain information regarding particular sites.

The Principal Planning Policy Officer explained that waste was being generated and it was necessary to deal with it, and that a Household Waste Recycling Centre should be located near the residential location it served. She advised that consultation with Parish Councils was a requirement of the Local Development Framework.

Cabinet **AGREED** to respond to the Minerals and Waste Issues and Options consultation 2 as follows:

- (a) To object in principle to the consultation being conducted without a Core Strategy and policy framework against which to assess the sites specified;
- (b) To express concerns about the apparent lack of consultation with local residents and Parish Councils;
- (c) To comment that it is unsuitable to locate Mechanical Biological Treatment (MBT) facilities in residential areas; and
- (d) To comment that:

“There is no clear strategy included in the Waste Local Plan or proposed in the issues and options report for provision of major waste management facilities. A strategy is essential to provide a clear framework for site specific allocations for all scales of waste management facilities, from major waste management facilities to household waste recycling centres, and also any supporting uses such as waste transfer stations. This should make clear the number, nature and scale of uses proposed and their intended catchment. It should also identify the broad locations for such facilities to meet the objectives of the strategy. This will enable a more detailed site selection process to be undertaken within the context of clear strategy.

“It is understood that the County Council intends that the next stage in the Waste Local Development Framework process will include preferred options for specific sites. The District Council is concerned that this is a big step from the general approach being explored here without an intermediate consultation stage on both the overall strategy and site options. The District Council would hope to be consulted on both the strategy and options for site specific allocations before preferred sites are identified that affect South Cambridgeshire, including the major developments.

“Whilst fully endorsing the proposal to carry out a full sustainability appraisal of this plan in the future, all environmental impacts should be considered and any potential health impacts identified so that mitigation measures can be implemented where appropriate.

“As a waste collection authority the District Council would wish to ensure that the sites are suitably located in order that South Cambs can deliver its waste collection responsibilities with minimal additional cost to the authority.

“The Plan should include a sufficient number of sites as is appropriate and those sites are located to enable effective delivery of the PFI contract.

“Combined Heat and Power plant using waste derived fuel from a local source, in line with government policy, has not been identified as a possible additional option. We would welcome the addition of this option in the growth areas within the policy.

“There is concern that this consultation on specific sites is taking place in the absence of a clear strategy for minerals and waste, making comments on the suitability of some sites difficult. Also, these sites are put forward by the industry and there is no commentary from the minerals and waste authority to help provide a context for consultees to provide their comments.”

Cabinet thanked Members for the time and effort they had put into researching the issue and preparing reports.

7. CAMBRIDGE CITIZENS' ADVICE BUREAUX GRANT

The Community Development Portfolio Holder commended the work of the local Citizens' Advice Bureaux (CAB) and explained that the level of grant proposed for the Cambridge and District CAB exceeded the limits which could be agreed by a Portfolio Holder and was thus brought to Cabinet. She had awarded the other CAB grants mentioned in the report.

Councillor JA Hockney, Chairman of the Community, Arts and Sport Advisory Group, expressed his wish that the grant aid to the CAB continue, and expressed his disappointment at the effect of the budget cuts agreed by Council as part of the capping exercise.

Cabinet **AGREED** to award a grant of £52,060 to the Cambridge and District Citizens' Advice Bureau for 2006/07.

Cabinet **NOTED** the grants awarded by the Community Development Portfolio Holder to the other CABs and the Cambridge Independent Advice Centre for their work in South Cambridgeshire.

8. LINTON: FUTURE OF PUBLIC CAR PARK, COLES LANE

The Housing Portfolio Holder had agreed on 8 March 2006 to offer a long-term lease of the car park site to Linton Parish Council, subject to Cabinet approval, but had not been aware at that time of the issue of removing the recycling bins currently on the site or of any request by Linton Parish Council that maintenance works be undertaken before the lease was agreed. The Environmental Health Portfolio Holder explained that most car parks in the District had recycling facilities and contracts for their provision and emptying. The Housing and Environmental Services Director confirmed that all negotiations would defray as much as possible any legal costs to be incurred by the District Council.

Cabinet **AGREED** to support in principle the decision of the Housing Portfolio Holder to offer a long-term lease of the car park site off Coles Lane, Linton at nominal rent, subject to

- (a) The leaseholder being responsible for on-going maintenance and payment of National Non-Domestic Rates;
- (b) The site remaining in use as a free public car park, and
- (c) Retention of recycling facilities, either at the car park or elsewhere in the village.

9. MELBOURN: HIGH STREET - SALE OF SCDC CAR PARK TO MELBOURN PARISH COUNCIL

The Housing Portfolio Holder sought Cabinet's endorsement of her decision on 8 March 2006 to offer the High Street, Melbourn car park for sale to Melbourn Parish Council. She explained that retaining free car parking on the site reduced its value to £100,000 from a market value of the freehold interest with vacant possession of £185,000. Planning officers had already been discussing with the Parish Council plans for a small hall, Parish Council offices and Library Access Point plus necessary facilities. Parking spaces for this proposal would be a material planning consideration when an application was submitted. The existing Cambridgeshire County Council Safer Routes to School would be retained.

The Finance and Resources Director reported that approximately £3,300 had been collected in garage rents in the previous year.

Cabinet, with five in favour, one against and one abstention, **AGREED** to offer the car park site off High Street, Melbourn for sale to Melbourn Parish Council at the price of £100,000 plus legal costs, subject to the following:

- (a) That the portion of the site to be designated for parking is to remain in use as a free public parking area in perpetuity;
- (b) That the Parish Council be responsible for maintenance of the site and payment of National Non-Domestic Rates; and
- (c) That recycling facilities be retained on the site or the Parish Council provide an alternate site for their location within the village.

10. PARISH COUNCIL CHARTERS

Cabinet was asked to consider the approach to developing a Quality Charter with Parish Councils. This could set out formally the ways in which the District and Parish Councils worked together to deliver services. The Cambridgeshire Association of Local Councils (CALC) had been working with the District Council to progress this agenda and a Model Charter, based on one from Cheshire, had been proposed as the basis for a similar Cambridgeshire Charter.

Bearing in mind the limited resources in the Community Development section, making work on a formal charter difficult, the Head of Community Services was prepared to attend a CALC meeting to hear Parish Councils' expectations of the District Council and to help establish ways to improve working relations. Such a meeting would also give the District Council an opportunity to explain how it worked and to correct any misinformation or misconceptions.

Members noted that parish council attendance at CALC meetings tended to be very low and Councillor Dr JR Williamson, the Council representative on CALC, commented that it would benefit from better publicity of its meetings. She asked Members to encourage their Parish Councils to attend the next meeting on 31 May. Members recommended that CALC undertake outreach work and attend parish council meetings. Councillor RF Bryant expressed his disappointment that the General Secretary of CALC had been unable to attend a meeting of the Scrutiny and Overview Committee at which the relationship between the Council and CALC was to have been examined. The Leader encouraged the Committee to re-consider this issue and commended training sessions provided by CALC.

Cabinet **ENDORSED** the attendance of the Head of Community Services at the next South Cambridgeshire District meeting of CALC, to clarify expectations CALC, parish councils and the District Council had of each other as a basis on which to consider the provisions of a Quality Charter for Parish Councils.

11. **PREVENTATIVE TECHNOLOGY GRANT FOR LIFELINES / TELECARE OFFICER POST**

The Cambridge City and South Cambridgeshire Primary Care Trusts had offered the Council a grant for 2006/07 and 2007/08 to provide preventative technology (also known as Telecare or Assistive Technology) solutions to enable vulnerable, elderly and disabled residents to remain in their own houses. The grant would also fund a dedicated full-time officer to install and maintain the additional Telecare devices. It was confirmed that the residents would not have to operate the new technology themselves; rather the devices would respond to triggers, such as a cooker left on, and alert help.

Cabinet **AGREED** to accept the offer of grant from Cambridge City and South Cambridgeshire Primary Care Trusts for the purposes of creating a full-time post of Lifelines / Telecare Officer, initially on a fixed-term basis until 31 March 2008.

12. **RENT SERVICE STAFFING STRUCTURE**

The Resources and Staffing Portfolio Holder explained that the increase in arrears levels over the past two years was now returning to normal, but that this situation highlighted the vulnerability of the service to staff sickness or other absence. He drew Cabinet's attention to the 6,500 accounts overseen by the Council's two officers, compared to the 5,000 accounts overseen by the Local Housing Association's six officers, demonstrating the workload of the Council's staff. Members commented on the stress experienced by people in this field of work, but asked that the situation be monitored. The Resources and Staffing Portfolio Holder noted that Cabinet and Council had asked him to monitor the Performance Indicator for staff sickness and absence, and that this proposal was a cost-neutral solution which should further reduce that PI figure.

Cabinet **AGREED** to approve an increase in the authorised establishment of the Finance and Resources Department to provide for an additional 22 hours per week to be worked on the Rent Collection Service.

Information Items

13. HISTON: FUTURE OF CAR PARK - UPDATE

The Housing Portfolio Holder had discussed offering the car park off High Street, Histon to Histon Parish Council for a long-term lease of the site, but the Parish Council had expressed its hope for an endowment and for the District Council to accept maintenance responsibility for the lights. She had explained that the sale was part of the Council's savings exercise. Histon Parish Council was unable to commit to the lease but wished to continue discussions and review the options for the site.

Cabinet **NOTED** the result of recent discussions with Histon Parish Council regarding the future of the car park at High Street, Histon.

14. SAWSTON: FUTURE OF CAR PARK - UPDATE

Sawston Parish Council had undertaken meetings with local businesses to discuss the future of the car park, but the Housing Portfolio Holder had nothing further to report at this time. Future negotiations would include discussion of existing recycling facilities and Councillor Dr DR Bard, local Member, asked that the legal section consider the public rights of way over the car park.

Cabinet **NOTED** the current situation regarding the public car park off High Street, Sawston.

15. IEG STATEMENT

Cabinet received the sixth and final IEG Statement, which had been submitted to the Office of the Deputy Prime Minister on 10 April 2006, and offered congratulations to staff for meeting all the government's obligations. The Information and Customer Services Portfolio Holder explained that the IEG Statement would serve as the basis for the forthcoming Information and Communications Technology (ICT) Strategy 2006-09, which would be presented to Cabinet in June 2006.

With the IEG programme now complete, the government was turning its focus to "Transformation", with the aim of realising savings made by investment in ICT. A national advertising campaign was due to begin in May and June to encourage the use of e-government; residents' transition from a primarily phone-based service to self-service through the website was not thought to be an immediate concern, but the Council's contract for the Contact Centre did allow for staffing adjustments based on the amount of work received. In the short-term more work would be directed to the Contact Centre as part of the process re-engineering.

The Portfolio Holder confirmed that:

- (a) There would not be any further government funding for IEG;
- (b) It was not yet known whether the government would set further IEG targets, or of any of the targets to be set for its Transformation programme; and
- (c) The Council's short-term contract for a web services officer was due to finish in July and the officer had completed the transition to a new website: updates to the website now would be the responsibility of each section.

Cabinet **NOTED** the IEG Statement 2006 and the success of the IEG programme.

16. TRAVELLERS ISSUES - UPDATE ON SPENDING

Cabinet **NOTED** the report.

17. HOUSING CAPITAL ALLOCATION 2006-07

The Housing Portfolio Holder reported that the Housing Capital Allocation 2006-07 was £356,000, funding which the Council was happy to receive, although it was half the previous year's funding and the lowest possible allocation. She agreed to provide detailed information, as soon as possible, on how the money would be spent.

Cabinet **NOTED** the report and the associated variation to the capital estimates.

18. QUARTERLY MONITORING REPORT AND PRUDENTIAL INDICATORS (TO 31 MARCH 2006)

The Resources and Staffing Portfolio Holder reminded Cabinet that they had agreed to receive this report late each quarter so that the figures were the most up-to-date available, rather than waiting to receive it the following month. He confirmed that there had been a £327,000 underspend in 2005/06 and anticipated a £1,356,000 shortfall in capital receipts.

Members queried whether the underspend could be used to help fund the concessionary bus fares scheme or whether this would create the impression that the Council had money to subsidise other authorities despite service and staffing cuts, and could prevent the government from funding the scheme properly. The Planning and Economic Development Portfolio Holder had distributed to all members figures from a neutral third party source which claimed to show that grants to the Cambridgeshire authorities were distributed unequally, but other authorities had disputed the figures. He had written to the Office of the Deputy Prime Minister detailing how the District Council had been severely underfunded and was in need of government assistance to make the scheme a success, and proposed that the £327,000 be used to fund the scheme. Cabinet acknowledged that this was a partnership scheme and was reluctant to commit to a decision before receiving confirmation of the funding already received by all Cambridgeshire authorities, and noted that there were other Council service areas which could also benefit a wide section of the population with this money: the issue had to be considered in a wider context and Cabinet noted that a review of the concessionary fares scheme was on the Scrutiny and Overview Committee's agenda programme.

The favourable predicated out-turn on the Housing Revenue Account and reduced net deficit in the Direct Labour Organisation were praised.

Cabinet **NOTED** the projected expenditure position and the monitoring of prudential indicators, and **REFERRED** the report to the next meeting of the Resources and Staffing Portfolio Holder for more detailed consideration.

19. LOCAL GOVERNMENT REORGANISATION

The Chief Executive reported on a regional meeting which he and the Leader had attended to help contribute to a government White Paper on local government reorganisation, due to be published in June. He confirmed that Democratic Services were collating information on the previous reorganisation exercise as preparatory work should the current proposals go forward, and noted that the old paperwork was not available electronically. There did not appear to be any local consensus on

reorganisation, which was to be a bottom-up process, led by the local authorities, nor was any clarity provided on how the reorganisation would proceed.

Cabinet **NOTED** the report.

Standing Items

20. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

None.

21. UPDATES FROM CABINET MEMBERS APPOINTED TO OUTSIDE BODIES

None.

22. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (as amended) (exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act).

Confidential Item

23. GROUNDS MAINTENANCE REORGANISATION

The Housing and Environmental Services Director confirmed that the reorganisation was the result of agreements to find savings, but was an attempt to make the team more efficient without reducing the service level.

Cabinet **AGREED** to:

- (a) Delete the Operations Manager (General Works) post and make the current postholder redundant; and
- (b) Delegate authority to the Housing and Environmental Services Director to implement alternative supervisory arrangements.

COUNCILLOR MRS JM HEALEY

The Leader offered his personal thanks, and expressed gratitude on behalf of the Cabinet and Council, to Councillor Mrs JM Healey, who was standing down at the forthcoming election. He paid tribute to her years of loyal service as a Councillor and for her two years on Cabinet, noting that her efforts on behalf of her wide-ranging portfolio would have a beneficial effect on many South Cambridgeshire residents. Councillor Mrs Healey received a round of applause and remarked on how much she would miss everyone, and even long Cabinet meetings.

**The Meeting ended at 1.14
p.m.**

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Cabinet held on
Thursday, 25 May 2006

PRESENT: Councillor Dr DR Bard (Leader of Council)

Councillors:	SM Edwards	Resources, Staffing, Information & Customer Services Portfolio Holder
	Mrs VG Ford	Community Development Portfolio Holder
	JA Hockney	Conservation, Sustainability and Community Planning Portfolio Holder
	RMA Manning	Environmental Health Portfolio Holder
	Mrs DP Roberts	Housing Portfolio Holder
	Mrs DSK Spink MBE	Planning and Economic Development Portfolio Holder and Deputy Leader of Council

Councillors JD Batchelor and TJ Wotherspoon were in attendance, by invitation.

1. DECLARATIONS OF INTEREST

None.

2. APPOINTMENT OF DEPUTY LEADER

On the nomination of Councillor Mrs DP Roberts, seconded by Councillor JA Hockney, it was

AGREED that Councillor Mrs DSK Spink be appointed Deputy Leader of the Council for the coming year.

3. ALLOCATION OF PORTFOLIOS

AGREED that Portfolios be allocated as follows:

Community Development	Mrs VG Ford
Conservation, Sustainability and Community Planning	JA Hockney
Environmental Health	RMA Manning
Housing	Mrs DP Roberts
Planning and Economic Development	Mrs DSK Spink
Resources, Staffing, Information and Customer Services	SM Edwards

In light of the size of the newly amalgamated Resources and Staffing and Information and Customer Services Portfolios, Councillors Mrs VG Ford and RMA Manning accepted appointment as an informal sub-group to assist Councillor Edwards with finance matters.

4. APPOINTMENT OF EXECUTIVE MEMBER TO ATTEND THE LOCAL GOVERNMENT CONFERENCE

Council had agreed not to send any members to attend the Local Government Conference.

5. APPOINTMENT OF REPRESENTATIVE TO EAST OF ENGLAND REGIONAL ASSEMBLY

AGREED that the Leader be appointed the Council's representative to the East

of England Regional Assembly.

6. APPOINTMENTS TO VARIOUS BODIES

Community, Arts and Sports Advisory Group

An Advisory Group of nine members appointed on a politically proportionate basis would require nominations from group leaders as follows:

Conservatives	4
Liberal Democrats (3 seats)	<i>Mrs PM Bear*</i> <i>Dr SA Harangozo*</i> <i>Mrs HF Kember*</i>
Independents	2

**appointed after the meeting.*

Group leaders were requested to forward names to Democratic Services as soon as possible to enable the preparation of the 6 June 2006 agenda.

Northstowe Development Trust Group

The 2005/06 representatives had been nominated by office and members noted the importance of executive members with relevant responsibilities attending the Development Trust meetings. To maintain the existing ex-officio membership whilst ensuring political proportionality, the membership of the group must be extended to six as follows:

Leader of Council	Dr DR Bard (CON)
Community Development Portfolio Holder	Mrs VG Ford (CON)
Planning and Economic Development Portfolio Holder	Mrs DSK Spink (CON)
Liberal Democrats	2 seats
Independents	1 seat

Group leaders were requested to forward names to Democratic Services as soon as possible to enable the preparation of the 13 June 2006 agenda.

South Cambridgeshire Local Strategic Partnership Board

As the representation on this board was two members, political proportionality did not apply and Cabinet

AGREED

the following appointments by office:

- Leader of Council; and
- Conservation, Sustainability and Community Planning Portfolio Holder.

**The Meeting ended at 5.07
p.m.**

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR: Chief Executive

8 June 2006

PERFORMANCE PLAN 2006/07

Purpose

1. To enable Members to consider the Council's draft Performance Plan for 2006/07 and make a recommendation to Council. A copy of the Plan is enclosed as a separate document for members of Cabinet; it can also be viewed on the Council's website.

Effect on Corporate Objectives

2.

Quality, accessible services	The Performance Plan has been drawn up to enable the Council to deliver its agreed corporate objectives and priorities for 2006/07 and contribute to the delivery of the Local Strategic Partnership's Community Strategy.
Village Life	
Sustainability	
Partnership	

Background

3. All councils are required to produce an annual performance plan, setting out their objectives and priorities for the financial year (April–March), past performance and targets for future service delivery and improvement. It has to be published by 30 June each year.
4. Over the last seven years, this Council has developed the annual performance plan into a document that not only complies with statutory requirements, but is also a useful working document. It can help both external and internal audiences to understand what the Council is trying to achieve and how well it is performing. In particular, it can be a useful tool for portfolio holders, the Scrutiny and Overview Committee and officers in monitoring and managing performance throughout the year. Particular emphasis has been given to keeping the document as short and simple as possible. Efficiency savings have been made by publishing the performance plan electronically on the Council's website.
5. The Council's Performance Plan reflects the corporate planning and budgeting decisions made by the Cabinet and Council last autumn. It sets out the actions that the Council has already been taking since 1 April 2006, as well as providing an update on the full-year performance indicators for 2005/06. The Council's priorities were agreed in December 2005 and the 2006/07 milestones were approved in January 2006. Service plans and performance targets were approved by the (then) portfolio holders in March-April 2006.

Corporate issues addressed by the Performance Plan

6. The main elements of the plan are given below.
 - a. **Chapter 2 - Policy Context:** This sets out SCDC's agreed long-term corporate objectives and the priorities for 2006/07 (ie, improving customer service; the

growth areas; and affordable housing). It also identifies the main policies and strategies to be prepared in 2006/07. The Council has agreed to undertake a substantial review of its objectives and priorities from 2007/08, combining the process with the review of the Community Strategy.

- b. **Chapter 3 - The Community Strategy and Local Area Agreement:** This shows how the aims of the Community Strategy relate closely to the Council's objectives and how the Council will contribute to the Community Strategy in 2006/07. As the Government has recently introduced local area agreements (LAAs), it also covers how the Council will contribute to 'stretch targets' in the LAA and how it will continue to contribute to the LAA's development and implementation.
- c. **Chapter 4 - Major Service Issues in 2006/07:** This describes the major issues facing service delivery and the Council's plans to address them. It focuses on delivering our priorities. The plans in this section are drawn from service plans and the milestones set out in Chapter 9.
- d. **Chapter 5 - Resources, Capacity and Value for Money:** This addresses the resources available to the Council and how it can best use them to deliver improving services. Key issues include the pressures facing the General Fund, Housing Revenue Account and capital resources and the continuing need to achieve savings and efficiencies. Actions being taken in 2006/07 include: the implementation of the Transformation Project; continued review of the Medium Term Financial Strategy to identify and make available resources to maintain services and progress priorities; and achievement of efficiency savings to meet Gershon targets and the Council's own financial projections.
- e. **Chapter 6 - Inspection and Audit:** This outlines the findings from a number of external audits and inspections that took place in the last year, relating to prioritisation and performance management, use of resources, 'direction of travel', planning services and procurement. It sets out proposals for addressing the issues raised, namely: focusing on setting clear, quantified objectives; developing costed programmes to deliver those objectives; building those costs into our Medium Term Financial Strategy and Workforce Plan; and improving performance management to ensure delivery of quantified objectives.
- f. **Chapter 7 – Consultation:** This chapter explains how we used consultation to influence decisions on savings; how we responded to residents' satisfaction expressed in the three yearly Best Value satisfaction surveys in 2003/04 (which will be run again in 2006/07); other ways in which we seek and use feedback from service users to improve the services we provide; the results from the 2006 Quality of Life survey and how we will use this to develop a new Community Strategy.
- g. **Chapter 8 – Performance Trends:** This compares SCDC's past performance with other councils, highlights performance improvements and outlines steps being taken to strengthen performance management and value-for-money. In spite of difficulties faced in 2005/06, the Council has continued to increase the percentage of indicators where performance is improving or being maintained. The latest national comparisons, relating to 2004/05, also show that the Council's performance was better than the district council average for around half of all national (best value) indicators. This marks an improvement on the 2003/04 comparisons and is particularly encouraging given that four in five district councils spent more on services per resident than SCDC in 2004/05.

- h. **Chapter 9 - Milestones for 2006/07:** These are the milestones approved by Cabinet in January 2006 relating to Council priorities and other major issues such as the Transformation Project, Traveller issues and efficiency savings. Progress on these milestones is reported quarterly to the Cabinet.
- i. **Chapters 10 and 11 - Performance Indicators:** This details the Council's performance figures for 2004/05 and 2005/06 together with targets for the next three years. It covers all those national and local performance indicators (PIs) that are seen as important to the Council, taking into accounts its priorities and the service expectations of residents. Chapter 10 covers indicators that SCDC uses to demonstrate progress on priorities. Chapter 11 includes PIs that reflect other major issues for the Council such as income, finance and efficiency, satisfaction with services, environmental quality, housing provision, partnership and sustainability. All the performance indicators in these chapters are actively monitored and managed and, where appropriate, regular reports made to portfolio holders and quarterly reports made to Management Team and Cabinet.
- j. **Chapter 12 - Other national performance indicators:** These are indicators that the Council does not actively manage, but which it is required to record and publish in the Performance Plan.

Considerations

7. Members have already considered and agreed much of the information on which this Performance Plan is based. Scope for making changes is constrained by the official deadline for publishing the Plan by Friday 30 June 2006. To ensure that the plan is formatted and placed on the website to meet the deadline, this effectively means that the content must be finalised at (or soon after) Council on 22 June 2006.
8. That said, officers are mindful that, since the corporate priorities, service plans and performance targets for 2006/07 were agreed, the composition of the Council and Cabinet has changed. At the annual Council meeting on 25 May 2006, the new Leader put forward some first thoughts on another set of priorities. Though not dissimilar to the previous approach, these put a new emphasis on:
- stronger budgetary controls;
 - maintaining essential services and delivering savings;
 - consulting on existing council housing and future housing needs;
 - 'greening' new settlements and tackling climate change.
9. In the light of these changes, the Cabinet is invited to identify any amendments that it would wish to make to the draft Performance Plan, particularly in relation to the corporate milestones for 2006/07 and the list of actions at the end of chapters 2 – 8. Cabinet members may also wish to take the opportunity to review the performance targets for their respective portfolios.

Implications

10. **Financial implications:** The Performance Plan is based on the Council's current budget and medium term financial strategy. In many cases, the actions and targets outlined in the Plan will be stretching for the Council, but should be achievable, provided that new workload pressures or external factors do not arise during the course of the year.
11. **Legal implications:** The requirement to publish an annual performance plan arises

from the Local Government Act 1999, supplemented by detailed official guidance. The best value performance indicator information, which the Council has to include in the Performance Plan, is externally audited.

12. **Risk management:** If the Council did not publish its Plan on time, or if the auditors were to give only qualified approval of the performance figures, it would probably have an adverse effect on the Council's 'use of resources' judgement. This, in turn, could have implications for a future comprehensive performance assessment of the authority and/or increased external audit/inspection activity.
13. **Equal opportunities implications:** The Performance Plan and the 2006/07 service plans take into account the Council's general and specific statutory duties under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination and to promote race equality and good race relations. The Council is committed to treating everyone fairly and justly, whatever their race or background.
14. **Staffing implications:** The Plan features actions and targets from 2006/07 service plans, which have informed officers' individual action plans for the year ahead as part of the staff appraisal system.

Recommendations

15. It is recommended,
 - (a) that Cabinet members suggest any specific amendments that they would wish to make to the draft Performance Plan (see paragraphs 7 – 9); and
 - (b) that Cabinet recommend that the Council authorise the Chief Executive and Director of Finance & Resources, in conjunction with the Council Leader to finalise the 2006/07 Performance Plan, in accordance with official requirement and publication deadline of 30 June 2006.

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Background Papers: All the documents used to prepare chapters 1-9 of the plan are already published, mainly as committee reports or the Council's financial plans and government guidance – including:-

- Reports to Cabinet on 8th December 2005, 12th January 2006 and 9th February 2006
- ODPM Circular 05/2006 – Guidance on Best Value Performance Plans

The performance information for chapters 10 to 12 is stored on a performance management computer system. Information from the system can be obtained by contacting Ian Salter on 01954 713017 or ian.salter@scamb.gov.uk

1. INTRODUCTION

We are pleased to be able to provide this introduction to the 2006 Performance Plan. This is a statutory plan, which sets out our achievements in 2005/06 and our aims, ambitions and targets for the three years 2006/07 to 2008/09.

2005/06: What a Year!

2005/06 has been a very difficult year for everyone connected with the Council. The decision of the Government to cap our Council Tax has required us to make extensive savings on a budget which was already one of the lowest among district councils. The ensuing Transformation Project has also led to some uncertainty in the short term but will provide us with the capacity to deliver effectively and efficiently to our customers in the future.

Despite the difficulties we have made outstanding progress in some areas:-

- We have achieved Beacon Council status for recycling in recognition of our innovative approach and one of the best recycling rates in the country
- 70% of our performance indicators have improved or stayed the same, providing an improved level of service in many areas.
- We have continued to develop the Contact Centre by extending the range of services covered and by improving the service provided to customers.
- We have achieved the government target of 100% electronic service delivery.
- We have agreed customer service standards which will be publicly launched in July 2006.

- We have continued to make progress with the Local Development Framework (LDF) and the plans for the new town of Northstowe.

Looking Ahead

We have agreed the following priorities on which we want to make substantial progress in 2006/07:-

- **To improve customer service**
- **To achieve successful, sustainable new communities at Northstowe and other major new settlements**
- **To increase the supply of affordable housing.**

At the same time we will need to tackle other challenges such as the completion of the Transformation Project; continued progress on developing efficient and more customer focused ways of working; continuing to work towards a sound financial position; responding to Government proposals to local government re-organisation; developing an approach to Travellers which resolves the needs of the travellers and concerns of settled communities and a range of other issues.

Above all we would like to encourage all employees and Members to continue their sterling efforts in improving the experience that service users have of the Council and to achieve the objectives and performance targets included in this plan.

Dr David Bard
Leader of the Council

Greg Harlock
Chief Executive

The structure of this plan

Chapter 2 sets out our long term objectives and more immediate priorities and how our policies and strategies to be developed in 2006/07 will contribute to our priorities.

Chapter 3 explains how the Community Strategy and the Local Area Agreement enable us to work with partners to address quality of life issues for South Cambridgeshire.

Chapter 4 is about the major issues involved in addressing our priorities in 2006/07; the issues facing services in 2006/07; and our plans to tackle them.

Chapter 5 comments on the resources available to us; how we will maximise the effectiveness of those resources; and achieve value for money.

Chapter 6 sets out the conclusions of inspections and audit activity in 2005/06 and what we are planning to do to address the issues identified.

Chapter 7 describes the views of public on our performance; what we have done to address their concerns; and how we will consult in 2006/07

Chapter 8 comments on our overall performance and how we will be trying to improve our performance in 2006/07 - for example our performance management system and how we will respond to consultation and inspections.

Chapters 9 to 11 are the most important part of this Plan. **Chapter 9** gives a number of milestones which will enable us to make significant progress on our priorities for 2006/07 and also to address issues described earlier in the Plan. **Chapters 10 and 11** gives the details of our performance indicators - both how we have fared in 2005/06 and our targets for 2006/07 and the following two years.

Chapter 12 lists the remaining national Best Value Performance Indicators. We are required to record these PIs but they are not used locally to assist us with our local priorities.

2. POLICY CONTEXT

2.1 Our Corporate Objectives

natural and built environment, blending rural, traditional, modern and high tech development, and support projects to enrich community life for everyone. The Council will look to help communities to identify their needs and aspirations and to address those needs.

Four objectives set the long term direction of the Council for the next 5-10 years.

OBJECTIVE 1: HIGH QUALITY, ACCESSIBLE, VALUE FOR MONEY SERVICES

THE VISION

The Council will work to ensure that it provides the services that people expect, delivered in a way that is convenient and relevant to their needs. The Council's aim is that people should be able to contact the Council in a range of ways (telephone, face to face or electronic) at a convenient time of day; receiving a helpful and courteous reply; and being assured that the Council will do what it says. The Council wishes to use innovative means to bring it closer to people. No one should find it difficult to access Council services through disability or any form of disadvantage. Ensuring the public's money is well spent and constantly seeking more efficient ways of working are equally important.

OBJECTIVE 2: QUALITY VILLAGE LIFE

THE VISION

The village is the cornerstone of life in South Cambridgeshire. The Council aims to help achieve quality of life through a quality environment and sense of community – both important in a period of change. The Council will work to preserve and enhance the

OBJECTIVE 3: A SUSTAINABLE FUTURE FOR SOUTH CAMBRIDGESHIRE

THE VISION

One of the fundamental aims of the Council is to hand over to the next generation a South Cambridgeshire, which is in good shape for the future. The Council will work to ensure that development plans and other policies drawn up in the next five years will lead to a quality of life which is supportable in the long term and will encourage and enable all its residents and businesses to live and work more sustainably, taking a lead with its own operations.

OBJECTIVE 4: A BETTER FUTURE THROUGH PARTNERSHIP

THE VISION

The Council aims to be seen as a full participant in the Local Strategic Partnership, working with a range of organisations to set and achieve a vision for a better future, through the Community Strategy. The Council will be open in its decision-making and responsive to the views of others. As a democratically elected council, South Cambridgeshire has a responsibility to provide a voice for its population. The Council will be working to ensure that people have better opportunities to make their views known and that the Council represents their case.

2.2 Our Priorities

In order to focus our efforts and resources on a manageable agenda in the short term, we have set the following priorities for the period 2005/06 to 2007/08:-

Priority 1: To improve customer service

We will do this by continuing to improve and expand the service provided by the Contact Centre which is operational from 8am to 8pm six days a week. We will develop our computer systems to ensure that we can respond to people's requests more quickly and efficiently and make our processes more customer focused. We will increasingly enable residents to access Council services through the web-site and other technology. We will publish and work to service standards so that users of our services will know what levels of service they can expect and to deliver consistent customer service from our staff. Increasingly, we want to work more closely with our customers and monitor their feedback to ensure that services are meeting their needs.

Priority 2: To Achieve successful, sustainable new communities at Northstowe and other major new settlements

In the next 15 years, national, regional and county planning policies will require the building of substantial new settlements at Northstowe and around Cambridge. It is important for the residents of those settlements, surrounding villages and the district as a whole to achieve successful and sustainable new communities in those locations. We will do this by the development of planning policies and by working with Cambridgeshire Horizons, developers and other partners towards the effective implementation of those

policies. We will also ensure effective corporate working and capacity to enable us to achieve this priority.

Priority 3: To increase the supply of affordable housing

The need for affordable housing is one of the results of the economic success of the area and is consistently one of the top priorities of local people in consultation. As a Council we have a good record of enabling the construction of 200 or more affordable homes each year. This has become more difficult because of national changes to funding arrangements, but at the same time the settlements at Northstowe and around Cambridge will provide opportunities to increase the supply of affordable housing of various tenures.

Why these priorities?

In adopting these priorities we have had to strike a balance between national objectives (such as the national target to achieve electronic service delivery by the end of 2005 and to increase house building in the south east); local needs (such as affordable housing); and concerns expressed by local people for improved services.

How do the Priorities relate to the Corporate Objectives?

Table 1 shows how the three priorities have been devised to ensure progress on our long term Corporate Objectives:

Table 1: Priorities and Objectives

Priority	Relevant Corporate Objectives
Customer Service	High Quality, Accessible services and Partnership
Successful, sustainable new communities	Quality Village Life, Sustainability and Partnership
Affordable Housing	Quality Village Life, Sustainability and Partnership

2.3 Other Plans and Strategies

The following strategies will be prepared or revised in 2006/07 by the Council and with its partners:-

Table 2: Plans and Strategies to be developed in 2006/07

Strategy	Aim/remit of strategy/links with priorities
Community Strategy 2007-10	A second Community Strategy will be prepared by the Council and its partners in the LSP to achieve the economic, environmental and social well being of the district. The Strategy will influence our priorities for 2007/08 onwards. See Chapter 3.
Local Area Agreement (LAA)	The Council will contribute to the setting of targets for the “refresh” of the LAA – covering topics such as affordable housing, sustainable communities, health, transport and hence reflect our priorities for the growth areas and affordable housing. See Chapter 3.
Local Development Framework and associated Supplementary Planning Documents etc	The timetable provides for the adoption of the LDF by early 2007, which includes Area Action Plans for the growth areas and policies to increase affordable housing to up to 50% in new developments. Supplementary Planning Documents in relation to areas such as Travellers, affordable housing, biodiversity, design etc will also be prepared.
Northstowe strategies	To feed into the Section 106 and new town development – recreation, civic hub, energy, design etc
Combined Recreation,	New strategy to combine previous strategies. It will develop clear targeting in the light of

How do we ensure that we deliver our priorities?

- We set out clear action plans to deliver our priorities, ensuring they are resourced (See Chapter 9)
- We ensure that these plans are reflected in the plans of individual services in their service plans .
- We ensure that all staff are working towards the priorities by agreeing objectives with them in their appraisals.
- We set performance indicators to measure our progress. (See Chapter 10)
- We monitor progress each quarter through Management Team and Cabinet and other mechanisms to ensure that progress is being made.

More detail is given throughout this plan.

Strategy	Aim/remit of strategy/links with priorities
Culture and Community Development Strategy	capping and will address the Council's existing priorities (particularly the growth areas) and priorities emerging in the new Community Strategy.
Travellers Issues Strategy	A new strategy addressing housing and other issues for Travellers
Biodiversity Strategy and Green Infrastructure Strategy	New strategies to improve diversity and green spaces in the district in response to our Corporate Objective of sustainability and quality village life and the aims for a better environment in the Community Strategy.
Housing Strategy	The Housing Strategy 2004-07 needs to be reviewed to incorporate new policies adopted during the period, delete actions already achieved or superceded and prepare a new action plan for the next 3-5 years to contribute to providing new (affordable) housing, improved services to residents in all tenures and supporting vulnerable residents
Housing Business Plan	Updated financial modelling and business plan for the provision of housing services to tenants, following the housing options appraisal decision to retain the housing stock.
Private Sector Housing Renewals Strategy	A new strategy to improve the condition and supply of private sector housing.
Air Quality Strategy	A strategy to improve air quality to meet the aims of the Council and the Community Strategy to improve the environment.
Alcohol Harm	A new strategy to be prepared with our health

Strategy	Aim/remit of strategy/links with priorities
Reduction Strategy	partners to address alcohol consumption which will also address concerns of our residents about anti social behaviour.
Medium Term Financial Strategy	Updated strategy to enable the Council to identify how it will fund its ongoing services and priorities over the next 5 years.
Workforce Plan	An updated plan to enable the Council to ensure that it has appropriate staff and skills to deliver ongoing services and priorities.
ICT and ICT Security Strategies	Updated ICT strategies to maintain and develop our ICT systems to support customer service and other Council needs.
Communications Strategy	An updated policy to improve communications both internal and external - including communication of our priorities and progress on Northstowe/growth areas and with a significant emphasis on customer service.

2.4 Policy Context - Key Actions in 2006/07

The key actions we will take in 2006/07 to improve the policy context:-

- **Revise the Community Strategy and our Corporate Objectives to link them more effectively (See Chapter 3)**
- **Achieve greater consistency of format of Council strategies, better links with our priorities and the resources available and more focus on actions.**

3. THE LOCAL STRATEGIC PARTNERSHIP, COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

The Council supports the strategic partnership by providing co-ordination, monitoring and by supporting the Strategic Partnership Board, Executive and Lead Officer Group

3.2 The Community Strategy

The main mechanism by which the Strategic Partnership achieves its aims is the Community Strategy. The Strategy sets out six aims for the district and for each aim gives a vision for 2020 together with actions for the period 2004 to 2007.

The aims of the Community Strategy are closely related to the Council's objectives as shown by the following table.

Table 3: Community Strategy aims and the Council Corporate Objectives

Community Strategy Aim	SCDC Corporate Objectives
Active, safe and healthy communities	Quality Village Life Partnership
Building successful new communities	Sustainability Quality Village Life High Quality, Value for money services
A prosperous district	Sustainability Quality Village Life
Good access to services	High Quality, Value for money services
Quality homes for all	Quality Village Life
A high quality environment	Quality Village Life Sustainability

3.1 The Local Strategic Partnership for South Cambridgeshire

The Council and various partners have formed a local strategic partnership (LSP) called the South Cambridgeshire Strategic Partnership. The purpose of the partnership is to work together to achieve the economic, environmental and social well-being of the district. The partners include Cambridgeshire County Council; the relevant Primary Care Trust (PCT); the Cambridgeshire Constabulary; the Cambridgeshire Association of Local Councils (CALC); representatives of business, the voluntary sector, faith communities, village colleges and young people.

Most of the work of the South Cambridgeshire Partnership is carried out by a series of partnership bodies, including the following existing and planned groups

- Cambridgeshire Horizons
- The Improving Health Partnership
- Community Safety Partnership
- Access and Transport Group
- Housing Partnership
- Learning Partnership
- Children and Young People Locality Group
- Community Development Group
- Environment Group

3.3 How the Council will contribute to the Community Strategy in 2006/07

As a major partner in the South Cambs Strategic Partnership, the Council will support the implementation of the Community Strategy in a range of ways in 2006/07. The following actions to support the strategy are included in the Performance Plan and service plans.

Table 4: Achieving the Community Strategy 2006/07

Community Strategy Aims	Actions in service plans
Active, safe and healthy communities	<ul style="list-style-type: none"> • Support the development of parish plans with the target of 15 parishes having plans • Support of voluntary organisations through the development of the Voluntary Sector Compact • Actions to improve community cohesion between travellers and the settled community – eg further development of the Travellers Liaison Forum and supporting a Romany Theatre Company presentation. • Actions to address domestic violence.
Building successful new communities	<ul style="list-style-type: none"> • Agree and implement a consultation and engagement strategy for Northstowe and other new communities. • Explore and present proposals for a Community Development Trust at Northstowe. • Continue to develop and agree Action Area Plans and other planning policies for Northstowe and new settlements. • Provision of community facilities at Arbury Park and Home Farm (Longstanton) in accordance with the Section 106 Agreement.

Community Strategy Aims	Actions in service plans
A prosperous district	<ul style="list-style-type: none"> • Develop policies in the LDF to provide future sustainable job opportunities in the district – an estimated 28,000 new jobs in the period up to 2021.
Good access to services	<ul style="list-style-type: none"> • Continued improvement of our web site, allowing an increasing range of on-line transactions such as planning applications and land searches • Improve access to Community Access Points through provision of a web-site with easy links. • Introduce and publicise customer service standards
Quality homes for all	<ul style="list-style-type: none"> • A target to achieve 300 new affordable homes in 2006/07 leading to 400 in 2008/09 • Complete an appraisal of Council owned land to assess opportunities for housing provision. • Agree a programme for the use of commuted sums achieved through Section 106 Agreements • Complete phase 1 of affordable housing at Arbury Park and other schemes which have received Housing Corporation funding.
A high quality environment	<ul style="list-style-type: none"> • Work with partners such as the police and parish councils to address “enviro-crime” eg litter, graffiti and fly-tipping. • Develop the Northstowe Sustainable Energy Partnership to achieve sustainable and efficient energy generation and use at the new development.

Community Strategy Aims	Actions in service plans
	<ul style="list-style-type: none"> • Adopt a Green Infrastructure strategy to develop green spaces within the sub-region. • Improve 15 historic buildings and contribute to the creation of 4,400 metres of new hedges or hedgerow trees.

3.4 Development of a new Community Strategy 2007 – 2010

In the next year the Council will support the South Cambs Strategic Partnership in the development of a new Community Strategy and will review its own Corporate Objectives and Priorities for 2007/08 onwards in order to link them more closely with the Community Strategy.

Table 5: Community Strategy Development Timetable

April - July	Carry out basic research and consultation to identify options and issues for the Community Strategy
September	Stakeholder workshops to identify priorities for the Community Strategy
October – November	Provisional agreement to top level Community Strategy
December to February	Identification of programmes and plans for Community Strategy
January to February	Consultation on draft strategy
March – April	Adoption of Community Strategy

3.5 The Cambridgeshire Local Area Agreement (LAA)

An LAA is a three-year agreement between the Government, a local authority and its partners setting out:-

- Targets to be achieved in the next three years
- Partnership and performance management arrangements to achieve those targets.

The targets are based on national priorities and local priorities, as expressed in Community Strategies.

The Cambridgeshire LAA came into effect in April 2006. The Council and the South Cambridgeshire Partnership have been involved in the agreement of the LAA. It is envisaged that LSPs will undertake a major role in the development and implementation of LAAs.

The LAA has the potential to provide an effective partnership framework to deliver local and national priorities. It also provides flexibilities in the use of government funding streams.

The LAA sets out targets for four blocks:-

- Children and Young People
- Safer and Stronger Communities
- Healthy Communities and Older People
- Economic Development and Enterprise

Considerable work is still required to clarify targets and how partnerships will contribute to the LAA. In addition, the LAA has identified a number of aspirations where outcomes and targets will

be developed for the first annual refresh of the LAA. These will cover the following areas:-

- Affordable Housing
- Sustainable communities and climate change
- Health (including obesity and alcohol consumption)
- Community Cohesion
- Transport
- Economic development (including the 2012 Olympics)

The Council is represented on the **LAA Board** (a high level County wide group to develop and implement the LAA) and on the **LAA Reference Group** (a largely officer based group which supports the Board). The Council will work to contribute towards the LAA in 2006/07 through these representatives.

The Council has established an **LAA Officer Group** to support the Council's input into the LAA and its future development.

3.6 LAA “Stretch Targets”

The LAA includes “stretch targets” under which local strategic partnerships in Cambridgeshire could collectively receive about £12m in reward grant if the targets are met by the end of 2006/07. These targets were previously called the Local Public Service Agreement (LPSA)

The stretch targets cover the following areas:-

- Improving the local environment
- Road safety
- Bus Patronage

- Lifelong Learning
- Reducing smoking prevalence
- Reducing illegal drug use
- Reduction of waste going to landfill
- Independence and quality of life for older people
- Educational attainment
- Improving the achievement of young and vulnerable children
- Reducing anti social behaviour

It will be important for this Council and its partners to achieve its LAA stretch targets. Performance management arrangements in place to ensure that this happens.

Table 6: Council Plans for 2005/06 which will contribute to the achievement of LAA stretch targets.

LAA stretch target	Planned SCDC Actions in 2006/07
Reduction of land/highways with deposits of litter or detritus	<ul style="list-style-type: none"> • increase street cleaning in targeted areas • Improve quality control monitoring
Reduction of waste going to landfill	<ul style="list-style-type: none"> • Schools education and awareness scheme • Investigate small business recycling opportunities.
Reduction of anti-social behaviour	<ul style="list-style-type: none"> • Support detached youth work in “hot spot” villages • Intervention projects aimed at young people drinking in groups or on a regular basis. • Investigate use of Designated Public Places Orders

LAA stretch target	Planned SDCD Actions in 2006/07
	<ul style="list-style-type: none"> • Targeted work with individuals or in locations where vandalism or graffiti occurs
Reduction in exposure to smoke	<ul style="list-style-type: none"> • Achievement of smoke free environment at South Cambs offices • Enforcement of legislative controls in proposed Health Bill • Support LPSA team in achieving increase in smoke free work places.
Improving the quality of life of older people	<ul style="list-style-type: none"> • Introduce rural taxi card scheme in six villages • Reduce number of burglaries of people over 60 (eg by Registered Trader scheme; no cold calling scheme; and bobby scheme) • Installation of smoke alarms, free energy efficient light bulbs and handy person repairs for over 65s unable to apply for grant assistance. • Increase the use of community alarms and/or assistive technology.

3.7 Key Actions in 2006/07 in relation to the Community Strategy and Local Area Agreement

Key actions will be:-

- **Revise the Community Strategy and achieve greater integration with the Council's priorities from 2007/08**
- **Contribute to the development of the LAA – particularly in important areas for South Cambridgeshire.**
- **Continue to build understanding of the LAA within the Council and build it into our performance management systems.**
- **Carry out necessary actions to contribute effectively to the achievement of LAA stretch targets.**

4. MAJOR SERVICE ISSUES IN 2006/07

This part of the plan outlines the major issues facing Council services in 2006/07, focusing on how the Council will progress its priorities in 2006/07. The actions for 2006/07 are drawn from service plans.

4.1 Achieving Our Priorities for 2006/07

Northstowe and other Major Growth Areas. Regional planning policies and the Cambridgeshire and Peterborough Structure Plan require the building of 20,000 homes in the district by 2016, largely at the new town of Northstowe and urban extensions to Cambridge. This is the biggest single issue facing the Council.

In **2005/06** progress has been achieved by:-

- Continuing the development of the Local Development Framework, including Action Area Plans for Northstowe and other major developments.
- Working with partners to evaluate and make recommendations on the planning application for the Northstowe development, including initial steps to develop the Section 106 Agreement.
- Developing proposals for community facilities and governance arrangements for Northstowe.
- Establishing a Growth Areas Project Team to co-ordinate the Council's approach to the new developments

- Putting together a team with the skills and capacity to address the issues facing the Council in this area, in particular working with Cambridgeshire Horizons who have made resources available to finance administrative, project management, urban design and other skills.

In **2006/07** the main areas of activity will be:-

- To take the LDF through its remaining stages, including a public enquiry, with a view to adoption by the Council in 2007.
 - To continue to assess the planning application submitted for Northstowe and development of the Section 106 Agreement. The process of working with partners to evaluate and make recommendations on the planning application is a major undertaking, requiring substantial input from a range of Council services and disciplines. The position might be complicated by the fact that further applications are now expected for the same development.
 - To develop proposals for key aspects of the Northstowe development, including the Town Centre, Civic Hub, Governance arrangements, Community Services and Renewable Energy.
 - To achieve a co-ordinated approach to the development through the Growth Areas Project Team, including consultation and stakeholder involvement and the development of outcomes and targets for the LAA.
- More detailed milestones are given in Chapter 9.

Improving Customer Service. The Council has a vision of excellent customer service and efficiency enabled by joined up computer systems – meeting the needs of those who wish to access services directly by using multiple access channels (such as the web site or other electronic means) and providing a more responsive service to those who wish to continue to use the telephone or letter.

In **2005/06** progress has been achieved by:-

- Agreeing customer service standards covering all outward facing services and training throughout the Council to develop a culture of customer care.
- Transferring services to the Contact Centre, including completion of Phase 1 (Revenues, Housing, Environmental Health and Building Control) and Phase 2 (Planning, Benefits and Electoral Registration)
- Continuing to improve customer service given by the Contact Centre.
- Achieving 100% electronic service delivery and the achievement of a number of Government "Priority Outcomes"
- Publicising the availability of services on the Council's web site in South Cambs Magazine.
- Improving our website, with the result that www.scams.gov.uk has been ranked 59 out of 464 in a survey of all local authority websites, well ahead of neighbouring authorities in Cambridgeshire.

In **2006/07** the main areas of activity will be:-

- To implement and launch our Service First customer service standards.

- To integrate Phase 1 and Phase 2 Contact Centre Services with the Customer Relationship Manager (CRM) system and integration with back office systems to improve customer service.
- To extend the transactions available on the web-site (eg on line receipt and processing of planning and building control applications and land charge searches)
- To achieve further improvements in the performance of the Contact Centre in terms of calls dealt with at first contact (76%) and satisfaction with how the call was answered (91%)
- To carry out business process reviews, under the Transformation Project, to enable services to be more customer focused.
- To develop the Service First project, including the first combined half-year report on customer service standards and complaints.
- To use techniques such as mystery shopping to check and improve customer service standards
- To review compliments and complaint procedures
- To carry out further customer service and complaints handling training for staff

More detailed milestones are given in Chapter 9

Affordable Housing. The provision of affordable housing remains as one of the Council's priorities. In 2005/06 284 units of affordable housing were completed. Partnership work continued to achieve maximum affordable housing at the major new developments of Cambourne, Arbury Park, Northstowe and other locations. Policies were included in the LDF (Local Development Framework) which will increase the provision of affordable housing up to 50% in major new developments. The Council has been successful in winning the highest level of resources in the sub-region from the Housing

Corporation for the next housing programme, which will provide resources for 600 units of affordable housing over two years.

In **2006/07** the main areas of activity will be:-

- To continue partnership work with a view to the completion of 300 affordable housing units in 2006/07
- To complete an appraisal of Council owned land and property to identify opportunities for affordable and special needs housing
- To agree a programme of housing development to be financed from commuted sums from Section 106 Agreements
- To implement the preferred option for the redevelopment of the Windmill estate.
- Work with partners to agree the extent and means of delivery of affordable housing at Northstowe.
- Review and update the Council's rural exception site policy which can be used to inform/develop the affordable housing SPD.

4.2 Other Important Areas of Service Delivery

The following paragraphs highlight progress made by services in 2005/06 and plans for improvements in 2006/07.

Housing Services. In 2005/06 the Council decided to retain the ownership and management of its housing stock, having carried out a stock options appraisal and assessed the views of tenants. In the light of this decision the Council has undertaken a review of its budgets, management and staffing levels to reflect this decision and future resource levels. For example we have:-

- Re-organised the Housing Services management team and housing management services to produce savings of £70,000 pa
- We have achieved savings of £500,000 pa to assist in balancing the housing revenue account.

Progress has been made in the following areas in 2005/06:-

- The Council's programme of house maintenance and improvement has continued and the Council is still on course to achieve Decent Homes standard for all its dwellings by 2008
- We have reviewed the sheltered housing service and established a new link with the Primary Care Trust to provide out of hours assistance.
- We have reviewed our responsive repairs procurement and are committed to develop an in-house building maintenance team.
- We have eliminated the use of B&B as temporary accommodation for homeless families and reduced the number of families in other forms of temporary accommodation.

In **2006/07** the main areas of activity for housing will be:-

- To reduce homelessness, in particular reducing the number of households in temporary accommodation and average weeks stay in hostels and bed and breakfast; and increasing the number of homelessness cases prevented.
- To introduce a Choice based lettings scheme to provide greater choice to applicants and more effective use of the housing stock.
- To implement, and where appropriate, re-let refurbishment contracts to remain on course to achieve Decent Homes standard for the Council's housing stock by 2008.

- To implement the Responsive Repairs Improvement Plan to improve the financial performance and service provided by the housing repairs service.
- To develop a new Tenant Compact and Tenants' Handbook

Travellers. We have already done more than most local authorities to address Traveller issues and we continue to work towards a mutually acceptable and realistic solution in the district.

The Council has granted planning permissions for more authorised Traveller sites than most other districts. In July 2005 South Cambs had the highest number of caravans (350) on authorised private sites in the country. There are more caravans on the two public sites managed by the Council (at Milton and Whaddon) than in seven out of every eight other districts. Despite this, South Cambs had the second highest number of caravans on unauthorised sites in the country (July 2005). These include sites at Smithy Fen, Cottenham; Chesterton Fen; Histon; Swavesey and Willingham.

The Council is following a strategy of:-

- Fair, Firm and Consistent Planning Enforcement
- Contributing to a Regional Response to Accommodating Traveller Needs
- Promoting Community Cohesion

Considerable progress was made in **2005/06**. This includes:-

- Applying for and obtaining injunctions against those persistently breaching enforcement notices and against anticipated unauthorised development

- Responding to planning appeal decisions and making SCDC's case in planning inquiries and in the Regional Spatial Strategy examination in public relating to Traveller site provision;
- Working with partners to analyse the findings of the Travellers' Needs Survey and making preparations for a Development Plan Document on future Traveller site provision as part of the LDF
- Setting up a Traveller Liaison Forum and maintaining a dialogue with parish councils, the Travelling community, Go-East, the Commission for Racial Equality and other partners;
- Raising cultural awareness via South Cambs Magazine, support for a play by the Romany Theatre Company; and a workshop and tour of Traveller sites for councillors;
- Updating SCDC's Race Equality Scheme, which places priority on Travellers' needs, as the largest ethnic minority in the district.

In **2006/07** the key actions will be:-

- To continue to seek injunctions through the courts against ongoing or anticipated breaches of planning control.
- To provide evidence for planning appeals and implementing the verdicts arising from recent public inquiries
- To publish the Travellers' Needs Survey results and use consultants to carry out the research for the Development Plan Document on criteria for future sites and possible locations;
- To explore possibilities for facilitating future sites via housing associations and including some site provision at Northstowe.
- To widen the Travellers Liaison Forum and continue to raise public awareness and develop good relationships with partners.

Planning Services. In April 2006 the Planning Service was subject to an Audit Commission Inspection the results of which are still awaited.

The Planning service is of great importance in pursuing the Council's priorities (growth areas, affordable housing and customer service).

In 2004/05 the Council was in the bottom quartile of district councils for the time taken to determine major planning applications. However, significant progress has been made in 2005/06 in improving this performance through the appointment of a "majors champion" and other measures.

In **2006/07** the key actions will be:-

- To complete the major steps toward the adoption of the LDF
- To develop the planning framework for Northstowe, including urban design, landscape and biodiversity strategies.
- To work toward the timely determination of planning application/s for Northstowe.
- To continue action to reduce the time taken to decide planning applications
- To improve customer service through the implementation of service standards, use of ICT and the web site, working with the Contact Centre; establishing an Agents' Forum and other measures.
- To develop and implement an action plan to address issues raised in the planning inspection.
- To work with partners on environmental projects such as village green spaces; green infrastructure projects; and strategic green

space projects (eg Coton Countryside Reserve and the "Forest of South Cambridgeshire")

Environmental Health and Waste Management. In **2005/06** we continued to make great progress in achieving high levels of recycling:-

- The percentage of waste recycled or composted was one of the highest in the country (49%)
- The Council and other local authorities in the Cambridgeshire and Peterborough Municipal Waste Management Partnership were awarded Beacon Council status. The service will need to support the resulting Beacon Council activities in 2006/07

The service has been working to address "enviro-crime" such as litter, graffiti and fly-tipping. For example, we have been working with the police, parish councils and the probation service to remove graffiti and remove litter. This work is part of our Cleaner Streets Strategy and we are looking at the additional powers now available under the Clean Neighbourhoods and Environment Act such as fixed penalty notices. This work will also tie in with other initiatives such as the Reputation initiative of the LGA to tackle the things that matter to people and help to achieve LAA targets with potential income to the Council in reward grant.

Other key areas of work in **2006/07** will be:-

- To support the effective planning of Northstowe and other growth areas by contributing to Health and Environmental Impact statements and supporting other relevant planning activities

- To improve customer service by implementing customer care standards; investigating improved web transactional services; supporting training for use of the CRM etc
- To continue to maximise recycling through education and information.
- To respond to new regulations and legislation in areas such as private sector housing, houses in multiple occupation, collection of stray dogs, Gambling Act etc
- To work with the Director of Public health and partners to produce an alcohol harm reduction strategy.
- To implement a Trade Waste Business Plan to generate income and improve customer service.
- To achieve LAA stretch targets in relation to street cleaning; smoking reduction; waste minimisation; envirocrime and anti-social behaviour; and improving the quality of life of older people.

Revenues and Benefits. The service continues to improve customer service and efficiency through ICT and other means and to implement recommendations from BFI (Benefit Fraud Inspectorate) inspections.

In **2006/07** the key actions will be:-

- To review how transactions are conducted with the public through the Transformation Project to improve customer service (for example with more enquiries resolved at first point of contact) and achieve efficiencies.
- To introduce on-line access to enable customers to view Council Tax and Business Rate account information.
- Introduce payment of benefits through BACS to improve customer service and efficiency.

- To continue to improve in relation to government Council Tax and Benefits performance indicators.
- Improve rents arrears collection through better procedures and proactive publicity campaigns.

Sports, Arts and Community Services. The Council's spending on these services is one of the lowest among district councils in the country. This position was exacerbated by the cuts the Council had to make in response to Council Tax capping. At the same time there are substantial pressures on the service – for example the development of sustainable communities at Northstowe and other growth areas; the aims of partners in the Community Strategy and LAA; the importance attached by local people to issues such as community safety and youth provision; and the need to support the voluntary sector and the development of parish plans.

Nevertheless, a great deal is achieved by these services through partnerships with other organisations, parish councils etc. In **2005/06**:-

- Funding has been received from DEFRA to give greater help to parish councils to develop and implement Parish Plans
- We are working with partners to recruit and train volunteers to work in Community Access Points and to develop a joint CAP website that will act as a signpost to services for people in rural villages.
- We have worked with Directions Plus in developing two disability forums for South Cambs.
- Achievements for sports and arts (to be added).

In **2006/07** the key actions will be:-

- To develop a joint strategy for arts, sports and community services which reflects the Council's financial position and supports the LAA and second Community Strategy
- To support the planning and development of community services (including public art, play, sport and community facilities) through Section 106 agreements at Northstowe and other new developments (eg Cambourne, Longstanton and Arbury)
- To develop a joined up approach to consultation and community engagement in relation to the growth areas.
- To improve customer service through the publication of standard for grant applications etc
- To support the Voluntary Sector Compact and Parish Plans
- To support the achievement of LAA stretch targets in relation to the reduction of anti social behaviour, reduction of illegal drug use; and improving the security and quality of life of older people.
- Working with Cambridgeshire County Council to support the development of a Disability Access Group from the members of the South Cambs Disability Forum that can influence planning decisions in terms of the Access Statements which are applicable to planning applications, particularly in relation to growth areas.

5. RESOURCES, CAPACITY AND VALUE FOR MONEY

5.1 Our Financial Position

SCDC is a low spending council. National comparisons for 2004/05 provided by the Audit Commission show that the Council is in the lowest spending quarter of the 238 district councils for all services apart from planning and some aspects of housing. The Council Tax for 2005/06 at £97.48 per annum for a Band D property is the 9th lowest in England for a district council.

Up to 2004/05 the Council could keep the Council Tax at an artificially low level by the use of reserves. In the years up to 2005/06 the Council had a long term strategy to increase its Council Tax up to the average for district councils in order to maintain spending as its reserves ran down. It was seen as necessary to maintain and even increase spending levels, after years of comparatively very low spending, in order to equip the Council to respond to modern demands and the expectations of service users and also to respond to the growth pressures facing the district in the form of the new town at Northstowe and other growth areas.

However, in 2005/06 the Government capped the Council Tax. This has required the Council to make savings of £2.6m (18.5% of its budget) and totally reassess its future financial strategy. The government decision will require the Council to keep its spending and Council Tax well below the average for district councils, irrespective of local needs (such as the need to plan for the new town of Northstowe) and the views of local people (who in consultation supported a substantial increase in Council Tax)

5.2 Medium Term Financial Strategy (MTFS).

The Council has approved a strategy to guide its financial decision making over the period 2006/7 to 2010/11 in the light of the above developments. The main elements of the strategy are to:-

- Increase Council Tax by 4.9% per annum, being less than the 5% limit which the Government has set for 2006/07.
- Continue to run down the Council's revenue balances to a minimum of £1.5m.
- Achieve substantial annual savings by reviewing all business processes to achieve efficiencies (savings of £271,000 pa by 2007/08) and by reducing the Senior Management Team (savings of £107,000 pa by 2007/08).
- Achieve further substantial savings (up to £900,000) from 2009/10.
- Allow no provision in future financial planning for any growth in expenditure either to meet inescapable commitments or develop services. All additional expenditure will need to be met from savings or efficiencies. Only inflation will be allowed for.
- Retain debt free status for the foreseeable future.
- Use capital receipts to support General Fund (GF) capital spending with remainder used for the Housing Revenue Account (HRA) housing repairs programme.

This presents a difficult financial future for the Council. There will certainly be additional needs which the Council must respond to given the changing and dynamic nature of the district and increasing government requirements. This will need to be met by

savings on budgets which are already among the lowest in the country.

5.3 Council Spending

General Fund. This covers all revenue spending apart from spending on the provision of Council housing. For 2006/07 it can be summarised as follows:-

Table 7: General Fund budget 2006/07 by portfolio

Portfolio	Budget (£m)	%
Environmental Health and Waste Management	5.2	31
Planning and Economic Development	4.3	25
Resources and Staffing (including collection of Council Tax, Benefits and financial management)	2.1	12
Housing (General Fund)	1.7	10
Information and Customer Services	1.6	10
Community Development	1.2	7
Conservation, Sustainability and Community Planning	0.8	5
	16.9	100

- The costs of providing an acceptable level of service. Some services are more expensive to be provided than others – in terms of employee costs, transport costs etc
- The extent to which services promote the Council's priorities.
- Consultation carried out with the public. In September 2004 consultation was carried out through South Cambs Magazine on those services which the public thought more and those services considered less important. This information has been taken into account in identifying areas for savings.

Capital Spending. This is money spent on maintaining or acquiring new assets such as housing, community facilities and equipment. For 2006/07 the following programme is planned:-

Table 8: Planned Capital Programme for 2006/07

Area of spending	Budget (£m)	%
Housing	11.42	89
Information Technology	0.60	5
Community Services grants	0.58	5
Sustainability Transport Fund	0.10	1
Street sweeping and drainage equipment	0.09	1
Conservation grants	0.08	1
	12.87	

The relative amount spent on services takes into account:-

- The extent to which services are required to be provided by law – for example refuse collection and the determination of planning applications.

The major aspect of the Capital Programme is on housing, mainly on the improvement and maintenance of the Council's own stock. This supports the Council's priorities of affordable housing and customer service. The spending on Information Technology is to support the Council's transition to electronic service delivery and meet the Council's priority of improving customer service.

The Community Services grants are made available to parish councils and other partners to provide sports, arts and community facilities and are highly valued.

The Capital Programme is financed largely from capital receipts (£8.6m) such as the sale of Council houses and from grants and contributions (£4m). The Council retains debt free status and hence does not borrow to meet the cost of its capital programme.

However, capital receipts are now decreasing largely as a result of the decision by the Government to require 75% of housing receipts to be paid into a national pool. As a result the Council's capital programme will be much reduced from 2009/10 onwards.

Housing Revenue Account (HRA). This is the Council's spending on the provision and management of its housing stock. The account is a balanced ring-fenced account, with the costs of the housing stock being met from rents and other income. The budget for 2006/07 shows costs of £19.3m (excluding capital charge adjustments). Despite substantial savings in operating costs, the budget will run at a deficit of £0.4 in 2006/07 largely because of an increase in the negative subsidy paid to the national pool from £8.7m to £9.5m. This deficit can be met from reserves for 2006/07, but this cannot be repeated for 2007/08 because reserves will have been reduced to the £1m minimum and further operational savings may be required.

The HRA and GF are interlinked in that many corporate services and systems support both and savings in one area affect the other.

5.4 Achieving Efficiency Savings

The Government requires all councils to make efficiency savings of 2.5% per annum for the three years 2005/06 to 2007/08 (giving a cumulative total of 7.5% efficiencies by 2007/08). At least half of these savings must be cash reductions, whilst the rest can take the form of more outputs for the same level of inputs. Cuts that have an adverse effect on service performance do not count towards the target.

The Council has a well-established record of being an efficient service provider. We are committed to securing further efficiencies and performance improvements both to meet the Government targets and our own Medium Term Financial Strategy projections to make resources available to meet future needs.

Annual Efficiency Statements – Progress So Far. The original target set by the Government for South Cambridgeshire was £513,000 pa for each of the three relevant years. This target has been revised downwards because they will now be based on 2004/05 outturns. **Table 9** gives our current position in relation to the original targets is:-

Table 9: Gershon Efficiency Savings

Year	04 /05	05/06	06/07	07/08
Government target		£513k	£415k	£415k
Savings achieved	£345k			
Estimated savings		£600k	>£550	>£600k

Some of the major projects by which these savings are to be achieved are:-

- Changes to Environmental Health management
- Increased productivity by the DLO on house repairs
- Increased waste collection productivity
- Changes to housing management
- Bringing ICT provision back in-house
- Business process reviews as part of the Transformation Project
- Senior Management Changes as part of the Transformation Project
- Restructuring of the sheltered housing service.

In 2006/07 we will continue to identify and implement savings to meet the targets set by the Government and to meet our own future spending needs. This work will be co-ordinated and progressed through the Corporate Efficiency Savings Working Group, reporting regularly to the Staffing and Resources Portfolio Holder. Specific targets for 2006/07 will be:-

- To ensure implementation of at least £513,000 efficiency savings for 2005/06 for report in the June 2006 Backward Look Annual Efficiency Statement
- To ensure that the projected savings for 2006/07 are achieved.
- To identify a further £450,000 of efficiency savings for submission in the 2007/08 Forward Look Annual Efficiency Statement.

5.5 Transformation Project

We have initiated the Transformation Project in order to:-

- Complete the restructuring of the Council initially carried out three years ago.
- Focus the organisation on providing efficient customer service
- Make greater use of our ICT capacity and in particular the Contact Centre to improve customer service.
- Achieve efficiencies

The main aspects of the Transformation Project are:-

- To review and restructure the top two tiers of management. The Council has reduced its Senior Management Team from a Chief Executive and 3 Directors to a Chief Executive and Executive Director (achieving savings of £107,000 pa by 2007/08). The next step will be to review the structure and roles of the heads of service reporting to the Chief Executive and Executive Director.
- To undertake a business process review for all major services of the council in order to make the most efficient use of new technology and focus on improving customer service. These reviews will take place during 2006/07. We have included a target saving (of £271,000 in 2007/08) in the Medium Term Financial Strategy to be achieved by these reviews.

Milestones for the Transformation Project are given in Chapter 9.

5.6 Procurement

In the last year the following progress has been made in improving value for money through improved procurement:-

- Savings of up to £300,000 pa have been achieved through bringing the ICT service back in house from an external contract.
- A considerable amount of work has taken place to analyse the range of goods and services procured and the number of suppliers in order to identify the scope for savings. Considerable savings have been achieved through entering into new contracts or renegotiating contracts in areas such as: photocopiers, agency staff, phone calls, stationery, computers, staff advertising and printing.
- Progress has been made towards electronic procurement.

The main areas of activity in 2006/07 will be:-

- Consideration of the outcome of the procurement inspection and implementation of recommendations.
- Continued work to implement electronic procurement.
- Working with the gas repairs/installations contractor to review the contract and achieve savings.

5.7 Workforce Planning

It is important for us to have the right staff with the right skills to deliver services and achieve our objectives and priorities. There are increasing expectations on local authority staff and we need to continue to ensure that they have appropriate support to deliver high standards of service.

The Council has a workforce of up to 500 employees, a comparatively low number taking into account the range of services provided and in comparison with other councils.

In June 2005 the Council agreed its first Workforce Plan. The plan identified various aspects of workforce planning that needed to be addressed:-

- **Age Profile:** A workforce with disproportionately more staff in the older age ranges, with fewer young people joining the Council.
- **Recruitment:** Although turnover and recruitment difficulties had been addressed, it was recognised that recruitment would remain an important medium to long term issue for the Council because of national shortages in areas such as planning and environmental health, the cost of housing etc.
- **Training and skills:** We allocate significant resources to training and development and are satisfied that we have a high level of professional skills. There are however a number of general skills that we need to improve in areas such as: performance management, customer care and project management.

- **Management:** We identified that we need to improve our management capacity.
- **Supporting our priorities - Customer Service:** To support our priority of improving customer service we need to improve the ability of our managers to give leadership to a culture of customer service and performance improvement; we need to keep recruitment and retention under review to ensure that the Council has a continuity of skilled staff; we need to improve the skills and motivation of staff and a diverse workforce which is in tune with the needs and outlooks of our customers.

5.8 Risk Management

We are actively following risk management approaches and awareness in our decision and planning processes.

What have we done so far? The following approaches to managing risk are in operation:

- The officer Risk Management Group meets regularly.
- The group reviews the strategic risks to the Council, its corporate objectives and annual priorities. Relevant service managers produce Management Action Plans (MAPs) for risks assessed as requiring active management. The risks so identified and the MAPs are reported to Management Team and Cabinet.
- Committee reports include a Risk Management Implications section and the Group reviews the risks identified and proposals for addressing them.
- Service managers prepare service areas risk registers and MAPs for risks assessed as requiring active management. Registers and MAPs are reviewed and reported as necessary to the Group.
- Service managers identify actions to address service level risks in their Service Plans.
- The Performance Plan includes the corporate strategic risks (Table 10)

• **Management:** We identified that we need to improve our management capacity.

• **Supporting our priorities - Customer Service:** To support our priority of improving customer service we need to improve the ability of our managers to give leadership to a culture of customer service and performance improvement; we need to keep recruitment and retention under review to ensure that the Council has a continuity of skilled staff; we need to improve the skills and motivation of staff and a diverse workforce which is in tune with the needs and outlooks of our customers.

• **Supporting our priorities: Growth Areas:** We need a Medium Term Financial Strategy which will provide the resources to recruit and develop the necessary skills to work with partners in the planning, co-ordination and implementation of the new town of Northstowe and other growth areas.

2005/06 has been difficult for our employees with Council Tax capping and the possibility of redundancy, although in the end we managed to achieve the necessary reductions in our budgets with very few redundancies. Turnover for 2005/06 increased from 8.1% in 2004/05 to 11%. However we achieved a reduction in days off through sickness (from 13.1 per employee in 2004/05 to 11 in 2005/06) and plan to reduce the figure further in future years.

In **2006/07** we plan to:-

- Strengthen our strategic management capacity through the Transformation Project.

- The Council's Financial Regulations include risk management arrangements.

What further actions will be taken in 2006/07 to improve risk management? The following is planned:

- Establish operational risk registers at service level.
- Further training/workshops on operational risk management.
- Monitor service area and operational risk registers.

Table 10: Corporate Strategic Risks

Risk	Management Action	Officer
Illegal Traveller encampments	<ul style="list-style-type: none"> • Complete Travellers Housing Needs Survey • Produce Gypsy & Traveller Development Plan Document • Corporate policy on Traveller Issues • Campaign to achieve national framework and policies • Liaise with existing community 	Tim Wetherfield
Planning for growth	<ul style="list-style-type: none"> • Effective corporate co-ordination • Work with partner organisations • Continue work on the LDF • Effective planning at service level 	Greg Harlock
Recruitment and retention	<ul style="list-style-type: none"> • Identify pay/benefits/ training/ career opportunities • Employee progression/ succession planning • Appropriate advertising and innovative recruitment. 	Greg Harlock

Risk	Management Action	Officer
Transformation project	<ul style="list-style-type: none"> • Options for 'hard to recruit' areas • Leadership and management programme • Determine organisation change to deliver benefits • Implement outcomes of business process reviews 	Greg Harlock
Pandemic 'flu	<ul style="list-style-type: none"> • Avian 'Flu risk assessment • Pandemic 'Flu risk assessment • Annex to Business Continuity Plan 	Dale Robinson

5.9 Equal Opportunities

In line with general and specific statutory duties under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, the Council operates a Race Equality Scheme (RES) in order to eliminate unlawful discrimination and to promote race equality and good race relations. This has been updated and improved, with a new action plan for 2005 - 2008.

The Council is committed to treating everyone fairly and justly, whatever their race or background. The Scheme gives priority to actions relating to Travellers as the biggest ethnic minority in the district (around 1.7% of the district's population). Statistics from the 2001 Census also show that, whilst only 2.9% of the district's population is made up of black and minority ethnic (BME) groups, there are three wards (Girton, Milton and Teversham) where the BME population is two or three times as much.

The Race Equality Scheme assesses the following SDCD services as particularly relevant to the Council's statutory duty to promote race equality: planning applications; planning enforcement and appeals; planning policy; management of Council-run Traveller sites; corporate co-ordination of the Council's policy on Traveller issues; community safety; legal services; homelessness and housing advice; council tax collection; and housing and council tax benefits.

5.10 Resources, Capacity and Value for Money – Key Actions in 2006/07

The key actions we will take in 2006/07 to address resource and capacity issues:-

- Improve the capacity of the top two tiers of management through the Transformation Project.
- Carry out a programme of business process reviews to achieve efficiencies and improved customer focus in major services.
- Continue to review the Medium Term Financial Strategy to provide the Council with the resources required to maintain services and progress priorities
- Achieve the efficiency targets required by the Government under the Gershon scheme and to meet the Council's own Medium Term Financial Strategy targets.
- Achieve the required savings to balance the Housing Revenue Account.

- Develop risk management at operational level.
- Continue to achieve savings in procurement through identifying potential savings in contracts; electronic procurement; and addressing issues raised by the Procurement Inspection.
- Revise the Workforce Plan to improve workforce capacity in the context of the Transformation Project.

6. INSPECTION AND AUDIT

6.1 Comprehensive Performance Assessment (CPA) inspection

In June 2004 the Audit Commission carried out a CPA inspection of the Council and awarded a "Fair" rating (on a scale covering the categories: poor, weak, fair, good and excellent)

6.2 What have we done so far to address issues raised by the CPA judgment?

We agreed an improvement plan comprising 105 milestones which was included in last year's performance plan. Progress on those milestones was monitored quarterly by our Management Team and Cabinet. As a result, the vast majority of the milestones have been achieved. Examples include:-

- Extended the range of services provided by the Contact Centre and improved the service provided to customers
- Enabled 100% of appropriate services to be provided by electronic means (web site, contact centre etc).
- Introduced a new web site and a number of transactional services.
- Agreed customer care standards for all services ready for a public launch in July 2006
- Provided customer care training for all staff.
- Built customer service into service plans and appraisals.
- Continued to meet a demanding timetable for the preparation and adoption of the Local Development Framework including Action Area Plans for Northstowe and other growth areas.

- Established corporate arrangements, through the Growth Areas Project Team, to co-ordinate and deliver the Council's objectives for Northstowe.
- Continued to provide, in partnership with others, 300 affordable houses per annum.
- Reduced our priorities for 2005/6 to 2007/8 to a more manageable number and set out more clearly what we will do to pursue those priorities in the next 2-3 years.
- Approved a Medium Term Financial Strategy which has set out how we will continue to finance our services.
- Improved performance management by reporting quarterly to Cabinet and Management Team on all important performance indicators and corporate milestones.
- Introduced improved procedures for processing, reporting on and learning from complaints.
- Published our Community Strategy and agreed a process for developing a second strategy and provide better integration between the strategy and the Council's objectives.
- Reflected the Community Strategy in the performance plan.
- Improved the accuracy of national performance indicator data with fewer indicators qualified by the auditors
- Improved our service planning process and linked it more with staff appraisals.

There are still a number of outstanding areas which we need to address to improve the assessment of the Council and these are given later in this section.

6.3 Corporate Inspection and Audit during 2005/06

The following assessments have been carried out by the Audit Commission and our external auditors.

Prioritisation and Performance Management Study. A joint study in 2005 into our processes and systems to identify priorities and targets and how we manage performance at all levels to deliver those targets. The study set out a number of strengths and weaknesses which are summarised in 6.4 below.

Use of Resources Judgement. The Council received an overall score of 2 (on a scale of 1-4), with the following individual scores:-

Financial Reporting	3
Financial Management	2
Financial Standing	2
Internal Control	2
Value for Money	2

Where 2 represents adequate performance and 3 represents good performance. More detail is given in 5.4 below

Annual Audit Letter and Inspection Letter. The joint letter from our Audit Commission Relationship Manager and our External Auditors brought together their views on our accounts, financial standing, systems of internal control and our performance or Direction of Travel.

Overall the quality of the services provided by the Council was seen as varied, but had improved in 2004/05 with 49% of national PIs above the median of district councils. The Council was on track to

implement the outstanding actions in the CPA Improvement Plan and was placing significant reliance on the Transformation Project. A key issue for the Council was to manage the change programme effectively and ensure that it has the capacity to achieve improvement. The Council has a largely adequate internal control environment with some scope for improvements.

The letter confirmed:-

- That we had met the statutory deadline for the submission of the 2004/05 accounts.
- That the 2004/05 accounts had been given an unqualified audit.
- That the 2005/06 Best Value Performance Plan had been given an unqualified opinion, but there was scope for improving the PI data presented for audit.

The letter identified the following key actions to be addressed by the Council:-

- (a) Identify savings to meet the requirements of Gershon and capping and revising the MTFS.
- (b) Ensure that appropriate legal and other advice is obtained in relation to the Transformation Project.
- (c) Maintain a focus on meeting the earlier deadlines in 2006 for submission of accounts
- (d) Continue to strengthen the financial and performance management framework to underpin the effective use of resources.
- (e) Strengthen the arrangements for preparation of the Best Value Performance Plan and accuracy of PI data
- (f) Focus on service improvement while implementing the Council's change programme.

(g) Ensure that the Council has the capacity to deliver service improvement.

(l) Good links with parish councils and responsive to local concerns.

6.4 Strengths and areas for improvement from Audit and Inspection in 2005/06

In more detail the following strengths and areas for improvement were identified as a result of the corporate programme of audit and inspection in the last year.

The main **Strengths** identified were:-

The main **Issues to be Addressed** were identified as:-

- (a) Clear Council objectives, with plans to develop closer links between Community Strategy and Council priorities.
- (b) Strengthening links between Council objectives, service plans and staff appraisals.
- (c) Effective action and prioritisation in response to capping.
- (d) The Service First project, including development of service standards and better handling of complaints.
- (e) Facing up to difficult traveller issue.
- (f) Production of accounts within timetable.
- (g) Development of the Medium Term Financial Strategy and regular reviews of the strategy.
- (h) Good performance on PIs, above the national median in a number of cases – eg recycling.
- (i) Examples of raising external funding – eg for the Contact Centre, government funding for recycling; and Section 106 Agreements.
- (j) Contact Centre – progress in developing the range and quality of services and in linking the Centre with back office services through monthly meetings with service officers.
- (k) Good examples of effective partnership work.

- (a) Strengthen the corporate planning and prioritisation processes by greater Member involvement; better links between financial planning and corporate planning; and a clearer and better documented annual process.
- (b) Improve consultation by less emphasis on South Cambs Magazine; more emphasis on qualitative data and actively seeking views of all sections of the community.
- (c) Strengthen performance management. It needs to be better integrated with financial planning; better integrated into the culture and processes of the organisation; greater Member involvement and leadership. Move from performance monitoring to management. A more even approach to performance management and service quality are needed across the Council.
- (d) Improve the quality of PI data and improvements to and more use of the PIMMS system.
- (e) Strengthen risk management - for example training for Members involved; more regular reporting to Members.
- (f) Strengthen financial control systems to avoid under/over spends. Improve budget monitoring so that it is predictive rather than backward looking; more based on risk assessment and the services which most affect spending patterns; more linked to PI performance.
- (g) Increase the use of comparative costs and VfM targets.
- (h) Introduce partnership agreements with major partners to improve the effectiveness of strategic partnerships. The LSP requires greater focus and support.

- (i) Consider strengthening internal financial systems where only limited assurance is currently given.
- (j) Review counter fraud work which is currently limited because of budget constraints and further response required to BFI recommendations.

6.5 Planning Inspection

In April 2006 an Audit Commission inspection of our planning service was undertaken. The final report is awaited.

6.5 Procurement Inspection

A Cambridgeshire wide inspection has been conducted on procurement arrangements. The purpose of the review was to assess the progress of procurement arrangements in the Council in relation to good practice and to identify areas for improvement. The outcome from the review is awaited.

6.6 Next Year

We will continue to work with our Audit Commission Relationship Manager and our external auditors to identify areas for audit and inspection which will help us to improve our performance. An inspection of Cultural Services has been provisionally agreed for 2006/07.

The Audit Commission is currently carrying out final consultation on proposals for revising the CPA framework for district councils.

6.7 Overall Assessment

We have made considerable progress since the CPA inspection in setting and achieving an ambitious Improvement Plan. We recognise that there is more to do, but we recognise the reduced capacity of the organisation following capping and target our efforts where they will make greatest impact on service improvement.

6.8 Main Actions in 2006/07 to address Inspection conclusions.

The actions to be carried out by the Council in 2006/07 in response to audit and inspection will focus on getting in place the essential mechanisms for setting clear, quantified priorities; integrating financial and policy planning; and improving performance management in order to achieve our priorities and consistently improving services.

Clear Corporate Priorities:

- Revise the Community Strategy and achieve greater integration with the Council's priorities from 2007/08
- Achieve greater consistency of format of Council strategies, better links with our priorities and the resources available and more focus on actions

Quantified Targets and programmes to achieve priorities:

- Establish an officer forward planning group to advise on priorities and specific and costed programmes to deliver them

Resource Strategies to finance the priorities:

- **Develop the Medium Term Financial Strategy and Workforce Plan to demonstrate how resources will be made available to achieve costed programmes to deliver priorities**
- **Integrate financial and performance planning in the annual budget process**

Improve Performance Management to deliver the priorities:

- **Clarify accountabilities and develop capacity for performance management in the first and second tiers**
- **Revise the Council's performance management framework allocating clear roles and responsibilities**
- **Agree a specification for and procure a replacement for PIMMS based on the performance management framework**
- **Integrate financial and performance quarterly reporting**
- **Improve quarterly reporting, by making recommendations to address underperforming PIs and recognising well performing services.**

6.9 Contracts Letter Statement

The authority certifies that no individual contracts, awarded during the year 05/06, involved a transfer of staff. The requirements in the Code of Practice on Workforce Matters in Local Authority Service Contracts do not therefore apply for that year.

7. CONSULTATION

Consultation shows us the community's priorities and where we are not meeting their expectations. This enables us to focus our improvement plans on what matters to the public.

7.1 Consultation and the Budget

We had to make difficult decisions in the last year to reduce our budgets by £2.6m in response to the Government's decision to cap our Council Tax. In making those decisions we used the results of consultation carried out for the 2005/06 budget when residents gave the priorities in Table 11.

Table 11 Public Priorities

The 5 services considered MOST important	The five services considered LEAST important
1 Refuse and recycling	11 Community grants
2 Community safety	12 Regulation and Licensing
3 Street cleaning	13 Sports development and sports facilities
4 Travellers	14 Economic Development and Tourism
5 Food safety, pollution monitoring and pest control	15 Arts development and events

Guided by these consultation results we made greater savings in areas of discretionary spending such as sports and arts development, while protecting spending on statutory services such as refuse collection and the planning service.

7.2 Satisfaction with services – Three Yearly Surveys

Every three years the Government requires local authorities to carry out a survey to gauge public satisfaction with their services. The last surveys were carried out in 2003 - 2004. 3,100 responses were received. The main satisfaction ratings are given in Table 12.

Table 12: Satisfaction with our services

Service	Percentage Satisfied
Waste collection	87
Housing tenants	81
Benefits	80
Parks and open spaces	77
Doorstep recycling collection	76
Information provided	70
Recycling facilities	68
Planning applicants	63
Street cleaning	63
Sports and Leisure facilities	52
Complaints handling	30
Overall	60

Since the surveys we have addressed areas of lower satisfaction:-

- **Complaints handling.** We introduced improvements for dealing with and reporting the results of complaints. We record satisfaction levels with the way complaints are handled. For 2005/06 satisfaction had risen to 35%
- **Sports and Leisure facilities.** We have continued to improve access to sports facilities through the programme of dual use sports facilities at village colleges; through grants to parish

councils; and through the provision of facilities for new developments through Section 106 planning agreements.

- **Street Cleaning.** In 2005/06 our performance on BV199 (the percentage of land and highways with deposits of litter or detritus) has improved from 35% to 30%. We are planning further improvements, using pump-priming money, in order to achieve the stretch target of 29% in the Local Area Agreement. We are also working with parish councils, the police and probation service to improve the removal of litter and graffiti as part of our "enviro-crime" agenda.

- **Planning applicants.** In 2005/06 we speeded up decision-making for major and minor applications (BV 109). We introduced the ability to make planning applications and track progress on-line. We transferred aspects of development control to the Contact Centre to enable the public to make enquiries six days a week from 8am to 8pm.

The next three year surveys will be undertaken in the period September 2006 to March 2007

7.3 Other Satisfaction Surveys

We track customer satisfaction in a range of our services - eg:-

- **Contact Centre** – satisfaction with how calls are answered is monitored regularly. Satisfaction in 2005/06 increased from 89% to 91%
- **Environmental Health enquiries** – satisfaction is monitored annually and increased in 2005/06 from 82% to 89%. Since the

survey we have launched the ability to carry out on-line some web transactions such as reporting abandoned cars. Services where satisfaction had fallen are being addressed.

- **South Cambs Magazine.** The two-yearly Readers' Survey was carried out again this year. Of the 2,500 respondents, 87% of readers read every or most issues; almost 80% say they read over half the magazine; each copy is read by two people on average; 78% think that the magazine is very good value. In response to the survey, we have introduced a travel and transport page and have cut the business section.

Other services invite regular feedback and use the information to improve service provision – eg:-

- The Cambourne reception monitor satisfaction – which increased to 80% for 2005/06
- Housing services monitor satisfaction with repairs. Following comments taken to complete certain repairs, a new 10 day priority code was introduced.
- Satisfaction surveys are carried out with new housing tenants six weeks after commencement of tenancy, which also picks up any outstanding repairs.
- The Conservation service and Building Control monitor satisfaction with the users of their services on an ongoing basis.
- Evaluation forms are completed after arts events and used to improve events.
- Feedback forms are completed by applicants after receipt of community services grants.
- Community Safety run annual consultation events and 2 consultation evenings per year which feed into the crime and disorder strategy

7.4 Consultation on Plans and Policies

We carried out a number of consultations on proposed plans and policies in 2005/06 – eg:-

- **Travellers.** A housing needs survey to identify the needs of the travellers community. The results will be progressed by the identification of sites to meet needs through planning policies.
- **Local Development Framework.** We continued to carry out consultation in connection with the key stages of the LDF and run a number of stakeholder workshops to inform the planning of Northstowe and other growth areas.
- **Community Safety – Neighbourhood Panels.** We supported the Police in a project to establish five panels in South Cambridgeshire, the first being at Histon. The aim of the panels is to consult the public for views on priorities.
- **Housing.** We carried out extensive consultation with tenants and housing applicants in connection with a review of sheltered housing and on new housing schemes such as Airey house replacement and the redevelopment of the Windmill estate.

7.5 Quality of Life Survey 2006

Working with Cambridgeshire County Council and other authorities in the Cambridgeshire Consultation Partnership, a survey has been undertaken to obtain data on residents' quality of life, using indicators recommended by the Audit Commission, and to track changes since the last survey in 2003. Key findings were:-

- 83% were satisfied with their neighbourhood as a place to live, compared with 90% in 2003 and 80% for Cambridgeshire as a whole.
- Respondents were most satisfied with schools, level of social and health facilities and the natural environment. Respondents were least satisfied with affordability of housing, public transport and opportunities to participate in decision making.
- 53% replied that there had not been much change in their neighbourhood in the last 2 years; 5% thought things had got better; and 27% (a smaller percentage than in 2003) thought things had got worse. The main reasons given for matters being worse were: traffic congestion, crime/vandalism, litter/rubbish, too much housing development, inconsiderate and unsafe parking and noise.
- Road traffic was regarded as the biggest noise problem.
- Respondents showed a high level of involvement in voluntary work, but had concerns about ability to influence decisions.
- On community safety, there was a small increase in the percentage of people feeling unsafe, but a fall in the number of people feeling at risk to certain types of crime or anti-social behaviour.

Overall the survey showed a positive view about life in South Cambridgeshire compared with other districts.

The Quality of Life survey is the first stage in a consultation and research strategy to underpin the revision of the Community Strategy. Other elements will involve a postal questionnaire to seek views about priorities and practical measures to address them; workshops and surveys with stakeholders such as parish councils.

7.6 Consultation Plans for 2006/07

Apart from consultation on the Community Strategy and the three-yearly best value surveys (general survey, benefits, planning and housing tenants), other consultation plans for 2006/07 include:-

- A programme of community consultation/engagement to develop plans for Northstowe
- Service First plans to develop techniques such as mystery shopping to ensure that customer service standards are being met and to develop future standards.
- The development of an Agents' Forum to get feedback about the development control service from its regular users.
- Continued consultation on key stages of the LDF
- A sub-regional consultation exercise on the introduction of a choice based lettings scheme.

In planning and carrying out consultation we will use the Cambridgeshire Consultation Partnership, wherever appropriate.

8. Performance Trends

This Chapter assesses our progress in relation to our performance indicators over the last few years, both in terms of year on year improvement and in relation to other councils.

8.1 Has Our Performance Improved?

Table 13 identifies how our own performance has changed, between the two most recent years (03/04 and 04/05) for **audited** national and **unaudited** local PIs.

Table 13: Performance change between 03/04 and 04/05

Change in PI Performance	National PI's Only		National and Corporately Important Local PIs	
	Number	%	Number	%
Improved performance	36	64 %	56	62 %
Stayed the same	5	9 %	10	11 %
Lower performance	15	27 %	25	27 %
Totals	56		91	

We are pleased at the continuing number of PIs, which are improving. A number of the PIs, which are recorded as 'improved' in 04/05 were incapable of further improvement because maximum performance had been achieved in 03/04 and was maintained in 04/05 - for example: the percentage of the district covered by recycling facilities (BV14) remained at 100%

Between 03/04 and 04/05 a number of PIs improved by more than 15%. These included:-

- Benefits
BV78b – Quicker processing of change in circumstances
- Community Safety
BV128 – Lower number of vehicle crimes
- Corporate Health
BV11a – More women in top 5% of earners
BV156 – All buildings with access for disabled people
- Culture
BV170 (a – c) - More groups, individuals and schools groups visited the Farmland Museum.
- Environment
BV82bi – More household waste composted
- Housing
BV183a - Shorter stays in B&B for homeless families
BV183b - Shorter stays in hostels for homeless families.
BV184a – More homes classified as 'decent'
- Planning
BV106 – More homes built on previously developed land
BV109 (a & b) – More major and minor planning applications processed on time

Table 14 identifies how performance has changed, between the **audited** 04/05 data and the **non-audited** 05/06 data, for national and local PIs.

Table 14: Performance change between 04/05 and 05/06

Change in PI Performance	National PI's Only		National and Corporately Important Local PIs	
	Number	%	Number	%
Improved performance	31	54%	51	52%
Stayed the same	9	16%	13	13%
Lower performance	17	30%	34	35%
Totals	57		98	

The 05/06 data is un-audited and so the picture could change once the auditors carry out their verification work later in the year, but we think that any change will be relatively minor.

Table 15 identifies the percentage of national PIs that improved each year when compared to the previous year.

Table 15: % Annual National PI Improvement

National PIs Only	01/02	02/03	03/04	04/05	05/06
% PIs Improved or the same	57%	66%	52%	73%	70%

This and the previous tables show that we have established and sustained an annual upward trend of continuous performance improvement and this has been a consistent annual feature for five consecutive years. This trend has been continued in 2005/06. Given the disrupting effects of capping this is an excellent performance. We are justifiably proud of the dedicated work carried out by our staff through such a difficult period

8.2 How we compare with other councils

Table 16 summarises how we compared with all other English district councils (DCs) on audited national performance indicators (PIs) for the four years from 01/02 to 04/05 (the last year for which audited national comparative information is available). The table shows the number of our PIs that were in:

- The top quartile (ie top 25 % of all district councils)
- The middle quartiles
- The bottom quartile (ie bottom 25% of district councils)

Comparing ourselves with all other district councils provides the most realistic comparative assessment of our performance. An average authority would have 25% of its performance indicators in each of the 4 quartiles i.e. 50% above and 50% below the mid point.

Table 16: The 2001/02 to 2004/05 DC Quartile Comparison

The Quartiles	% of our PIs per quartile			
	01/02	02/03	03/04	04/05
Top quartile i.e. Top 25 %	39 %	41 %	24 %	32 %
Mid to top quartile i.e. 50 % to 75 %	29 %	16 %	24 %	17 %
Sub total above 50 %	68 %	57 %	48 %	49 %
Bottom to mid quartile i.e. 25 % to 50 %	3 %	16 %	27 %	30 %
Bottom quartile i.e. bottom 25 %	29 %	27 %	24 %	21 %
Sub Total below 50 %	32 %	43 %	52 %	51 %
Key to colour codes:				
Performance improved on the previous year				
Performance worsened from the previous year				

The table shows an excellent level of performance in 2001/02, with well over half of our PIs (68%) in the top two quartiles and 39% in the top quartile. This was a real achievement, compared with all other DC's, as we were a low spending DC per head of population.

In 2002/03 we again performed successfully by having 57% of our PIs above the mid point. Within those figures we had 41% in the upper quartile.

In 2003/04 our performance slipped just below average, in comparison with other DC's, with only 48% in the top two quartiles. Whilst this slip was disappointing it was in the context of major changes and disruption that the authority experienced in the year, which included factors such as the development of new ICT systems; the roll out of wheeled bins to the whole district; and the move of our headquarters to Cambourne.

In 2004/05 we slightly improved on the 2003/04 performance with 49% of PIs above the mid point and 32% in the top quartile.

8.3 Improving Data Accuracy

In 2003/04 our external auditors qualified 10 PIs because they could not satisfy themselves as to the accuracy of data supplied to them. We took appropriate action and in 2004/05 only two PIs were qualified. We will continue to work to improve the efficiency and accuracy of our systems which produce performance data.

8.4 The overall picture

Over the last five years the Council has faced a huge programme of change. Some things were initiated by the Council (e.g. move to new offices at Cambourne, new ICT systems and the Transformation Project) and were undertaken to enable the Council to achieve improved performance in the future. Some of the changes are as a result of external forces (eg capping and travellers issues). This amount of change has placed a severe strain on the organisation and the available staff resource.

Throughout this period, we have continued to improve our year on year performance on the majority of performance indicators, which is highly gratifying and is a great credit to all of our hard working staff.

Our comparative position with other district councils fell back in the year 2003/04, but steadied and slightly recovered in 2004/05. Our comparative position must be seen in the context of our spending position. For most services we are in the lowest spending quartile among district councils. Hence, currently our overall performance is midway among district councils, but our spending is among the lowest. This top level assessment does not do justice to the fact that for some services we are among the highest performers.

Our aim is to improve our focus on performance management so that we raise an increasing number of our performance indicators into the upper quartiles – particularly for those indicators which reflect our priorities and the aspects of services which local people value - while retaining our low spending position, hence providing improving value for money.

8.5 Key Actions to Improve Performance in 2006/07

The following are the main actions we will take to improve performance in 2006/07:-

- Clarify accountabilities and develop capacity for performance management in the first and second tiers through the Transformation Project.
- Revise the Council's performance management framework allocating clear roles and responsibilities, based on the outcome of the Transformation Project
- Agree a specification for and procure a replacement for PIMMS based on the performance management framework.
- Integrate financial and performance quarterly reporting
- Improve quarterly reporting, by making recommendations to address underperforming PIs and recognising well performing services.

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9. Milestones for 06/07

9.1 Introduction

Each year we agree corporate milestones, which are designed to enable us to focus on our priorities for that year. Progress against these milestones is then monitored quarterly by Management Team and Cabinet to ensure that any problems are identified early and any necessary corrective action implemented.

The 27 milestones in the table below were approved by the Cabinet in January 2006 and will be approved by Council as part of the approval process for the 2006 Performance Plan. For each milestone we have identified:-

- a) The Portfolio Holder with overall responsibility for the achievement of the milestone.
- b) The Service Manager with operational responsibility for achieving the milestone
- c) The target date based on the financial year 06/07 using the quarter in which is will be expected to have been achieved, as follows:
 - Q2 2006 = completion by 30th June 2006
 - Q3 2006 = completion by 30th September 2006
 - Q4 2006 = completion by 31st December 2006
 - Q1 2007 = completion by 31st March 2007

9.2 Milestones for Priority 1 - IMPROVING CUSTOMER SERVICE

Our aim is that by March 2007 customers will be experiencing an improved level of service, which will be evidenced by improved performance indicators, through: the contact centre, the impact of the introduction of customer service standards and the improved web site.

Table 17: Improving Customer Service Milestones

#	Milestone	By when	PFH	Responsible Officer
1	Completing IEG in terms of 100% for BV157 and achievement of the required priority outcomes.	Q1 06	RSI&CS	Steve Rayment
2	Contact Centre – completion of Phases 1 and 2 with integration with CRM	Q2 06	RSI&CS	Steve Rayment
3	Publicity for availability of transactional services on our web-site (with launch of customer service standards)	Q2 06	RSI&CS	Steve Rayment, Steve Hampson, Sally Carroll
4	Service First – public launch of new customer service standards	Q2 06	RSI&CS	Steve Hampson
5	Service First - First integrated half year monitoring report on customer service standards and complaints	Q3 06	RSI&CS	Steve Hampson
6	Service First: Approval of a Customer Access Strategy	Q3 06	RSI&CS	Steve Hampson

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9.3 Milestones for Priority 2 - NORTHSTOWE AND OTHER GROWTH AREAS

Our aim is that by March 2007 we will have:-

- a) the planning framework for Northstowe essentially in place through the adoption of the LDF and we will be confident of approving the planning application and Section 106 Agreement by June 2007.
- b) a clear Council project plan showing our aims for Northstowe, how we will achieve them and how this will impact on Council resources.
- c) agreement on the provision required for community facilities and governance at Northstowe.
- d) a clear way ahead for the provision of energy generation at Northstowe.

Table 18 – Northstowe and Other Growth Area Milestones

#	Milestone	By when	PFH	Responsible Officer
7	Northstowe: completion of Local Management Organisation Study	Q2 06	CS&CP	Jane Thompson
8	Civic Hub proposals completed, including specification.	Q2 06	CS&CP	Simon McIntosh
9	LDF - Commence Public Examination	Q3 06	P&ED	Keith Miles
10	Medium Term project plan – programme for all growth areas with resource and workforce projections	Q3 06	Leader	Greg Harlock
11	All Community facility and service proposals completed including specifications, phasing and developer contributions required	Q4 06	CS&CP	Simon McIntosh
12	Northstowe Draft S.106 statement complete	Q4 06	P&ED	Jane Green
13	Northstowe: completion of Town Centre strategy	Q4 06	P&ED	Keith Miles
14	LDF - Adoption by Council	Q3 07	P&ED	Keith Miles
15	Northstowe Energy and Utilities: to complete a detailed risk assessment and feasibility study to enable the Northstowe Sustainable Energy Partnership to be progressed.	Q1 07	CS&CP	Cameron Adams

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9.4 Milestones for Priority 3 - AFFORDABLE HOUSING

Our aim is that by March 2007 we will be in a position where our corporate and partnership arrangements are effectively enabling us to deliver our future target of over 300 affordable housing units per year – both in the major growth areas and in village locations.

Table 19: Affordable Housing Milestones

#	Milestone	By when	PFH	Responsible Officer
16	Report annually to portfolio holder on arrangements within the Council for promoting affordable housing and on any obstacles	From Q2 06	Housing	Denise Lewis
17	Planning service: establish monitoring of affordable housing permissions.	Q2 06	P&ED	Gareth Jones
18	Develop standard S106 Agreements in order to provide greater certainty to developers and speed up the approval process, consistent with a sub-regional approach (to be discussed with GJ)	Q3 06	P&ED	Gareth Jones Collin Tucker
19	With partners authorities in the sub-region, agree and implement new commissioning arrangements to meet housing research requirements	Q3 06	Housing	Denise Lewis
20	Agree a programme for the use of committed sums for affordable housing development	Q3 06	Housing	Denise Lewis
21	Agree split between rented and intermediate tenures and selection of RSLs for affordable housing development for Northstowe	Q4 06	Housing	Denise Lewis
22	Complete an appraisal of Council held land and property to identify opportunities for the development of affordable housing, working through RSLs	Q1 07	Housing	Denise Lewis

9.5 Other Milestones - OTHER MAJOR CORPORATE PROJECTS

By March 2007 we will have identified a clear way ahead for the next 3-5 years in terms of the objectives of the Council, the resources available, and the council structure, which will deliver it.

Table 20: Other Major Corporate Projects Milestones

#	Milestone	By when	PFH	Responsible Officer
23	Travellers – approve Travellers Issues Strategy	Q2 06	Leader	Tim Wetherfield
24	Transformation Project – appointments to revised first two tiers	Q4 06	Leader	Greg Harlock
25	Completion of Business Process Reviews	Q2 07	Leader	Greg Harlock
26	Gershon: Ensure implementation of £514,000 efficiency savings in 2006/07 and identify a similar level of savings for 2007/08	Q1 07	RSI&CS	Tim Wetherfield
27	Publication of second Community Strategy	Q1 07	CS&CP	Simon McIntosh

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10. Performance Indicators for Corporate Priorities

10.1 Priority 1 - TO IMPROVE CUSTOMER SERVICE

To assist the reader this section is sub-divided into **Tables 21 and 22.**

Table 21: Electronic Service Delivery Options & Satisfaction with Customer Delivery

#	PI Description	Past Performance						Future Targets		
		04/05			05/06			06/07	07/08	08/09
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	
Electronic Service Delivery										
BV157	Types of interactions enabled for electronic delivery as % of appropriate interactions.	80%	68.16%	84.69%	100%	100%	Deleted 5/6			
Customer Satisfaction with Service Delivery										
SF703	% Contact Centre callers satisfied with how answered	70%	89%		75%	91%	91%	92%	93%	
SF704	% satisfied with the website			New 5/6	Not set	68.9%	70%	75%	80%	
SF705	% satisfied with the service provided by the Cambridge Office (Note 1)	75%	75%		80%	92%	Deleted 6/7			
SX6	% satisfied with Cambourne Office customer services	75%	75%		80%	80%	85%	85%	85%	
SX18	% satisfied with handling of complaints (annual survey)	35%	31%		35%	35%	37%	39%	41%	

Note 1: SF705 – The Cambridge Office will close, due to a lack of use by customers, from 31st July 2006.

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Table 22: Promptness of Service Delivery & Quality of Customer Service

#	PI Description	Past Performance						Future Targets		
		04/05		05/06		06/07	07/08	08/09		
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	
Promptness of Service Delivery										
BV78a	Average days to process new benefit claims	27	28.3	28	27	25.4	30 Note 2	30 Note 2	30 Note 2	
BV78b	Average days to process benefits changes in circumstance	7	7.3	6.8	7	8.5	8.9 Note 3	8.9 Note 3	8.9 Note 3	
BV109a	% major planning applications in 13 weeks – Note 4	50%	38.71%	71.25%	57%	62%	60%	61%	62%	
BV109b	% minor planning applications in 8 weeks	55%	59.41%	75.33%	65%	68%	68%	71%	73%	
BV109c	% other planning applications in 8 weeks	80%	83.9%	88.03%	85%	84%	85%	86%	87%	
BV179	% standard land charges searches in 10 working days	100%	98.57%	100%	100%	97%	100%	100%	100%	
SE203	% EH complaints responded to within 3 working days	93%	90%		93%	88%	93%	94%	94%	
SF731	% Contact Centre calls abandoned		4.8%	New 5/6	<5%	2%	<5%	<4%	<3%	
SX26	Average days to respond to a standard search request received electronically			New 5/6	Note 1	Note 1	Note 1	1	1	
Quality of Customer Service										
SF701	% Contact Centre calls dealt with at first contact	60%	71%		70%	76%	78%	80%	82%	

Note 1: SX26 - The important target is to achieve a response to a standard search within 1 day by 07/08 by the full use of ICT. The progress in reaching this standard will depend on progress on data conversion and the introduction of ICT systems.

Note 2: BV78a – The target has been set to achieve the DWP performance standard.

Note 3: BV78b – The apparently static target actually represents planned improvement due to the increasing workload.

Note 4: BV109a to c – Future targets have been set to achieve the performance level identified by the government. Along with 80 other authorities, this authority has been identified as a Best Value Planning authority, which is the first step in a legal process that, in the event of persistent underperformance can lead to intervention by the Secretary of State in the planning service.

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10.2 Priority 2 - TO ACHIEVE SUCCESSFUL, SUSTAINABLE NEW COMMUNITIES AT NORTHSTOWE & OTHER MAJOR NEW SETTLEMENTS

The Council will develop performance indicators to give direction to its aspirations for Northstowe and other developments. The indicators might measure success both in policy development, development control and management. Performance Indicators need to relate to the objectives. The areas identified below will be considered for appropriate performance indicators.

1. Affordable housing - percentage of all housing completions, number and integration with other housing
2. Open space provision
3. Distance of housing from public transport, green space, play facilities and local centre.
4. % of buildings with energy and water saving features
5. % of energy generated within the development
6. Achievement of Section 106 triggers on time
7. Hectares of wildlife habitat per resident or other English Nature targets
8. Measurement of buildings meeting design criteria
9. Resident satisfaction/ residents involved in community activity

10.3 Priority 3 - TO INCREASE THE SUPPLY OF AFFORDABLE HOUSING

Table 23: Affordable Housing Pls

#	PI Description	Past Performance						Future Targets		
		04/05		05/06		06/07	07/08	08/09		
		Target	Actual	Target	Actual	Target	Target	Target		
BV64	Private sector vacant dwellings returned into occupation or demolished as a direct result of LA action.	15	Nil	25	Nil	2	Nil	2	2	2
SH311	No: affordable houses completed (Note 1)	247	265		291	238	291	300	350	400
SH312	Parish housing needs surveys carried out (Note 2)	30	30		18	18	18	Deleted 6/7		
SH320	Affordable housing permissions as % of all residential permissions						Note 3	Note 3	Not set	Not set

Note 1: SH311 - The 04/05 completions are based on actuals that have been compiled from RSL figures. The future (i.e. 05/06 to 07/08) targets are based on pipeline schemes known to us but actual completions will largely depend on whether funding etc is available, which is outside our control.

Note 2: SH312 - Target based on 5 year rolling programme, which requires the 101 villages to be surveyed.

Note 3: SH320 - Measuring the impact of Development Control actions in achieving Affordable housing planning permissions. We are now able to monitor this priority area within Development Control, working in a cost effective manner with the County Council. Management Team and Cabinet will soon have an effective means of monitoring the provision of affordable housing and before the end of 06/07, targets should be able to be set.

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11. Performance Indicators for Other Important Corporate Matters

The following performance indicators, which do not relate directly to our three priorities, are still of corporate importance and we will be monitoring progress with quarterly reports to Management Team and Cabinet.

To assist the reader this set of PIs are out in **Tables 24 to 32** under the following sub-headings.

Table Number	Table Title	Table Number	Table Title
24	Performance Management & Corporate Health	29	Community Safety & Community Services
25	Income, Finance & Efficiency	30	Housing Provision
26	Satisfaction with Services & Service Delivery	31	A Better Future through Partnership
27	Quality of Service	32	A Sustainable Future for South Cambridgeshire
28	Cleaner Villages & Environmental Quality		

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Table 24: Performance Management & Corporate Health

#	PI Description	Past Performance				Future Targets					
		04/05		05/06		06/07		07/08		08/09	
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	Target	Target
Performance Management											
BV12	Working days lost to sickness per FTE employee	8	13.1	8.48	11	10.75	10.5	10	9.5		
SX27	% of BV PIs in top quartile		32%		40%	Note 1	42%	45%	50%		
SX28	% of BV PIs which have improved		64%		45%	54%	60%	62%	65%		
SX29	% of all (i.e. BV and Corporate Local) PIs which have improved	New 4/5	62%		55%	52% Note 2	58%	60%	65%		
SX32	% of BV PIs which have worsened	New 4/5	27%		25%	30% Note 2	20%	17.5%	15%		
SX33	% of all (i.e. BV and Corporate Local) PIs which have worsened	New 4/5	27%		20%	35% Note 2	17.5%	15%	12.5%		
Corporate Health											
SF713	Average spending on training per employee	£400	£347		£400	£250	£450	£450	£450		
SF714	% staff who think Council is good employer to work for	80%	80%		2 yearly		88%	2 yearly	83%		
SF715	% councillors attending at least one skills training session	80%	85%		85%	61.4% Note 3	68%	72%	78%		
SX5	% employees leaving voluntarily	12%	8.1%		10%	10.1%	13%	13%	12%		
SX20	% staff with completed staff appraisal	100%	97%		100%	70% Note 4	100%	100%	100%		

Note 1: SX27 - This data will not be available until the ODPM publishes the national comparative information in December 2006.

Note 2: SX29, 32 & 33 - These figures may change once the data has been audited in September 2006.

Note 3: SF715 - The target was not be achieved as the 05/06 budget was cut by more than 50% from £11,560 to £5,560 as part of the capping savings. The Members Training Advisory Group has recommended that training courses be available following the elections in May 2006.

Note 4: SX20 - Some parts of the organisation had difficulty in completing appraisals by the end of April 2006, due mainly to workload and restructuring issues. Therefore the Chief Executive agreed that the deadline for completion should be extended to 31st May for 2006 only.

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Table 25: Income, Finance & Efficiency

#	PI Description	Past Performance						Future Targets		
		04/05			05/06			06/07	07/08	08/09
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	Target
BV9	% Council Tax collected	99.2%	98.3%	98.5%	98.6%	98.3%	98.8%	99%	99.2%	99.2%
BV10	% non-domestic rates received	99%	98.5%	99.2%	98.8%	98.5%	99%	99.2%	99.4%	99.4%
BV66a	% rent collected	99%	97.4%	98.74%	98%	97.29%	98%	98.3%	98.5%	98.5%
BV66b	% tenants with more than 7 weeks arrears			New 5/6	Not set	6.03%	5.5%	5.5%	4.5%	4.5%
BV66c	% arrears tenants with Notices Seeking Possession served			New 5/6	Not set	20.18%	30%	25%	20%	20%
BV66d	% tenants evicted due to arrears			New 5/6	0%	0%	0%	0%	0%	0%
BV76a	Benefit claimants visited per 1,000 caseload	375	410.75	296.6	415	421	400 Note 5	400	400	400
BV76b	Fraud investigators employed per 1,000 caseload	0.3	0.19	No data	0.19	0.18	0.17 Note 5	0.17	0.17	0.17
BV76c	Fraud investigations per 1,000 caseload	60	59.67	59.53	45	43.91	44	44	44	44
BV76d	Prosecutions/sanctions per 1,000 caseload	4	7.51	6.25	7.5	10.09	10	10	10	10
BV79a	% cases where benefit calculation was correct	100%	98.8%	99%	99.1%	98%	99%	99%	99%	99%
BV79bi	% overpayments (excl: Council Tax benefit) recovered (was BV79b)	62%	65.71%	53.59%	Not set	51%	52.5%	53%	53.5%	53.5%
BV79bii	% HB overpayments recovered			New 5/6	Not set	28.04%	29%	29.5%	30%	30%
BV79biii	% HB overpayments written off			New 5/6	Not set	3.27%	3%	3%	3%	3%
SF706	Percentile (%) position in the CIPFA bench marking group for rate of return on investments.	New 4/5	99% Note 1		Note 2	Note 3	Note 2	Note 2	Note 2	Note 2
SF707	% variation General Fund outturn and the original Budget	<3%	4.7%		<3%	10% Note 4	<3%	<3%	<3%	<3%
SX17	Income (£'s) from other funding agencies as result of the Community Services capital grants programme	100,000	131,481		105,000	195,229	150,000	160,000	170,000	170,000

Note 1: SF706 - South Cambs achieved an 04/05 rate of return of 4.84%, which resulted in our being second out of a group of 139 authorities that reported to CIPFA. The rate of return for the 139 authorities ranged from 4.45% to 4.92% and the average was 4.65%.

Note 2: SF706 - The annual target is "to achieve a greater return than the CIPFA average over a 5-year rolling period".

Note 3: SF706 - The actual is not known as it depends on the CIPFA benchmarking group performance, which will not be known until late in 2006.

Note 4: SF707 - The Council's 05/06 budget was substantially reduced from the original because of capping.

Note 5: BV76a/b - The number of claimants visited per 1,000 caseload is expected to reduce due to an increasing caseload.

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Table 26: Satisfaction with Services & Service Delivery

#	PI Description	Past Performance						Future Targets		
		04/05		05/06		06/07		07/08	08/09	
		Target	Actual	Target	Actual	Target	Actual	Target	Target	
Satisfaction with Services										
BV111	% planning applicants satisfied (Note 1)			81%				80%		
SE223	% pest control customers satisfied with the service	90%	93%		93%	85%		91%	91%	92%
SE226	% satisfied with the way their EH request was handled	92%	89%		92%	82%		92%	93%	93%
SH328	% tenants who returned slip, satisfied with refurbishments			New 5/6	90%	91%		92%	94%	95%
SP908	% satisfaction of listed building applicants	90%	90%		90%	90%		90%	90%	90%
SX4	% satisfied with how they can contact the Council (Note 2)		58%					65%		
Service Delivery										
BV212	Average days to re-let council houses (was SH308)	35	38	No data	30	29		21	19	17
SE224	% missed collections put right within time limits - was SE200		85%	New 5/6	95%	100%		100%	100%	100%
SE225	% pest control first treatments within 4 working days	80%	90%		90%	85%		83%	85%	87%
SH301	% non-urgent repairs completed in time	90%	90%		92%	83%		93%	94%	95%
SH309	% urgent repairs completed within government time limits	95%	93%		96%	96%		96%	96%	96%
SH310	Average calendar days to complete non-urgent response repairs	24	20		20	17		16	15	14
SH316	% homelessness applications processed within 33 working days	85%	90.6%		92%	85.6%		Deleted 6/7		
SP902	% Planning decisions delegated to officers	90%	90%		90%	90%		90%	90%	90%
SP921	% of household planning applications within 8 weeks	75%	87%		87%	87%		87%	87%	87%
SP925	% building control applications decided within relevant period			New 5/6	90%	99%		99%	99%	99%
SX25	Average days to respond to standard search, received by post	8	8		8	8		4	3	3

Note 1: BV111 - This is a national 3-yearly survey PI and the upper 04/05 quartile figure is actually the upper quartile from the 03/04 survey.

Note 2: - SX4 - This was an additional local question that was added to the 03/04 national 3-yearly survey and the 04/05 actual is the 03/04 actual.

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Table 27: Quality of Service

#	PI Description	Past Performance						Future Targets		
		04/05			05/06			06/07	07/08	08/09
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	
BV204	% appeals allowed against planning application refusals	36%	18.5%	24%	36%	28.6%	36%	36%	36%	
BV205	Score against a planning quality of service checklist	New 4/5	94.4%	88.9%	90%	90%	90%	90%	90%	
SE201	Collections missed per 100,000 collections of household waste	50	77		50	45	50	45	40	
SH327	% repairs where appointment was made & kept (Note 1)	90%	88%		92%	94%	94%	95%	96%	

Note 1: **BV185** - This was a national BV (BV185) up to 04/05. It was renumbered and retained as a valued local PI.

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Table 28: Cleaner Villages & Environmental Quality

#	PI Description	Past Performance				Future Targets					
		04/05		05/06		06/07		07/08		08/09	
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	Target	Target
Cleaner Villages											
BV199a	% land/highways with combined deposits/litter and detritus	35%	35%	10%	33%	30%	29%	29%	29%	29%	
BV199b	% relevant land/highways with unacceptable graffiti visible			New 5/6	Not set	6%	6%	5%	5%	5%	
BV199c	% relevant land/highways with unacceptable visible fly-posting			New 5/6	Not set	3%	3%	3%	3%	3%	
BV199d	Reduction in fly-tipping incidents and increase in enforcement			New 5/6	Not set	1	1	1	1	1	
Environmental Quality											
BV216a	Land contamination 'sites of potential concern'			New 5/6	Not set	551	540	540	540	540	
BV216b	% of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary			New 5/6	Not set	9%	15%	21%	27%	27%	
BV219a	Total number of conservation areas			New 5/6	84	84	85	86	86	86	
BV219b	% conservation areas with up-to-date character appraisal			New 5/6	10.71%	10.71%	16.47%	22.09%	27%	27%	
BV219c	% conservation areas with published management proposals			New 5/6	10.71%	10.71%	16.47%	22.09%	27%	27%	
SP903	% buildings taken off buildings at risk register	8%	15%		8%	3%	6%	6%	7%	7%	
SP904	Historic buildings improved as result of LA action	15	30		22	21	15	16	17	17	
SP905	Metres hedges/hedgerow trees created with LA support	4,000	4,000		4,200	4,200	4,400	4,600	4,700	4,700	
SP931	Landscape schemes implemented			New 5/6	70	39	72	74	76	76	

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Table 29: Community Safety & Community Services

#	PI Description	Past Performance				Future Targets				
		04/05		05/06		06/07		07/08		08/09
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	Target
Community Safety										
BV218a	% abandoned vehicle new reports investigated within 24 hours			New 5/6	85%	76%	85%	85%	85%	87%
BV218b	% abandoned vehicles removed within 24 hours of when LA legally entitled to remove the vehicle			New 5/6	80%	85%	85%	85%	85%	87%
BV225	Actions against domestic violence (Replaces BV176)			New 5/6	Not set	54.5%	91%	91%	91%	91%
SX7	% feeling safe outside during the day (Note 1)				95%	93%			95%	
SX8	% feeling safe outside at night (Note 1)				73%	64%			73%	
SX9	% feeling safe alone in home after dark (Note 1)				88%	84%			88%	
Community Services										
SX10	Under 18's in Active Sports Programme	1,300	4,000		3,500	Note 2				
SX11	Teams entering Youth debating competition	15	10		12	Note 2				
SX12	% Arts Strategy action plan implemented	95%	95%		New strategy	Note 2				
SX13	% Sports Strategy action plan implemented	New strategy	Not set		New strategy	Note 2				
SX14	% Community Development Strategy implemented	New 4/5	98%		New Strategy	Note 2				
SX15	% Dual Use Strategy work completed	33%	44%		66%	66%	88%	100%	100%	100%

Note 1: SX7,8 & 9 – These are identified from 2-yearly surveys carried out County wide.

Note 2: SX10 to 14 – Following budget cuts these PIs have been deleted and will be replaced as part of the work to agree a joint Arts, Sports and Community Services Strategy.

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Table 30: Housing Provision

#	PI Description	Past Performance						Future Targets		
		04/05			05/06			06/07	07/08	08/09
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	
BV183a	Average weeks in B&B of relevant homeless households – Note 1	4	4	1	3	5	3	2	2	
BV183b	Average weeks in hostels of relevant homeless households	30	29	Nil	28	29	24	20	16	
BV184a	% council houses which were non-decent at 1 st April 2004	20%	20%	17%	11%	10%	5%	2%	0%	
BV184b	% change of non-decent council houses at 31 Mar 2005	50%	48.1%	No data	79%	63.8%	50%	50%	0%	
BV203	% annual change in average number of families in temporary accommodation under homelessness legislation	New 4/5	9.13%	- 9.4%	0%	- 3.14%	-5%	-5%	-5%	
BV213	Homelessness cases prevented per thousand households			New 5/6	Not set	1%	1%	1%	1%	
BV214	% households accepted as homeless who were previously accepted as homeless			New 5/6	3%	2.4%	2%	2%	2%	

Note 1: BV183a – The national standard for 05/06 and again for 06/07 is to achieve a performance of 'under 6 weeks'.

Table 31: A Better Future through Partnership

#	PI Description	Past Performance				Future Targets		
		04/05		05/06		06/07	07/08	08/09
		Target	Actual	Target	Actual	Target	Target	Target
BV226a	Spend on advice/guidance services provided by external organisations (Replaces BV177)				Nil			
BV226b	% spent on advice/guidance service given to organisations with CLS Quality Mark at "General Help" level and above				Nil			
BV226c	Spend on advice/guidance in housing, welfare benefits and consumer matters, provided directly by LA to the public (00's).				£170.8 Note 1			
SF710	% satisfied they can influence local decisions (Note 2)				17%			
SH302	% Tenants satisfied with response repairs	90%	89%	25%	95%	33%		
SX1	% turnout for local elections (Note 3)	36%	45.16%	91%	68%	95%	95%	95%
SX2	% households returning annual canvas form	96%	96.4%	96.5%	68.57%	40%	41%	42%
SX3	% residents who feel the council lets them know what it is doing and listens to their concerns		70% Note 4		95.8%	96%	96.5%	97%
SX16	Villages with completed Parish plans	8	8	10	16	20	24	28

Note 1: BV226c – The actual estimated figure is £170,830. This is based on a proportion of the total salary budget for the Housing Advice and Homelessness section. We are required to supply an estimate of staff time spent on giving Homelessness Advice. The data will not be subject to audit.

Note 2: SF710 – Obtained through the countywide 2-yearly Quality of Life Survey.

Note 3: SX1 - Local elections will take place in a third of the district in 2006 and 2007. The scope for publicity is reduced for these localised elections and turnout is likely to be relatively low.

Note 4: SX3 – This is obtained from a 3-yearly national survey and the 04/05 figure is the 03/04 actual.

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Table 32: A Sustainable Future for South Cambridgeshire

#	PI Description	Past Performance						Future Targets		
		04/05			05/06			06/07	07/08	08/09
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	Target
BV8	% undisputed invoices paid within 30 days	100%	92.42%	97%	98%	95.21%	97%	97%	97%	97%
BV63	Average SAP rating of council houses	62%	62%	67%	65%	65%	66%	67%	69%	69%
BV82ai	% tonnage of household waste recycled	17.8%	17.8%	19.35%	18%	18.1%	19%	20%	21%	21%
BV82aii	Tonnage household waste sent for recycling		9,850	New 5/6	10,000	10,615	10,700	11,200	11,600	11,600
BV82bi	% household waste composted or anaerobically digested	22.3%	29%	10.56%	30%	31.3%	31%	32%	34%	34%
BV82bii	Tonnes household waste composted or anaerobically digested		16,100	New 5/6	17,000	18,330	18,000	18,200	18,600	18,600
BV84a	Kgms household waste collected per head	374	422.1	380.8	433	434.2	440	445	450	450
BV84b	% change in kilograms household waste collected per head		22.3%	New 5/6	1.1%	2.87%	1.34%	1.14%	1.12%	1.12%
BV91a	% served by one recyclable kerbside collection	100%	100%	100%	100%	100%	100%	100%	100%	100%
BV91b	% served by two recyclable kerbside collection		100%	New 5/6	100%	100%	100%	100%	100%	100%
BV106	% new homes built on previously developed land	37%	32.7%	90.1%	27%	33%	37%	37%	37%	37%
BV200a	Did the authority submit the Local Development Scheme (LDS) by 28 th March 2005? (amended 05/06)	Yes	Yes	51% Yes	Yes	Yes	Yes	Yes	Yes	Yes
BV200b	Has the authority met the LDS milestones? (amended 05/06)	Yes	N/A	69% Yes	Yes	Yes	Yes	Yes	Yes	Yes
BV200c	Did authority publish monitoring report by December?			New 5/6	Yes	Yes	Yes	Yes	Yes	Yes
SP901	Hectares of local nature reserve per 1,000 population	6.76	6.76		6.78	10.59	10.8	11	11.2	11.2
SX21	% SCDC single car users (Note 1)	49%	68%		49%	64%	60%	55%	49%	49%

Note 1: SX21 - As part of the move to Cambourne the agreed planning permission required the authority to achieve a target of 49%.

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12. Other National Best Value Performance Indicators

The performance indicators in Table 33 are national Best Value indicators, which we must include in this Performance Plan but which we will not closely monitor in 06/07. This may be because we do not value them locally or because they are only record the results of 3-yearly surveys.

Table 33: Other National PIs (i.e. Not valued locally for 2006/07)

#	PI Description	Past Performance						Future Targets		
		04/05			05/06			06/07	07/08	08/09
		Target	Actual	Upper Quartile	Target	Actual	Target	Target	Target	Target
BV2a	The authority's level of the CRE's Standard	0	0	No data	1	0	1	2	2	
BV2b	Score against a Race Equality Scheme checklist	15%	11%	63%	15%	26%	35%	45%	45%	
BV3	% satisfied with the overall council service (Note 1)			61%			65%			
BV4	% satisfied with handling of complaints (Note 1)			37%			40%			
BV11a	% top-paid 5% of LA staff who are women	18%	23.08%	28.93%	30%	30%	35%	37%	38%	
BV11b	% top 5% of LA staff who are from an ethnic minority	0.2%	0%	1.98%	0.2%	0%	4%	4%	4%	
BV11c	% top-paid 5% of staff who have a disability			New 5/6	Not set	0%	4%	4%	4%	
BV14	% employees retiring early (excl: ill-health retirements)	0%	0%	0%	0%	0%	0%	0%	0%	
BV15	Ill health retirements as % of total	0%	0.4%	0%	0.4%	0.4%	0.4%	0.4%	0.4%	
BV16a	% staff meeting the Disability Discrimination Act 1995 definition	6.5%	8.45%	4.1%	9.75%	8.14%	9.5%	10%	10.5%	
BV16b	% economically active residents disabled as proportion of total	9.1%	9.1%	No data	10%	10%	10%	10%	10%	
BV16c	% Employees who say they are disabled against local population (BV16a/b)		92.86%	34.77%		81.4%	100%	100%	100%	
BV17a	Ethnic minority community staff as % of total	1.6%	1.1%	2.5%	1.8%	1.36%	1.5%	1.8%	2%	
BV17b	% economically active ethnic community people		3.1%	No data	3.1%	3.1%	3.1%	3.1%	3.1%	
BV74a	% tenant satisfaction with overall service (Note 1)	88%	81%	85%			85%			
BV74b	% black/minority ethnic tenants satisfaction with overall service (Note 1)	88%	75%	86%			85%			
BV74c	% non-black/minority ethnic tenants satisfied with service (Note 1)	88%	81%	85%			85%			
BV75a	% tenants satisfied with participation in decision making (Note 1)	60%	62%	70%			70%			

PERFORMANCE PLAN 2006 - DRAFT CABINET VERSION DATED 31ST MAY 2006

BV170c	Visits to museums & galleries by pupils in organised groups	1,500	2,455	3,181	2,600	1,293	1,800	2,000	2,200
BV174	% racial incidents recorded per 100,000	Not set	0%	No data	Not set	0.77%	1.54%	2.31%	3.08%
BV175	% Racial incidents resulting in further action	Not set	N/A	No data	100%	100%	100%	100%	100%
BV202	People sleeping rough on a single night	<10	2	No data	<10	2	<10	<10	<10
BV217	% pollution control improvements to existing installations completed on time			New 5/6	90%	66%	70%	72%	72%

Note 1: Various - These PIs are subject to 3-yearly surveys. The 04/05 figures are taken from the most recent survey in 03/04 and the 06/07 target has been set to achieve that performance.

Note 2: BV127a/b – The PI definition was changed in 05/06 but the PI number was not changed. It is therefore not possible to compare the previous performance and the 05/06 onwards performance.

Abbreviations

Abb.	Full Detail
BFI	Benefits Fraud Inspectorate
CEX	Chief Executive
CIPFA	Chartered Institute of Public Finance and Accountancy
CPA	Comprehensive Performance Assessment
CRE	Commission for Racial Equality
DIP	Document Image Processing
DS	Development Services
EH	Environmental Health
ESD	Electronic Service Delivery
F&R	Finance and Resources
FMS	Financial Management System
FTE	Full Time Equivalent
GF	General Fund
GIS	Geographic Information System
H&ES	Housing and Environmental Services
HIA	Home Improvement Agency
HR	Human Resources
HRA	Housing Revenue Account
ICT	Information and Communications Technology
IEG	Implementing Electronic Government
IIP	Investors in People
LDF	Local Development Framework
LLPG	Local Land and Property Gazetteer
LPG	Land and Property Gazetteer
LPSA	Local Public Service Agreement
LSP	Local Strategic Partnership
MTFS	Medium Term Financial Strategy
NNDR	National Non- Domestic Rates

ODPM	Office of the Deputy Prime Minister
PCSO	Police Community Support Officer
PCT	Primary Care Trust
PFH	Portfolio Holder
PFI	Private Financing Initiative
PIs	Performance Indicators
PIMMS	Performance Information Management & Monitoring System
PSA	Public Service Agreement
RSL	Registered Social Landlord
SAP	Standard Assessment Procedure
SCYPP	South Cambs Youth Participation Partnership
SPD	Supplementary Planning Documents
SPG	Supplementary Planning Guidance
VFM	Value for Money

If you would like additional information then please contact:

Ian Salter

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet

8 June 2006

AUTHOR: Housing and Environmental Services Director

ENVIRONMENTAL HEALTH – HEALTH & SAFETY SERVICE PLAN 2006-2007
Purpose

1. To seek the Cabinet's approval and recommendation to Council of a Health & Safety Service Plan for 2006/07.

Effect on Corporate Objectives

2. Quality, Accessible Services	The plan refers to many ways in which the health & safety service works towards this objective ie. Access to services through the Contact Centre and quality benchmarking.
Village Life	The plan supports the development and maintenance of small business through appropriate measured enforcement, advice and education.
Sustainability	The service has at its heart the protection of public health.
Partnership	The service involves liaison and partnership working with a variety of businesses, organisations and agencies.

Background

3. Health & Safety aspects of the Department's work have been included within the 2006/07 Environmental Health Service Plan however, the Health & Safety Executive in their Section 18 Requirements on the Health & Safety at Work etc Act 1974 require the production of a specific Service Plan to a common format. The Health & Safety Service Plan attached as an **Appendix** to this report meets this requirement. Appendices to the Health & Safety Service Plan are available in the Chief Environmental Health Officer's office.

Considerations

4. The Health & Safety Executive has stated the following in their Section 18 guidance:

Produce an annual Health & Safety Plan, which is agreed by members and contributes to the Health & Safety Commission priorities.

Guidelines were then given as to the details and expected content of the Health & Safety Service Plan. The Service Plan simply identifies in one single document the work and structure of the Department relating to health & safety.

Financial Implications

5. Within existing resources.

Legal Implications

6. None.

Staffing Implications

- 7. Referred to in the body of the report.

Risk Management Implications

- 8. Failure to adhere to the work plan could result in adverse media comment. The Health & Safety Executive could name and shame the Local Authority nationally. In extreme circumstances if we fail to carry out this work the HSE may take over our inspection and enforcement duties and charge the Local Authority for the work.

- 9. **Equal Opportunities Implications**

In line with general and specific duties under the Race Relations Act 1976 and the Race relations (Amendment) Act 2000, the Council operates a Race Equality Scheme (RES) in order to eliminate unlawful discrimination and to promote race equality and good race relations. The Scheme gives priority to actions relating to Travellers as the biggest ethnic minority in the district (around 1.7% of the district's population). Statistics from the 2001 Census also show that, whilst only 2.9% of the district's population is made up of black and minority ethnic groups, there are greater ethnic minority communities in three wards in particular. These are the villages of Girton, Milton and Teversham where the black and minority ethnic groups are two or three times as much.

- 10. An assessment of SCDC services in terms of their relevance to the statutory duty to promote race equality, which is featured in the Race Equality Scheme, rates health and safety issues as of 'medium relevance'.

Consultations

- 11. None.

Conclusions/Summary

- 12. This service plan meets the HSE requirements under relevant legislation and guidance.

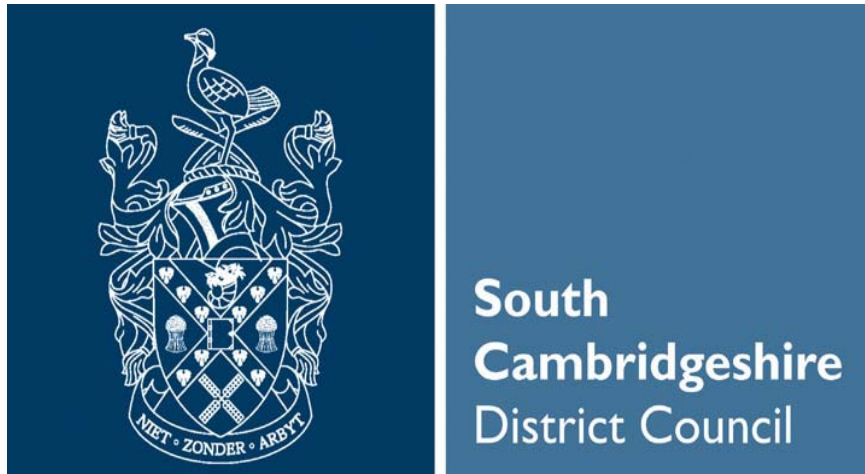
Recommendations

- 13. That Cabinet recommends Council to approve the Health & Safety Service Plan 2006/07, attached to this report.

Background Papers: the following background papers were used in the preparation of this report:

- a. Section 18 on Local Authority Health & Safety Enforcement (copy available from the Chief Environmental Health Officer)
- b. Local Authority Circular 67/1 (rev 3) (copy available from the Chief Environmental Health Officer)

Contact Officer: Dale Robinson – Chief Environmental Health Officer
Telephone: (01954) 713229
Geoff Keerie – Principal Environmental Health Officer
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Health & Safety Service Plan 2006-2007

Drawn up in accordance with HSC Section 18 Guidance

1.0 Service Aims and Objectives

1.1 Aim

The Council recognises that its Health and Safety enforcement function represents an important mechanism for reducing accidents and ill health in the workplace as well as contributing directly to economic success and a safe working environment. The Council's aim is to ensure that all employees in the Local Authority enforced sector and the general public enjoy a working environment that is safe and without undue or unreasonable risk to health.

1.2 Our objectives include:

- To enforce the Health & Safety at Work etc. Act 1974 and the relevant statutory provisions under that Act, at premises within the Council's jurisdiction, having regard to the level of risk to workers.
- To take enforcement action according to a clear, published enforcement policy, based on the principles of proportionality in applying the law, consistency of approach, transparency in application of the law and targeting action based on risk and accountability.
- To promote the management of health, safety and welfare at work through education and advice (which form an integral part of the enforcement regime).

Local performance indicators are set and published each year in the Best Value Performance Plan (BVPP) and the local press.

There are no specific national performance indicators relating to health and safety enforcement.

2.0 Background

2.1 Profile of the Local Authority

The area served by SCDC is approximately 350 square miles, much of which is farmland given to primary production of food, mainly cereals and vegetables. Villages range from small rural settlements to suburban and new village settlements such as Bar Hill and Cambourne. There are no large towns within the district, the largest village currently having a population of 7,060.

2.2 There is increasing pressure from development, particularly research and high technology industries and new housing. The population of approximately 133,000 is rapidly expanding. New build and new villages will take the population to over 150,000 within 5 years. It is anticipated that the 102nd village of Cambourne currently under development will have a new population of 10,000 persons within 3 years.

2.3 With this projected growth it is anticipated that there will be an increase in the number of businesses in the District. This increase in business numbers has already started.

3.0 Premises Profile (as at 1st April 2006)

3.1 Breakdown by Type of Business:

Retail Shops 267
Wholesale, warehouse etc. 112
Offices 344

Catering, restaurants and bars 496
Hotels, camp sites etc 63
Residential care homes 84
Leisure and cultural 151
Consumer services 151
Other 45
TOTAL 1,713

3.2 Data Base

The database is incomplete and there are likely to be more premises in the District than we are aware of. It is appreciated that the database needs to be continually reviewed and updated. This work is to be pursued this year and it is believed that there are probably 2500 to 3000 businesses in the district, for which we are the enforcing authority.

3.3 Demands on the Service

The local authority is required to provide a balanced programme of enforcement activity, providing the resources for a range of different types of activity, identified in HELA circular 67/1(rev3) (See Appendix 1) it is expected to focus on the priorities set by the Health and Safety Commission which in turn reflect the Revitalising Health and Safety (RHS) initiative of the Office of the Deputy Prime Minister.

The specialist health and safety officer has been given a nominal target for preventive inspections; these will focus on nationally identified Revitalising Health and Safety topics. The implications of this are reflected in the target and anticipated levels of enforcement activity.

The current workload will consist of:

3.3.1 Health and Safety Premises Inspections

These will be largely joint inspections of food premises by Food Safety Officers and topic based inspections of high-risk premises by the Food and Health and Safety Team Officers and the specialist Health and Safety Enforcement Officer. Two Technical Officers will intermittently assist with this planned inspection programme.

3.3.2 New Business Enquiries and Inspections

All plans for new businesses and substantial alteration to existing businesses are submitted for comment to a Health and Safety Team Officer. Advice is given and new businesses visited on opening to confirm compliance. New businesses will be subject to an overview inspection and inspection against the priority issues identified in section 4.2 below.

3.3.3 Health and Safety Complaints and Enquiries

Complaints may relate to poor working conditions, welfare issues, working hours and a wide range of technical matters. They can arise from employers, employees, union and safety representatives and members of the public.

3.3.4 Injuries and Dangerous Occurrences

It is proposed to draft a local procedure based on regionally agreed criteria and national guidelines for the selection and investigation of reported accidents and dangerous occurrences. These can range from minor injuries to fatalities

3.3.5 Licensing and Registration

Applications or representation for New Premises Licences under the 2003 Act, or variations to the licenses are sent to us for consultation. Application for temporary events that are for over 500 people are also sent to us for action. We can comment or object if necessary. Temporary events for fewer than 500 people may also be drawn to our attention for us to take and necessary action under Health and Safety Legislation. Registration of skin piercing activities at certain businesses is also carried out.

3.3.6 Formal Notifications

The Council receives formal notifications from specialist engineers relating to lifting equipment, asbestos removal, pressure systems and location of cooling towers. Follow up work is often required in all of these areas to ensure safe working systems are in place.

3.3.7 Advice to businesses

The Council is fully committed to give advice to businesses to enable them to comply with their statutory duties. It can include one to one advice during inspections or other contacts, response to telephone calls and other requests as well as more formal campaigns and media activity.

As well as the pro-active work of inspecting the above premises the department last year dealt with the following:

3.3.8 2005/2006 Activities

Accident notifications 111
Complaints 27
New business enquiries 22
Delivered one CIEH Foundation Certificate in Health and Safety course.

3.4 Enforcement Policy

There is an Environmental Health Enforcement Policy, which has been endorsed by the cabinet in 2004. This is available on the Councils website, and by request to members of the public.

The Council has endorsed the central and Local Government Enforcement Concordat and is committed to complying with recognised standards for good enforcement practice.

Enforcement activity is monitored for compliance with the policy as part of an in-house quality management scheme.

4.0 Resources

4.1 Staffing

The Officer with overall responsibility for Health and Safety Service delivery is Mr Dale Robinson, Chief EHO. Officers with specialist responsibilities for Health and Safety: Mr J G Keerie Principal Environmental Health Officer, supported by Mrs Carol Archibald, Team leader.

Officers undertaking Health and safety Enforcement duties are:

1 Health & Safety Enforcement Officer
3.5 EHO's (Food and Health and Safety Officers)
1 Technical Officer
Associated Admin support.
This calculated at 2.5 full-time equivalent

4.2 Topic Based Inspection Programme in Partnership with HSE

The HSE has reviewed its overall approach to programme working and has created some new programmes and terminology. The new partnership agreements involving joint working between HSE officers and Local Authority Officers has been embraced by many local authorities including South Cambridgeshire District Council.

The new Fit 3 programme identifies topic-based inspections working to the theme 'Fit for Work, Fit for Life, Fit for Tomorrow'. The programme is committed to focusing resources on agreed health and safety priorities and this will represent most of the programmed work for the coming year.

Programmed high risk inspections will form the basis of much of the inspection effort, with the Fit 3 suite of ongoing interventions used to assist appropriate topic selection. Programmed high risk inspections will include premises rated A, B1 and B2 due for inspection in accordance with the risk rating set out in national guidance 67/1(Rev 3).

In 2006/07 we will target businesses in pursuit of accident and ill-health reductions. We will use a range of intervention techniques, including self-assessment questionnaires, providing free guidance and information as well as targeted inspections as part of the following initiatives that are specifically designed by the HSE to deliver the Fit 3 programme.

- i) Slips and trips programme where we will follow up on last years visits as well as making fresh visits.
- ii) Falls from a height partnering the HSE with their ladder safety campaign.
- iii) Dermatitis in hairdressers and florists
- iv) Backs 2006 Campaign specifically aimed at reducing musculoskeletal disorders. (Currently planned for October 2006)

4.3 Enforcement Initiatives based on HSC Priorities and Key Issues

The Health and Safety Commission have specifically directed HSE and LA's to give high priority to focused initiatives rather than concentrating on routine inspections (Ref LA circular 67/1). Fit 3 is a portfolio of campaigns designed to deliver national targets for reducing accidents and ill health in work places.

This approach requires improved partnership working with HSE to which South Cambridgeshire District Council has already demonstrated its commitment when it signed the HSC's statement of intent on 11 November 2005. This aims to improve future standards of workplace health and safety and means a significant change in how the HSE and LA's work together making them collectively more effective.

The requirements of S18 of The Health and Safety at Work etc Act 1974 directs LA's on how they should resource and deliver their health and

safety service. S18 guidance is being revised to lend further support to the targeted approach to health and safety enforcement and partnership working which has been outlined in this year's service plan.

The annual statutory return (LAE1) for health and safety by which LA performance is measured is also to be revised to reflect the change in approach with less focus on the number of inspections and more attention given to the campaigns undertaken.

4.4 Allocation of Enforcement Tasks

4.4.1 Specialist Health and Safety Inspector

During proactive inspections the Specialist Health and Safety Enforcement Officer will focus attention on the following priority topics identified by the Health & Safety Commission - workplace transport, falls from height, musculoskeletal disorders, slips and trips, as these represent the largest (or fastest growing) causes of injury and ill health in the British economy and have been identified as key target areas to achieve the Governments Revitalising Health and Safety strategy and the Fit 3 topic based campaign agenda. Separate guidance will be prepared for these visits.

The service receives a considerable amount of reactive work that takes a large proportion of the specialist health and safety inspector's time. The limited staff resource means that work has to be priorities. Due to customer expectations reactive work often takes precedence over proactive inspections. Attempts will be made to ensure an appropriate balance is maintained between reactive and proactive work within the current resource constraints.

4.4.2 Environmental Health Officers

For EHO's carrying out combined inspections at food businesses, key issues to consider will include:

- "Priorities for Health & Safety in Catering"
- Welfare
- Slips and Trips
- Manual handling
- Cellar Safety

Inspections will normally be carried out against an aide memoir checklist prepared for food businesses, based on these nationally identified priorities.

Complaints relating to safety and welfare issues in food premises, other than warehouses and residential homes, will be passed to an EHO for initial investigation.

The Team Leader will normally take decisions on the delegation of work.

4.5 Reported Injuries and Dangerous Occurrences

Accidents/Incidents may be formally notified to the authority or received by way of a complaint. Accidents/Incidents will be selected for investigation in accordance with the RIDDOR guidance, having given due regard to available resources to carry out investigations and the

seriousness of each. Accidents/Incidents, which fall within the discretionary category, for investigation, will generally only be selected where the incident relates to one of the following topics: Falls from heights; Transport; Slips and trips; Manual handling. Targets for reducing accidents at work by 2010 are set out in the Revitalising health and safety document.

4.6 Complaints and Requests for Service

Subject to the exercise of professional discretion, the following guidelines will apply to the handling of complaints and requests for service:

- Where the matter is outside the jurisdiction of the enforcement team, the enquirer or complainant will be advised accordingly and redirected to the appropriate body.
- Reported incidents will be dealt with in accordance with the Incident Selection Criteria, subject to the need to ensure that all incidents notifiable under RIDDOR are so notified.
- So far as possible, advice will be given by phone or by letter. Visits will only be carried out in the first instance where the matter appears to involve one of the following:
 - Public concern and a serious breach of health and safety requirements
 - Serious breach of health and safety requirements
 - A priority area {manual handling, slips and trips, falls from height, work place transport and work place induced dermatitis}
- Anonymous complaints will be recorded. Further action will only be taken at the discretion of the Team Leader or Principal Officer.

4.7 Inspector Development and Refresher Training

It will be necessary to allocate time for relevant staff to undergo training on the following matters:

- Enforcement Management Model implementation
- Occupational Induced Dermatitis
- Topic based inspections
- Legislative Changes
- Partnership working with the HSE

It is intended to provide refresher training on inspection issues that reflect the HSC priorities.

4.8 Intra-authority Audit Programme for the Management of Health and Safety Enforcement

The Health and Safety Commission requires enforcing authorities to periodically undergo independent audit of their arrangements to carry out enforcement activities, and to prepare improvement plans taking into account the outcome of such audits. This authority has taken part in an intra-authority audit programme organised by the Cambridgeshire Health and Safety Liaison Group.

A work plan to address issues identified by the audit will be developed and challenged during 2006/07.

4.9 Data Base

No planned survey work is to be undertaken. The database will be updated from the following sources:

- Notifications of new businesses made under health and safety and food safety legislation.
- Notifications received of applications for Planning or Building Regulation approvals, where there is evidence of a change of occupier or change of use.
- Changes in the use or occupation of premises identified in the course of routine visits on the district.
- Complaints and enquiries that indicate the existence of new businesses or a changed occupation or use.
- Business rating list.
- BT Commercial Premises Listings
- Information from HSE data base

4.10 Documentary Reviews

The following documents will be subject to review and revision if appropriate:

- Policy in respect of Enforcement of Health and Safety at Work
- Incident Selection Protocol
- Incident Investigation Protocol
- At least five of our current practise and procedure notes will be reviewed.

4.11 Partnership and Joint Working

It is intended to explore further areas of joint working to include, the National Care Standards Commission for Social Care (CSCI) Office for Standards in Education (OFSTED), Health and Safety Executive.

5.0 Performance Targets

5.1 Elements of BV166 include issues relating to Health and Safety enforcement. Other indicators and information relating to health and safety is collected and published by HELA annually.

In addition, the following local indicators are recorded:

- i - Response times to complaints/requests for service and percentage within target of 3 days
- ii – Response times for accident notifications are the same day.

6.0 Liaison

6.1 In order to ensure that its activities are consistent with other local authorities and the HSE, regular liaison meetings are held with Local Authorities from Cambridgeshire. HSE representatives attend these meetings.

6.2 Other bodies with which we consult/liaise include:

Cambridgeshire Liaison Group for Occupational Health & Safety
LACORS (Local Authority Coordinators of Regulatory Services)
Trading Standards

Chartered Institute of Environmental Health
CSCI, Health Protection Agency (HPA) Police and Fire and Rescue.
HSE and their national Help Line

7.0 Quality Control and Review

- 7.1** A documented quality management system is in place, which includes:
- Team Leader monitoring of correspondence
 - Reviews of documentation and computer records
 - Accompanied inspections/peer review
 - In service training
 - Inter-authority auditing
 - Benchmarking of performance
 - Regular team meetings
- 7.2** In addition staff take part in a structured staff development programme, which amongst other things identifies training needs.
- 7.3** The Department has reviewed and updated its enforcement policy in accordance with the format laid down in Section 18 guidance, the Enforcement Concordat, to which the Council is a signatory, and the Code for Crown Prosecutors. The policy will be available on the Council web site. (www.scambs.gov.uk)

8.0 Glossary

HSC = Health and Safety Commission (National body whose job is to protect everyone in Great Britain against risks to health or safety arising out of work activities; to conduct and sponsor research; promote training; provide an information and advisory service; and submit proposals for new or revised regulations and approved codes of practice).

HSE = Health and Safety Executive (The enforcement arm of HSC, HSE's job is to help the Health and Safety Commission ensure that risks to people's health and safety from work activities are properly controlled).

EHO = Environmental Health Officer (Enforcement officer employed by LA).

LAC = Local Authority Circular (advice/guidance from HSE/HELA).

FSO = Food and Health and Safety Officer (Specialist Enforcement Officer employed by Local Authority).

RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

RHS = Revitalising Health and Safety (The Revitalising Health and Safety strategy was launched jointly by the Government and Health and Safety Commission on 7 June 2000. This 10 year strategy seeks significant improvements in workplace health and safety by setting, for the first time, challenging targets aimed at reducing the incidence of work-related ill-health, the number of fatal and major injuries and working days lost caused by injuries and ill health).

HELA = Health and Safety Executive Local Authority Unit (A liaison body set up to ensure, amongst other things, consistent enforcement by both HSE and Local Authorities).

COSHH = Control of Substances Hazardous to Health Regulations.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet

8 June 2006

AUTHOR: Housing and Environmental Services Director

**FRAMEWORK AGREEMENT ON LOCAL AUTHORITY FOOD LAW ENFORCEMENT
FOOD SAFETY SERVICE PLAN**
Purpose

1. To seek the Cabinet's approval and recommendation to Council of a Food Service Plan for 2005/07.

Effect on Corporate Objectives

2. Quality, Accessible Services	The plan refers to many ways in which the food service works towards this objective ie. Access to services through the Contact Centre and quality benchmarking.
Village Life	The plan supports the development and maintenance of small business through appropriate measured enforcement, advice and education.
Sustainability	The service has at its heart the protection of public health.
Partnership	The service involves liaison and partnership working with a variety of food businesses, organisations and agencies.

Background

3. This report is being presented by virtue of it being a requirement of the Food Standard Agency that will consider the Food Service Plan as part of any audit of the service.
4. Food aspects of the Department's work have been included within the 2006/07 Environmental Health Service Plan however, the Food Standards Agency in their Framework Agreement require the production of a specific Food Service Plan to a common format. The Food Service Plan attached as an **Appendix** to this report meets this requirement. Appendices to the Food Service Plan are available in the Chief Environmental Health Officer's office.

Considerations

5. The Food Standards Agency has stated the following in their framework documentation:

.. "Service Plans are an expression of Local Authority's own commitment to the development of food service. However, it is also important to consider the use made of the plans by the Food Standards Agency which will need information about Local Authority food law enforcement activities in a *common format* to enable it to assess Local Authorities' delivery of the service."
6. Guidelines were then given as to the details and expected content of the Food Service Plan. The Service Plan simply identifies in one single document the work and structure of the Department relating to food safety.

7. This plan is included within the Policy Framework of the Council and as such the responsibility for agreeing the Food Service Plan lies with the Council.

Financial Implications

8. Referred to in the body of the report.

Legal Implications - None

Staffing Implications

9. At this time it is anticipated that staff will meet the field work targets set for the Department in the food safety area.

Risk Management Implications

10. Failure to carry out the work identified would result in adverse media comment and publicity. The FSA could name and shame the local authority nationally. In extreme circumstances if we fail to carry out this work the FSA may take over our inspection and enforcement duties and charge the local authority for the work.

Equal Opportunities Implications

11. In line with general and specific duties under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, the Council operates a Race Equality Scheme (RES) in order to eliminate unlawful discrimination and to promote race equality and good race relations. The Scheme gives priority to actions relating to Travellers as the biggest ethnic minority in the district (around 1.7% of the district's population). Statistics from the 2001 Census also show that, whilst only 2.9% of the district's population is made up of black and minority ethnic groups, there are greater ethnic minority communities in three wards in particular. These are the villages of Girton, Milton and Teversham where the black and minority ethnic groups are two or three times as much.
12. An assessment of SCDC services in terms of their relevance to the statutory duty to promote race equality, which is featured in the Race Equality Scheme, rates food safety issues as of 'medium relevance'.

Consultations - None

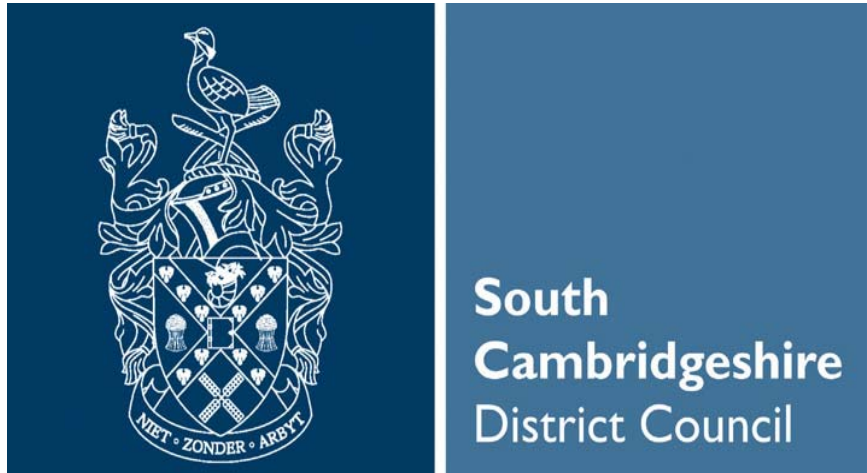
Recommendation

13. That Cabinet recommends Council to approve the Food Service Plan 2006/07 attached to this report.

Background Papers: the following background papers were used in the preparation of this report:

- 1) The Framework Agreement on Local Authority Food Law Enforcement.
- 2) All appendices to the Service Plan are available from the CEHO

Contact Officer: Dale Robinson – Chief Environmental Health Officer
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FOOD SERVICE PLAN

2006/07

FOOD SERVICE PLAN

1. INTRODUCTION

- 1.1 This Service Plan is dedicated to the food law enforcement function that is the responsibility of the Environmental Health Department by virtue of the Food Safety Act 1990.
- 1.2 The Environmental Health Department, as a district authority, is responsible for food safety and food hygiene matters. Food standards and descriptions, and controls on animal feedstuffs are dealt with by the County Council's Trading Standards Department.
- 1.3 This Service Plan is a comprehensive document covering the entire food hygiene enforcement function set out in accordance with the requirements contained in the Framework Agreement on Local Authority Food Law Enforcement, published by the Food Standards Agency.

2. SERVICE AIMS AND OBJECTIVES

2.1 Service Aims

The aims of the Food Safety Team of Environmental Health Services are:-

- ❖ To ensure that food and drink in South Cambridgeshire is handled and produced hygienically, safe to eat and healthy.
- ❖ To secure the control of communicable disease, a reduction in preventable ill health and to promote healthy life-styles.
- ❖ To fulfil the statutory duty as a Food Authority with particular attention to Acts, Regulations, Approved Code of Practice, LACORS guidance and Industry Guides to good hygiene practice.

2.2 Links to Corporate Objectives and Departmental Plans

2.2.1 The overall objective of the Environmental Health Service is:

- ❖ Minimise environmental damage, now and in the future.
- ❖ Enhance a sense of well being within our villages, communities and businesses.
- ❖ Safeguard and improve public health.
- ❖ Improve the quality of life of citizens generally and for those disadvantaged specifically.
- ❖ Instil a sense of pride in being associated with Environmental Health at SCDC.

2.2.2 Service Plans are reviewed and compiled yearly. The current Environmental Health Service Plan is attached as Appendix 1.

3. **BACKGROUND**

3.1 **Profile of the Authority**

3.1.1 The area served by SCDC is approximately 350 square miles, much of which is farmland given to primary production of food, mainly cereals and vegetables. Villages range from small rural settlements to suburban and new village settlements such as Bar Hill and Cambourne. There are no large towns within the district, the largest village currently having a population of 7,060.

3.1.2 There is increasing pressure from development, particularly research and high technology industries and new housing. The population of approximately 133,000 is rapidly expanding. New build and new villages will take the population to over 150,000 within 5 years. It is anticipated that the 102nd village of Cambourne currently under development will have a new population of 10,000 persons within 3 years.

3.1.3 With this projected growth it is anticipated that there will be an increase in the number of food businesses in the District. This increase in business numbers has already started.

3.2 **Organisational Structure**

3.2.1 Council Members, Cabinet Members and Department structure are attached as Appendix 2(a), 2(b), 2(c).

3.2.2 The Chief EHO, Mr D Robinson has delegated specialist food safety control issues to Principal EHO, Mr J G Keerie.

3.2.3 The following food officers have additional expert adviser roles relating to the food service:

- ❖ Mr J Keerie – zoonosis diseases
- ❖ Miss R Walkowiak - food premises inspection and complaints
- ❖ Mr A Greenwood - private water supplies
- ❖ Mrs J Power - infectious disease and outbreak control
- ❖ Mr W Duncan - food sampling
- ❖ Mrs C Archibald – Vertical Directive premises and imported foods

3.3 **Specialist Services
Liaison Group**

Mr J G Keerie is the named officer designated to attend the Principal Officer Food Liaison group for the Cambridgeshire County and currently chairs this group. The group is attended by the six District Authorities, Trading Standards from County Council and Peterborough City Council (Unitary Authority).

The Food Team attends the CIEH Eastern Centre Food Group and CIEH Cambridgeshire Branch group meetings and training events. Carol Archibald is currently secretary of this group.

Other groups used for information exchange include CIEH, RIPHH, LACORS, FSA, CSCI and OFSTED and for infectious disease purposes the Health Protection Agency Central Surveillance Centre at Colindale. For infectious disease purposes the Health Protection Agency, the laboratory service at, Addenbrooke's Hospital and the University of Cambridge Veterinary School.

- 3.4 The Consultant in Communicable Disease Control (CCDC) is currently Dr Bernadette Nazareth, supported by Dr Kate King and a public health network based at Huntingdon Primary Care Trust, Kingfisher Way, Hinchingsbrooke Business Park, Huntingdon, Cambs PE29 6FH.

The food examiners are the Health Laboratory Service – main contact Dr Nick Brown or Bridget Walters of PHLS, Level 6, Addenbrooke's Hospital, Hills Road, Cambridge CB2 2QW. South Cambridgeshire District Council's samples are now processed by the HPA Labs at Chelmsford.

The Public Analysts are Lincoln, Sutton and Wood Ltd, Analytical and Consulting Chemists, 6 Clarence Road, Norwich NR1 1HG.

The Product Contamination Liaison Officer (☎ 0845 456 4564 or 01480 428018 Daniel Middleton Mobile Number 07712 665957) is the contact within Huntingdon Police Headquarters for criminal food adulteration.

3.5 **Scope of the Food Service**

- 3.5.1 The scope of the food safety service includes:

- ❖ Inspection programme of food businesses identified by hazard rating, including mobile food vendors.
- ❖ Investigation of food premises complaints.
- ❖ Investigation of food complaints.
- ❖ Undertaking a food sampling programme.
- ❖ Investigating all notified infectious diseases which are potentially food borne.
- ❖ Immediate response to National Food Hazard warnings.
- ❖ A food hygiene training programme for food handlers.
- ❖ Food safety promotional activities carried out in conjunction with the training programme, eg national food safety week.
- ❖ Inspection of food for fitness purposes.
- ❖ Provision of Food Health Certificates for export.
- ❖ Imported Foods.
- ❖ Scores on the Doors Hygiene Rating System

- 3.5.2 The food safety team is responsible for providing this service.

- 3.5.3 If food consultants are used to supplement the food team service for any food related purpose, those contractors will meet the competency requirements of The FSA Code of Practice and follow the documented policies and procedures of the Department. They would be appropriately authorised to carry out a limited range of duties involving food premises inspection.

3.6 **Demands on the Food Service**

- 3.6.1 Appendix 3 is a copy of the food businesses profile for the District, dated 1 April 2006. This profile is updated continuously. The growth and development of the district as identified in 3.1.1 and 3.1.2 results in significant coding changes. Registered premises on 1/04/2006 numbered 1031.

- 3.6.2 Currently there is one food business authorised under the vertical directive food legislation. There are 19 licensed Game Dealers in the District.

3.6.3 The following specialist businesses are in the district:-

- a) A production plant for Chivers Hartley trading as Premier Foods producing preserves and pickles for national and international export (Histon). They also produce dried potato products and peanut butter.
- b) A cook-chill central production unit (CPU) producing cook-chilled foods for Regional Hospitals, NHS Trusts and Care Homes.
- c) A sandwich producer for regional distribution (Melbourn).
- d) A significant number of market garden units producing products under glass eg lettuces.
- e) Cambridge City Airport.

3.7 **Service Delivery Points**

3.7.1 Service is mainly delivered during office hours. Businesses which trade out of hours, at weekends or during evenings only, are inspected accordingly. An "Out of Hours" 24x7 emergency service exists for dealing with food hazard warnings and emergency food related issues. A 'Contact Centre Service' has been implemented which provides access for the public and businesses 8am to 8pm Monday to Saturday inclusive.

3.7.2 The service is delivered proactively through programmed inspections and reactively by responding to complaints and requests received by the Department. Service delivery can take place at any food business or at people's homes or place of work.

3.7.3 Emergencies such as outbreaks of infectious disease will be responded to on an Emergency call out basis.

3.8 **Enforcement Policy**

3.8.1 SCDC is a signatory to the Enforcement Concordat. The Food Safety team follows an Enforcement Policy approved by the Portfolio Holder on 20 February 2004. A procedure note F006 is an annex to this policy.

4. **Service Delivery**

4.1 **Food Premises Inspections**

4.1.1 Cabinet has endorsed a programme of food premises inspections which is in accordance with the FSA Code of Practice, Frequency of Inspection requirements. Inspection achievement targets are 100% of high and medium risk premises (ie categories A, B & C) and 90% of categories D & E. Following advice from the FSA alternative contact or inspection methods will be used this year to monitor hazard and risk at category selected D and E premises.

4.1.2 General food premises inspections are running at a rate of approx. 600 a year. Statistics illustrate that up to 20% of the food business inspections arise from response work, eg new businesses opening, complaints from the public, requests from the trade and change in type/management of existing food businesses.

4.1.3 General Food Hygiene Inspections (Practice and Procedure note F001) are given due consideration. The purpose of inspections is to ensure food and drink is safe to eat, is produced and handled hygienically and will not give rise to food poisoning.

Officers carry out an assessment of the food safety hazards associated with the business and determine whether a satisfactory system of "hazard analysis" for assessing food hazards and controlling risks has been implemented.

- 4.1.4 The philosophy of the food team is to advise, educate and enforce depending on risk and the most appropriate course of action. Advice on compliance and good practice given to food business proprietors is in line with LACORs guidance and food industry guides. Officers seek confirmation and agreements on programmes of works with proprietors minimising the need for formal action.
- 4.1.5 An Inspection Report aide-memoir, the result of a Cambridgeshire inter-authority working group is utilised during the inspection. Following post inspection interviews, Officers report their findings to the proprietor on a Report of Visit form which is left at the premises. Details of the necessary works are outlined on the Report of Visit form or a letter will follow.
- 4.1.6 A variety of educative literature is available and relevant material is enclosed with inspection correspondence. To assist proprietors in running a safe food business, a guide for hazard identification for small businesses entitled "Safe Food Scheme" has been produced regionally by an officer working group. This guide is issued and explained to proprietors during inspections free of charge.
- 4.1.7 Revisits are made in accordance with the seriousness of contraventions and the judgement of the Officers. It is estimated that 20% of general inspections require a revisit.
- 4.1.8 In addition to the programme of inspections, specialist projects are carried out, eg market garden type premises, sheltered accommodation, joint visits with The National Care Standards Commission (CSCI) for residential homes and OFSTED, for children's nurseries etc.
- 4.1.9 Inspection of aircraft will be undertaken in line with the new code of practice/guidance.
- 4.1.10 At the end of the last year an innovative initiative entitled 'Scores on the Doors' was commenced. This entailed giving a rating of stars to all food premises inspected and putting the findings on our website. This year we expect to add at least 250 premises ratings to this data. We were the first local authority in the country to offer this service and dozens of other LA's around the country are showing interest in joining the scheme. Up to 40 LA's have already signed up. The food team leader is currently the national chairman of the working group.
- 4.1.11 The Cambridgeshire Food Liaison Group has recently embarked on a joint project relating to mobile food traders. Officers will issue a registration disc with inspection record documents, which will be prominently displayed for customers to see. Each Local Authority will respect the discs from our neighbouring authorities that will reduce the need for food safety inspections in each district. There is now some interest from the FSA regarding a wider project.

4.2 **Food Complaints**

- 4.2.1 A documented policy relating to food complaints is adhered to (Procedure Note F005). The policy is in accordance with the requirements of the Food Safety Act 1990 and FSA Code of Practice. This policy has been adopted across the six Cambridgeshire food authority district councils. A performance indicator of response within 3 working days is a Departmental standard.
- 4.2.2 The scope of the procedure currently covers:-

- ❖ receiving food complaints
- ❖ investigation of food complaints
- ❖ action to be taken on completion of the investigation
- ❖ transfer of food complaints

4.2.3 67 food complaints were received in 2005/06. This is twice as many as two years ago and similar to the number received in 2004/05. The team appears to be appropriately staffed to meet demand.

4.3 Home Authority Principle

4.3.1 South Cambridgeshire District Council is not currently a Home Authority for any major food producer, manufacturer or retailer.

4.3.2 We are the Originating Authority for all food manufactures in the area, of which Premier Foods Chivers Hartley production unit in Histon is the largest. C. Archibald deals with all enquiries regarding food complaints that relate to this production unit, currently about thirty enquiries a year. It is estimated that approximately twelve days/year are devoted to the Chivers Hartley factory.

4.3.3 The Service supports the Home Authority Principle and Officers liaise with relevant home authorities regarding advice, guidance and information.

4.4 Advice to Businesses

4.4.1 In support of the departmental aims, the culture of the food team is to freely offer advice and information when required or when requested.

4.4.2 Officers respond positively to requests for advice from proprietors of food businesses within 10 working days. Requests for advice from food businesses currently number approximately 150 per year. It is estimated that 1 hour per enquiry of officer time is necessary to meet this demand. This demand is currently met.

4.4.3 A guide for hazard identification for small catering businesses entitled "Safe Food Scheme", designed to assist proprietors in running a hygienic food businesses, is issued and explained to proprietors free of charge.

4.4.4 New businesses are sent an information pack containing relevant FSA and local literature. This is also available on the web site.

4.4.5 A newsletter, "South Cambridgeshire News", is produced four times a year and distributed free of charge to the 55,000 households and businesses in South Cambridgeshire. This newsletter provides an opportunity to distribute Environmental Health information.

4.4.6 An extensive range of leaflets and advisory pamphlets from a variety of sources is available and is freely distributed during visits and accompanying correspondence.

4.4.7 When new legislation/guidance makes a significant change to food law or how the food safety service is delivered, advice/information and a contact point is distributed to relevant businesses. Web site information is also available.

4.5 Food Inspection and Sampling

- 4.5.1 A documented policy relating to food sampling is adhered to (Procedure Notes reference F002 and F003). For detailed food sampling guidance the Public Health Laboratory Service protocol is followed.
- 4.5.2 The scope of food and water sampling includes a yearly programme agreed through a meeting with representatives from adjoining Local Authorities and the hospital laboratory services. The number of samples submitted is between 300 and 400 per year. This year's programme is attached as Appendix (4). The programme for 2006/07 will be endorsed in line with the LACORS sampling programme.
- 4.5.3 Food samples relating to food and food premises complaints are processed by either the HLS at Chelmsford, the public analyst or where necessary, entomology experts at Cambridge University. The anticipated number of entomology type samples/year is approximately 7 to 12.
- 4.5.4 Appropriate funding for sampling purposes is built into the departmental budget.
- 4.5.5 The consultancy services used for sampling are referred to in section 3.4. Accreditation of laboratories and techniques used is confirmed prior to sampling.
- 4.6 **Control & Investigation of Outbreaks, Disease & Food Related Infectious Disease**
- 4.6.1 A documented policy relating to infectious disease control is adhered to (Procedure Note ref F010). Officers commence investigation of all infectious disease notifications within 24 hours. This response time is a performance indicator included within the Environmental Health Service Plan.
- 4.6.2 Officers follow a documented outbreak control plan when dealing with suspected or confirmed food poisoning outbreaks. The plan was formulated in partnership with the Principal Officer Food Liaison Group and the CCDC. Over recent months this plan has been revised and the new plan should be endorsed by all parties within the next three months.
- 4.6.3 The Department received last year 18 notifications of infectious diseases and 199 food poisoning cases. Approximately 2 hours is allowed per investigation, making a total workload of approximately 434 hours. It is anticipated that demand can be met by current staffing.
- 4.6.4 Following a review of guidance relating to infectious diseases and enteric disorders, new pamphlets are being or have been redrafted and printed and these will be distributed to all infectious diseases/food poisoning cases within the district during 2006/07
- 4.6.5 A workload related to disease control is 'welfare burials'. Each one of these is unique and requires a prompt response. These are currently running at 2-6 per year but officers often begin to make welfare burial arrangements for up to 10-12 persons before distant members of family or friends agree to take on the burial arrangements.
- 4.7 **Food Alerts**
- 4.7.1 Officers respond to Food Alerts in accordance with guidance from the FSA and relevant section of the Code of Practice.

- 4.7.2 Officers are alerted to food alerts by a text message direct to their mobile phone from the Food Standards Agency.
- 4.7.3 Food alerts are now issued under two categories
- For action
 - For Information
- 4.7.4 108 Food Alerts have been received during the last year. 83 were for information and 25 required an immediate response. This is the highest number of food alerts received in any year.
- 4.7.5 This type of rapid response work can occur at any time and routine inspections are stopped temporarily in order to deal with the emergency work.
- 4.7.6 Many of the 'information' alerts related to incorrect labelling. The 'for action' notifications included plastic contamination of products and contamination with E. coli bacteria.
- 4.8 Liaison with Other Organisations**
- 4.8.1 The established Principal Officer Food Liaison Group collaborates well. Departmental procedures are shared Countywide to promote consistency. A yearly work-plan is produced and followed. The food officer sub-groups share allocated procedural tasks.
- 4.8.2 A Chief Environmental Health Officers Group functions at a strategic and management level. It approves the work-plan of the Food Liaison Group and monitors its work and output.
- 4.8.3 The Chartered Institute of Environmental Health Officers Eastern Centre (23 LA's - Suffolk, Norfolk, Cambridgeshire) has a specialist Eastern Centre food group which meets 3-4 times a year and concentrates on food training issues. This will assist in the specialist food training requirements of officers carrying out food safety duties.
- 4.8.4 Liaison with LACORS exists through the Principal Officer Food Liaison Group.
- 4.8.5 Regular updates of food premises registration information are provided to our Trading Standards and HSE colleagues.
- 4.8.6 Working groups in partnership with the South Cambridgeshire Primary Care Trust and other NHS and voluntary sector groups are attended by the Chief EHO and the EHO (Public Health Specialist) with a view to implementing the Joint Cambridge City and South Cambridgeshire Improving Health Plan.
- 4.8.7 Close liaison exists inter-departmentally with Building Control and the Planning Department with reference to food businesses.
- 4.9 Food Safety Promotion**
- 4.9.1 Food safety promotion work is undertaken by the following methods:-
- ❖ Basic food hygiene training courses are run at intervals during the year and on request if a business has more than 12 delegates. Specialist groups, ie care home wardens and caterers whose first language is not English, are run as required.

4.9.2 The EHO (Public Health Specialist) considers other additional food safety promotional activities as part of his annual work plan.

5. **RESOURCES**

5.1 **Financial Allocation**

5.1.1 The total cost of staffing the food service is £155,910.

5.1.2 Travel and subsistence for this service is estimated at £9,250.

5.1.3 Purchase/maintenance and calibration of equipment costs £6,900

5.1.4 Cost of training is £2,090

5.1.5 Investment in IT costs £22,110

5.1.6 Sampling budget is £2,830.

5.1.7 Consultancy £1,380.

5.1.8 Total expenditure 2006/07 estimate is £200,470

5.1.9 Legal action is pursued within Departmental budgets but with access to consultancy and contingency funds if required. If and when costs are awarded by the Courts, these monies are transferred back to the Departmental budget headings.

5.1.10 The breakdown of these costs are to some extent estimated as a refined time recording system is not in existence.

5.2 **Staffing Allocation**

5.2.1 The food team currently consists of the Principal Officer, Mr J Keerie and 3½ full time equivalent Officers, Mrs C Archibald (Team Leader), Miss R Walkowiak, Mr. A W Greenwood and Mrs J Power (part-time). In addition an EHO with responsibility for Public Health also has a time input into food related projects. Consultants are employed on an ad hoc basis to supplement the service offered. The 5 officers are all fully qualified EHO's maintaining their competence levels. Work relating to the food law enforcement service equates to 3½ full time equivalents.

5.3 **Staff Development Plan**

5.3.1 A personal development programme was introduced from 1 April 2001. This assisted in a departmental Investors in People Award in 2003. This has highlighted training needs identified by individual officers, their managers and service demands. These training requirements are built into officers work programmes and budgetary requirements are identified and allowed for in service plans. Both internal and external training opportunities will be utilised eg LACORS, CIEH, FSA and specialist consultants/expert advisers.

6. **QUALITY ASSESSMENT**

6.1 Performance Indicators have been identified within this Service Plan.

6.1.1 Regular team meetings of the specialist food officers take place.

- 6.1.2 Internal quality monitoring is undertaken in accordance with:
 - 6.1.2.1 The Internal Procedure Monitoring Note (Procedure note F011)
 - 6.1.2.2 Food Premises Inspections – Quality Control (Procedure Note F017).
- 6.1.3 Environmental Health is currently awarded Investors in People (IIP) status.

7. **REVIEW**

7.1 **Review of the Service Plan**

- 7.1.1 The Service Plan will be reviewed February 2007
- 7.1.2 The Standards for Food Law Enforcement including food policies and procedure notes will be reviewed in accordance with the review timetable in the Internal Monitoring Procedure Note.
- 7.1.3 The review will be facilitated by information from the newly introduced IT system and will include trend analysis from previous year performance data.
- 7.1.4 Departmental performance indicators are reviewed annually under the Service Plan process.

7.2 **Review of Previous Year's Performance against Service Plan**

- 7.2.1 At the end of this financial year, the intended actions as specified in the Environmental Health Service Plan will be compared with what was achieved in the areas relating to food safety. The reasons for any variance identified will be stated and next year's plan will take these into account as lessons to be learnt from the previous year.
- 7.2.2 Targeted outcomes are reviewed on a three monthly basis.
- 7.2.3 The Food Standards Agency Framework Agreement requires every local authority to review its previous years performance against its service plan. The review must identify where the authority was at variance from the service plan and, where appropriate, the reasons for that variance.
- 7.2.4 This review details the performance of the food service for the financial year 2005/06 and must outline any significant issues that impacted on the delivery of the service.

7.3 **Profile of the Authority**

- 7.3.1 The new village of Cambourne currently has seven food businesses and four home caterers including a large supermarket. The inspection of these businesses and anticipated additional food businesses can be sustained within existing staffing levels.

7.4 **Food Premises Inspections**

- 7.4.1 In 2005/06 a total of 604 food business premises required an inspection of which 379 were classed as high risk (risk group A to C) and 225 were other risk (risk group D to F).

- 7.4.2 Target 2005/06 was a 100% of High Risk premises which was achieved. The target for other risk premises was 90% which was also achieved.
- 7.4.3 Revisits are carried out on an ad hoc basis to premises where significant remedial work is required, or “critical control points” are not adequately controlled.
- 7.4.4 By 31 March 2006, 8 Improvement Notices were served, all of which were complied with within the specified timescale.
- 7.4.5 During the year 2005/06 the licensing of butchers shops was repealed. However regular inspection of these businesses is still required on an annual basis. 19 premises were licensed to sell game. There were no refusals or revocations.

7.5 **Food Related Complaints**

- 7.5.1 Up to 31 March 2006 the service received 69 food complaints and 30 complaints about food premises. This is similar to the previous year.
- 7.5.2 All complaints about food premises were investigated efficiently, with the response deadline of 3 working days being met in 88 out of 97 jobs (91%)

7.6 **Advice to Business**

- 7.6.1 Officers have continued to give free advice and assistance to both the trade and public throughout the year on food safety and hygiene matters. In addition to advice given during the inspection process various advisory leaflets were produced and distributed.

7.7 **Food Inspection and Sampling**

- 7.7.1 A total of 373 samples were taken and submitted mainly to the HLS for analysis. The sampling programme formulated by LACORS and the Eastern Region programme, as well as our own sampling programme were followed. Three food samples were considered to be unsatisfactory. These included two sandwiches and a cheese. Twelve water samples were found to be unacceptable. All failed samples were followed up to ascertain the cause and necessary improvements were put in place to reduce the risk of a recurrence.
- 7.7.2 82 more samples were taken this year in comparison with last year. This increased the work load of the sampling officers.
- 7.7.3 Twenty-six Food Export Certificates were issued for consignments of food that was manufactured in the district and exported to non-EU countries.

7.8 **Food-related Infectious Diseases**

- 7.8.1 A total of 199 notified cases of food poisoning and suspected food poisoning were received up to 31 March 2006. Investigations were carried out within 24 hours of notification in 95% of cases. In all instances where local food premises were potentially implicated, no conclusive evidence was found to confirm that either the food or the premises was the source of the illness.
- 7.8.2 In April 2005 an outbreak of E Coli 0157 VTEC associated with animal contact at a working farm resulted in extensive investigation. Led by SCDC, this involved partners from other Local Authorities, Hospital Laboratory services, Health Protection Agency, Health & Safety Executive, and the Veterinary Laboratories Agency. 7 confirmed cases resulted from the outbreak, which was satisfactorily and effectively controlled.

7.9 **Food Safety Incidents**

- 7.9.1 The service received 108 'Food Alerts' from the Food Standards Agency for 2005/06. Food Alerts received by this authority are notified to other local authority environmental health departments by the cascade system. Of the food alerts received, 83 were for information and 25 for action. This is a substantial increase over the previous years work.

7.10 Liaison with Other Organisations

7.10.1 All existing liaison arrangements have worked successfully throughout the year and there are no planned changes to these systems.

7.10.2 The Cambridgeshire Food Liaison Group produces a yearly work plan which is adhered to and outcomes reported annually to the Chief Environmental Health Officer Group. In order to achieve this work programme, sub-groups of specialist food officers from the six Local Authorities challenge individual projects.

7.11 Food Safety Promotion

7.11.1 8 food Hygiene Courses were successfully completed which is the normal number of courses offered each year.

7.11.2 A selection of new leaflets for food hygiene for both the public and local businesses will be available on the website.

7.12 Staff Development

7.12.1 With officers personal development plans in place, training needs are identified at the beginning of the year. Both the officer and the Principal Officer responsible for training, source and access relevant training courses. All officers secured the necessary amount of CPD as required by the FSA.

7.13 Staffing

7.13.1 The team is up to full strength. In addition, consultants are engaged periodically to supplement the team output and a consultancy budget has been negotiated to continue this service.

7.14 Quality Assessment

7.14.1 A full review of each component of the food service has been carried out utilising the 'Hampshire Matrix'.

7.15 Identification of any Variation from the Service Plan

7.15.1 There were no significant deviations from the Service Plan.

7.16 Areas of Improvement

7.16.1 The Department for a number of years has produced a Service Plan. The requirement of the Service Plan is to increase yearly the achieved percentage of identified targets and identify where possible any improvements of a qualitative nature.

7.16.2 The review of the Service Plan enables foreseeable trends and known changes that may affect service requirements and service delivery to be considered.

7.16.3 To facilitate interpretation of the Service Plan and focus the food team's attention on relevant improvements, the Hampshire Matrix has been used since 2002 to monitor progress of the food team's improvements at six monthly intervals. Recent improvements in the last year to our scores on the matrix have included placing additional information on our website and the introduction of the structured award system 'scores on the doors'.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR: Development Services Director

8 June 2006

DISPOSAL OF LAND TO THE PAPWORTH TRUST FOR AFFORDABLE HOUSING

Purpose

1. To consider the disposal of land and/or property in the Council's ownership at the following locations to the Papworth Trust to enable the provision of affordable housing to meet the identified housing needs of people with physical and/or other disabilities:
 - a. Part of open grassed area at Nether Grove, Longstanton
 - b. Land at Magna Close, Great Abington
 - c. Car park at Queens Close, Over
 - d. Block of 23 garages at Evans, Way Sawston
 - e. Block of 5 garages at Rivey Close, Linton

Effect on Corporate Objectives

2.	Quality, Accessible Services	By making best use of existing resources the Council can contribute to meeting the identified housing needs of the district. The provision of additional affordable housing will help sustain existing village communities.
	Village Life	
	Sustainability	
	Partnership	The Council is working in partnership with Registered Social Landlords to achieve its affordable housing targets.

Background

3. A number of sites have been identified as possibly suitable for the development of affordable housing and, in particular, the provision of specialist accommodation primarily for households including person(s) with a physical and/or other disability eg sensory impairment, learning difficulties.
4. Officers have been working with the Papworth Trust to bring forward proposals to meet identified housing needs on these sites and the proposals outlined in the following paragraphs have now been successful in achieving necessary planning consents.
5. At this time no funding source has been identified for any of the proposals under consideration. All the schemes outlined in this report were submitted as bids for the Housing Corporations National Affordable Housing Programme (NAHP) 2006-08 but did not receive an allocation.
6. However, there is expected to be a further 'min-bid' round specifically for supported housing schemes this summer and these schemes will be re-submitted at that time. There is at this time, however, no guidance available and no formal timetable for the 'min-bid round' so no indication can be given as to when the outcome of the bids process will be announced.
7. Any schemes that are still without a funding allocation after the 'mini-bid round' will need to be revisited and/or alternative funding sources identified if possible. The

Papworth Trust have conformed that due to the nature of their schemes they are relatively high cost and as rented units are not capable of being delivered without grant even with the provision of free land.

Considerations

8. The background to and details of each proposal are set out in the following paragraphs.

9. Nether Grove, Longstanton
The plan attached as **Appendix A** to this report shows the location of the land that could be utilised to provide a purpose built three bedroom bungalow suitable for a family including a household member with a physical disability.
10. This property will provide for the needs of an identified family currently living in unsuitable accommodation within Longstanton.
11. The Parish Council expressed concerns over the proposal because of a perceived loss of open green space even though a significant proportion would be retained. Planning Officers were asked to explore with developers the option of provision a suitable property within the Home Farm development but there is no affordable housing obligation unless the scheme were to exceed the 500 dwellings for which planning permission has already been granted. This means that land could only be made available at full open market value and then, only if the developers were willing to sell a parcel of land for this purpose.
12. Further whilst other Council owned land within Longstanton has been considered there are no viable more suitable alternative sites that could offer a solution within the short term. For example a Council owned garage site at and/or a redevelopment of Airey homes in Haddows Close have previously been given consideration but issues with the site(s) have yet to be resolved and it could therefore be some considerable time before viable proposals could be brought forward, if at all.
13. The housing needs of the family in question are considered to be urgent as they have already been waiting some considerable time to be found more suitable accommodation. Therefore, given the uncertainty around any future affordable housing requirement on the Home Farm development and the timescale involved with this and possible alternative Council owned sites in Longstanton that the Nether Grove proposal is supported by Housing Officers. However, the scheme will of course be subject to the necessary planning consents and the application has yet to be determined.

14. Magna Close, Great Abington
The plan attached as **Appendix B** to this report shows the location of the land that could be utilised to provide a purpose built three bedroom bungalow suitable for a family including a household member with a physical disability.
15. This scheme has been worked up in consultation with the Local Member and Parish Council and neighbouring residents. A planning application was approved in September 2005.

16. Queens Close, Over
The plan attached as **Appendix C** to this report shows the location of the land that could be utilised to provide a purpose built four bedroom house and a three bedroom

bungalow suitable for families including a household member with a physical disability.

17. The proposed site is an underused car parking area provided for the occupiers of flats in Queens Close. All affected residents have been consulted on the development proposals by Shire Homes and their comments have been taken into account in the provision of alternative parking for existing residents on the site.
18. The new parking arrangements will be much closer to the flats and will increase the overall number of parking spaces available for residents so should represent an improvement that will benefit existing residents as well as provide much needed additional housing for people with physical disabilities in our district.
19. A planning application has also been submitted for the scheme and further consultation will have been carried out as part of the planning process. It is expected that the planning application will be determined soon.

Evans Way, Sawston

20. The plan attached as **Appendix D** to this report shows the location of a garage site that could be utilised to provide two properties suitable for families who include a household member with a physical and/or learning disability.
21. The existing block of 23 garages are not well used with only 5 being in use in October 2005. The condition of the garages is poor and they are in need of major repairs and as there are much higher priorities for capital investment particularly in relation to meeting and maintaining Decent Homes such expenditure cannot be justified.
22. The garage site was therefore identified as a potential affordable housing site and, initially in 2004, a general needs housing scheme comprising of 8 one and two bedroom flats was considered in partnership with Circle Anglia. However, planning requirements for predominantly single storey low density development meant that the Circle Anglia scheme was unlikely to get planning approval.
23. The Papworth Trust were subsequently contacted as they have successfully redeveloped a number of former Council garage sites in the district to provide wheelchair accessible accommodation for people with physical and/or learning disabilities.
24. The proposal of a 4 bedroom house with ground floor accommodation for a family with a household member with a physical disability and a 3 bedroom fully wheelchair accessible bungalow has been put forward based on the specific needs of two local families.
25. Following submission of a planning application in respect of the proposed scheme this was approved on 11th April 2006.

Rivey Close, Linton

26. The plan attached as **Appendix E** to this report shows the location of a garage site that could be utilised to provide a property suitable for a family which includes a household member with a physical and/or learning disability.
27. The site formerly accommodated a block of 5 garages but these were demolished because they were beyond economical repair. There are other Council-owned garages nearby which were offered to residents who previously rented garages at Rivey Close.

28. The former garage site was therefore identified as a potential affordable housing site and the Papworth Trust were asked to investigate options as they have successfully redeveloped a number of former Council garage sites in the district to provide wheelchair accessible accommodation for people with physical and/or learning disabilities.
29. The proposal of a 4 bedroom house with ground floor accommodation for a family with a household member with a physical disability has been put forward based on identified local housing needs.
30. A planning application was submitted and has been approved with a planning permission having been issued on 7th February 2006.
31. The Papworth Trust are seeking the Council's approval, in principle, to the disposal of these 5 sites at nil cost in order to help subsidise the schemes.
32. As part of their bid submission to the Housing Corporation they will have to identify any land costs and in assessing schemes in terms of value for money, etc the Housing Corporation would expect to see provision of free land in order to minimise any grant requirements.
33. Further in terms of demonstrating deliverability it would helpful if any bid could include that Council approval has been obtained for disposal of the land to the Papworth Trust. These disposals could be made conditional on the necessary planning consents and confirmation that a financially viable scheme can be delivered.

Options

34. *To agree to the disposal of each site to the Papworth Trust at nil cost.* this would be on the basis of a 125 year lease at a £1 premium with a peppercorn rent payable annually over the term of the lease. This would help reduce scheme costs and, therefore, grant requirements thereby increasing the possibility of a bid for funding being successful.
35. *To agree to the disposal of the land based on the valuation of the site for affordable housing purposes:* the five schemes as proposed would not be financially viable with a land cost without a higher level of grant and this would make the schemes less attractive to the Housing Corporation especially as they are already relatively high cost schemes.
36. *To retain the land in the Council's ownership:* this option would not be consistent with the Council's corporate priority to increase the supply of affordable housing or ensure that resources are maximised to meet corporate priorities/objectives.
37. *To consider disposal of some or all of the sites to another RSL for general needs affordable housing schemes:* this option has already been explored where it was considered to be appropriate eg Evans Way, Sawston but all the sites are relatively small and are not suitable due to various constraints for family housing.
38. Given the available options it is considered that disposal of the 5 sites to the Papworth Trust is the best course of action as this will directly contribute towards meeting corporate objectives. The capital receipts forgone by provision of a 125 year lease for a £1 premium is considered to be value for money given that it will provide 7

units of specialist housing accommodation for which the Council will receive nomination rights.

Financial Implications

39. The valuations for each site as assessed by the Council's Independent Valuer Messrs Pocock & Shaw are set out in the following table:

Site	No of Units	Open Market Valuation	Valuation for Affordable Housing Purposes
		£	£
Nether Grove, Longstanton	1	120,000	24,000
Magna Close, Great Abington	1	115,000	23,000
Queens Close, Over	2	160,000	24,000
Evans, Way Sawston	2	155,000	21,000
Rivey Close, Linton	1	86,000	17,000
TOTALS	7	636,000	109,000

Note: The above figures indicate an average cost to the Council of the provision of the proposed 7 units is in the region of £90k per unit based on full open market value and £15.5k per unit based on the restricted valuation for affordable housing purposes.

40. A condition within the lease agreement will restrict these sites to their use for affordable housing purposes only.
41. Any capital receipts from such disposals would be ring fenced for housing purposes in order to exempt them from the national capital receipts pooling requirements.

Legal Implications

42. These disposals will not require any specific consents as they are covered by the provisions of the General Housing Consents 2005: Section 25 of the Local Government Act 1988 for the Disposal of Land to Registered Social Landlords 2005 enables local authorities to provide financial assistance or any gratuitous benefit to RSL's including disposing of land for development as housing accommodation. This general consent is subject to the following conditions:
- that any housing accommodation on the land when the disposal is completed is vacant and will be demolished after the disposal without being used again as housing accommodation and,
 - the disposal by the local authority is by transfer of the leasehold, assignment of a lease with an unexpired term of 99 years or more and
 - that the development of housing accommodation on the land will be normally completed not later than 3 years after the disposal and,
 - that any housing accommodation to be provided will be let on a periodic tenancy or a shared ownership lease or on a lease for the elderly or hostel or will be occupied mainly or wholly by persons who, on account of mental illness or disability, are receiving supervision or guidance from a local social services authority and,

- e) the local authority is not entitled to manage or maintain any housing accommodation to be provided on the land and,
- f) any right reserved for the local authority to nominate tenants for housing accommodation on the land shall not, in respect of vacancies which arise after the initial letting of the accommodation, exceed 75% of vacancies (to exclude those arising by virtue of internal transfers).

Staffing Implications

- 43. None.

Risk Management Implications

- 44. The schemes are unlikely to attract grant funding without the provision of free land. However, this in itself will not be sufficient to ensure delivery as they are relatively high cost schemes and will therefore still require grant funding.
- 45. In the event that bids submitted as part of the proposed Housing Corporation 'min-bid round' for supported housing schemes is unsuccessful Officers will work with the Papworth Trust to identify potential alternative sources of funding.
- 46. For example an affordable housing programme funded by commuted sums will need to be developed for Members consideration as soon as significant sums are received. It is likely that all schemes that have no grant funding allocation at that time which meet agreed criteria will be put forward for prioritisation and these schemes could be included on that list.

Consultations

- 47. In all cases there has been local consultation on the individual proposals for affordable housing as part of the planning application process. In most cases there has also been local consultation as part of the development of the proposals. There is local support for all but the Nether Grove, Longstanton scheme where the concern is over the loss of green open space.
- 48. Shire Homes have been consulted on and support each of the proposals for these sites.
- 49. Where proposals directly affect existing residents they have also been consulted as part of the development of proposals eg Queens Close, Over.

Conclusions/Summary

- 50. Officers have been working with the Papworth Trust to bring forward proposals to meet identified housing needs of households with physical and/or learning disabilities on a number of Council-owned sites.
- 51. At this time no funding source has been secured for any of the proposals under consideration. However, there is expected to be a further 'min-bid' round specifically for supported housing schemes this summer and these schemes will be submitted to the Housing Corporation for reconsideration at that time.
- 52. Any schemes that are still without a funding allocation after the 'mini-bid round' will need to be revisited and/or alternative funding sources identified if possible. The Papworth Trust have conformed that due to the nature of their schemes they are

relatively high cost and as rented units are not capable of being delivered without grant even with the provision of free land.

53. The options available to the Council can be summarised as follows:
- a) To agree to the disposal of each site to the Papworth Trust at nil cost
 - b) To agree to the disposal of the land based on the valuation of the site for affordable housing purposes
 - c) To retain the land in the Council's ownership
 - d) To consider disposal of some or all of the sites to another RSL for general needs affordable housing schemes
54. It is considered that disposal of the 5 sites to the Papworth Trust is the best course of action as this will directly contribute towards meeting corporate objectives. The capital receipts forgone by provision of a 125 year lease for a £1 premium is considered to provide value for money given that it will provide 7 units of specialist accommodation for which the Council will receive nomination rights.
55. The valuation for affordable housing purposes of each site is provided under the financial implications section of this report. The total value of capital receipts forgone should free land be made available for affordable housing purposes is £109,000 although the open market value of the land is £636,000. However, capital receipts from the sale of housing land would be ring fenced for housing purposes in order to exempt them from the national capital receipts pooling requirements.
56. These disposals will not require any specific consents as they are covered by the provisions of the General Housing Consents 2005: Section 25 of the Local Government Act 1988 for the Disposal of Land to Registered Social Landlords 2005 enables local authorities to provide financial assistance or any gratuitous benefit to RSL's including disposing of land for development as housing accommodation subject to certain conditions being met.

Recommendations

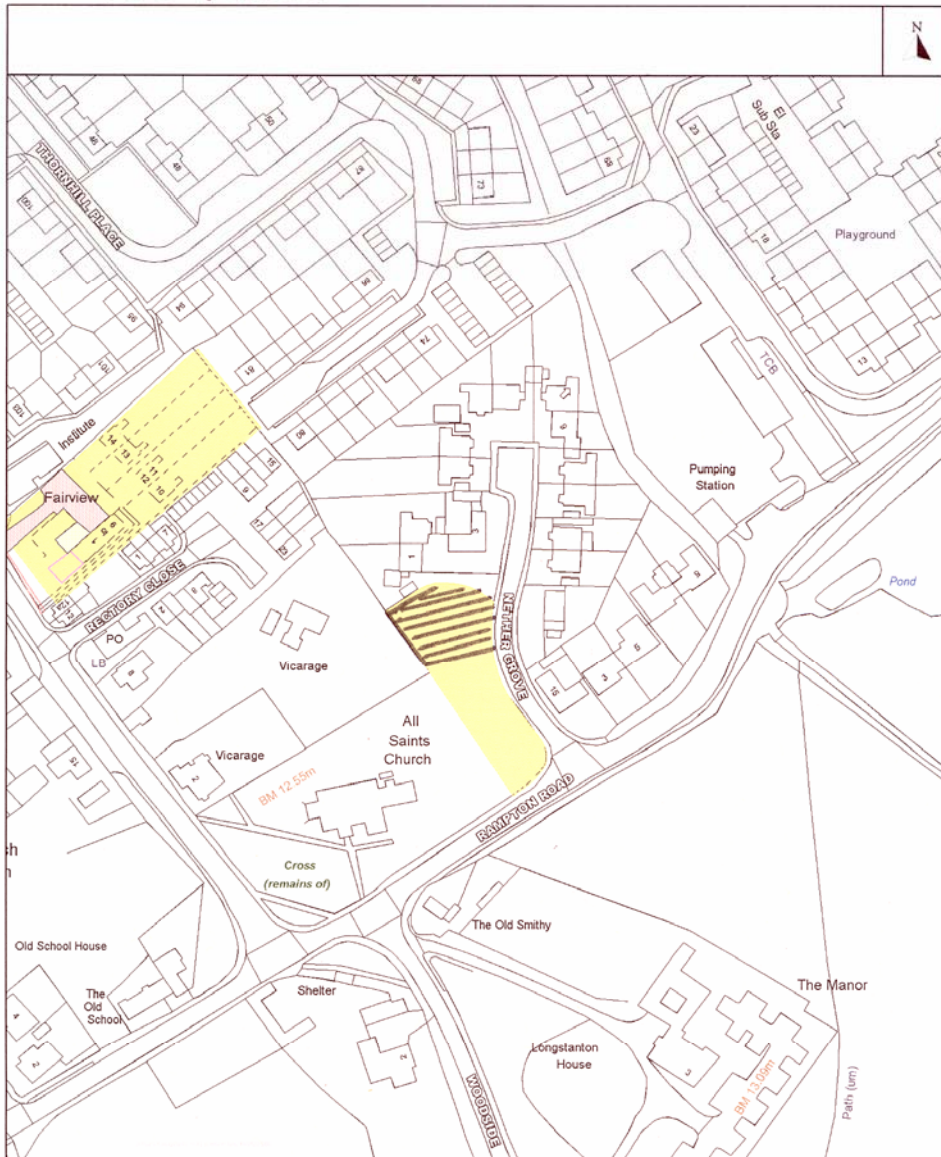
57. Cabinet is recommended that approval, in principle, be given to disposal of the sites stated in this report and attached as appendices A to E, to the Papworth Trust subject to the requisite planning consents and a financially viable scheme being confirmed. The terms of the disposal to be agreed as follows:
- (a) that the Papworth Trust will meet any legal costs incurred by the Council
 - (b) that the Council will be entitled to receive nomination rights of 100% of initial lets and subsequent lettings and,
 - (c) that the sites will be used for affordable housing purposes only.

Background Papers: the following background papers were used in the preparation of this report: None.

Contact Officer: Denise Lewis Head of Housing Strategic Services
Telephone: (01954) 713351

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NETHER GROVE



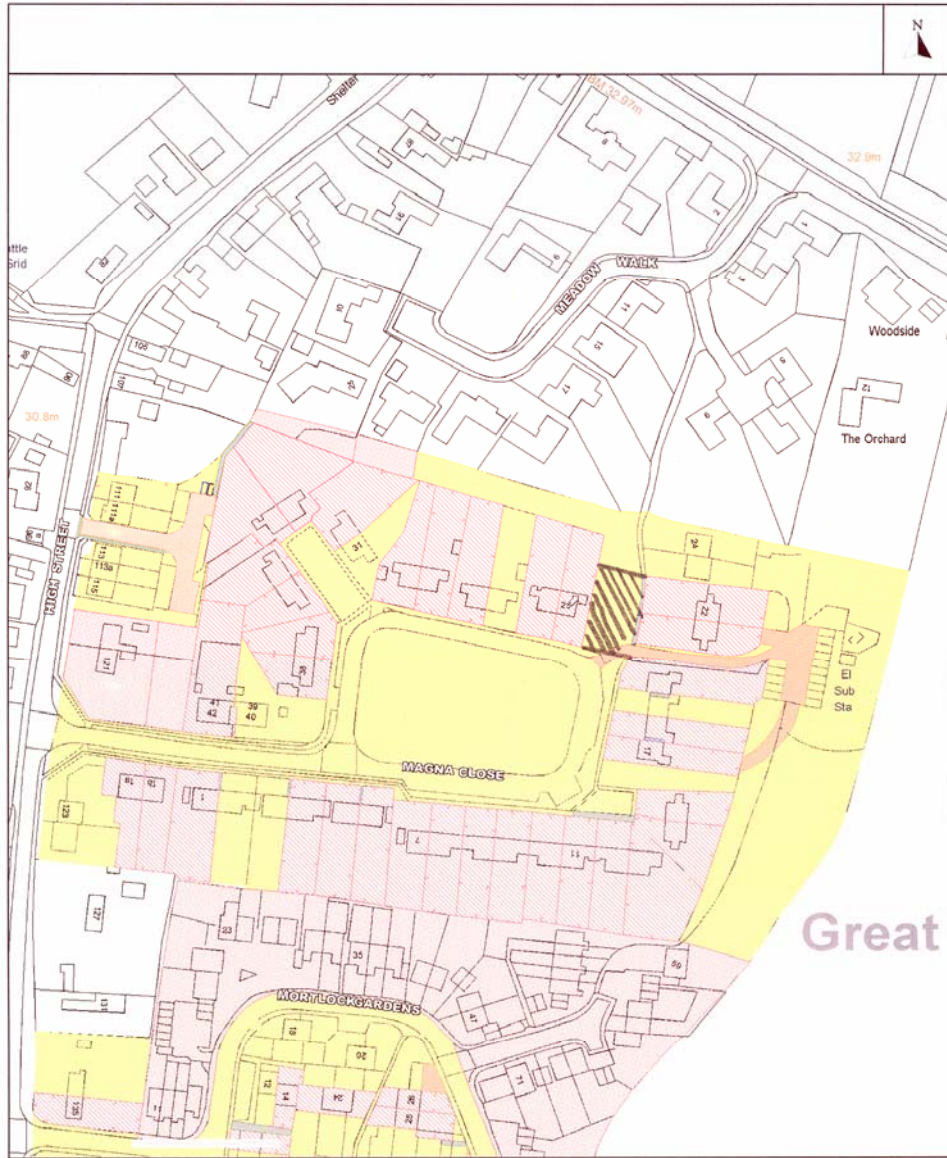
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MAGNA CLOSE



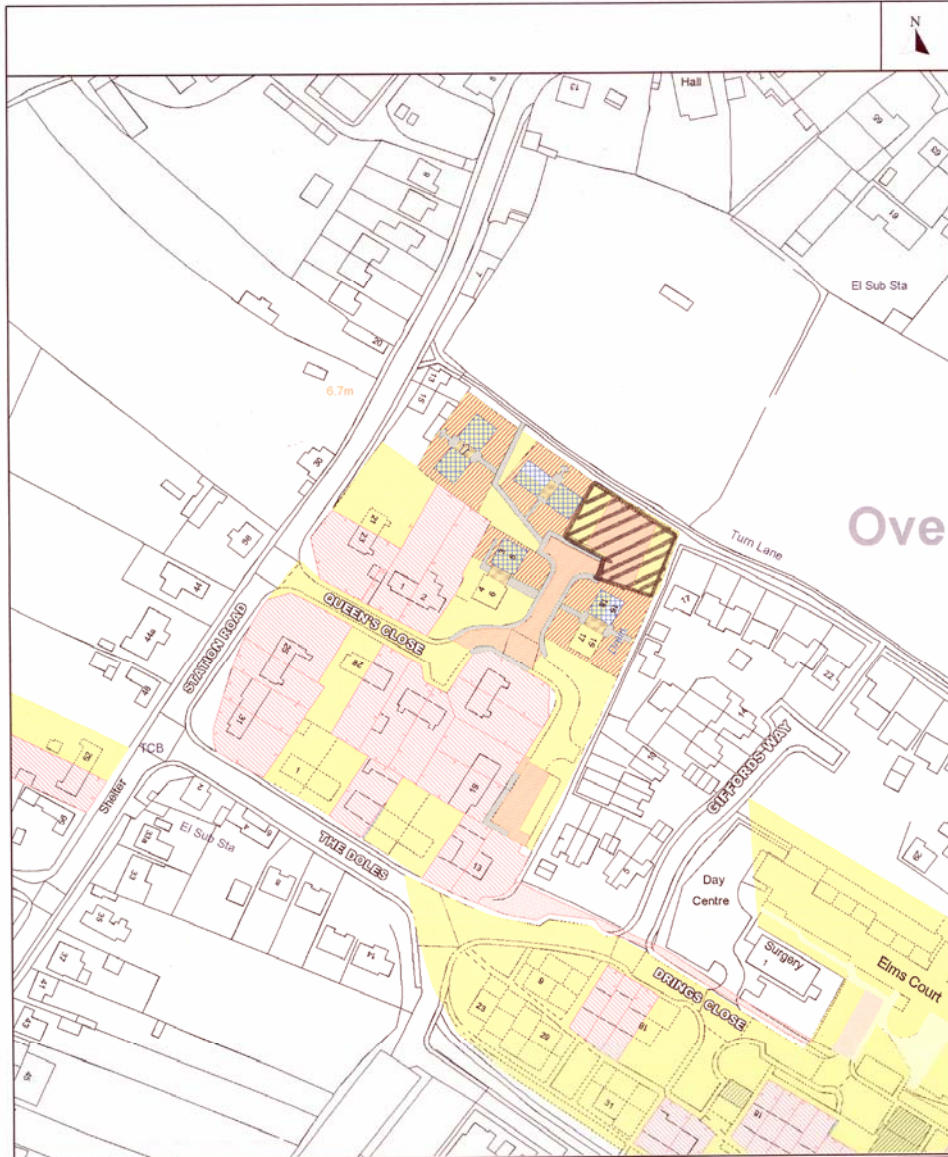
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QUEENS CLOSE



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EVANS WAY



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RIVEY CLOSE



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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR: Development Services Director

8 June 2006

**DISPOSAL OF LAND FOR AFFORDABLE HOUSING AT OAKINGTON ROAD,
COTTENHAM**

Purpose

1. To seek approval for the disposal of land in the Council's ownership at Oakington Road, Cottenham to Nene Housing Society in order to provide 6 affordable homes to meet identified local housing needs.

Effect on Corporate Objectives

2.	Quality, Accessible Services	By making best use of existing resources the Council can contribute to meeting the identified housing needs of the district.
	Village Life	
	Sustainability	The provision of additional affordable housing will help sustain existing village communities.
	Partnership	The Council is working in partnership with Registered Social Landlords to achieve its affordable housing targets.

Background

3. The site in question is at the rear of existing houses located on the junction of Oakington Road and Rampton Road in Cottenham. A site plan is attached as an **Appendix** to this report for identification and information purposes.
4. The potential of the site for affordable housing has been under investigation since 1999. The delays in bringing forward a formal proposal have been due to issues over access and objections from neighbouring residents to any, but particularly two storey, development.
5. However, the access issue has now been resolved and the objections from residents have now been taken into account as far as possible. For example the scheme has been revised to include a bungalow nearest to the boundary with existing bungalows in Ellis Close to minimise the impact on their homes. However, further objections are expected and these would need to be addressed as part of the planning process once an application has been submitted.
6. The current proposal will provide 4 two bedroom houses and 1 three bedroom house in addition to a two bedroom bungalow and this is considered the best match to meet the housing needs of Cottenham as demonstrated by the most recent parish housing needs survey and Housing Register information.

Considerations

7. A bid for the Housing Corporation's National Affordable Housing Programme (NAHP) 2006-08 has been successful based on a proposed tenure mix of 2 shared ownership units and 4 rented units. The bid was submitted on the basis that land would be made available for a nominal £1.

8. In order that the scheme can be progressed, subject to the necessary planning consents, the land will need to be transferred to Nene Housing Society. It is suggested that the disposal be at a discounted purchase price that will enable the scheme to proceed either based on the proposed tenure mix or a variation thereof..
9. However, it should be noted that that any land costs between £1 and £100,000 will result in a higher proportion of shared ownership units than currently proposed in order to provide the necessary finance for the overall scheme and cross-subsidy for any rented units that could still be achieved. Should land acquisition costs exceed £100,000 then it is likely that any scheme will need to include some open market sales to ensure scheme viability in financial terms. This will reduce the overall % of affordable housing achieved accordingly.

Options

10. The available options are as follows:
 - a) retain the land in the Council's ownership
 - b) sell the land on open market
 - c) transfer the land to a Registered Social Landlord for affordable housing purposes at an appropriate valuation for this purpose
 - d) provide free land to an RSL to enable the provision of affordable housing on the basis of a 125 year lease
11. There is no advantage to the Council of retaining the land since there are limited capital resources to enable the Council to develop the site for Council housing and there are competing priorities for available capital finance eg to meet Decent Homes Standard. Further there are ongoing revenue costs related to grounds maintenance which could be avoided with the sale of the land.
12. The land is within the village framework and the valuation reflects that, in principle, it could be considered for residential development. Any development of the land for residential purposes would not be subject to an affordable housing contribution in accordance with the adopted Local Plan as there is a threshold of >10 dwellings in villages of 3,000 population or more. The major advantage, therefore, of the second option is financial since the Council would maximise the capital receipt from such a disposal albeit at the expense of 6 additional affordable housing units.
13. An RSL could acquire the land at a discounted valuation at or near to the site valuation for affordable housing purposes. The possible schemes that could be achieved at a discounted valuation are set out below:
14. The Regional Housing Strategy states that there will be an expectation on all local authorities to make available free land for affordable housing purposes and the Housing Corporation Value for Money assessment for the National Affordable Housing Programme (NAHP) includes within its criteria the level of other public subsidy being made available.
15. The fourth option has the disadvantage of no capital receipt accruing to the Council, at least in the foreseeable future. However, the grant of a 125 year lease at nil premium would mean the Council retains the freehold interest in addition to enabling an affordable housing scheme to be delivered that maximises the number of rented units (which is the tenure identified that will best met our housing needs). A term within the lease would enable the RSL to purchase the freehold interest at any time at an open market valuation based on existing use ie for affordable housing purposes as determined by a mutually acceptable independent Valuer.

16. Given the available options and having assessed each in terms of their contribution to meeting corporate priorities and also value for money it is considered that the option of disposal to an RSL at a discounted valuation based on use of the site for affordable housing purposes only best meets both criteria. This option would result in a capital receipt of for the Council and provide 6 affordable housing units at an average cost of between £33,333 and £36,667 per unit.

Financial Implications

17. The maximum capital receipt that could accrue to the Council is the open market valuation which has been estimated as £300,000 by the Council's retained independent Valuer Messrs Pocock & Shaw. The valuation reflects its potential for market housing and also site specific factors as follows:
- (a) provision of a long access road and additional service runs to reach the site which are disproportionate in cost terms to the number of units to be developed
 - (b) additional maintenance costs should the road not be adopted
 - (c) re-siting of the electricity sub-station on land not owned by the Council and,
 - (d) the purchase a strip of land from the occupier of 1 Oakington Road to facilitate the access road
18. The valuation of the land for 100% affordable housing purposes has been determined at £80,000.
19. In the event of the disposal of the site to an RSL at a discounted price that would still enable a 100% affordable housing scheme then the Council will receive a capital receipt approximately £200k to £220k lower than if the land were sold on the open market.
20. However, the receipts from the sale of housing land is ring-fenced for housing purposes in order to avoid the capital receipts pooling requirements which would otherwise apply and so the impact of a lower capital receipt being attained is primarily on the housing capital programme.
21. The Council will incur legal costs in disposing of the site which are usually deducted from capital receipts accruing from such disposals. However, if a disposal at nil cost or at a discounted valuation should be agreed then it is suggested that the RSL purchaser meet these associated costs.

Legal Implications

22. The General Housing Consents 2005: Section 25 of the Local Government Act 1988 for the Disposal of Land to Registered Social Landlords 2005 enables local authorities to provide financial assistance or any gratuitous benefit to RSL's including disposing of land for development as housing accommodation. This general consent is subject to the following conditions:
- a) that any housing accommodation on the land when the disposal is completed is vacant and will be demolished after the disposal without being used again as housing accommodation and,
 - b) the disposal by the local authority is by transfer of the leasehold, assignment of a lease with an unexpired term of 99 years or more and
 - c) that the development of housing accommodation on the land will be normally completed not later than 3 years after the disposal and,

- d) that any housing accommodation to be provided will be let on a periodic tenancy or a shared ownership lease or on a lease for the elderly or hostel or will be occupied mainly or wholly by persons who, on account of mental illness or disability, are receiving supervision or guidance from a local social services authority and,
- e) the local authority is not entitled to manage or maintain any housing accommodation to be provided on the land and,
- f) any right reserved for the local authority to nominate tenants for housing accommodation on the land shall not, in respect of vacancies which arise after the initial letting of the accommodation, exceed 75% of vacancies (to exclude those arising by virtue of internal transfers).

23. Also it should be noted that the aggregate value of the financial assistance or gratuitous benefits provided by a local authority in any given year under this consent shall not exceed £10m.

24. If agreed the transfer of the land will not be effected until April 2006 and, in any event, it is not expected that the total value of gratuitous benefits consisting of disposals to RSL's in that financial year will be exceeded. However, should the land be sold at a discounted price of £132,000 or more and this results in the inclusion of open market sales then the Council would need to seek specific consent from the Secretary of State.

Staffing Implications

25. None.

Risk Management Implications

26. In the event that a transfer at or less than £100,000 cannot be approved then it is likely that a 100% affordable housing scheme could not be achieved.

Consultations

27. There have been a number of consultation events regarding the development proposals for this site held with neighbouring residents and the Parish Council and Local Members have been involved in this process since 1999. The most recent consultation with affected residents was carried out on 27 April 2005.

29. In addition the 3 Local Members have been consulted on the site disposal options although no responses have been received to date.

Conclusions/Summary

30. By making available land at a discounted price the proposed 6 unit affordable housing scheme can proceed.

31. Any additional land costs would increase the percentage of shared ownership units and above £100k is likely to require inclusion of open market sale units to provide the cross subsidy required to deliver the affordable housing element of the scheme. The scheme has grant allocation from the Housing Corporation. The preferred scheme is 4 rented units and 2 shared ownership units but this relies on both free land as well as the grant funding.

32.

Whilst the land is within the village framework its value is affected by site specific factors relating to access to the site and is reflected in the valuations provided by the Council's retained Valuer.

33. In the event that the land were offered for sale on the open market any purchaser would not need to provide any affordable housing on the site as the proposed scheme of 6 units is below the Local Plan threshold of >10 units in villages with a population of 3,000 or more.
34. Given the relatively high valuation of the land as a consequence of its location within the village framework and there being currently no planning policy affordable housing obligation for schemes of 10 or fewer dwellings in our larger villages a scheme comprising 3 rented and 3 shared ownership units is proposed through a discounted land value of £100,000.
35. By making available land on a discounted basis the Council will be able to directly contribute towards meeting its own affordable housing targets as set out in the Performance Plan and demonstrate its commitment, through targeting of resources, to delivering corporate priorities. The level of investment in the form of gratuitous benefit will total £200,000 equivalent to £33,333 per unit.
36. Any capital receipts that accrue to the Council from sale of housing land is ring-fenced for housing purposes in order to retain 100% of such receipts and avoid the capital receipts pooling requirements. However, capital receipts are, with the MRA, the primary source of funding for planned works/improvements to Council properties and providing discounted land may therefore have an impact on the HRA Business Plan.

Recommendations

37. Cabinet is recommended to
 - (a) approve the disposal for affordable housing purposes to Nene Housing Society land in the Council's ownership at Oakington Road, Cottenham for £100,000 to facilitate the provision of 6 new affordable homes to meet identified local needs.

The terms of the disposal be agreed as follows:

 - (i) that Nene Housing Society will meet any legal costs incurred by the Council,
 - (ii) that the Council will be entitled to receive nomination rights of 100% of initial lets and 75% of subsequent lettings of all the social rented units,
 - (iii) that the Council will receive 100% nomination rights in perpetuity to any shared ownership and/or other intermediate tenures provided and,
 - (iv) that the site will be used for affordable housing purposes only.
 - (b) that, if necessary, an application be made to the Secretary of State for consent to dispose of the site at less than best consideration to Nene Housing Society as our preferred partner Registered Social Landlord partner on the above terms.

Background Papers: the following background papers were used in the preparation of this report: None.

Contact Officer: Denise Lewis Head of Housing Strategy, Tel: (01954) 713351

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet

8 June 2006

AUTHOR: Chief Executive

CAMBRIDGESHIRE LOCAL AREA AGREEMENT (LAA)

Purpose

1. The Cambridgeshire Local Area Agreement is a three-year agreement struck between the Government, Cambridgeshire County Council and its partners. The LAA sets out agreed targets which a wide range of partners will work together to achieve in order to improve the quality of life in the county. Those targets reflect national and local priorities and have strong links to community strategies.
2. This Council and the South Cambs LSP have been involved in drawing up the final agreement. The agreement has been agreed and signed off by the Government. A copy of the document can be found on:-

www.cambridgeshire.gov.uk/council/partnerships/lsp/
3. The purpose of this report is to outline the scope of the LAA and its implications for this Council and to request the Cabinet to approve the LAA and the arrangements for the Council's future involvement in delivering and developing the LAA.

Effect on Corporate Objectives

- | | | |
|----|------------------------------|--|
| 4. | Quality, Accessible Services | The LAA has been drawn up from the five community strategies in the county. It strongly supports the Council's partnership objective and a number of other elements of the Council's Corporate Objectives. |
| | Village Life | |
| | Sustainability | |
| | Partnership | |

What is in the LAA?

5. The LAA includes **three year targets for a range of services**. The targets in the LAA are arranged under four blocks. These blocks and the targets which will have most implications for the Council are given in the **Appendix**. There is still considerable work to be undertaken to identify clearly how responsibility for achieving the targets will be divided between the partners.
6. Some of the targets are defined as "**LAA stretch targets**" where the partners will receive "reward money" from the government if the targets are achieved by the end of the 2006/07 year. These were previously known as LPSA (Local Public Service Agreement) targets. Potentially, up to £12m of reward money may be earned. It has been decided that the reward money will be divided between the five local strategic partnerships (LSPs) in the county. The stretch targets cover such issues as:-
 - Street Cleaning
 - Road Accidents
 - Bus Use
 - Minimising waste going to landfill

- Improving the independence and quality of life of older people
- Improving school attainment
- Reducing illegal drug use
- Reducing smoking and increasing smoke-free environments
- Reducing anti-social behaviour.

7. **Partnership arrangements for implementing the targets.** The LAA will be driven largely by:-

- **The LAA Board.** A county wide high-level board of 12 members to give overall direction to the LAA. The board includes one representative from each district who is also a member of the LSP Board. The LAA Board had its first meeting on 9th May, with Cllr Kindersley representing the South Cambs LSP.
- **A LAA Reference Group.** A primarily officer group which advises the Board and co-ordinates the development and implementation of the LAA.
- **The five district LSPs.** Guidance provided by the government envisages that local authorities and local strategic partnerships will have a key role in the development and implementation of LAAs. In Cambridgeshire the LAA was signed off by the chairs of LSPs. LSPs also have an important role in the achievement of the LAA Stretch targets and the investment of the reward grant.

8. **Performance management arrangements.** The implementation of the LAA will include quarterly reporting of progress on LAA targets to enable the LAA Board, Reference Group and partners to address areas where targets may not be met. There will also be six monthly meetings with the regional government office (Go-East) to assess progress and roll forward the agreement.

The future development of the LAA

9. It is planned that LAAs should be “refreshed” and rolled forward annually, with a more major review every three years. It was very challenging to prepare and agree the LAA in time for it to become operative by 1st April 2006. As a result the LAA focuses to a large extent on targets or outcomes drawn from existing plans or strategies or from the LPSA. There are a number of important areas which the LAA does not yet address, but which will be worked up and included in the first annual “refresh” of the agreement. These areas to be addressed, included as aspirations in the LAA, include:

- (a) Growth areas
- (b) Social Inclusion and Community Cohesion
- (c) Health
- (d) Affordable Housing
- (e) Transport and Access
- (f) Sustainable new communities; mitigating and adapting to Climate Change
- (g) Economic Development
- (h) The impact and opportunities of the 2012 Olympics

10. Over the next few months the LAA Reference Group and the LAA Board will be working up targets for these areas. It will be important for this Council and the South Cambs LSP to seek to influence the direction of these considerations.

11. Earlier in the year the Government issued a consultation paper: *Local Strategic Partnerships: Shaping their Future*. This paper makes it clear that the Government sees LSPs, LAAs and Community Strategies as an important element of the future framework within which local government will operate.

Implications for the Council

12. It is essential for the Council to be engaged with the LAA and it will probably be central to the realisation of the Council's aspirations in areas such as the growth areas and affordable housing.
13. Another important aspect of the LAA mechanism is that it allows local authorities a certain amount of freedom in the allocation of government funding in order to meet the priorities of the LAA. The current Cambridgeshire LAA does not recommend any diversion of funding streams. However, in future refreshes of the LAA it is likely that there will be consideration of diverting of funding streams (such as those for health or crime and disorder) to projects or areas of the county seen as priorities.
14. The Council has already begun to integrate the LAA within its systems:-
 - At an earlier meeting the Cabinet agreed to include the LAA as the portfolio responsibility of the Leader of the Council.
 - Services have included in their service plans for 2006/07 actions to achieve the LAA stretch targets. Those actions are reflected in the draft Performance Plan.
 - An LAA officer group has been formed to brief our representatives on the LAA Reference Group and LAA Board and more generally to improve understanding and links between the Council and the LAA.
15. Work will continue to identify how the Council can contribute to other (non-stretch) targets in the LAA and to reflect this in Council strategies and programmes.
16. As mentioned above, it is envisaged that the LSP will play an important part in developing and ensuring the delivery of the LAA. The South Cambs LSP Board is aware that at present it does not have the officer capacity to address this successfully and is currently considering how it can address this issue – for example by the use of the reward money from LAA stretch targets and by seeking capacity building resources from regional funds.
17. The future financial and staffing implications for the Council are currently unclear and will depend on the outcome paragraphs 15 and 16, and the future considerations of the LAA Board. It will be necessary for the Council and the South Cambs LSP to be realistic about any commitments taken on in the current resource position.

Risk Management Implications

18. The major risk to the Council is of not being sufficiently involved in the LAA process and influencing the decision making process.

Recommendations

19. Cabinet is recommended to:
- a) Sign up to the agreed LAA, subject to further clarification of the Council's contribution to LAA targets and resource availability,
 - b) Advise the South Cambs LSP Board to appoint the Leader of the Council as the South Cambs representative on the LAA Board, and
 - c) Request the Leader and the officers to continue to represent the interests of the Council and the LSP in the development of the LAA; to improve the awareness of the LAA within the Council; and to report progress back to the Cabinet as required.

Background Papers: no additional documents were used in the preparation of this report

Contact Officers: Simon McIntosh (01954 713350) and Paul Swift (01954 713017)

APPENDIX

**SUMMARY OF TOPICS AND TARGETS IN THE LAA WITH POTENTIAL IMPLICATIONS
FOR SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

The following is a summary of targets in the LAA, which have potential implications for the functions of the district council.

Block 1: Children and Young People

- (a) Incidence of obesity among children under 11
- (b) Young people reporting that they exercise hard at least three times a week

Block 2: Safer and Stronger Communities

- (a) Crime reduction targets
- (b) Reduction in premises found selling alcohol to under 18 year olds
- (c) Perception of crime targets
- (d) Number of people very satisfied with opportunities to participate in decision making processes which affect planning and other issues facing the area.
- (e) Number of parishes completing a parish plan
- (f) Number of parish councils achieving Quality Parish status.
- (g) Number of people who agree that their local community is a place where people from different backgrounds and communities can live together harmoniously.
- (h) Percentage of racial incidents recorded and acted upon
- (i) Percentage of adults participating in at least thirty minutes moderate intensity sport and/or active recreation on three or more days a week.
- (j) Percentage of residents satisfied with arts activities.
- (k) Number of bus journeys into, out of and within Cambridge
- (l) Percentage of household waste going to landfill
- (m) Street cleaning targets

Block 3: Healthy Communities and Older People

- (a) Number of people employed in workplaces with smoke free policies
- (b) Number of fully licensed premises that are smoke free.
- (c) Mortality from circulatory diseases
- (d) Number of older people participating in the community generally
- (e) Number of recorded dwelling burglaries of people aged 60+
- (f) Improving the quality of life of older people
- (g) Increasing the number of people aged 65+ helped to live at home.

Block 4: Economic Development and Enterprise

- (a) Proportion of the population who have good access to main centres and key services by public transport and cycling.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR: Development Services Director

8 June 2006

BAITS BITE LOCK CONSERVATION AREA DESIGN GUIDANCE

Purpose

1. Following the revision of the boundaries to the Baits Bite Lock Conservation Area agreed by the Conservation, Sustainability and Community Development Portfolio Holder (using her delegated powers), it is proposed to seek Cabinet approval for the adoption of the Design Guidance contained within the Baits Bite Lock Conservation Area Appraisal as Council Policy (incorporating the amendments agreed by the Conservation Advisory Group and outlined in the attached **appendix**).

Effect on Corporate Objectives

2. Quality, Accessible Services	The village specific Conservation Area Design Guidance will be used as a local design guide and therefore assist in achieving the Council's aim of improved design standards and the delivery of a high quality planning service. Conservation Area Appraisals are now a Best Value Performance Indicator for all district councils.
Village Life	The Conservation Area Design Guidance will have a significant impact on the enhancement of village life by ensuring that new development in the historic environment is both appropriate to its context and of demonstrable quality.
Sustainability	The Conservation Area Design Guidance will provide a valuable resource in ensuring the delivery of new sustainable development.
Partnership	The Conservation Area Design Guidance will be a useful resource for both the District Council and the relevant Parish Councils.

Background

3. As part of an on-going review of all Conservation Areas designated within South Cambridgeshire, the Baits Bite Lock Conservation Area was reviewed and its boundaries revised. As part of the review process a detailed appraisal was prepared for the Conservation Area, including Design Guidance. It is now proposed that this be formally adopted as Council Policy, so that due weight may be given to it in consideration of Planning Applications within, or affecting, the Conservation Area.

Considerations

4. The draft Appraisal and Management Proposals was issued for public consultation on 6th February 2006 and the consultation period concluded on 27th March 2006. A copy of the draft Appraisal was published on the Council's web site, and copies were circulated to the local District and County Council Members, the Parish Council (including the adjacent Parish Councils), The County Council Archaeology Dept, English Heritage, The Conservators of the River Cam and Go-East. Copies were

also circulated to relevant officers within the Development Services Dept. In addition, a leaflet was distributed to every household within the proposed Conservation Area.

5. 2 responses were received, though one made no objections and the other was concerned with matters of detail, and no objections were made to the Design Guidance contained within the Conservation Area Appraisal. These responses were considered by the Conservation Advisory Group at its meeting on 26th April 2006 and subsequently the revised boundary modifications were recommended to the Portfolio Holder.

Options

6. Cabinet are requested to either:
 - a) Approve the adoption of the Design Guidance contained within the Conservation Area Appraisal for Baits Bite Lock as Council Policy (subject to the incorporation of the changes agreed by the Conservation Advisory Group and outlined in the attached appendix);
 - Or
 - b) To require officers to bring a revised Design Guidance to a future meeting of Cabinet incorporating revisions to the policies

Financial Implications

7. None specific.

Legal Implications

8. The Design Guidance set out in the Baits Bite Lock Conservation Area Appraisal is to be adopted as Council Policy. Following adoption of the new LDF (due 2007) the Conservation Area Design Guidance will be reviewed and cross-referenced to the relevant policies contained within the LDF. A sustainability appraisal will be prepared and the Design Guidance (together with the sustainability appraisal) will then be issued for public consultation prior to adoption as a Supplementary Planning Document (SPD).

Staffing Implications

9. None specific.

Risk Management Implications

10. Adopting the Design Guidance as Council Policy (and eventually as SPD) will ensure Planning Inspectors give the Design Guidance due consideration when undertaking planning appeals for sites located within or affecting the Conservation Area.

Consultations

11. Residents of the proposed Conservation Area, local District and County Council Members, the Parish Council (including adjacent Parish Councils), The County Council Archaeology Dept, English Heritage, The Conservators of the River Cam and Go-East.

Conclusions/Summary

12. Adoption of the Design Guidance set out in the Baits Bite Lock Conservation Area Appraisal as Council Policy will help ensure the future wellbeing of the Conservation Area by ensuring sufficient weight is given to it when considering planning applications within, or affecting, the Conservation Area.

Recommendation

13. It is recommended that Cabinet approve the adoption of the Design Guidance set out in the Baits Bite Lock Conservation Area Appraisal as Council Policy, subject to incorporation of the changes outline in the attached appendix.

Background Papers: the following background papers were used in the preparation of this report: Conservation Area Appraisal for Baits Bite Lock (this may be viewed on the Council's website) and the report to the Conservation Advisory Group dated 26th April 2006.

Contact Officer: David Grech– Conservation Area and Design Officer
Telephone: (01954) 713177

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Summary of Consultations on Conservation Area Design Guidance (incorporating Character Appraisal and Management Proposals including Boundaries Revisions)

Consultee	Nature	Representation	Assessment	Recommendation Agreed by Conservation Advisory Group
1. The Conservators of the River Cam	Comment	<p>The revisions to the Conservation Area will not impact on the River Cam Conservators since they are primarily concerned with the western side of the river, ie the lock, lock buildings and towpath, which are already within the Conservation Area.</p>	Noted	No change
2. Cllr Mrs H Smith	Comment	<ol style="list-style-type: none"> 1. The photograph below paragraph 7.1 (<i>View out of the Conservation Area</i>) should be replaced with a more up-to-date photo without the piles of gravel, which were a temporary feature during works to the footpath. 2. The photograph of Wildfowl Cottage should be updated on conclusion of the works to this property. 	Noted	Replace photograph to para 7.1 and update the photo of Wildfowl Cottage at an appropriate time.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR: Development Services Director

8 June 2006

SWAVESEY CONSERVATION AREA DESIGN GUIDANCE

Purpose

1. Following the revision of the boundaries to the Swavesey Conservation Area agreed by the Conservation, Sustainability and Community Development Portfolio Holder (using her delegated powers), it is proposed to seek Cabinet approval for the adoption of the Design Guidance contained within the Swavesey Conservation Area Appraisal as Council Policy (incorporating the amendments agreed by the Conservation Advisory Group and outlined in the attached **appendix**).

Effect on Corporate Objectives

2. Quality, Accessible Services	The village specific Conservation Area Design Guidance will be used as a local design guide and therefore assist in achieving the Council's aim of improved design standards and the delivery of a high quality planning service. Conservation Area Appraisals are now a Best Value Performance Indicator for all district councils.
Village Life	The Conservation Area Design Guidance will have a significant impact on the enhancement of village life by ensuring that new development in the historic environment is both appropriate to its context and of demonstrable quality.
Sustainability	The Conservation Area Design Guidance will provide a valuable resource in ensuring the delivery of new sustainable development.
Partnership	The Conservation Area Design Guidance will be a useful resource for both the District Council and the relevant Parish Councils.

Background

3. As part of an on-going review of all Conservation Areas designated within South Cambridgeshire, the Swavesey Conservation Area was reviewed and its boundaries revised. As part of the review process a detailed appraisal was prepared for the Conservation Area, including Design Guidance. It is now proposed that this be formally adopted as Council Policy, so that due weight may be given to it in consideration of Planning Applications within, or affecting, the Conservation Area.

Considerations

4. The draft Appraisal and Management Proposals was issued for public consultation on 6th February 2006 and the consultation period concluded on 27th March 2006. A copy of the draft Appraisal was published on the Council's web site, and copies were circulated to the local District and County Council Members, the Parish Council, The County Council Archaeology Dept, English Heritage, CALC and Go-East. Copies were also circulated to relevant officers within the Development Services Dept. In

addition, a leaflet was distributed to every household within the proposed Conservation Area.

5. 3 responses were received, though two were concerned with matters of detail, and no objections were made to the Design Guidance contained within the Conservation Area Appraisal. These responses were considered by the Conservation Advisory Group at its meeting on 26th April 2006 and subsequently the revised boundary modifications were recommended to the Portfolio Holder.

Options

6. Cabinet are requested to either:
 - a) Approve the adoption of the Design Guidance contained within the Conservation Area Appraisal for Swavesey as Council Policy (subject to the incorporation of the changes agreed by the Conservation Advisory Group and outlined in the attached appendix);
 - Or
 - b) To require officers to bring a revised Design Guidance to a future meeting of Cabinet incorporating revisions to the policies

Financial Implications

7. None specific.

Legal Implications

8. The Design Guidance set out in the Swavesey Conservation Area Appraisal is to be adopted as Council Policy. Following adoption of the new LDF (due 2007) the Conservation Area Design Guidance will be reviewed and cross-referenced to the relevant policies contained within the LDF. A sustainability appraisal will be prepared and the Design Guidance (together with the sustainability appraisal) will then be issued for public consultation prior to adoption as a Supplementary Planning Document (SPD).

Staffing Implications

9. None specific.

Risk Management Implications

10. Adopting the Design Guidance as Council Policy (and eventually as SPD) will ensure Planning Inspectors give the Design Guidance due consideration when undertaking planning appeals for sites located within or affecting the Conservation Area.

Consultations

11. Residents of the proposed Conservation Area, local District and County Council Members, the Parish Council, The County Council Archaeology Dept, English Heritage, CALC and Go-East.

Conclusions/Summary

12. Adoption of the Design Guidance set out in the Swavesey Conservation Area Appraisal as Council Policy will help ensure the future wellbeing of the Conservation Area by ensuring sufficient weight is given to it when considering planning applications within, or affecting, the Conservation Area.

Recommendation

13. It is recommended that Cabinet approve the adoption of the Design Guidance set out in the Swavesey Conservation Area Appraisal as Council Policy, subject to incorporation of the changes outline in the attached appendix.

Background Papers: the following background papers were used in the preparation of this report: Conservation Area Appraisal for Swavesey (this may be viewed on the Council's website) and the report to the Conservation Advisory Group dated 26th April 2006.

Contact Officer: David Grech– Conservation Area and Design Officer
Telephone: (01954) 713177

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Appendix

Summary of Consultations on Conservation Area Design Guidance (incorporating Character Appraisal and Management Proposals including Boundaries Revisions)

Consultee	Nature	Representation	Assessment	Recommendation Agreed by the Conservation Advisory Group
1. Mrs M Lofts 2 Black Horse Lane	Support and comment	<i>'Read with interest... thought the article and pictures were really well done, but comment – against 2 Black Horse Lane it mentions an old barn converted to a garage. This was originally the village Slaughterhouse until approximately the late 1950's...the site was developed in 1969 and the building extended eastwards towards the gate piers, which were retained.'</i>	Noted	Para 7.67 omit last sentence and replace with: <i>Adjacent to the street is a barn-like structure of gault brick under a roof of triple roll pan tiles. This is now a garage, but was once the village Slaughterhouse.</i>
2. David Whiter 35 Market Street	Comment	A significant tree is noted in the front garden at 35 Market St. This position indicated is approximately that of a sycamore, but this is not nearly as significant as two large cedar trees in the same garden.	Noted	Revise map to indicted cedar trees.
3. Caroline Wilson (by e-mail, no address given).	Comment/ Objection	<i>'I would like to formally object that you call Swavesey a Conservation Area yet hypocritically agree to a guided bus way 4 lanes (2 lanes busway, 1 access rd and 1 maintenance track) wide to run alongside this Conservation Area, by a Scheduled Monument, and through area of best Landscape and right the way</i>	One of the reasons for undertaking the Conservation Area Appraisal is so that the impact of the proposed Guided Bus on the Conservation Area can be more fully assessed. The Conservation Manager has already made representations on	No change

		<p><i>through what has now been funded to be a major RSPB reserve (or national importance for birds) and funded using greenspace funding which proves that this is valuable greenspace for S Cambs – lakes and water-meadows and river (all to be RSPB Reserve) criss-crossed with footpaths and already a major leisure facility for local residents and outside.</i></p> <p><i>The corruption between the Government, S Cambs and the County Council is disgusting. And yet you spend our money on this leaflet and terrible waste of our money that is the PR machine of your regular glossy brochures.'</i></p>	<p>the impact of the Guided Bus on the Scheduled Monument site.</p>	
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR: Development Services Director

8 June 2006

TEVERSHAM CONSERVATION AREA DESIGN GUIDANCE

Purpose

1. Following the revision of the boundaries to the Teversham Conservation Area agreed by the Conservation, Sustainability and Community Development Portfolio Holder (using her delegated powers), it is proposed to seek Cabinet approval for the adoption of the Design Guidance contained within the Teversham Conservation Area Appraisal as Council Policy (incorporating the amendments agreed by the Conservation Advisory Group and outlined in the attached **appendix**).

Effect on Corporate Objectives

2. Quality, Accessible Services	The village specific Conservation Area Design Guidance will be used as a local design guide and therefore assist in achieving the Council's aim of improved design standards and the delivery of a high quality planning service. Conservation Area Appraisals are now a Best Value Performance Indicator for all district councils.
Village Life	The Conservation Area Design Guidance will have a significant impact on the enhancement of village life by ensuring that new development in the historic environment is both appropriate to its context and of demonstrable quality.
Sustainability	The Conservation Area Design Guidance will provide a valuable resource in ensuring the delivery of new sustainable development.
Partnership	The Conservation Area Design Guidance will be a useful resource for both the District Council and the relevant Parish Councils.

Background

3. As part of an on-going review of all Conservation Areas designated within South Cambridgeshire, the Teversham Conservation Area was reviewed and its boundaries revised. As part of the review process a detailed appraisal was prepared for the Conservation Area, including Design Guidance. It is now proposed that this be formally adopted as Council Policy, so that due weight may be given to it in consideration of Planning Applications within, or affecting, the Conservation Area.

Considerations

4. The draft Appraisal and Management Proposals was issued for public consultation on 6th February 2006 and the consultation period concluded on 27th March 2006. A copy of the draft Appraisal was published on the Council's web site, and copies were circulated to the local District and County Council Members, the Parish Council, The County Council Archaeology Dept, English Heritage, CALC and Go-East. Copies were also circulated to relevant officers within the Development Services Dept. In

addition, a leaflet was distributed to every household within the proposed Conservation Area.

5. 4 responses were received, two were concerned with objections to the boundary changes, one was concerned with matters of detail, and the fourth was from the Parish Council in support of the changes. No objections were made to the Design Guidance contained within the Conservation Area Appraisal. These responses were considered by the Conservation Advisory Group at its meeting on 26th April 2006 and subsequently the revised boundary modifications (including the changes agreed by the Conservation Advisory Group) were recommended to the Portfolio Holder.

Options

6. Cabinet are requested to either:
 - a) Approve the adoption of the Design Guidance contained within the Conservation Area Appraisal for Teversham as Council Policy (subject to the incorporation of the changes agreed by the Conservation Advisory Group and outlined in the attached appendix);
 - Or
 - b) To require officers to bring a revised Design Guidance to a future meeting of Cabinet incorporating revisions to the policies

Financial Implications

7. None specific.

Legal Implications

8. The Design Guidance set out in the Teversham Conservation Area Appraisal is to be adopted as Council Policy. Following adoption of the new LDF (due 2007) the Conservation Area Design Guidance will be reviewed and cross-referenced to the relevant policies contained within the LDF. A sustainability appraisal will be prepared and the Design Guidance (together with the sustainability appraisal) will then be issued for public consultation prior to adoption as a Supplementary Planning Document (SPD).

Staffing Implications

9. None specific.

Risk Management Implications

10. Adopting the Design Guidance as Council Policy (and eventually as SPD) will ensure Planning Inspectors give the Design Guidance due consideration when undertaking planning appeals for sites located within or affecting the Conservation Area.

Consultations

11. Residents of the proposed Conservation Area, local District and County Council Members, the Parish Council, The County Council Archaeology Dept, English Heritage, CALC and Go-East.

Conclusions/Summary

12. Adoption of the Design Guidance set out in the Teversham Conservation Area Appraisal as Council Policy will help ensure the future wellbeing of the Conservation Area by ensuring sufficient weight is given to it when considering planning applications within, or affecting, the Conservation Area.

Recommendations

13. It is recommended that Cabinet approve the adoption of the Design Guidance set out in the Teversham Conservation Area Appraisal as Council Policy, subject to incorporation of the changes outline in the attached appendix.

Background Papers: the following background papers were used in the preparation of this report: Conservation Area Appraisal for Teversham (this may be viewed on the Council's website) and the report to the Conservation Advisory Group dated 26th April 2006.

Contact Officer: David Grech– Conservation Area and Design Officer
Telephone: (01954) 713177

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Appendix

Summary of Consultations on Conservation Area Design Guidance (incorporating Character Appraisal and Management Proposals including Boundaries Revisions)

Consultee	Nature	Representation	Assessment	Recommendation Agreed by The Conservation Advisory Group
1. Teversham Parish Council	Support and Comment	<ol style="list-style-type: none"> 1. The Parish Council support the proposal to include Allens Farmhouse and Always Barn into a revised Conservation Area. 2. The Parish Council support the proposal to include No 6 and No 8 High Street into a revised Conservation Area (though a minority of members thought No 8 to be of no architectural significance and it should not be included). 3. The Parish Council agreed that there was no longer a need to retain Lady Jermy Way within the Conservation Area. However, the Parish Council wish to retain those houses fronting Church Road within the Conservation Area as that is the main entrance into the village and as the north side of this road is within the Conservation Area these houses impact on it. 	<ol style="list-style-type: none"> 1. Noted 2. Noted 3. There is some logic to the suggested retention of the dwellings fronting Church Road within the Conservation Area, though even if they were removed, PPG 15 and the policies in the Local Plan would still allow consideration of the impact on the adjacent Conservation Area to be considered as part of consideration of any planning application in this area. If these properties are to be retained within the Conservation Area, I would recommend that only the front gardens and the dwellings are included, leaving the erection of sheds etc in 	Adjust boundary for the revised Conservation Area to retain the front gardens and dwellings (but not rear gardens) of 23, 25, 27, 29, 31, 33 Church Road and 1 Lady Jermy Way within the Conservation Area.

2. Dr H Harris 8 High Street	Objection to inclusion of No 8 High Street in revised Conservation Area	<p>1. The house is not excessively old (just over 100 years), it is not typical of the street scene and the frontage has already been modernized.</p> <p>2. The pan-tiled garage suffers from flooding and the foundations are being affected. It may be necessary to undertake structural operations that may affect the frontage.</p>	the rear gardens free of Conservation Area restrictions.	No change
3. K A Hardy 1 Thulborn Close	Comment	<p>1. There is a negative vista from Thulborn Close to the Teversham Garage.</p> <p>2. Request that the Council issues a development brief for the garage and shop site to encourage appropriate redevelopment.</p> <p>3. The poor floorscape to the public house car park could be addressed by landscaping of the</p>	<p>1. While a house of this age may not be considered for listing, it is of local interest and is a similar age to other Victorian buildings already in the Conservation Area. The loss of original windows etc on the front elevation are to be regretted, but these might be reinstated at some stage in the future.</p> <p>2. Including the house and adjacent garage in a revised conservation area will not prevent repairs and appropriate re-building form being undertaken (subject to obtaining the necessary permissions).</p> <p>1. The garage has been identified as a negative building and therefore all views of it will be negative.</p> <p>2. This garage and shop area outside of the Conservation Area and the drafting of a development brief for this</p>	No change

		boundary.	<p>site is beyond the scope of this document.</p> <p>3. There are a number of ways in which the public house carpark might be improved, and these include landscaping and boundary treatment.</p>	
<p>4. Jonathan Barker Alwys Barn, 10 Church St</p>	<p>Objection</p>	<p><i>I refer to the proposal to include my house in an expanded Teversham Conservation Area. I object to this as I do not believe that the area is of sufficient quality to meet the criteria for a Conservation Area.</i></p> <p><i>There are two unattractive industrial complexes within the area and a garage adjacent to it. The only attractive building within the area is the Church. However a Church on its own does not in my opinion justify an area being designated as a conservation area, as on this basis, nearly every village within South Cambs would have a conservation area.</i></p> <p><i>I do agree that the Lady Jermy Way housing estate does not justify conservation area status, although it is an attractive modern housing estate. However, its removal does compromise the continuation of the Teversham Conservation Area.....I would therefore request an overall review of the Teversham Conservation Area as well as</i></p>	<p>Mr Barker would appear to be suggesting that aside from the church there are no buildings of sufficient interest to merit a Conservation Area in Teversham, but this is contrary to the conclusions reached in the appraisal.</p> <p>The recommendation to include 10 Church Road has come from an overall review of the Teversham Conservation Area and this review reach the conclusion that 10 Church Road is a building of local interest that merits inclusion in the Conservation Area.</p> <p>The removal of Lady Jermy Way from the Conservation does not compromise the continuation of the Teversham Conservation Areas.</p>	<p>No change</p>

			<i>the recommendation to include both 8 and 10 Church Road within this area.'</i>		
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR: Finance and Resources Director

8 June 2006

APPOINTMENTS TO ADVISORY GROUPS

Purpose

1. To consider the appointment of advisory groups for 2006/07 and agree membership in accordance with nominations from the groups.

Effect on Corporate Objectives

2. Quality, Accessible Services	Advisory groups can help to ensure the provision of quality accessible services
Village Life	
Sustainability	
Partnership	

Background

3. The Constitution provides that the executive may establish advisory groups to inform its decisions and assist it in the discharge of its functions, whether by Cabinet as a whole or by a portfolio holder. Advisory groups should not normally exceed 9 elected members and the relevant portfolio holder is additional to that number. See pages G-4 and G-5 of the Constitution for details.
4. A number of advisory groups have been established over recent years, some on-going, some time limited. Members have, to date, been appointed solely on the basis of interest and experience. Advisory groups must now be politically balanced and political groups will be asked to make nominations.
5. Cabinet on 25 May re-appointed the Community, Arts and Sports Advisory Group and the Northstowe Trust Development Group, both expected to be time limited.

Considerations

6. Cabinet is invited to consider the advisory groups to be appointed/re-appointed for the coming year, the sizes of the groups and membership. In confirming membership, Cabinet may wish to indicate whether it is appropriate for portfolio holders to sit as ordinary members of advisory groups (i.e. other than the portfolio holder to whom the group is making recommendations).
7. The current groups are:

Conservation Advisory Group – 17 members

Meets on a 6 weekly cycle

Housing for Older People Advisory Group – 9 members

Last met formally in September 2005 but a presentation was made to the Group, open to all members, in April this year.

ICT Advisory Group – 8 members

Last met formally in September 2005

Land Drainage Advisory Group – 9 members

Meets as and when needed

Member Training Advisory Group – 6 members

Last met in September 2005

Milton Country Park Advisory Group – 7 members

Normally meets about 3 times a year

Northstowe Member Steering Group – 25 members

Last met in September 2004. Appointed as the enlarged group in 2005 but has not yet been required to meet.

Planning Policy Advisory Group – 10 members plus the Chairman and Vice-Chairman of Development and Conservation Control Committee

Last met formally in July 2005. Is sometimes used as the basis for invitations to presentations on planning issues.

Waste Management Advisory Group – 14 members

Meets as and when needed. Last met in July 2005.

Climate Change Group

Currently this is an informal group of interested members, serviced only by the Strategic Development Officer.

Options

8. Cabinet may decide that some of these groups are no longer required and/or that new groups are needed.

Financial Implications

9. None significant

Legal Implications

10. Advisory groups have no decision making powers. They may only make recommendations to the executive.
11. A portfolio holder sitting as an ordinary member of an advisory group may be required to declare an interest and take no part in discussions if its recommendations are submitted to Cabinet, a restriction similar to that for members of the Scrutiny and Overview Committee.

Staffing Implications

12. Advisory groups need to be serviced.

Risk Management Implications

13. Decisions made with the support of a spread of non-executive members are less likely to be challenged.

Conclusions/Summary

14. Cabinet should determine what advisory groups are appropriate, what their sizes should be and appoint members as nominated by the political groups.

Background Papers: None unpublished

Contact Officer: Susan May – Democratic Services Manager
Telephone: (01954) 713016

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR/S: Finance and Resources Director

8 June 2006

APPOINTMENTS TO JOINT AND OUTSIDE BODIES

Purpose

1. To consider appointments to joint bodies and outside bodies which are the responsibility of the executive for 2006/07.

Effect on Corporate Objectives

2.	Quality, Accessible Services	
	Village Life	
	Sustainability	
	Partnership	Membership of these groups enhances partnership working

Background

3. Cabinet on 25 May 2006 agreed the appointments of the Leader and the Community Development Portfolio Holder to the South Cambridgeshire Local Strategic Partnership Board.

Considerations

Joint Bodies to which More than Three Members are Appointed

4. Political proportionality applies to joint bodies to which the Council appoints at least three members:
 - *Cambridgeshire Councils' Association (3 members)*
 In 2005/06 the appointees were:
 - Leader
 - Community Development Portfolio Holder
 - Housing Portfolio Holder

Political proportionality requires 1 Conservative member, 1 Independent member and 1 Liberal Democrat member.
 - *County Council / Cambridge City / South Cambridgeshire Joint Strategic Forum (4 members plus substitute)*
 In 2005/06 the appointees were:
 - Leader
 - Information & Customer Services Portfolio Holder
 - Planning & Economic Development Portfolio Holder
 - Chairman or Vice-Chairman of Development and Conservation Control Committee
 - Deputy Leader as substitute

Political proportionality requires 2 Conservative members, 1 Independent member and 1 Liberal Democrat member.

- *South Cambridgeshire Environment & Transport Area Joint Committee (5 members plus substitute)*

In 2005/06 the appointees were:

- Leader
- Deputy Leader
- Environmental Health Portfolio Holder
- Information & Customer Services Portfolio Holder
- Planning & Economic Development Portfolio Holder
- Community Development Portfolio Holder as substitute

Political proportionality requires 2 Conservative members, 1 Independent member and 2 Liberal Democrat members.

Home Improvement Agency Advisory Group

5. In previous years the Environmental Health Portfolio Holder has been appointed Chairman of this internal body, and Cabinet is asked to confirm this appointment.

Windmill Estate Project Steering Group

6. The Terms of Reference agreed by Cabinet on 8 December 2005 confirmed that the formally constituted Steering Group comprise:
 - Housing Portfolio Holder
 - Leader of Council
 - SCDC Fulbourn Members (x 2)
 - Fulbourn Parish Council representative
 - Local County Councillor
 - Tenant representative
 - Owner-Occupier representative
7. The Local Government and Housing Act 1989 (SS 15 & 16) as amended by the Local Government (Committees and Political Groups) (Amendment) Regulations 1998 (S.I. 1998 No. 1918), reg. 4, allows an exemption from political proportionality where:
 - (a) the body was established exclusively to advise the authority in respect of part of the area of the authority;
 - (b) all the voting members of the committee who are members of the District Council have been elected for electoral wards which are wholly or partly within that part; **and**
 - (c) the body includes members of the council of the county in which the district is situated.
8. As this body meets all the criteria, it is recommended that Cabinet re-appoint the Leader, Housing Portfolio Holder and two local Fulbourn members to the Windmill Estate Project Steering Group.

Outside Bodies

9. The following appointments were made by office in 2005/06, although Cabinet may make alternative arrangements for 2006/07:
 - Camb Sport: Community Development Portfolio Holder
 - Cambridge City Centre Consultative Forum: Planning and Economic Development Portfolio Holder

- Cambridge Marriage Guidance Council (Relate): at Council on 25 May 2006 it was decided that the Community Development Portfolio Holder be appointed and Cabinet should confirm this appointment;
- Cambridgeshire Councils' Association Waste Forum: Environmental Health Portfolio Holder
- Cambridgeshire Horizons: Leader of Council
- East of England Regional Assembly: Leader of Council
- East of England Tourist Board: Conservation, Sustainability and Community Planning Portfolio Holder
- Local Government Association General Assembly: Leader of Council
- Local Government Association Rural Commission: Conservation, Sustainability and Community Planning Portfolio Holder

Options

10. Council on 25 May 2006 decided that it was no longer necessary to send representatives to the Local Government Association Annual Conference. Cabinet may decide that some appointments to the LGA General Assembly and Rural Commission, or to other outside bodies, are no longer required.

Financial, Legal, Staffing and Risk Management Implications

11. None significant

Consultations

12. Democratic Services Officers at other authorities.

Recommendations

13. (a) To make appointments to the Cambridgeshire Councils' Association, the County Council / Cambridge City / South Cambridgeshire Joint Strategic Forum and the South Cambridgeshire Environment & Transport Area Joint Committee; and
(b) To confirm appointments by office to all other joint and outside bodies; **or**
(c) To make alternative appointments to all other joint and outside bodies.

Background Papers: the following background papers were used in the preparation of this report: None

Contact Officer: Susan May – Democratic Services Manager
Telephone: (01954) 713016

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet

8 June 2006

AUTHOR: Chief Executive

FUTURE MANAGEMENT OF MILTON COUNTRY PARK
Purpose

1. This report sets out the results of 'market testing' the future management of the park and proposes further investigation into the course of action to be followed.

Effect on Corporate Objectives

2. Quality, Accessible Services	The park provides easy access to a countryside environment, which is highly valued by visitors.
Village Life	The park plays an important part of village life in Milton while also serving residents from other areas.
Sustainability	Areas of woodland contribute to the sustainability of the area.
Partnership	Opportunities for partnership are explored in the report.

Background

3. Milton Country Park has been operating for 13 years, providing a country park service for residents of South Cambs, which also attracts many visitors from Cambridge. The facilities have been gradually improved during that time, although these have mainly been developments within the overall park design when it was established, rather than major changes.
4. The park is the only leisure facility provided by the Council, and it has enjoyed considerable support as a significant amenity for the whole area. At the celebrations of the first 10 years of the park in 2003, the 'flagship' nature of the park service for the Council was celebrated. However, this singularity has led to questions about the long-term viability of the park's service; neighbouring authorities have a range of venues to manage, with a team of staff able to provide support and cover across them.
5. As part of the Council's budget savings arising from capping, a set of budget reductions were put forward for the park, along with increased levels of income. Cabinet considered a report on 9 February 2006 concerning improvements at the park to achieve these net reductions. However, members did not agree to the proposals in this report, and it was withdrawn. Members clear wish was to explore the options for the park's future management, in order to reduce the cost borne by the Council.
6. With the advice of the Council's Procurement Office, an information pack about the park was prepared in order to 'test the market'. This information was sent out to organisations that had expressed an interest in considering the management of the park, or which officers believed had the appropriate skills and might be interested. The cover letter and the Contents page of the pack are shown in **appendix 1**. The organisations were:

- Cambridge City Council
- Cambridge Mencap
- Cambridge Preservation Society
- Huntingdonshire District Council
- Milton Parish Council
- The National Trust
- The Royal Society for the Protection of Birds
- The Varrier Jones Foundation
- The Beds, Cambs, Northants and Peterborough Wildlife Trust

The documents were sent out on 13 April, with an opportunity to visit the park on 25 April, and a return date of 12 May.

7. During this period the College of West Anglia, which has a site in Milton, contacted the Council and formally expressed an interest, setting out how the park might fit in with their local operation. They have subsequently been sent the information pack.

Considerations

8. Seven of the organisations have responded. Of these, four have declined the prospect of participation in the management of the park, generally due to other commitments. Two of the responses have expressed support for the continuation of the park's service: the RSPB mention their good working relationship with the Rangers, as they work with them operating a Wildlife Explorers Group in the park, and are keen to explore further development of the park's events programme.
9. The response from Cambridge Preservation Society, states: "...under no circumstances would we support any closure of the park as it is the only strategic public green space provision to the north-east of the City and its surrounding villages. Compared with the other three country park provisions (Wandlebury Country Park, Magog Down and Coton Countryside Reserve) it provides the only close by and larger scale wetland habitat, recreational area and thus is complimentary in many ways. We would support any endeavour to retain the well managed country park in the public domain particularly considering the significantly increasing population and current lack of accessible green space in this area."
10. Positive responses have been received from Cambridge Mencap and Milton Parish Council, as well as the letter mentioned above from the College of West Anglia. Both Mencap and the College are primarily interested in taking on the management of park themselves, under a medium to long-term agreement; Mencap propose to do this through setting up a Community Trust that would be "representative of all sectors and interests".
11. The Parish Council also proposes the creation of a charitable trust to run the park, but sees this as a partnership between this Council, themselves, users of the park and possibly other agencies. They see this model allowing us to set the broad aims of the park, with the trust deciding how to manage the park within them. Under this proposal the users and the villagers of Milton would have greater 'ownership' of the park, and it would generate more direct involvement, for example through volunteering.
12. The three positive responses are included in **appendix 2**. This is a confidential appendix, on the grounds of commercial sensitivity.

Options

13. There appear to be three main options available:
 - a) To put out the management service to tender, advertising the contract in order to comply with the Council's standing orders.
 - b) To work with other interested parties to set up a partnership, probably through a trust, to take on the management.
 - c) The Council continues to manage the park, increasing the income levels, probably through introducing parking charges and a more commercial catering operation, either through a franchise or run in-house.
14. The tending of a service is the established way in which to obtain 'best value' for a defined set of services. However, the responses from the 'market testing' have reinforced officers' views that we are not in a situation where it is possible to define the appropriate form of service for the future. The responders refer to the need to develop the service in various ways, and would require freedoms to be able to do this. Each responder will have its own vision of what would be viable. So we are not in a situation where we could compare 'like for like' services. We also do not have any detailed specification for the service, and additional resources and a period of time would be required if we had to prepare one.
15. The partnership option is favoured in at least one response, and the idea of setting up some form of community trust in two responses. There appears to be considerable scope in such a proposal, and it has the merit of enhancing community engagement, and enjoys the support of the local Parish Council. However, it is not a straightforward proposal, and would require further investigation as outlined below.
16. Continuing to manage the park within the council was the preferred option according to the public meeting held at the park in January this year, and this would most clearly demonstrate the Council's continuing commitment to the park as a 'flagship' service. This option leaves all the financial risk with the council, unless some of it was to be shared with commercial franchisees who took on the catering. It may also be possible to boost income through more commercial events arranged by the Council at the park.

Financial Implications

17. There are no immediate financial implications from this report, although if additional expertise or significant officer time is required, there could be some additional costs. It is not clear if these could be contained within current budgets.
18. As the detailed proposals for income generation put forward in the cabinet report in February were not agreed, the income budgeted for in 2006/07 is not being generated. As a result the current budget for the year may be exceeded.

Legal Implications

19. The Council's legal position with regard to the park is not straightforward. Much of the park is owned freehold, but there are three notable exceptions:
 - a) The section of the park to the south of the 13th public drain, including the car park, visitors centre and play area, is held on a long lease, restricting its use to that of a country park

- b) The central section of the park, between the main lakes and including Hall's Pool, is owned by the County Council and licensed to this Council, subject to termination on either side at six months notice.
- c) The area at the north-western corner, managed as part of the park, is owned by Milton Parish Council and managed by agreement with them.

This ownership position affects the Council's options with regard to the future of the park.

- 20. The proposals put forward by Milton Parish Council and Cambridge Mencap, to establish some form of Trust to take on the management of the park, have merit in changing the status of the park. There are currently a number of new options for land ownership that would facilitate a trust. Many local authorities are transferring such services to leisure trusts or companies, as they provide a number of financial freedoms denied to local authorities.
- 21. Advice on the legal situation with regard to possible procurement of management services, and of option for some form of partnership arrangement, have been provided by the council's Legal service and the Procurement Officer. Further work will be required to examine options in more detail, and it may require some specialist legal advice.

Staffing Implications

- 22. If the park were to taken into other management, the Transfer of Protection in Employment (TUPE) regulations would apply, with the current staff transferring to any new management body on their existing terms and conditions. These include both remuneration and housing, as two members of staff have service tenancies tied to their jobs. Currently the third permanent post is being covered through temporary staffing, as permanent recruitment has not proved successful.
- 23. Preparation of more detailed options may require additional staffing resources, depending on the level of work required.

Risk Management Implications

- 24. The current risks to visitors from the trees, lakes, bridges etc at the park are managed through the continuing work of the Rangers, though pollarding/coppicing and maintenance of structures and warning signs. The future management will need to maintain the park in a manner to keep these risks to a low and acceptable level.

Consultations

- 25. The consultations with interested organisations are set out in the body of the report. The Milton Country Park Advisory Group, which includes representation from the Friends of the park and the Parish council, was consulted through a meeting on 15 May. Their conclusion was that a partnership arrangement, possibly including setting up a community trust, appeared to be the most suitable option.

Conclusions/Summary

- 26. The market testing has shown that there is some interest amongst local agencies in the management of the park, although this is limited. Some agencies are not able to consider it due to existing commitments to expand other countryside provision,

though they are interested in the continuation of Milton Country Park. This has been somewhat disappointing, but is understandable.

27. Those who are interested have different visions of the future. In the light of this, and our knowledge of the variety of ways in which the service could be developed, officers believe that tendering the service is unlikely to be the way forward. Further investigation is required into the practicality of the options including the possibility of setting up a trust, in order to arrive at a proposal to achieve the aims of reducing the Council's expenditure while ensuring the park remains available for the enjoyment of residents.

Recommendations

28. Cabinet is recommended to:
- (a) Note the responses received to the 'market testing' exercise, and
 - (b) Investigate the options further, with the aim of securing the future management of the park at a greatly reduced cost to the Council.

Background Papers: the following background papers were used in the preparation of this report:

- Cabinet report of 9 February 2006 entitled Improving Facilities at Milton Country Park.
- Contents of the Information Pack sent to interested organisations
- Leisure, Arts and Culture Trusts course outline for 6 July 2006 course by the Institute of Local Government Studies, University of Birmingham
- Correspondence with organisations listed in paragraph 6 of the report: NB some of this correspondence is commercially confidential
- Minutes of MCP Advisory Group dated 15 May 2006

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Our ref:

Community Services Department

Your Ref:

Contact: Simon McIntosh

14 April 2006

Direct Dial: 01954 713350

Direct email: simon.mcintosh@scambs.gov.uk

Dear

Management of Milton Country Park

South Cambs District Council is considering options for the future of management of Milton Country Park, and in particular the possibility of contracting it out, in order to reduce the council's expenditure on the park. We are seeking to explore the viability of this option.

We are writing to find out if you would be interested to consider undertaking the management, or would be interested in considering a partnership arrangement. We enclose a set of information to enable you to assess what it would entail.

The timescale for this stage of the process is:

- Documents sent out on 13 April
- Opportunity for guided tour of the park and talk with staff at 2pm on 25 April
- Return date confirming interest 12 May

Following receipt of expressions of interest, a report will be prepared for the Council's cabinet meeting in June to decide what course of action should be followed. If the Council confirms that it wishes to contract out management, it is anticipated that a formal tender process may be undertaken.

2/- Cont'd

2/-

The questions on which we would like your response are:

1. Are you interested in the opportunity to take on the management of the park, or enter into a partnership?
2. Are there conditions, such as the length of contract, or charges which you would want the freedom to introduce, which would need to be met for you to bid for this work? If so, what are they?
3. Do you have any comments on this process, which would help the Council decide on the appropriate course of action?

We look forward to hearing from you by 12 May.

Yours sincerely,

Simon McIntosh
Head of Community Services

INFORMATION PACK ON MILTON COUNTRY PARK

CONTENTS

Introduction

Management/Operational Information

- Milton Country Park general leaflet
- Habitat Assessment and Management Plan
- ILAM Consultant's Report
- Current opening times
- Example of newsletter
- Events at the park April/Oct 2006 leaflet
- Fishing leaflet (2005/06 season)
- Anti-social behaviour notice
- Friends of Milton Country Park leaflet

Financial Information

- Overview of income and expenditure
- Budget breakdown for last 10 years

Staffing Information

- Staff job description
- Transfer of Public Employees (TUPE) information
- Example of current staff rota
- Daily check sheet

Legal Information

- Ownership information and plan
- Park Byelaws

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR: Development Services Director

8 June 2006

NATIONAL AFFORDABLE HOUSING PROGRAMME 2006-2008

Purpose

1. To inform members of the outcomes of the Housing Corporation bidding round for the National Affordable Housing Programme (NAHP) next two years 2006-2008.
2. To advise on the possible implications for those schemes that have not received an allocation of funding through the NAHP 2006-2008.

Effect on Corporate Objectives

3.	Quality, Accessible Services	Increasing the supply of affordable will contribute to meeting the identified housing needs of the district. The provision of additional affordable housing will help sustain existing village communities.
	Village Life	
	Sustainability	
	Partnership	The Council is working in partnership with the Housing Corporation, Registered Social Landlords and developers to achieve its affordable housing targets.

Background

4. Following the demise of Local Authority Social Housing Grant (LASHG) from April 2003 the Housing Corporation is the primary source of public sector funding for new affordable housing.
5. In 2005 the Government announced that £200m would be made available for a National Partnerships in Affordable Housing (NPIH) programme. Whilst the programme was accessible by RSLs its primary purpose was to invite private developers to submit bids either independently or on partnership with an RSL.
6. In August 2005 the Housing Corporation invited bid submissions from their selected partner RSLs and developers for the NAHP 2006-2008.
7. The East of England Regional Housing Strategy (RHS) sets out the targets for new affordable housing over the period 2005-2010. The RHS suggests that resources should be allocated regionally by theme and sub-region as well as sub-regionally by theme. The Regional Investment Plan sets out the priorities for 2006-08 in terms of indicative allocations by theme and sub-region. The investment themes are defined in the RHS itself.
8. The estimated overall 'pot' available for the East of England was £450m but as a consequence of the Housing Corporations move to resource accounting the recently announced programme of £350m is the new investment being made available that should deliver between 10,000 and 10,500 new homes in the region.

9. The Cambridge Sub-region (CSR) indicative resource allocation was 15.8% of the regional pot and the CSR Investment Plan suggested a thematic distribution which was informed by details of pipeline schemes collected by the Housing Corporation from RSLs and Local Authorities as follows:

	%
Growth	45
Regeneration	2
Key Worker	10
Local	30
Rural (Market Towns)	0
Rural	11
Supported	2
BME	0

	100

Considerations

10. For South Cambridgeshire bids totalling £41m million to provide 1,028 new affordable homes across the District were submitted by the deadline of 21 October 2005. Within the CSR bids totalling over £120m were submitted that could deliver 3,733 units.
11. From these bids an allocation for South Cambridgeshire of £20.78 million that will enable the provision of 617 new homes was announced at the end of March this year. A list of the successful schemes is included in **Appendix 1** to this report.
12. The table below shows total allocations made for the Cambridge Sub-Region (CSR) through both the NPIH and NAHP funding streams. South Cambridgeshire schemes have received the highest grant allocation. However, this is not unexpected given that South Cambridgeshire had the highest level of bids and that growth was the primary investment theme for the CSR.

Local Authority	NAHP	NPIAH	Total Allocation	% Total	Total Units
Cambridge City	£5,777,000		£5,777,000	10.6%	224
East Cambs	£4,273,000	£1,061,000	£5,334,000	9.8%	232
Fenland	£6,442,625		£6,442,625	11.9%	208
Forest Heath	£720,000	£2,496,217	£3,216,217	5.9%	114
Hunts	£7,118,925		£7,118,925	13.1%	255
South Cambs	£20,776,965	£156,000	£20,932,965	38.6%	623
St Edmundsbury	£4,826,500	£648,000	£5,474,500	10.1%	216
Totals	£49,935,015	£4,361,217	£54,296,232	100%	1872

13. In addition an allocation of £8.7m for Open Market Homebuy (OMHBY) has been awarded for the Cambridge, Bedfordshire and Peterborough Sub-Regions of which £6.2m will be ring-fenced for Key Workers. The level of allocation for OMHBY has been influenced by the lack of bids for Newbuild Homebuy and the Governments target spend for the Key Worker Living Programme in the East of England.

14. The Housing Corporation is scheduling meetings this month to facilitate individual local authority feedback on bids as well as a CSR forum to discuss wider issues and implications of the approved programme.

Issues for South Cambridgeshire

15. The Housing Corporation's move to resource accounting has implications for the schemes that have been allocated funding. This is because the RSLs will be expected to deliver schemes according to the milestone dates provided with their bid submissions. Should any slippage occur then the Housing Corporation are not bound to fund such schemes and there will need to be some renegotiation over the grant allocation. In a worst case scenario the Housing Corporation could decide to switch funding to another scheme and this may not be in the same local authority area or even sub-region. A list of reserve schemes is being maintained by the Housing Corporation to ensure that expected spend can be achieved.
16. In practice it is considered unlikely that the Housing Corporation would withdraw support for schemes simply because dates may have to be amended it will be more important than before to demonstrate that the scheme can be delivered within acceptable timeframes and that any slippages are managed to safeguard funding allocations. For example where a site is in the Council's ownership then disposal should be expedited to avoid delays to planned schemes.
17. Other issues that Officers will have to consider on a site-by-site basis are set out below.

Tenure Mix

18. On schemes where free land can be provided RSLs can deliver affordable shared ownership housing without grant in many cases provided the infrastructure costs are not excessive. Hence, where little or no public subsidy is available, a higher percentage of shared ownership housing increases the financial viability of a scheme.

Council Owned Sites

19. For sites owned by the Council land will need to continue to be made available at a discounted if not nil cost. Even schemes that have received a funding allocation from the Housing Corporation have assumed contributions from the Council by way of free land without which it is unlikely that they would have been supported

Outright Sales

20. In order to retain a reasonable level of social rented housing on any site, some funding is required either in the form of grant; cross subsidy from shared ownership and/or open market sale. For example the Airey redevelopment at Elsworth is deliverable despite no grant allocation because of the open market sale provisions on this and the other sites that form part of the Airey redevelopment programme.

Key Workers

21. The Housing Corporation had a spending target of 17.7% for the key worker investment theme in the East of England. However, available evidence suggests that both the right location and the right product are important factors in determining demand from Key Workers for affordable housing. The local authorities in the CSR have therefore resisted pressure to deliver key worker rather than other forms of affordable housing unless this is considered to be appropriate based on evidence of need. Further, information from the Zone Agent suggests that Open Market Homebuy is the preferred product for most Key Workers seeking low cost home ownership options.

22. Some of the most attractive sites for provision of Key Worker housing have yet to come forward eg Southern Fringe so it is expected that a higher proportion of new homes funded from 2008 will be for Key Workers provided this remains a primary investment theme. In any event it is anticipated that many Key Workers will be eligible to be considered for New Build Homebuy schemes.

Council Resources

23. Many other local authorities including some in the CSR are making resources available to help grant fund affordable housing, whether on sites which are not funded by the Housing Corporation, or in specific partnership funding packages working with the Housing Corporation, English Partnerships and other lenders. This Council will be able to provide some financial support for affordable housing schemes with monies received through commuted sums following the adoption of a specific policy in June last year. However, no monies have yet been received so a programme cannot yet be agreed.

24. *Section 106 Sites*

Housing Corporation investment policy now states that s106 sites will not normally receive funding unless there is some added value from such investment eg if only shared ownership units can be achieved without grant and/or below target % of affordable housing can be achieved because of high land value and/or high infrastructure costs and/or community benefits that need to be derived from the development then they will provide gap funding to match provision to need.

25. The most significant s 106 site coming forward over the next 2 years for South Cambridgeshire is Northstowe and there are ongoing negotiations with the developers on the affordable housing provision. These negotiations involve EP as well as the Housing Corporation which should assist in determining the level of public investment that may be made available for the new town and thereby inform the debate on the level of affordable housing that can be achieved against the Council's current target of 50%.

RSL Selection

26. The RSLs who received the allocations were those invited to bid in partnership either as one of their preferred development partners or specialist providers. The local developing RSLs were all able to submit bids for schemes they have been working on in the district either in their own right or through Group structures/partnerships that have been formed partly to ensure they can access grant funding through the Housing Corporation.

Future Funding

27. As funding for all but supported housing schemes has now been allocated for the next two years, unsuccessful and new schemes coming forward during this period will need to be funded without grant, or from Housing Corporation slippage, if available or by this Council once sufficient monies have been received through the new commuted sums policy to develop a programme.
28. Alternatively schemes will have to wait until the next bidding round which, assuming the process remains unchanged, would be in the Autumn of 2007. However, with the Comprehensive Spending Review in 2007 it is by no means certain that the current level of investment in affordable housing will be sustained. At the same time many of the major sites in the CSR, particularly the urban extensions like Southern Fringe and also Northstowe, together with Cambourne and the numerous pipeline schemes in

our existing villages, will all be competing for what (limited) resources may be made available.

Investigation of Alternative Options

29. These include PFI and also private sector providers of affordable housing although the former has issues in terms of capacity, up front investment and timescales and the latter may only be an option in specific circumstances eg larger sites of 100 units or more.
30. However, there are some recent examples of successful non-HRA housing PFI initiatives and learning from their experiences could help in determining whether this route is a viable option. Cost and capacity issues could be addressed through partnership working within the CSR and through support of Cambridgeshire Horizons should this approach be worth further consideration.

Supported Housing

31. In the East of England the Housing Corporation have held back a cash reserve of £5m to enable a 'mini-bid round' for supported housing schemes to be held this summer. This is to enable a more sophisticated approach to developing new supported housing with the proposed development of a Regional Supporting People Strategy to allow a joint commissioning framework between the Housing Corporation and Supporting People.
32. As yet there is no bidding guidance available or any published timetable for the 'mini-bid round'. However, given the relatively short period of time available to work up new bids it is likely that it will in the main those bids that have already been unsuccessful that will be under consideration although for South Cambridgeshire we are working with Cambridge Housing Society on a supported housing project for young single people which may be sufficiently well developed to be submitted as a new bid.
33. It should be noted that there are a number of supported housing bids that did not receive an allocation including:
 - 21 units at Arbury Park for people with learning and/or physical disabilities
 - 6 units for the Papworth Trust in existing villages for people with physical disabilities and,
 - 2 extra care sheltered housing schemes, including one proposed for Flaxfields, Linton which involves the demolition of existing sheltered housing units.
34. However, there are ongoing discussions with the RSLs concerned on alternative options in the event of there being no grant funding. For example a mixed tenure development could enable the Flaxfields extra care scheme to be delivered without grant.
35. For all those schemes which have not received an allocation of funding negotiations with the RSLs concerned are ongoing. A full list of these schemes are also included in **Appendix 2** to this report.

Financial Implications

36. There is an assumption that the Council will provide public subsidy through the provision of at least discounted if not free land. This will impact on the level of capital receipts although it should be noted that disposals of land/property for affordable

housing purposes would be ring-fenced for housing purposes in order to avoid the national capital receipts pooling requirements.

Legal Implications

37. There may be implications for the wording of future section 106 agreements, to ensure affordable housing can be delivered with or without grant, and that it still remains affordable in perpetuity or at least in the longer term.
38. Where schemes have received a funding allocation and the mix provides for shared ownership units it will only be possible to restrict stair-casing to 100% ownership for schemes included in the Housing Corporations rural housing programme. The Council's policy seeks to restrict stair-casing to 80% particularly on rural exception sites schemes.
39. Where schemes are not grant funded there may be instances where the RSL will request no restrictions on stair-casing to 100% ownership in order to satisfy their lenders.

Staffing Implications

40. As can be seen from the information provided in respect of the bids there are a considerable number of pipeline schemes for South Cambridgeshire. Given we have a 50% funding shortfall there are challenges to be met in order to find delivery mechanisms for those without a funding allocation as well as enabling successful schemes to achieve their key milestones.
41. In addition to those schemes for which bids were submitted there are other pipeline and tentative schemes that are being worked up with partners including RSLs and Parish Councils. The workload is therefore considerable yet there is reduced capacity in the Housing Strategic Services team to manage the programme as a result of the loss of 2 posts due to C Tax capping and also a long term vacancy in another key post.
42. This resourcing issue is being addressed for the major sites through partnership working with Cambridge City Council and developing RSLs who have agreed to fund an additional post to support the delivery of affordable housing on these sites, which include Northstowe. It is anticipated that an appointment will be made through Cambridge City Council for this second joint funded post in the coming weeks/months. However, there will remain a capacity issue for progressing schemes within existing villages unless/until an appointment to the Development Officer post can be made.

Risk Management Implications

43. Whilst the NAHP 2006-08 allocation of £20m is good news this represents only 50% of the level of investment needed to deliver the schemes submitted for consideration. Further there are other pipeline schemes under development and these will need to have funding options agreed to enable them to be brought forward with any degree of certainty or they will have to await news of a further NAHP and compete for what resources are made available.

Consultations

44. In considering which schemes should be supported the Housing Corporation invited comments from Local Authorities. The scope of this consultation exercise included the following areas:
- **Strategic relevance**
 How does the scheme fit in with Regional and sub regional priorities?
 How does the scheme meet the LA priorities?
 What supporting evidence does the council have that would lend weight to the scheme?
 - **Investment Theme**
 Is the investment code indicated correct?
 - **Details of any s106**
 What planning gain has been secured and what potential is dependant upon grant?
 Is there a cascade of planning gain benefits, and if so what are the trigger thresholds?
 - **Section 106 Additionality**
 Is the information provided by the bidder about what any proposed grant would deliver genuine and accurate?
 Is the additionality considered value for money?
 - **Planning**
 Has planning permission been granted if not what planning stage has the scheme progressed to.
 Has the scheme been considered by the relevant planning authority and have they given any decision or guidance?
 - **Other Public Subsidy**
 What other subsidies have/are being provided?
 What is the value provided by LA or other public bodies? For example subsidised land, free land, other public subsidy (OPS)?
 - **Site Considerations**
 Is any of the site designated as greenfield or not?
 Is it a regeneration area?
 What is the access to infra structure?
 - **Property type, Tenure mix and designated use**
 Does the size of properties within the scheme match the local need?
 Similarly does the tenure mix match need and is it sustainable?
 Does the client group that the scheme is designated for match the local housing demand?
 - **Infrastructure and Sustainability**
 Proximity to school, surgeries and shops?
 What public transportation is available?
 - **Other LA comments**
45. In addition to consultation with individual LAs the Housing Corporation sought CSR level information on priorities for investment. Working in partnership the LAs in the CSR were able to provide recommendations on how resources should be distributed across the CSR and which schemes should be prioritised.

Conclusions/Summary

46. Of the South Cambridgeshire bids totalling £41m million to provide 1,028 new affordable homes an allocation of £20.93m will enable the provision of 623 units across the District.
47. Within the CSR bids totalling over £120m were submitted that could deliver 3,733 units. The CSR allocation was £54m that will fund 1,872 affordable homes. In addition a further £8.7m has been made available over the next 2 years for Open Market Homebuy in the Bedfordshire, Cambridge and Peterborough Sub-region of which £6.2m will be targeted at Key Workers.
48. Whilst South Cambridgeshire schemes have received the highest grant allocation this is not unexpected given that South Cambridgeshire had the highest level of bids and that growth was the primary investment theme for the CSR. It should be noted that some of the other districts proportionately received a higher percentage allocation than South Cambridgeshire.
49. The Housing Corporation has scheduled meetings during May to facilitate individual local authority feedback on bids as well as a CSR forum to discuss wider issues and implications of the approved programme.
50. Whilst the outcome of the NAHP 2006-08 should be viewed as good news for South Cambridgeshire the £20.93m allocation represents only 50% of the level of investment needed to deliver the schemes submitted for consideration. Further there are other pipeline schemes under development and these will need to have funding options agreed to enable them to be brought forward with any degree of certainty or they will have to await news of a further NAHP and compete for what resources are made available.
51. With the Housing Corporation's move to resource accounting it will be more important than before to demonstrate that the scheme can be delivered within acceptable timeframes and that any slippages are managed to safeguard funding allocations. For example where a site is in the Council's ownership then disposal should be expedited to avoid delays to planned schemes.
52. There are a number of issues and implications arising either directly from the outcome of the NAHP 2006-2008 or in relation to delivery of our affordable housing targets generally that Officers will have to consider on a site-by-site basis as illustrated in the report under each of the following headings:
53. *Tenure Mix* - where little or no public subsidy is available, a higher percentage of shared ownership housing can increase the financial viability of a scheme.
54. *Council Owned Sites* - land will need to continue to be made available at a discounted if not nil cost.
55. *Outright Sales* - to retain a reasonable level of social rented housing on any site, some cross subsidy from shared ownership and/or open market sale may need to be considered.
56. *Key Workers* - evidence suggests that both the right location and the right product are important factors in determining demand from Key Workers for affordable housing

57. *Council Resources* – this Council will be able to provide some financial support for affordable housing schemes once monies are received through commuted sums.
58. *Section 106 Sites* - s106 sites will not normally receive grant funding unless there is some 'added value' from such investment.
59. *RSL Selection* - local developing RSLs were all able to submit bids for schemes they have been working on in the district either in their own right or through Group structures/partnerships.
60. *Future Funding* - unsuccessful and new schemes coming forward during the next 2 years will need to be funded without grant, from Housing Corporation programme slippage, by this Council once sufficient monies have been received through the new commuted sums policy to develop a programme and will have to await the next bidding round. However, funding levels beyond 2006-08 will be subject to the Comprehensive Spending Review 2007.
61. *Investigation of Alternative Options* – these include non HRA housing PFI and also privates sector providers of affordable housing.
62. *Supported Housing* – there will be a further 'mini-bid round' for supported housing schemes this summer. It should be noted that there are a number of supported housing bids that did not receive an allocation including units at Arbury Park and in existing villages for people with learning and/or physical disabilities with the Papworth Trust and,2 extra care sheltered housing schemes, including one proposed for Flaxfields, Linton..
63. For all those schemes which have not received an allocation of funding negotiations with the RSLs concerned are ongoing.

Recommendation

64. To note the content of the report and the potential implications and ongoing issues for delivery of increasing numbers of affordable housing in South Cambridgeshire to meet identified local housing needs and those of the wider CSR.

Background Papers: the following background papers were used in the preparation of this report: None.

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**SCHEME ALLOCATED FUNDING IN THE NAHP 2006-08 BID ROUND
(29TH March 2006)**

Scheme	RSL	Units	Tenure
Arbury Phase 1	BPHA	20	HomeBuy
Arbury Phase 1	BPHA	9	Rented
Arbury Phase 1	BPHA	12	Keyworker Homebuy
Arbury Phase 2	BPHA	6	HomeBuy
Arbury Phase 2	BPHA	4	Rented
Arbury Phase 3	BPHA	12	HomeBuy
Arbury Phase 3	BPHA	9	Rented
Arbury Phase 4	BPHA	2	HomeBuy
Arbury Phase 4	BPHA	20	Rented
Arbury Phase 5	BPHA	6	Rented
Arbury Phase 6	BPHA	6	HomeBuy
Arbury Phase 6	BPHA	12	Rented
Arbury Park	Places for People	63	Homebuy
Arbury Park	Places for People	78	Rented
Balsham - Hays Close	Flagship/CHS	9	HomeBuy
Balsham - Hays Close	Flagship/CHS	9	Rented
Barrington - Primes Close	Metropolitan Housing Trust/Granta	6	Homebuy
Barrington - Primes Close	Metropolitan Housing Trust/Granta	10	Rented
Bassingbourn - The Causeway	Flagship/CHS	2	HomeBuy
Bassingbourn - The Causeway	Flagship/CHS	2	Rented
Cambourne GC15 Site	Paddington Churches	15	HomeBuy
Cambourne - UC05-SO	Circle Anglia	44	Rented
Cambourne UC05-SO	Circle Anglia	19	HomeBuy
Cambourne UC06	Circle Anglia	13	HomeBuy
Great Chishill -Plum Tree Orchard	Raglan Housing Association Ltd.	11	Rented
Coton - Silverdale Close	Metropolitan Housing Trust/Granta	7	Homebuy
Coton - Silverdale Close	Metropolitan Housing Trust/Granta	8	Rented
Cottenham - Oakington Road	Accent Group/Nene	2	HomeBuy
Cottenham - Oakington Road	Accent Group/Nene	4	Rented
Duxford - Hunts Road	Accent Group/Nene	12	Rented
Fen Ditton - High Ditch Road	Metropolitan Housing/Granta	3	HomeBuy
Fen Ditton - High Ditch Road	Metropolitan Housing/Granta	3	Rented
Fulbourn Windmill Phase 1	Accent Group/Nene	10	HomeBuy
Fulbourn Windmill Phase 2	Accent Group/Nene	10	HomeBuy
Girton - Wellbrook Way	Accent Group/Nene	16	Rented
Hardwick - Main Street	Aldwyck/100 Houses	6	HomeBuy
Hardwick - Main Street	Aldwyck/100 Houses	14	Rented
Impington - Mill Road	Metropolitan Housing Trust/Granta	3	Rented
Linton - Chalklands	Aldwyck/100 Houses	9	HomeBuy
Melbourn - Moorlands (Rent)	Flagship/CHS	35	Rented
Meldreth - Elin Way	Raglan Housing Association Ltd.	4	HomeBuy
Meldreth - Elin Way	Raglan Housing Association Ltd.	6	Rented
Sawston - South Cambs	Circle Anglia	19	HomeBuy
Sawston - South Cambs	Circle Anglia	18	Rented
Great Shelford - Woollards Lane	BPHA	5	Keyworker Homebuy
Waterbeach - South Cambs	Jephson Homes Association Ltd.	9	HomeBuy
Waterbeach - South Cambs	Jephson Homes Association Ltd.	21	Rented
	(Including Keyworker)	623	
	(Excluding Keyworker)	606	

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SCHEMES NOT FUNDED (NAHP BID ROUND 2006-08)
(Dated 29th March 2006)

Scheme	RSL	Units	Tenure
Great Abington - Magna Close	BPHA	1	Rented
Great Abington - Magna Close	Hastoe Housing	5	HomeBuy
Arbury Parks - 8 Supported Housing Units	BPHA	8	Rented
Arbury Parks, Site B2, Cambridge	BPHA	3	Rented
Arbury Parks, Site C2, Cambridge	BPHA	2	Rented
Arbury Parks, Site F1, Cambridge	BPHA	4	Rented
Arbury Parks, Site H2, Cambridge	BPHA	2	Rented
Arbury Parks, Site J2, Cambridge	BPHA	2	Rented
Cambourne UC06	Circle Anglia	27	Rented
Carlton - Brinkley Road	Hastoe Housing	3	HomeBuy
Carlton - Brinkley Road	Hastoe Housing	2	Rented
Coton - South Cambs	Circle Anglia	12	HomeBuy
Coton - South Cambs	Circle Anglia	10	Rented
Elsworth (GN) South Cambs	Circle Anglia	5	HomeBuy
Elsworth (GN) South Cambs	Circle Anglia	4	Rented
Fulbourn Exception Site	Accent Group/Nene	4	HomeBuy
Fulbourn Exception Site	Accent Group/Nene	6	Rented
Girton - South Cambs	Circle Anglia	7	HomeBuy
Girton - South Cambs	Circle Anglia	5	Rented
Girton - Extra Care for the Elderly	ABB UK	36	Rented
Guilden Morden	Aldwyck/100 Houses	4	HomeBuy
Linton - HHA Flaxfields Extra Care	Sanctuary Housing/Hereward	32	Rented
Linton - Rivey Close	BPHA	1	Rented
Longstanton - Nether Grove	BPHA	1	Rented
Melbourn - Back Lane	Metropolitan Housing/Granta	5	HomeBuy
Melbourn - The Moor	Flagship Housing/CHS	4	HomeBuy
Melbourn - The Moor	Flagship Housing/CHS	16	Rented
Meldreth - Whitecroft Road	Jephson Homes	10	HomeBuy
Meldreth - Whitecroft Road	Jephson Homes	22	Rented
Over - High Street	Metropolitan Housing/Granta	8	HomeBuy
Over - Queens Close	BPHA	2	Rented
Sawston - Evans Way	BPHA	2	Rented
Sawston - Lynton Way	Acton Housing Association	30	HomeBuy
Gt Shelford - Granhams Road (South Cambs)	Circle Anglia	9	HomeBuy
Gt Shelford - Granhams Road (South Cambs)	Circle Anglia	23	Rented
Stapleford - Gog Magog Way	Metropolitan Housing/Granta	19	HomeBuy
Stapleford - Gog Magog Way	Metropolitan Housing/Granta	9	Rented
Waterbeach - Bannold Road	Circle Anglia	15	HomeBuy
Waterbeach - Bannold Road	Circle Anglia	15	Rented
Whaddon - Church Street	BPHA	2	HomeBuy
Whaddon - Church Street	BPHA	4	Rented
Willingham - Spong Drove	Flagship Housing/CHS	8	HomeBuy
Willingham - Spong Drove	Flagship Housing/CHS	11	Rented
TSHG - South Cambridgeshire	BPHA	5	TSH
		405	

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHOR/S: Strategic Officers Group on Traveller Issues

8 June 2006

GYPSY AND TRAVELLER DEVELOPMENT PLAN DOCUMENT

Purpose

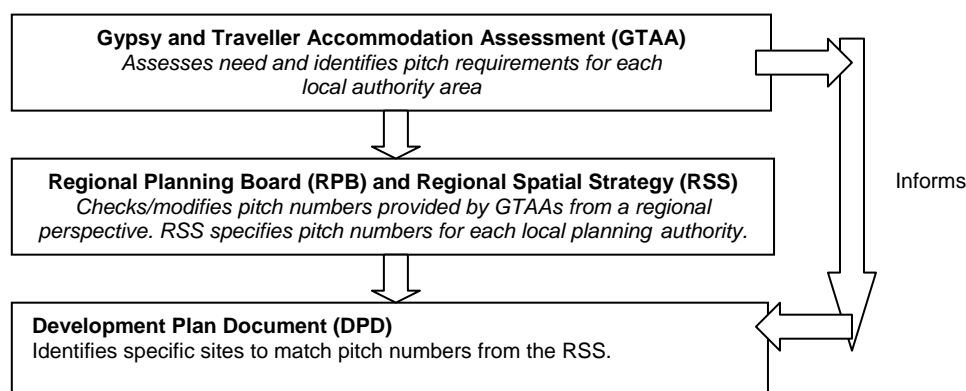
- To advise members of the details, progress and timetable for completion of the Gypsy and Traveller Development Plan Document (GTDPD).

Effect on Corporate Objectives

2.	Quality, Accessible Services	Traveller Issues have implications for all four corporate objectives, not least 'Quality Village Life'. The council's Policy on Traveller Issues features a commitment to "engage with Travellers and the local community in order to make available appropriate and authorised traveller sites - identifying suitable additional sites, where necessary, and accommodating the service needs of Travellers, wherever possible".
	Village Life	
	Sustainability	
	Partnership	

Background

- On 2 February 2006 the Office of the Deputy Prime Minister (ODPM) published the long awaited circular 01/2006 "Planning for Gypsy and Traveller Caravan Sites". This replaced circular 1/94, which the ODPM recognised "*failed to deliver adequate sites for Gypsies and Travellers in many areas of England over the last 10 years*".¹ The new circular aims to "*provide(s) updated guidance on the planning aspects of finding sites for Gypsies and Travellers and how local authorities and Gypsies and Travellers can work together to achieve that aim*".²
- Circular 01/2006 sets out the new planning process to be followed in order to make provision for Gypsies and Travellers. It is set out as follows:



¹ Page 4, paragraph 3 of circular 01/2006

² Page 4, paragraph 2 of circular 01/2006

5. This process is however not set in stone. Where authorities such as SCDC are already well advanced with the Local Development Framework (LDF) and have completed a Travellers' Needs Assessment. The Circular recommends "*local planning authorities should bring forward DPDs containing site allocations in advance of regional consideration of pitch numbers*".³

Gypsy and Traveller Development Plan Document (GTDPD)

6. Following the advice in the circular and with the Travellers' Needs Assessment almost finalised, SCDC began the process of producing a Gypsy and Traveller Development Plan Document (GTDPD). An advert was published in *Planning magazine* in early March inviting tenders for the project. The project brief was sent out to 14 interested parties, with three consultants submitting tenders.
7. All three tender documents were scrutinised and evaluated against criteria listed in the project brief, before officers took the decision to interview all three parties. This decision was mainly due to the varying costs submitted, which were:

Consultant A £15,500
Consultant B £53,000
Consultant C £167,888

Officers wanted to clarify the details of the tenders and confirm what was included in each submission for the fee proposed.

8. Following the interviews and a further evaluation process, officers wished to award the contract (Subject to contract standing orders procedures) to consultant B, who had the appropriate skills, knowledge of the planning system, experience in working with Gypsies and Travellers and who's fee was around the budget identified for the project.
9. Following portfolio holder approval, publication in the weekly bulletin (12 April), for call in purposes and reference checks, "cdn planning" were successfully appointed as the consultant to complete the council's GTDPD in late April and work commenced on 2 May 2006.

GTDPD Timetable

10. The timetable for all the LDF documents is set by the Local Development Scheme (LDS). One of the key soundness tests for the GTDPD when it is adopted; will be whether it was prepared in accordance with the LDS. In order to ensure this occurs, the timetable for the GTDPD (**appendix 1**) will need to be incorporated into the next review of the LDS.
11. There are three stages to preparing the GTDPD:
1. Issues and Options
 2. Pre-submission draft GTDPD
 3. Submission

The full timetable can be viewed at Appendix 1.

³ Page 11, paragraph 43 of circular 01/2006

Issues and Options

12. Preparatory work has already started with consultation sessions conducted with Gypsies and Travellers, key partners and over the next month with parish councils. The key messages from this work along with other background information will enable the consultants to draft an issues and options report. This will be passed to the member reference group (MRG) established at Council on 25 May before being passed to Council to agree in August 2006.
13. Once agreed it will then go out to formal consultation. In partnership with the consultants, officers are working on a range of ways to consult on the draft report, including a large workshop in September/October for everyone, a web based formal response database, public meetings and by letter.
14. The responses will all be entered in to the database and considered by the consultants when preparing the representation responses and DPD approach. These will then be reported to the MRG and Council in December 2006 and January 2007.

Pre-submission draft DPD

15. The consultants will start preparing the pre-submission draft GTDPD early in 2007. They will revise the issues and options report based on responses from the consultation and report this to the MRG and then Council in March 2007.
16. This will then again be subject to consultation from April to June 2007 and similar procedures will be in place to ensure there is as much involvement as possible from all sectors of the community.
17. By the end of June 2007 the consultants will assess all the responses and changes to consultation on the draft GTDPD and present these to the MRG and Council in September 2007.

Submission

18. If the Council accepts the revised draft GTDPD it will then be prepared for submission. Objection sites consultation will take place early in 2008 and the responses considered during February and March 2008. The public examination is likely to take place mid May 2008 and the inspector's decision will be reported in September 2008. The council will adopt the GTDPD four weeks after receipt of the inspector's decision and the full document and inspectors decision reported to Council at the next available meeting.

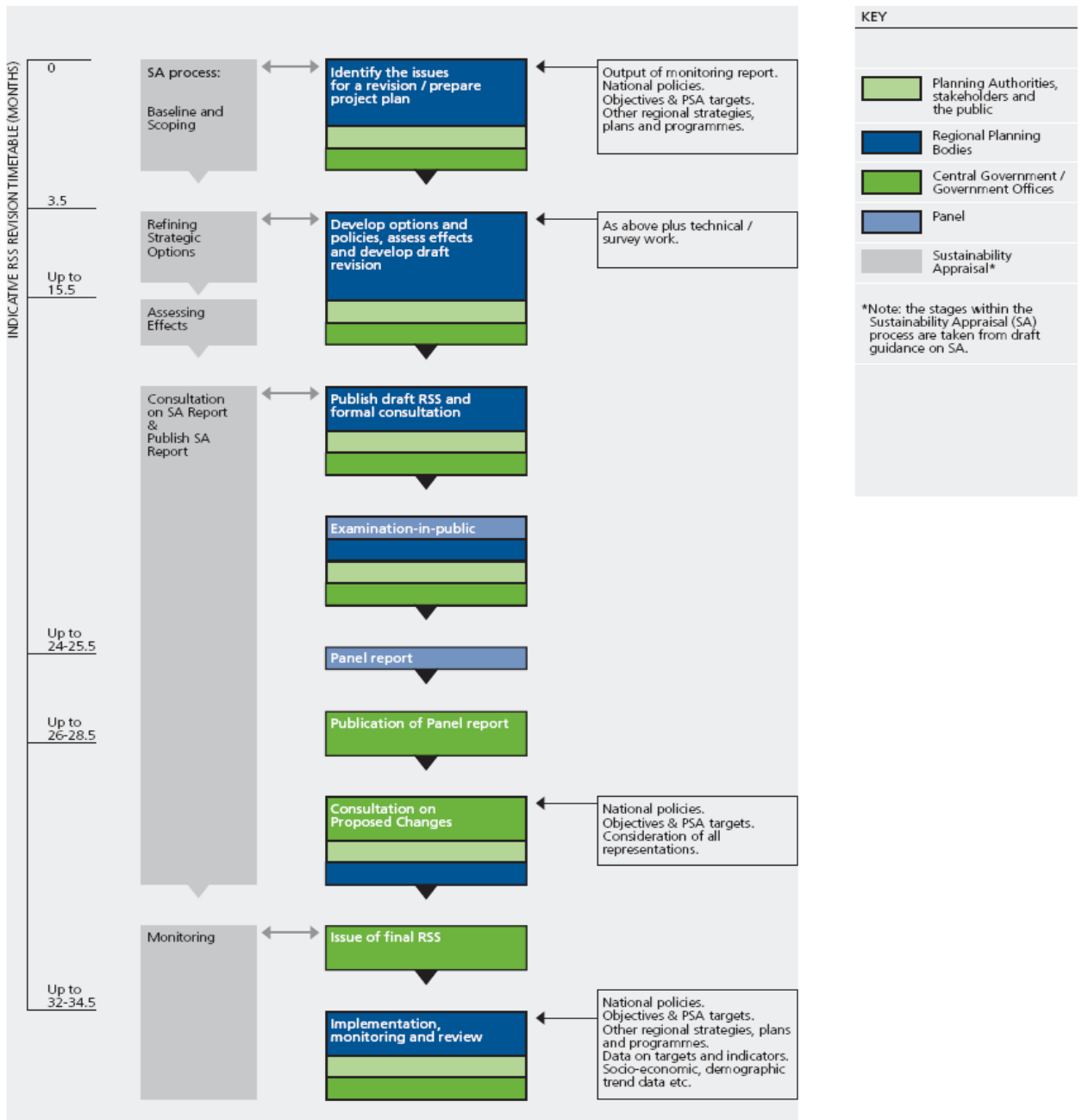
Regional Spatial Strategy

19. The Regional Planning Board have been tasked with preparing a single-issue review into the Regional Spatial Strategy in order to include the needs of Gypsies and Travellers. In order to do this a steering group has been established to help guide the review (Gypsy and Traveller Steering Group (GTSG)). The deputy development services director has been nominated to the GTSG as the district council representative for this region. There are 6 other local Government representatives on the group (Norfolk, Hertfordshire, Essex, Welwyn Hatfield, Ipswich, & Luton) and a range of other partners/stakeholders including Sheila Clarke, our local officer from the ODPM.

20. The remit of the Gypsy and Traveller Steering Group is to:
- a. advise the East of England Regional Assembly (EERA) on the development the Regional Spatial Strategy (RSS) revision. This includes testing the soundness and assumptions of local authority needs assessments, and identifying their implications;
 - b. commission, on behalf of and as requested by EERA, advice relating to the translation of the needs assessments into recommendations for an adequate level and spatial distribution of pitch provisions in meeting the needs of Gypsy and Traveller communities in the East of England. This should include advising on the soundness of a translation exercise, and its underlying assumptions and identifying its implications;
 - c. assist with future review, evaluation and monitoring of the RSS policy review and other principal regional strategies;
 - d. provide a mechanism for sharing technical expertise and information across the region, and for liaising with adjoining regions as appropriate;
 - e. provide a mechanism for joint lobbying on pitch provision issues at a national level;
 - f. contribute to national and pan-regional groups as appropriate.
21. At its inaugural meeting in May the Steering Group accepted that individual needs within the sub-region (on the basis of survey data at a District level), can be met outside the District where the need has been identified. This will be the case where there are constraints that limit site provision within the District concerned.
22. Officers will continue to advise the steering group, explaining that:
- a. Traveller families themselves are flexible about where they are located. The Needs Survey says: "No specific geographical location was preferred - more sites anywhere";
 - b. there are a large number of approved sites in South Cambridgeshire because the authority has responded positively to earlier legislative requirements and to planning applications. However, this provision has encouraged Travellers to visit the area (and relatives here) in contrast to local authorities that have not taken such a positive attitude. This places an increasing burden on finding suitable sites and becomes cumulatively more difficult. The RSS has the opportunity to redress the regional imbalance by requiring site allocation in areas that have not been constructive and positive in the past;
 - c. the burden of housing and other growth, coupled with Green Belt restrictions etc, puts available land at a premium whereas other areas in the region may well not face the same pressures;
 - d. Travellers are increasingly moving away from some traditional occupations (e.g. seasonal farm work) towards other work (e.g. trading). Having a more widespread network of site options than the current pattern - with its bias towards previous work patterns - will facilitate their options for developing new

patterns of work, trading and travelling.

23. The draft timetable for the RSS revision can be seen below. This is to be reviewed at the next steering group meeting (end of June) but will enable members to picture the scale of the review.



Financial Implications

24. The fee agreed to complete the GTDPD is £53,000 subject to changes with the proposed expenses.

Legal Implications

25. The council has a legal obligation under the Local Development Regulations to complete a Development Plan Document relating specifically to Gypsies and Travellers. This replaces policy HG23 within the current local plan.

Equal Opportunities Implications

26. In line with duties under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, the council operates a Race Equality Scheme (RES) in order to eliminate unlawful discrimination and to promote race equality and good race relations. The 2005 – 2008 Scheme identifies planning enforcement & appeals and corporate co-ordination of the council's approach to Traveller Issues amongst the most relevant services through which the council can fulfil its general statutory duty. The RES gives priority to actions relating to Travellers as the biggest ethnic minority in South Cambridgeshire (estimated to be around 1.7% of the district's population)

Staffing Implications

27. The council will be responsible for administering the plan-making process, which will need to be undertaken alongside the council's other DPD's.
28. The corporate projects officer has been identified as the council's main contact for the consultants and the project, with assistance available from the planning policy manager and deputy head of development services as required. The project is not scheduled to be complete until October 2008, and this will have implications on the management of the project as the corporate project officers post is due to expire in April 2007. This issue will need to be considered by members at another meeting.

Risk Management Implications

29. Traveller Issues are highlighted as one of the key corporate risks facing the organisation (currently rated 'very high likelihood' / 'critical impact') on the Council's Risk Register.

Consultations

30. The Strategic Officer Group has been party to all the discussions and preparations of this report.

Conclusions/Summary

31. The completion of this GTDPD will fulfil the requirements of the LDF and provide a criteria based policy for planning officers to follow when presented with planning applications for Gypsy/Traveller sites. It will also meet the expectations of circular 01/2006 and provide the Regional Planning Board with a good base on which to consider pitch requirements within the sub region.

Recommendations

32. It is recommended that Cabinet:
- a. note the details and stages of the GTDPD and the project plan;
 - b. note the details and stages of the RSS revision (single-issue review):
 - c. Approve the proposed timetable at appendix 1 and agree that it be included in the next review of the LDS.

Background Papers: the following background papers were used in the preparation of this report:

1. GTDPD Brief for consultants
2. Circular 01/2006 "Planning for Gypsy and Traveller Caravan Sites"
3. GTDPD Tender for professional services – cdn planning
4. Project plan for a draft revision to the Regional Spatial Strategy for the East of England to address the provision of Gypsy and Traveller Caravan Sites – May 2006

Contact Officer: Strategic Officer Group on Traveller Issues
Telephone: (01954) 713297

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Timetable for production of the GTDPD

The consultant will be involved in all the stages shaded below. SCDC will administer the other stages.

1. Issues and Options

Stage	Duration	Start Date	End Date
Background work, prepare Issues and Options report	10 weeks	2 May 06	7 July 06
Strategic Environment Assessment/Sustainability Appraisal (SEA/SA)	2 weeks	10 Jul 06	21 July 06
Revise Issues and Options report	1 week	24 July 06	28 July 06
Print deadline and despatch	2 days	W/b 31 Jul 06	
Member Reference Group	1 day	W/b 7 Aug 06	
Council print deadline and despatch	2 days	W/b 14 Aug 06	
SCDC Council	1 day	24 Aug 06	
Printing, letters, etc	3 weeks	14 Aug 06	1 Sept 06
Issues and Options consultation (Reg 25)	6 weeks	4 Sept 06	13 Oct 06
Database entry/cleaning	2 weeks	16 Oct 06	27 Oct 06
Prepare representation responses and GTDPD approach	6 weeks	30 Oct 06	8 Dec 06
Print deadline and despatch	2 days	W/b 11 Dec 06	
Member Reference Group	1 day	W/b 18 Dec 06	
Committee print deadline and despatch	2 days	W/b 18 Dec 06	
SCDC Council - representation responses and GTDPD approach	1 day	W/b 8 Jan 07	

2. Pre-Submission Draft GTDPD

Stage	Duration	Start Date	End Date
Prepare Pre-Submission draft GTDPD	4 weeks	15 Jan 07	9 Feb 07
Strategic Environment Assessment/Sustainability Appraisal (SEA/SA)	2 weeks	12 Feb 07	23 Feb 07
Revise Issues and Options report	1 week	26 Feb 07	2 Mar 07
Print deadline and despatch	2 days	W/b 5 Mar 07	
Member Reference Group	1 day	W/b 12 Mar 07	
Committee print deadline and despatch	2 days	W/b 12 Mar 07	
SCDC Council	1 day	22 Mar 07	
Printing, letters, etc	3 weeks	26 Mar 07	20 Apr 07
Pre-Submission consultation (Reg 26)	6 weeks	23 Apr 07	1 Jun 07
Database entry/cleaning	2 weeks	4 Jun 07	15 Jun 07
Prepare representation responses and changes to GTDPD	9 weeks	18 Jun 07	24 Aug 07
Print deadline and despatch	2 days	W/b 3 Sep 07	
Member Reference Group	1 day	W/b 10 Sep 07	
Committee print deadline and despatch	2 days	W/b 10 Sep 07	
SCDC Council - representation responses and changes to GTDPD	1 day	W/b 24 Sep 07	

3. Submission

Stage	Duration	Start Date	End Date
Printing, letters, etc	3 weeks	1 Oct 07	19 Oct 07
Submission (Reg 28)	6 weeks	22 Oct 07	30 Nov 07
Database entry/cleaning, prepare, print and despatch Objection Sites	3 weeks	3 Dec 07	21 Dec 07
Objection Sites Consultation (Reg 32)	6 weeks	7 Jan 08	15 Feb 08
Database entry/cleaning/Issues	4 weeks	18 Feb 07	14 Mar 08
Pre-Inquiry Meeting (8 weeks before start of examination)	1 day	W/b 17 Mar 08	
Public Examination	4 weeks	19 May 08	13 Jun 08
Inspector's Reporting	12 weeks	16 Jun 08	5 Sep 08
Receipt of Inspector's Report	1 day	8 Sep 08	
Council Adopts (4 weeks after receipt)	1 day	W/b 6 Oct 08	
Notice of Adoption (2 weeks after Council)	4 weeks	W/b 10 Nov 08	5 Dec 08
Printing	4 weeks	8 Dec 08	16 Jan 09
Publication	1 day	W/b 19 Jan 09	

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet

8 June 2006

AUTHOR: Chief Executive

TRAVELLERS' NEEDS ASSESSMENT

Purpose

1. To advise members of the survey results and the next steps.

Effect on Corporate Objectives

2. Quality, Accessible Services	Traveller Issues have implications for all four corporate objectives, not least 'Quality Village Life'. The Council's policy on Traveller issues features a commitment to "engage with Travellers and the local community in order to make available appropriate and authorised Traveller sites - identifying suitable additional sites, where necessary, and accommodating the service needs of Travellers, wherever possible".
Village Life	
Sustainability	
Partnership	

Background

3. In anticipation of government legislation advising local planning authorities to complete a survey of need for the Travelling population, the Cambridgeshire authorities plus four other authorities in the sub-region agreed, early in 2004, to commission a sub-regional Travellers Needs Assessment (TNA).
4. Cambridgeshire County Council led a multi-agency consortium in preparing a brief for the work, which was put out to competitive tender. The councils involved in this joint project were, South Cambridgeshire; East Cambridgeshire; Fenland; Huntingdonshire; Cambridge City; Peterborough (unitary); King's Lynn & West Norfolk (Norfolk); Forest Heath and St. Edmundsbury (both Suffolk). The contract was awarded to academics from Anglia Ruskin University and Buckinghamshire Chilterns University College. In order to ensure credibility with the Traveller community, a Traveller consultant was engaged to work with the research team.
5. Progress in developing the brief for the TNA was reported to the Development Conservation and Control Sub-Committee in December 2004. All councillors were sent an update in May 2005 about the survey getting under way. The draft findings were reported to Cabinet in December 2005, with the promise of a final report once all the government guidance and other supporting material was available to include and verify the findings. The Government guidance was finally produced in February 2006, which enabled the final adjustments to be made to the assessment.
6. At the Cabinet meeting on 8 December 2005 members "noted" the provisional findings of the TNA as they related to South Cambridgeshire, and "agreed":
 - a. to instruct officers to make the survey findings available to the Regional Housing Board and, at the same time, make the case as to why not all of the need currently found in the district should be met long-term within the South

Cambridgeshire district, as set out in paragraphs 25-26 of the report;

- b. to instruct officers to adopt the same approach as in (a) above in respect to the Examination in Public of the East of England Plan;
- c. to use the results of the survey to support any future bids for capital or revenue funding for site provision;
- d. to refer this report and the TNA to the Development and Conservation Control Committee for its information; and
- e. that the survey output inform the work of the Local Development Framework (LDF) including work on finding suitable locations for sites.

Aims of the Assessment

7. The main aims of the assessment were to:
 - a. assess the current and potential future need within the Travelling communities in Cambridgeshire and Peterborough for learning, health services and other services provided by local authorities and their partner organisations;
 - b. understand the demographic profile of the Travelling Community, household formation within it, accommodation and housing needs and routes into accommodation and housing;
 - c. increase understanding of how services might best be provided to meet Gypsies/Travellers' needs, such as how to make services and accommodation accessible to Gypsies/Travellers;
 - d. meet the requirements of the Housing Act 2004-assessing housing needs.

Methodology

8. The following approach was taken to completing the survey:
 - a. a reference group of nationally known Gypsies/Travellers were recruited;
 - b. the statutory bodies devised a list of questions (councils, Health and Police). This was passed to the Reference Group to ensure that the form of the questions was relevant to Gypsies/Travellers so as to gather the most accurate responses possible;
 - c. nine Gypsies/Travellers were trained as interviewers. Not all were literate and tapes and transcriptions were used successfully. The academics also interviewed, both to increase the number of interviews and as part of the quality testing;
 - d. a total of 318 interviews were completed. Each interview was with one or more members of each family. This has much in common with the Census approach. Interviews were run with Gypsies/Travellers on all kinds of sites as well as those in housing and some on the roadside;
 - e. existing data was analysed, particularly the ODPM 6-month caravan counts from 1980 to 2004. School role data was also analysed and used to identify

Gypsies/Travellers living in houses;

- f. some focus groups were run to explore more detailed issues;
- g. each housing authority in the study area had a “Gypsy and Traveller Accommodation Assessment” in line with the Housing Act 2004 and ODPM guidelines. Importantly, the Act requires an assessment of the accommodation needs of “Gypsies and Travellers residing in *or resorting to* their district”.

Final report and findings

Members may recall the Cabinet report of 8 December 2005, which presented the draft findings of the survey. It suggested based on provisional figures (which might be subject to change) that, in South Cambridgeshire, there was demand for a further 170 – 220 Traveller pitches over the next five years. These figures were calculated on five assumptions relating to: current supply; families in unauthorised caravans; overcrowding; preferences for housing/caravans and natural population increase. These assumptions are explained in more detail on page 35 of the TNA and can be accessed by clicking onto the following link:

http://www.scams.gov.uk/documents/retrieve.htm?pk_document=904533

9. A shorter summary of the TNA can also be found at **Appendix 1**.
10. The final TNA has based its findings on the same assumptions but they have been adjusted to take account of changes since December 2005. The table below summarises the final pitch numbers (total demand) over the next five years, with the full results being available at the above link. The district specific needs assessments can be found at page 67 with South Cambridgeshire at page 82 on the above link.

	South Cambridgeshire Draft Dec 2005	Cambridge Sub-Region Total Draft Dec 2005	South Cambridgeshire Final June 2006	Cambridge Sub-Region Total Final June 2006
Supply: (Assumption 1)	220-230	529-751	210-220	675-775
Demand: Unauthorised families (Assumption 2)	80-90	293-323	55-65	221-260
Demand: Overcrowding (Assumption 3)	45-80	108-162	25-30	72-92
Demand: Housing transfer (Assumption 4)	10-15	157-212	5	25-31
Demand: Family formation 2005-2010 (Assumption 5)	34-37	152-167	25-30	84-134
Total demand (2-5):	170-220	710-864	110-130	405-535

11. Members will notice a reduction in the final figures, compared with those reported in December 2005 (170-220 to 110-130). This reduction is displayed across all the authorities involved and is reflected in the sub-regional totals too. These changes are due to a number of factors:

- a. provisional figures were requested in September/October 2005 (in accordance with the original contract but ahead of new ODPM guidance), and these were supplied, but with a strong health warning that they could change in the final report;
- b. the later results are refined from the earlier draft, and come up with a narrower range than earlier versions (as one would expect). These follow the ODPM methodology, which was not officially available until February 2006, and required some adjustments to be made to assumptions;
- c. the later figures were informed by the final survey data analysis of all completed 313 questionnaires, which was delayed by late completions and required some further adjustments to assumptions (eg caravan/household ratio, overcrowding measures, and total G/T population forecasts);
- d. the 'trawl' or 'baseline study' was received after the initial projections, and this, together with other local data and feedback from individual districts, necessitated some further adjustments to detail (eg council site pitch data & status of tolerated sites).
- e. all figures and assumptions were recalculated for the final version (some minor errors being found & corrected), and account taken of individual district comments.

12. Key findings from the overall TNA include:

- a. there are an estimated 6,000 to 6,500 Gypsies/Travellers in the study area, including those living in houses;
- b. around 5,000 to 5,500 of these are in Cambridgeshire;
- c. of those in Cambridgeshire, around 2,800 are in Fenland, 1,300 in South Cambs and 1,000 in East Cambs;
- d. when counted as a single group, Gypsies/Travellers constitute one of the largest minority ethnic groups in the study area;
- e. English Gypsies formed around 72% of respondents to the survey and tended to 'born and bred' in the region;
- f. Irish Travellers formed around 23% of respondents to the survey, some of whom had recently moved in to the area;
- g. the total number of caravans in the study area almost doubled between 1980 and 2004 from around 900 to around 1,600;
- h. since 1980 the total numbers have risen in five districts and fallen in four;
- i. South Cambridgeshire and Fenland each have over 400 caravans;
- j. there was a particularly large influx of Gypsies/Travellers to South Cambridgeshire between 2002 and 2004, increasing the number of caravans on unauthorised encampments in that district;

- k. Gypsies/Travellers in the survey expressed a preference for providing or owning their own site;
- l. work and travel are major reasons why Cambridgeshire is attractive to Gypsies/Travellers:
- m. life expectancy for English Gypsies appears to be comparatively high in the study area. The situation regarding Irish Travellers is less clear.

Next Steps

- 13. Government guidance requires all TNAs to be considered by the Regional Housing Boards (RHB) in each region. In the Eastern region, a single-issue review of the Regional Spatial Strategy (RSS) has just commenced, with the appointment of a Gypsy and Traveller Steering Group (GTSG), which met for the first time in May. The deputy development services director represents SCDC on the steering group.
- 14. The GTSG has been set up by the Regional Planning Board to guide the preparation of a single-issue review in to the RSS for the East of England concerning the provision of Gypsy and Traveller Caravan Sites. Its remit is to:
 - a. advise the East of England Regional Assembly (EERA) on the development the Regional Spatial Strategy (RSS) revision. This includes testing the soundness and assumptions of local authority TNAs, and identifying their implications;
 - b. commission, on behalf of and as requested by EERA, advice relating to the translation of the needs assessments into recommendations for an adequate level and spatial distribution of pitch provisions in meeting the needs of Gypsy and Traveller communities in the East of England. This should include advising on the soundness of a translation exercise, and its underlying assumptions and identifying its implications;
 - c. assist with future review, evaluation and monitoring of the RSS policy review and other principal regional strategies;
 - d. provide a mechanism for sharing technical expertise and information across the region, and for liaising with adjoining regions as appropriate;
 - e. provide a mechanism for joint lobbying on pitch provision issues at a national level;
 - f. contribute to national and pan-regional groups as appropriate.
- 15. The GTSG accepted at its inaugural meeting in May that individual needs within the sub-region (on the basis of survey data at a district level), can be met outside the district where the need has been identified. This will be the case where there are constraints that limit site provision within the district concerned.
- 16. Officers will emphasise at future meetings throughout the review:
 - a. Traveller families themselves are flexible about where they are located. The Needs Survey states: "No specific geographical location was preferred - more sites anywhere";

- b. there are a large number of approved sites in South Cambridgeshire because the authority has responded positively to earlier legislative requirements and to planning applications. However, this provision has encouraged Travellers to visit the area (and relatives here) in contrast to local authorities that have not taken such a positive attitude. This places an increasing burden on finding suitable sites and becomes cumulatively more difficult. The RSS has the opportunity to redress the regional imbalance by requiring site allocation in areas that have not been constructive and positive in the past;
 - c. the burden of housing and other growth, coupled with Green Belt restrictions etc, puts available land at a premium whereas other areas in the region may well not face the same pressures;
 - d. Travellers are increasingly moving away from some traditional occupations (e.g. seasonal farm work) towards other work (e.g. trading). Having a more widespread network of site options than the current pattern - with its bias towards previous work patterns - will facilitate their options for developing new patterns of work, trading and travelling.
17. The consultants preparing the Gypsy and Traveller Development Plan Document (GTDPD) will also use the results of the TNA. It is one of the essential documents to be taken into account when identifying the relevant search criteria against which the suitability of sites can be tested. Following on from this, they will need to assess and identify specific locations to properly accommodate Traveller sites. Officers would draw to members' attention the separate report on the details of the GTDPD also on this meeting's agenda.

Financial Implications

18. Efforts to identify approved sites for Travellers, either in this district or elsewhere in the region, could help to reduce the need for the costs of enforcement action on unauthorised sites. The findings of the TNA will also help to support bids for ODPM funding to develop or maintain council/housing association-run Traveller sites.

Legal Implications

19. The completion of the survey discharges the council's obligations under section 225 of the Housing Act 2004.

Equal Opportunities Implications

20. In line with duties under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, the council operates a Race Equality Scheme (RES) in order to eliminate unlawful discrimination and to promote race equality and good race relations. The 2005 – 2008 Scheme identifies planning enforcement & appeals and corporate co-ordination of the council's approach to Traveller Issues amongst the most relevant services through which the council can fulfil its general statutory duty. The RES gives priority to actions relating to Travellers as the biggest ethnic minority in South Cambridgeshire (estimated to be around 1.7% of the district's population

Staffing Implications

21. The management of this project should not be underestimated. Considerable effort was put into ensuring the TNA met its aims and objectives, and that all authorities involved were kept up to date with the findings. Particular thanks should be given to

Trevor Baker of Cambridgeshire County Council who took over the management of the project on behalf of all the authorities involved, and in addition produced a short summary to be read in conjunction with the main findings (this can be seen at appendix 1).

22. The issues of future site provision and the response to current unauthorised sites in the district have implications for a wide range of council services. A considerable amount of work has continued to take place throughout the last year in order to:
 - a. Enforce planning controls fairly, firmly and consistently;
 - b. Strengthen community relations between local households and Travellers;
 - c. Lobby for changes in planning law.
23. In the coming months work will continue on:
 - a. conducting the GTDPD in line with LDF requirements;
 - b. on-going planning and legal enforcement action (especially injunctions) against unauthorised traveller sites;
 - c. advising the Regional Planning Boards steering group on the allocation of pitches throughout the sub region;
 - d. taking forward the actions outlined in the Traveller project service plan.

Risk Management Implications

24. Traveller Issues feature prominently on the council's corporate Risk Register. The council needs to implement policies on future Traveller site provision that strike an appropriate balance between the needs of all sections of the community and that recognise the council's commitment to firm, fair and consistent planning enforcement. In addition the council needs to ensure that it meets its statutory obligations and that the LDF requirements are followed in order to get the LDF process successfully completed.

Consultations

25. The development of the brief for the TNA followed draft Government guidance. At the same time, a wide range of statutory and voluntary stakeholders, including the Travellers Implementation Group (TIG), discussed the operational aspects of the project.
26. The Strategic Officer Group has been party to all the discussions and preparations of this report.

Recommendations

27. Cabinet is recommended to:
 - a. note the findings of the Travellers' Needs Assessment, as they relate to South Cambridgeshire, as set out in paragraphs 9-12 and in the assessment results at the following link;
http://www.scambs.gov.uk/documents/retrieve.htm?pk_document=904533
 - b. instruct officers to make the survey findings available to the Regional Housing Board and, at the same time, make the case as to why not all of the need currently found in the district should be met long-term within the South

Cambridgeshire district, as set out in paragraph 16a-d;

- c. use the results of the survey to support any future bids for capital or revenue funding for site provision;
- d. thank Trevor Baker for his efforts in successfully managing this project as highlighted in paragraph 21.

Background Papers: the following background papers were used in the preparation of this report:

The following background papers were used in the preparation of this report:

- a. "Planning for Gypsy and Travellers Sites – Circular 01/2006", ODPM, February 2006 - available from www.odpm.gov.uk.
- b. Traveller Housing Needs Survey newsletter 2, Cambridgeshire County Council, April '05
- c. Regional Housing Strategy 2005-2010 - available from www.eera.gov.uk.
- d. Report to the Regional Housing Board 28/9/2005 - "Single Regional Housing Pot Allocations 2006-08"-available from www.go-east.gov.uk.
- e. Cambridge Sub-Region Traveller Needs Assessment - Principal authors: Robert Home and Margaret Greenfields
(http://www.scambs.gov.uk/documents/retrieve.htm?pk_document=90453)
- f. Cambridgeshire sub-Region Gypsy/Traveller Needs Assessment 2005 – Summary – Author: Trevor Baker, Research group, Cambridgeshire County Council.

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APPENDIX**CAMBRIDGESHIRE SUB-REGION GYPSY/TRAVELLER NEEDS
ASSESSMENT 2005 – SUMMARY****1 Introduction**

- 1.1 This summary brings together some key points from the Cambridgeshire sub-Region Gypsy/Traveller Needs Assessment. It is intended to be for a general audience and to present the main findings and messages that can be distilled from those findings. The Assessment centred on running 313 interviews - the largest survey of Gypsies/Travellers undertaken in the UK to date - and worked with Gypsies/Travellers to make that survey a success.
- 1.2 The assessment was carried out by academics from Anglia Ruskin University and Buckinghamshire Chilterns University College for a consortium of local authorities - Cambridgeshire County Council and nine councils with housing responsibilities: Cambridge City Council; East Cambridgeshire District Council; Fenland DC; Forest Heath DC; Huntingdonshire DC; King's Lynn and West Norfolk Borough Council; Peterborough City Council; South Cambridgeshire DC; St Edmundsbury BC. Huntingdonshire Primary Care Trust also contributed.
- 1.3 The full report has over 90 pages of detailed information. That detail is necessary to do justice to the study. Facts about Gypsies/Travellers often need to be understood in the context of a detailed picture of facts about the modern travelling lifestyle and the interaction with the settled communities.
- 1.4 The term 'Gypsy/Traveller' is used in this report to distinguish between the main two different ethnic groups in the study area.

2 Background

- 2.1 A considerable amount of work has been carried out in the Cambridgeshire area relating to Travellers. Examples In Cambridgeshire include:
- The Cambridgeshire Travellers Review, 1998
 - Crime Audits – 2004 fear and experience of crime
 - Work by the Cambridgeshire Race Equality and Diversity Service Traveller Team (Traveller Education)
 - Work by the Ormiston Children and Families Trust Travellers Initiative
- 2.2 Most research or consultation with Gypsies/Travellers is essentially qualitative. This survey attempted to be more quantitative. Gathering information to put planning for Gypsies/Travellers more on a par with planning for the settled communities should allow planning for Gypsies/Travellers to be improved. And that should be to the benefit of everyone in the study area – the settled community as well as Gypsies/Travellers.

3 Aims

- 3.1 The aims of the study were:

- To assess the current and potential future need within the Travelling communities in Cambridgeshire and Peterborough for learning, health services and other services provided by local authorities and their partner organizations.
- To understand the demographic profile of the Travelling Community, household formation within it, accommodation and housing needs and routes into accommodation and housing.
- To increase understanding of how services might best be provided to meet Gypsies/Travellers' needs, such as how to make services and accommodation accessible to Gypsies/Travellers.
- To meet the requirements of the Housing Act 2004 - assessing housing needs

3.2 The second of these is the most important in this study.

4 The Approach

4.1 The following approach was taken to the Assessment:

- A Reference Group of nationally known Gypsies/Travellers was recruited.
- The statutory bodies devised a list of questions (councils, Health and Police). This was passed to the Reference Group to ensure that the form of the questions was relevant to Gypsies/Travellers so as to gather the most accurate responses possible.
- Nine Gypsies/Travellers were trained as interviewers. Not all were literate and tapes and transcriptions were used successfully. The academics also interviewed, both to increase the number of interviews and as part of the quality testing.
- 313 interviews were completed. Each interview was with one or more members of each family. This has much in common with the Census approach. Interviews were run with Gypsies/Travellers on all kinds of sites as well as those in housing and some on the roadside.
- Existing data was analysed, particularly the ODPM 6-month caravan counts from 1980 to 2004. School role data was also analysed and used to identify Gypsies/Travellers living in houses.
- Some focus groups were run to explore more detailed issues.
- Each housing authority in the study area had a "Gypsy and Traveller Accommodation Assessment" in line with the Housing Act 2004 and ODPM guidelines. Importantly, the Act requires an assessment of the accommodation needs of "Gypsies and Travellers residing in *or resorting* to their district".

5 Key Findings

The Gypsy/Traveller Population

- 5.1 There are significant numbers of Gypsies/Travellers in the study area.
- There are an estimated 6,500 to 7,000 Gypsies/Travellers in the study area, including those living in houses.
 - Around 5,000 to 5,500 of these are in Cambridgeshire.
 - Of those in Cambridgeshire, around 2,800 are in Fenland, 1,300 in South Cambs and 1,000 in East Cambs.

- 5.2 When counted as a single group, Gypsies/Travellers constitute one of the largest minority ethnic groups in the study area. However, it is important to realise that there are different ethnicities within the travelling communities. The two major groups identified here are:
- English Gypsies formed around 72% of respondents to the survey. These tend to be 'born and bred' in the region
 - Irish Travellers formed around 23% of respondents to the survey. Some of these are recent in-migrants.
- 5.3 The Irish Traveller population appears to be younger than the English Gypsy population.
- 5.4 The size of families may be decreasing, although *this tentative conclusion is not based on robust demographic methods*. Three generations can be broadly identified in the survey responses and the number of siblings appears to decrease in each generation:
- Older respondents (aged over 50) averaged 6.2 siblings.
 - Younger respondents (aged around 20 - 50) averaged 5.2 siblings.
 - The average number of children born to respondents averaged 3.6, or each child having around 3 siblings. This is probably lower than the final figure for siblings in this generation as some of these families will grow.
- 5.5 Despite the evidence of smaller families, the Gypsy/Traveller population is young and increasing. This conclusion from the survey is in line with other research and presumably the growth is partly due to increasing life expectancy along with the in-migration.

Accommodation and the changing numbers of caravans

- 5.6 The total number of caravans in the study area almost doubled between 1980 and 2004 from around 900 to around 1,600. In the eight years 1996 to 2004 there was an increase of 600 caravans¹. This reflects natural population growth as well as in-migration.
- 5.7 The distribution of caravans is not even across the districts:
- Since 1980 the total numbers have risen in five districts and fallen in four.
 - South Cambridgeshire and Fenland each have over 400 caravans.
 - East Cambridgeshire, King's Lynn and Peterborough each have 100 to 200 caravans.
 - Cambridge City, Forest Heath, Huntingdonshire and St Edmundsbury each have under 100 caravans
- 5.8 There was a particularly large in-migration to South Cambridgeshire between 2002 and 2004, increasing the number of caravans on unauthorised encampments in that district.
- 5.9 Other work has estimated that as many as 50% of Gypsies/Travellers live in houses². The survey and local education data suggest a smaller percentage in this area, with figures varying considerably between districts from around 12% to 52% of the district Gypsy/Traveller population.

¹ Source: ODPM caravan counts

² Niner, P. (2003). *Local Authority Gypsy/Traveller Sites in England*, Centre for Urban and Regional Studies, University of Birmingham. This was a major national study for the ODPM

Existing and future sites

- 5.10 Gypsies/Travellers in the survey expressed a preference for providing their own site. Forty-nine percent of those who do not currently own their site said they wanted to own their own site, although the other 41% of this group said they did not want to own their site. Transit sites were not popular for reasons such as not knowing who else will be on the site. Instead, Gypsies/Travellers would prefer visiting pitches on permanent sites.
- 5.11 When asked where they needed sites, Travellers tended to be flexible, such as: "*More sites anywhere around here*".
- 5.12 A number of Gypsies/Travellers reported that they lacked services – including on some existing council sites. The most important of these are: 20% lacked toilets; 53% lacked fire prevention; 78% lacked play space; 28% lacked a reliable postal service; 87% lacked mains gas. On the positive side, only 7% lacked mains electricity and 4% lacked running water (probably explainable by unauthorised encampments).

Work and travel

- 5.13 Work and travel are major reasons why Cambridgeshire is attractive to Gypsies/Travellers. Family networks are important for economic activity and many families have lived in the area for a considerable time. However, it is increasingly difficult for Gypsies/Travellers to find work in traditional occupations. A good example is agricultural work, where the increased use of migrant workers from Eastern Europe has cut the number of jobs available to Gypsies/Travellers.
- 5.14 The A14, M1, and routes to London such as the M11 are key routes. Some Gypsies/Travellers use them routinely for business, one notable example being a family using the A14 to access trade on the continent.

Health

- 5.15 Life expectancy for English Gypsies appears to be comparatively high in the study area. The situation regarding Irish Travellers is less clear. The survey estimates that over 17% of English Gypsies in the study area are over 65. The proportion of Irish Travellers over 65 was considerably lower (under 4%). The difference between the two populations is partly explained by English Gypsies being based in the area for many years while the Irish Travellers include a number of in-migrants who tend to be younger. Other studies have shown a much lower proportion of Gypsies being over 65 – typically between two and three percent. This higher life expectancy in the Cambridgeshire area probably reflects better access to health services and living with other family members, particularly those living on council sites. However, a considerable number of Gypsies/Travellers in the 55 and over age group reported having poor health.
- 5.17 Obviously, like the settled population, accommodation is a major factor in health:
- Authorised sites – 55% report good health, 28% poor health
 - Council sites - 39% reported good health, 48% poor health (possibly because they moved there because of poor health)
 - Unauthorised sites – 37% reported good health, 49% poor health

- 5.18 The major health conditions experiences by at least one member of a family were:
- Asthma or other chest problems – 50% of families
 - Back problems – 38% of families
 - ‘Nerves’ – 30% of families
 - Cardio-vascular problems – 18% of families
- These are just some of the common conditions found by other surveys³.
- 5.19 Health visitors were considered the most helpful service of any mentioned (54% said they found them helpful) with GP surgeries the second most helpful (14% found them helpful).

Education

- 5.20 There is considerable information available on education from the Traveller Education services. This survey confirms generally known problems which the Traveller Education services are already addressing such as:
- Lack of motivation in some parents to send children to secondary school, preferring to concentrate on preparing to equip their children for the modern Gypsy/Traveller world.
 - Low (but rapidly increasing in some cases) educational achievement.
 - Gypsy/Traveller children feeling alienated at school and sometimes being bullied.
 - There is considerable interest in vocational training for young people and adults.

6 Key Messages

- There are around 6,500 to 7,000 Gypsies/Travellers in the study area.
- Family sizes appear to be decreasing.
- Incoming Irish Travellers are a younger population than the English Gypsies.
- Cambridgeshire is attractive to Gypsies/Travellers for family, work and travel.
- There is a need for more pitches in the study area – the figures are being assessed.
- Working in partnership on a planned approach to providing these pitches is a key element in easing tension between the Gypsy/Traveller and the settled populations.
- Accommodation is a key element in improving health and educational opportunities.
- Gypsies/Travellers prefer smaller, private, family sites.
- There is a much higher proportion of older English Gypsies in the Cambridgeshire area than is usual, probably due to access to health care and living with families
- Poor health remains a problem for the 55-plus age group.
- There are some prevalent health problems such as asthma.
- Gypsy/Traveller children may still feel isolated at school.

³ e.g. Parry, G., Van Cleemput, P., Peters, J., Moore, J., Walters, S., Thomas, K., and Cooper, C. (2004) *The Health Status of Gypsies and Travellers in England*, University of Sheffield

Appendix: Gypsy and Traveller Accommodation Assessments

The Housing Act 2004 places a duty on each local housing authorities to run a “Gypsy and Traveller Housing Needs Assessment” (GTAA), in line with their duty to run a general Housing Market Assessment every three years. The survey provided each district with a GTAA in line with the Housing Act and Office of the Deputy Prime Minister (ODPM) guidelines. The number of extra pitches assessed as required in each district is shown in Table 1.

Table 1 – Gypsy/Traveller Accommodation Assessments

District	Pitches
Fenland	160-205
South Cambs	110-130
East Cambs	25-45
Kings Lynn & W. Norfolk	45-60
Forest Heath	15-20
Huntingdonshire	15-25
Peterborough	10-15
St Edmundsbury	10-20
Cambridge (City)	15
Total	405-535

Trevor Baker, Research group, Cambridgeshire County Council
May 2006

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