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Wednesday 7 February 2007

To: Chairman – Vacant  
Vice-Chairman – Councillor R Hall  
Members of the Scrutiny and Overview Committee – Councillors RE Barrett,  
RF Bryant, Mrs SM Ellington, Mrs EM Heazell, SGM Kindersley, MJ Mason,  
DC McCraith, DH Morgan, Mrs CAED Murfitt, CR Nightingale, AG Orgee,  
Mrs HM Smith, RT Summerfield and Dr SEK van de Ven

Dear Councillor

You are invited to attend the next meeting of **SCRUTINY AND OVERVIEW COMMITTEE**, which will be held in the **COUNCIL CHAMBER** at South Cambridgeshire Hall on **THURSDAY, 15 FEBRUARY 2007** at **2.00 p.m.**

Yours faithfully  
**GJ HARLOCK**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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## AGENDA

## PAGES

### PROCEDURAL ITEMS

1. **Apologies**
2. **Election of Chairman**  
Following the appointment of Councillor MP Howell as the Environmental Health portfolio holder, the Committee is invited to appoint a new Chairman.
3. **Appointment of Vice Chairman**
4. **Appointment of Member to Audit Panel**  
The Committee are invited to appoint an independent Member to the Audit Panel, to fill the vacancy left by Councillor MP Howell.
5. **Minutes of Previous Meeting** 1 - 4  
To authorise the Chairman to sign the Minutes of the meeting held on 18 January 2007 as a correct record.
6. **Declarations of Interest**  
*Please note that when considering the review of any decision in respect of which a member of the Committee is subject to a party whip, the member must declare the existence of the whip. Any Councillor who is a member of an Advisory Group which has discussed an item that is now being scrutinised cannot participate in that debate.*

<b>7.</b>	<b>Public Questions</b>	
<b>8.</b>	<b>Draft Agenda Programme and Programme of Key Decisions</b>	<b>5 - 8</b>
	<b>PRIORITIES AND MAJOR ISSUES</b>	
<b>9.</b>	<b>Grants to Voluntary Organisations</b>	<b>9 - 28</b>
<b>10.</b>	<b>Update From Post Office Sub-Group</b>	<b>29 - 50</b>
	<b>PERFORMANCE ISSUES</b>	
<b>11.</b>	<b>2nd Annual Report to Council (Draft)</b>	<b>51 - 54</b>
	A draft of the 2 <sup>nd</sup> annual report to Council is attached. This report is to be agreed at the Committee's meeting in March to ensure that it is sent to April's Council meeting.	
	<b>STANDING ITEMS</b>	
<b>12.</b>	<b>To Note the Dates of Future Meetings</b>	
	<b>2007:</b> 15 March, 19 April & 17 May	
	All meetings will begin at 2.00pm.	

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

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### **Security**

Visitors should report to the main reception desk where they will be asked to sign a register. Visitors will be given a visitor's pass that must be worn at all times whilst in the building. Please remember to sign out and return your pass before you leave. The visitors' book is used as a register in cases of emergency and building evacuation.

### **Emergency and Evacuation**

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Do not use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.

**Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

### **First Aid**

If someone feels unwell or needs first aid, please alert a member of staff.

### **Access for People with Disabilities**

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### **Toilets**

Public toilets are available on each floor of the building next to the lift.

### **Recording of Business**

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee or sub-committee of the Council or the executive.

### **Banners / Placards / Etc.**

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

### **Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

### **Smoking**

The Council operates a NO SMOKING policy.

### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts. There shall be no food and drink in the Council Chamber.

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Report Items

Item no.	Report Item	Why Did this Report Go to the Committee?	Who Requested This Report?
9	Grants to Voluntary Organisations	The Committee has a history of scrutinising the vital contribution the voluntary sector makes to the well-being of residents and the Committee. The Committee has an opportunity to recommend how much funding each organisation is given before the decision is taken by the executive.	Committee in January on the request of the Community Development portfolio holder
10	Update from Post Office Sub-Group	Post offices provide a vital service to many of the District's residents	Committee set up Sub-Group in January with an expectation that it would report back

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# KEY QUESTIONS FOR SCRUTINY & OVERVIEW

Members are encouraged to make use of the following questions when discussing this month's agenda items.

1. Is it clear what this project/service is trying to achieve? How does this relate to Council priorities?
2. Who are our 'customers' here and what do they need / expect? How do we know that the project is meeting their key needs/wishes? Where are the research / consultation results?
3. Are the targets and milestones **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-related? (If there aren't clear targets and milestones, why not?)
4. In the context of the Gershon requirements, how can this project be made more efficient and effective? (ie, rationalising corporate services; streamlining processes via ICT; more effective procurement to get a better deal; and increasing productivity).
5. What are the resource implications of this project/service? Have we got sufficient capacity to do this? If this is a new initiative, what are we going to do less of in order to be able to do more of this?
6. How well are we doing? – both compared to what we planned to do (in relevant strategies or service plans) and how well others are doing.
7. What are the reasons for this level of performance?
8. What management action are we taking to rectify performance problems / remove obstacles? Is this enough?
9. Are we focussing on what matters most to our customers and on what is most in need of improvement?
10. **WHAT DIFFERENCE DOES THIS MAKE TO THE LIVES OF LOCAL RESIDENTS AND OUR LOCAL COMMUNITIES?**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Scrutiny and Overview Committee held on  
Thursday, 18 January 2007

PRESENT: Councillor MP Howell – Chairman  
Councillor R Hall – Vice-Chairman

Councillors:	RE Barrett	RF Bryant
	Mrs SM Ellington	Mrs EM Heazell
	SGM Kindersley	MJ Mason
	DC McCraith	Mrs CAED Murfitt
	CR Nightingale	AG Orgee
	Mrs HM Smith	RT Summerfield
	Dr SEK van de Ven	

Councillors JD Batchelor, Mrs A Elsby, RMA Manning and Mrs DP Roberts were in attendance, by invitation.

Officers:	Patrick Adams	Senior Democratic Services Officer
	Simon McIntosh	Corporate Manager (Policy, Performance and Partnerships)

**1. APOLOGIES**

Apologies were received from Councillor DM Morgan.

**2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on Thursday 21 December 2006 were agreed as a correct record, subject to the following amendments:

- The inclusion of Cllr RE Barrett in the list of attendees
- The insertion of the word “not” in the first paragraph of minute 6, after the words “external organisation could”

It was noted that County Councillor John Reynolds had recently expressed reservations about the proposed access road to Addenbrookes Hospital.

**3. DECLARATIONS OF INTEREST**

Councillors SGM Kindersley, DC McCraith and AG Orgee all declared personal interests as County Councillors.

**4. PUBLIC QUESTIONS**

None.

**5. DRAFT AGENDA PROGRAMME**

The Committee **agreed** to:

- Add Member/Officer Contract, which had been postponed from this meeting, as an item on February’s agenda
- Include an item on the Council’s Complaints Procedure at February’s agenda.
- Add an item on Grants to Voluntary Organisations to February’s agenda, on the

- request of the Community Development portfolio holder
- Add an item on Anti-social behaviour to the agenda programme, on the request of the Community Development portfolio holder
- Add an item on Community Call to Action for late summer/early autumn, on the request of the Community Development portfolio holder
- Remove East of England Plan Panel report from the agenda programme

The Committee would decide when to schedule discussion on Community Calls to Action following further information on when this new process was to be piloted.

It was noted that a special meeting might be convened in February to discuss the Corporate Government Inspectors' report.

## **6. REPORTS FROM MONITORS**

Councillor Dr SEK van de Ven explained that the matter of exploring the possibilities of energy efficiencies in restorations of listed buildings would be raised at the Conservation, Sustainability and Community Planning portfolio holder meeting on 19 January 2007.

No portfolio holder meetings had been held since the last meeting of the Committee.

## **7. POST OFFICE CLOSURES**

The Chairman welcomed Linda McCord and Dawn Giddens from Postwatch, an independent consumer body, not attached to the Royal Mail Group or the Government. Linda McCord then gave a presentation on the proposed closure plan and made the following points:

- The Government proposed that a maximum of 2,500 post offices be closed, 50% to be from rural areas
- This amounted to 17% of all post offices, which equated to 230 in the Eastern region
- The Access Criteria was to ensure that 99% of people will be within 3 miles of a post office,
- Closures could start happening from the summer of 2008, which was seen as too soon
- Voluntary redundancies of post masters would not be offered as the closure programme would be governed by the access criteria
- 500 alternative or outreach post offices would be set up in rural areas, to offset the closures and the Village Retail Service Association (ViRSA) were expected to be involved in this process
- Postwatch were in the process of contacting parish councils on the closure programme
- Closing date for the Government's consultation process was 8 March 2007

The closure programme of 2002/3 had demonstrated that a six week consultation period following the announcement of closures was insufficient and Postwatch would be campaigning for a 12 week period. It was understood that Postwatch did not have the power to veto proposed closures.

Linda McCord expressed concern that although the Government had recognised the social role of the post office, they had not specifically defined what that role was or how this could affect the closure programme.

Members of the Committee made the following comments:

- Clarification was required as to whether the three miles described in the access criteria was “as the crow flies” or via the available roads or footpaths
- Availability of public transport should be included in the Government’s access criteria
- Some villages were dependent on their post offices as it was their only shop
- Some shops were dependent on revenue from their post office duties
- The closure programme could have a severe impact on the District’s smaller villages
- The impact on small businesses should be considered
- The Government’s policies had ensured that post offices were less viable than before

The Committee **agreed** to set up an informal task and finish group of Councillors R Hall, Mrs EM Hezell, AG Orgee and Mrs HM Smith. This group will report back to the Committee on how best to respond to the Government’s consultation exercise, basing the proposed response on the Committee’s discussions. The response will be copied in to Postwatch.

The Senior Democratic Services Officer **agreed** to send the consultation form, with Postwatch’s two page explanation of the consultation process, to all Members.

## 8. LOCAL GOVERNMENT WHITE PAPER

Councillor R Hall introduced his report which informed the Committee of the implications of the Government’s White Paper “Strong and Prosperous Communities” for the scrutiny function.

It was agreed that neither the Leader nor the Scrutiny Chairman should not be elected for four years, as implied by the White Paper. Annual elections were more appropriate.

It was agreed that ex-members of Cabinet should be allowed to serve on the Committee, as their experience was invaluable.

The Committee discussed possible amendments to the Constitution regarding the scrutiny function and the role of the opposition.

The Committee **agreed** to appoint Councillors RF Bryant, R Hall and Mrs EM Hezell to a task and finish group, which will examine possible amendments to the Constitution to include the role of an official opposition.

Councillor Hall was thanked for the work he had carried out in compiling his report.

## 9. FUTURE REPORTING ARRANGEMENTS FOR THE AUDIT PANEL

The Committee **noted** the proposed changes to the terms of reference for the Audit Panel, which would be determined at the next meeting of Council on 25 January 2007.

## 10. SCRUTINY TRAINING AT YORK

The Committee considered whether to authorise the use of the Scrutiny contingency budget to allow the Vice-Chairman to attend a scrutiny training course at York and the following points were made:

- If sent on the course, Councillor Hall should compile a short report to ensure that

- all scrutiny members benefit from the training
- An Independent and Liberal Democrat councillor should also be sent on this course
- It would cost £1,500 to send three members on the course and this was prohibitively expensive
- It was important to bring new ideas to the Committee and training could provide this

A vote was taken and by 10 votes to 4 the Committee

**AGREED** to book Councillor R Hall on to an IDeA training course for Overview and Scrutiny Chairs at York at a cost of £500.

The £500 for this training will come out of the budget for member training, which will be compensated by the Scrutiny Contingency fund. The net cost to the training budget will be £0, but the expenditure will appear in the budget figures.

**11. TO NOTE THE DATES OF FUTURE MEETINGS**

The Committee **NOTED** the following future meeting dates:  
**2007:** 15 February, 15 March, 19 April & 17 May

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**The Meeting ended at 4.30 p.m.**

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**Draft Scrutiny Agenda Programme for 2006/07**

The Committee is required to

- **Examine the agenda programme and confirm the items it wishes to scrutinise the following month**
- **Identify the purpose of the scrutiny and the desired outcomes**
- **Advise what information should be included in the report**
- **Decide which Councillors, officers and external representatives should be present at the meeting**

The Committee is in the process of considering ways to strengthen its approach to scrutiny and overview. As a consequence, substantial revisions to the programme of meetings and planned agenda items are possible.

Any queries regarding specific services should be referred to the Senior Democratic Services Officer who will endeavour to ascertain the relevant information. All correspondence should be copied to the Chairman and Vice-Chairman.

Date	Agenda Item	Why Is The Committee Discussing This?	How Will The Discussion Benefit The District's Residents
Mar '07	Council's Complaints and Compliments Process	Committee agreed in January to put this issue on its agenda programme. The Committee had previously discussed this issue in January 2006 where it made recommendations that have been included in the new procedure.	Contributes to our Priority of improving Customer Service by delivering consistent customer service and ensuring that services are meeting the needs of our customers.
Mar '07	Member/Officer Contract	The Committee added this to the agenda programme at its meeting in October.	To ensure that the contract harmonises the relationship between officers and Members and assists the smooth running of the Council.

Mar '07	Final yearly Report (Apr 06 – March 07)	Page B10 of the Constitution states that the Committee must report annually to Council on the performance of the executive based against the Performance Plan and confirm its future scrutiny and performance review programme.
Mar '07	Assessing Homelessness	<p>The Committee decided to add this to the agenda programme in September, with the agreement of the housing portfolio holder.</p> <p>The Committee wishes to ascertain who is best placed to resolve whether a tenant is intentionally or unintentionally homeless. Under the old political structures it was a panel of members, under the new political structures it became the portfolio holder's decision and this year it became an officer decision.</p>
Apr '07	Stock Condition Survey	<p>The Committee added this item to its agenda programme in December 2006.</p> <p>The Stock Condition Survey will indicate how much work is required on the Housing Stock and the implications this will have for the Housing Revenue Account.</p>
Spring '07	Scrutiny of the Council's lettings policy	<p>The Committee decided to add this item to its agenda programme in May 2005.</p> <p>A Lettings Policy Advisory Group is likely to conclude in the Spring of 2007.</p> <p>The lettings policy determines which residents become tenants.</p>
Not Set	Partnership Working with the County Council	<p>The Committee decided to add this to the agenda programme in November 2006 following the Government's White Paper and concern regarding the need to improve partnership working with the County Council</p> <p>Partnership working is one of the Council's Corporate Objectives.</p>

Not Set	Land Drainage Issue in South-West of the District	The Committee decided to add this to its agenda programme in November 2006, following consultation with the Chairman of the Land Drainage Advisory Group.	Land drainage is an issue of great concern to the District's residents.
Not Set	Anti-social behaviour	Following a request from Community Development portfolio holder, the Committee agreed to put this on the agenda programme in January 2007	This is a top concern of the District's residents
Not Set (Sept 07?)	Community Call to Action	Following a request from Community Development portfolio holder, the Committee agreed to put this on the agenda programme in January 2007	This has the potential to empower local communities
Not Set	Corporate Government Inspection (CGI) Report	The Committee decided to add this to its agenda programme in December 2006	The report is likely to refer to the Council's Scrutiny function and the performance of the authority as a whole

## Possible agenda items suggested by Members:

<b>Extra Information</b>	
<b>Item</b>	
Cambridgeshire Horizons	Suggested at November 2006's meeting. Chairman, Vice-Chairman and Councillor SGM Kindersley to determine when this matter should be scrutinised.
Strategic Risk Register	Suggested at November 2006's Meeting. Chairman, Councillor Edwards, Councillor Mrs EM Heazell and Councillor Dr SEK van de Ven would ascertain the most effective way this issue could be scrutinised.

Energy Efficiency	Suggested at April 2006's Meeting.



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

**REPORT TO:** Scrutiny Committee 15<sup>th</sup> February 2007  
**AUTHOR/S:** Executive Director / Community Development Manager

**GRANTS TO VOLUNTARY ORGANISATIONS 2007/08**

**Purpose**

1. To make recommendations regarding the level of grants to voluntary organisations following the annual submission of requests.
2. Copies of all applications made in the report are available for inspection prior to the meeting in South Cambridgeshire Hall and will also be available at the meeting. Contact Tricia Pope for further information on Tel 01954 713290.

***Budget Available***

3. The budget estimate for 2007/08 is £51,070. This is subject to approval by Council on 22 February 07.

***Grants to Voluntary Organisations***

4. The grant applications have been categorised into the following sections:
  - (a) Disability
  - (b) Counselling
  - (c) Advice
  - (d) Community Transport

**Disability**

5. ***Cambridge St Raphael Club***

Objectives of Organisation	To provide a better quality of life for the physically disabled, aiming for equality with the able-bodied. The charity is a self-help organisation enabling disabled people to help others with disabilities. The applicant operates 2 adapted minibuses in order to provide transport for members to and from the club and for various outings. The club promotes equal opportunities in all aspects of its work.
Size and Location	A local organisation and registered charity based in Sawston currently covering 12 villages within South Cambs.  3 part-time drivers 12 Volunteers
Benefits to South Cambridgeshire Residents	Of the 40 members, 28 live in South Cambs. The charity aims to give its members the chance to enjoy life, socialise and obtain new skills. Such activities would be impossible without the support provided by

the applicant. In addition it provides respite for carers.

The applicant has applied to the County Council to employ a person to work 1 day per week to organise transport and activities. Large increases in population and the subsequent demand for services will not be met if funding is not obtained.

Total Annual Costs	£27,000 expenditure in 2005/06 £28,000 expenditure in 2006/07 £29,500 projected for 2007/08
Other Sources of Funding (2005 accounts)	Cambridge City Council - £820 Cambridge County Council - £16,800 Fundraising - £3,700 Subscriptions and Donations- £2,000 Interest - £460
	<b>Total Funding - £23,780</b>
Amount Requested	£1,000.
Proposed Use of Grant	To cover transport costs which total over £22,000 per year.
History of SCDC Support	2000/1 – No application made 2001/2 - £988 2002/3 - £500 2003/4 - £530 2004/5 - £550 2005/6 - £1,000 2006/7 - £700
Officer suggestion	£800
Decision of PFH	£

6. **Cambridge Joint Playschemes**

Objectives of Organisation To provide holiday play schemes with activities and outings for children and young people aged 4-19 years with moderate to severe learning difficulties many of whom also have physical disabilities. There are five schemes held during school holidays aimed at separate client groups. Children have a flexible timetable of activities that are geared towards their individual needs and are able to maintain friendships through the schemes.

They provide the opportunity for children to see their friends and make new ones, and also to participate in activities and visit places that are taken for granted by mainstream children. The charity is the only organisation within South Cambridgeshire that provides these services.

Equal opportunities are incorporated in all areas of

the organisations work.

Size and Location	A local organisation and registered charity based in Cambridge covering the City, South and East Cambridgeshire.  50 Full-time staff during schemes, 2 part-time all year 4 volunteers during schemes, 1 office support plus 6 Trustees.
Benefits to South Cambridgeshire Residents	During the past 6 months 45 children, their parents and siblings have benefited from the playschemes. This makes up approximately 40% of the total membership. Low cost transport to the schemes is provided so children living in remote villages are not excluded. The special schools in South Cambridgeshire such as the Windmill School in Fulbourn and Green Hedges in Stapleford are utilised for activities.
Total Annual Costs	£141,347 expenditure in 2005/6 £149,479 expenditure in 2006/7 £171,815 projected for 2007/8
Other Sources of Funding (projected for 2007)	Cambridgeshire County Council SLA - £89,923 Statutory Agencies - £2,500 Other charities and national grant giving bodies - £22,500 Donations and other income - £1,900 Income from Service Users - £10,328 Other anticipated funds - £45,000
Amount requested	<b>Total Funding – £172,151</b> £1,500
Proposed Use of Grant	To support home-to-scheme transport costs, which account for over 25% of the total playscheme costs. Approximately 80% of users require transport. All transport necessitates the use of specialist vehicles, staffed with escorts and is vital to South Cambs residents, as many children could not attend without it.
History of SCDC Funding	2000/1 - £2,050 2001/2 - £2,100 2002/3 - £2,650 2003/4 - £2,200 2004/5 - £1,200 2005/6 - £2,500 2006/7 - £1,500
Officer Suggestion	£1,500
Decision of PFH	£

7. ***Disability Information Service Huntingdonshire (DISH)***

Objectives of Organisation	<p>The organisation exists to promote equal access for disabled people and their carers to rights, benefits and services which will contribute to improving their quality of life and integration in the wider community. This is achieved by providing information and advice on disability related issues and by working in partnership with local and national organisations to raise the profile of disability issues. The service is available to people with physical, sensory or learning disabilities, parents of children with disabilities, older people and people with mental health difficulties.</p> <p>A telephone helpline, email and drop-in service is available Monday – Thursday from 9.30am – 2.30pm. Appointments are made with clients at the office or in their homes.</p> <p>In the future DISH aims to extend the benefits service to deliver the full range of information currently available on the advice line to people who require home visits and extend the range of advice available through subscription to Citizens Advice resources.</p>
Size and Location	<p>A local organisation and registered charity based in Papworth Everard.</p> <p>4 part-time staff 1 part-time volunteer</p>
Benefits to South Cambridgeshire Residents	<p>Papworth Everard is the only village within South Cambridgeshire covered by this service although some queries are received from other South Cambs residents. During 2005/06 a total of 114 enquiries were made by residents of South Cambs resulting in an increase of £22,630 in benefit income received. This is equivalent to approximately 8% of all enquiries. It is estimated that the last 6 months have resulted in £10,000 increased benefit income from 56 enquiries.</p>
Total Annual Costs	<p>£75,784 expenditure in 2005/6 £54,343 expenditure in 2006/7 £41,651 projected for 2007/8</p>
Other Sources of Funding (2006/07)	<p>Cambridgeshire County Council - £27,748 Huntingdonshire District Council - £5,200 Godmanchester Town Council - £500 St Neots Town Council - £1,500 Huntingdon Town Council - £500 Income from Service Users - £488 Huntingdon Freeman's Charity - £2,500 Change Up (short term infrastructure project) - £1,971 Citizen's Advice Bureau (4 month sub-contract) - £4,167 Bank Interest - £339</p>

Fundraising - £104  
 Total Funding - £45,017  
 (A Big Lottery grant of £42,620 towards the welfare benefits project ended in June 06).

Amount Requested	£1,200
Proposed Use of Grant	The grant would be used towards project work, preferably the cost of running the Benefits and Family projects which includes home visits in the Papworth area.
History of SCDC Support	2005/6 - £1,000 2006/7 - £800
Officer Suggestion	£800
Decision of PFH	£

8. **Cambridgeshire Rehabilitation Club for the Visually Handicapped**

Objectives of Organisation	To provide an opportunity for visually handicapped people to maintain their social skills by meeting similarly disadvantaged people at talks, games afternoons and excursions. It also provides an opportunity for those who are newly handicapped to overcome their problems in a supportive group.
Size and Location	Community Wing, Abbey Meadows Primary School, Cambridge, 15 – 30 members
Benefits to South Cambridgeshire Residents	Prevention of blind and visually impaired people from becoming isolated in the community by providing access to others who are similarly challenged. Provide a range of activities, talks and discussions supported by volunteer helpers and drivers
Total Annual Costs	£2500
Other Sources of Funding	Member donations, fundraising
Amount Requested	£1000
Proposed Use of Grant	Transport costs for members to attend meetings, speakers expenses, hire of meeting room
History of SCDC Support	1998-2001 £3200 2002-2003 £2000 2003-2004/05 £1000 £2006-£2007 £700
Officer Suggestion	£800
Decision of PFH	£

Counselling

9. **Cambridge Family Mediation Service**

Objectives of Organisation	To work for the least possible emotional and financial disruption to those affected by separation and divorce, particularly children, by offering information, mediation and counselling.
	The core values of their service are inclusiveness,

acceptance, accessibility, the empowerment of parents, carers and children; quality and professionalism of service and acting as a voice for the well-being of children.

To help separating couples to work together to resolve their financial and/or childcare problems by offering them a safe environment where they are encouraged to discuss and plan the future as constructively as possible. Representatives attend the County Court Section 8 children days to consider cases referred to them by the District Judge.

The service has a Legal Services Commission quality mark and is committed to equal opportunities.

Size and Location

A local organisation and registered charity based in Cambridge, covering all villages in South Cambridgeshire, Cambridge City, East Cambridgeshire, Huntingdon District and other surrounding areas.

1 Full-time and 12 Part-time staff  
10 Part-time Volunteers

Benefits to South Cambridgeshire Residents

Between June and December 2006, 32 adults and from April to December 2006, 14 children from South Cambs have attended for information or mediation.

The benefits to South Cambridgeshire residents of the services offered include:

Information for couples and individuals contemplating or undergoing separation and divorce about the choices available to them and about ways of helping their children.

Information for parents on how to help their children through separation and divorce and on their involvement in new family groups.

Providing free counselling to children and young people aged 4 to 19 who have been affected by separation and divorce.

Mediation for divorcing/separating couples. This service is subsidised for a large proportion of clients who are not legally helped but on low incomes.

Trained mediators help couples reach their own agreement relating to children, finances and property.

Total Annual Costs

£135,500 expenditure in 2005/6  
£169,787 expenditure in 2006/7  
£164,650 projected for 2007/8

Other Sources of Funding

Cambridgeshire County Council - £10,050  
Huntingdonshire District Council - £600  
BBC Children in Need and Children's grants - £21,340

Evelyn Trust - £8,000  
 Income from Service Users - £40,000  
 Fundraising - £3,430  
 Legal Services Commission – £82,895  
 Donations - £500  
 Court Work Funds - £2,081  
 Bank Interest - £3,200

**Total Funding - £172,096**

Amount Requested £1,000, plus £3,500 additional project funding

Proposed Use of Grant A grant would be used in the following areas:  
 subsidised cost of providing mediation and information to clients who are on low incomes but not eligible for public funding.  
 provision of a free counselling service for children and young people affected by separation and divorce.

History of SCDC Support 1998/9 - £650  
 1999/0 - £800  
 2000/1 - £820  
 2001/2 - £850  
 2002/3 - £850  
 2003/4 - £900  
 2004/5 - £950  
 2005/6 - £1,000  
 2006/7 - £700

Officer Suggestion £800, awaiting consultation with Scrutiny Committee.  
 Decision of PFH £

10. **Cambridge CRUSE Bereavement Care**

Objectives of Organisation CRUSE exists to help people who have been bereaved by death understand their grief, cope with their loss and develop a sense of purpose for the future. The organisation works with anyone who has been bereaved by death through the provision of a daily helpline, individual counselling in clients homes and bereavement support for children and young people. Clients are not charged to use their services.

The organisation has targeted its recruitment of volunteers from socially isolated groups including rural communities so local bereavement support can be offered in South Cambridgeshire.

Size and Location A local branch of a national organisation based in Cambridge, covering all villages in South Cambridgeshire.

1 part-time member of staff  
 87 volunteers (32 in training)

Benefits to South Approximately 150 South Cambs residents utilised

Cambridgeshire Residents the services either individually at home or in groups. An unknown number used the helpline and website.

Total Annual Costs £43,086 expenditure in 2005/6  
£56,719 expenditure in 2006/7  
£projected for 2007/8 not provided

Other Sources of Funding (Year ending 31<sup>st</sup> March 2006)  
Cambridgeshire County Council - £2,000  
Cambridgeshire City Council - £4,000  
Income from Service users/Donations - £10,000  
Fundraising - £8,000  
Essex Community Fund - £750

(Annual support of £14,000 from PCT withdrawn this year)

**Total Funding - £24,750**

Amount Requested £1,500

Proposed Use of Grant A grant would be used to fund core activities including administration, recruitment and training of new volunteers and room hire for groups. Also to fund the strategic project to ensure that bereaved people in rural locations receive an equal level of support.

History of SCDC Support  
1997/8 - £550  
1998/9 - £600  
1999/0 - £600  
2000/1 - £630  
2001/2 - £650  
2002/3 - £700  
2003/4 - £730  
2004/5 - £750  
2005/6 - £1,000  
2006/7 - £800

Officer Suggestion £800, awaiting consultation with Scrutiny Committee  
Decision of PFH £

11. **The Cogwheel Trust**  
Objectives of Organisation To provide counselling services that help and support people, regardless of gender, race or belief, with a wide range of problems including: abuse, bereavement, disability, depression and employment issues. The service includes:  
Marital, couple and family therapy  
Individual counselling (all ages)  
Parenting skills with individuals and couples  
Family preservation  
Lone parent and break-up support  
Dealing with stress at work  
Counselling to help people back into employment  
Family Law advice



There has been an increase in the number of referrals from local GP's and 40% of clients are recommended to Cogwheel by the local health services. It is envisaged that Cogwheel will eventually have a service level agreement with South Cambs PCT to provide counselling services. The applicant also hopes to set up a satellite centre in Sawston.

Size and Location	<p>A local organisation and registered charity with offices in Cambridge and at the Papworth Trust for people with disabilities.</p> <p>1 Full-time and 14 Part-time staff 10 Volunteers</p>
Benefits to South Cambridgeshire Residents	<p>In the 11 months to November 2006, 3025 appointments have been offered, of which 39.4% of are to residents in South Cambridgeshire. As many of the clients are socially and financially disadvantaged, Cogwheel operates a Bursary Scheme providing assisted places for those who are financially unable to pay the minimum contribution.</p>
Total Annual Costs	<p>£105,000 expenditure in 2005/6 £113,165 expenditure in 2006/7 £121,646 projected in 2007/8</p>
Other Sources of Funding	<p>Local Authorities (Cambridge County Council, Cambridge City) - £6,933 Donations - £18,369 Grant Making Trusts (National) - £28,176 Grant Making Trusts (Local) - £11,382 Income from Service Users - £59,283 Fundraising - £1,450 Revenue and Customs Incentive - £250 Bank Interest - £952</p> <p><b>Total Funding - £126,795</b></p>
Amount Requested	<p>£2,560</p>
Proposed Use of Grant	<p>The grant will be allocated towards the Bursary Scheme to help disadvantaged families in South Cambs receive counselling services.</p> <p>The applicant estimates that at least 1380 clients from South Cambs will require support from the Bursary Scheme next year. The average bursary per session is £10. Therefore the total bursary fund for South Cambs residents will be £12,800. The amount requested equates to 20% of this cost.</p>
History of SCDC Support	<p>1996/7 - £2,000</p>

1997/8 - £2,100  
 1998/9 - £2,170  
 1999/0 - £2,225  
 2000/1 - £2,280  
 2001/2 - £2,300  
 2002/3 - £2,300  
 2003/4 - £1,750  
 2004/5 - £1,900  
 2005/6 - £2,000  
 2006/7 - £1,350

Officer Suggestion £1,320 awaiting consultation with the Scrutiny Committee

Decision of PFH

Advice

12. **Cambridge Association of Local Councils**

Objectives of Organisation To support the Parish and Town Council movement in Cambridgeshire and Peterborough by:  
 Promotion of engagement and partnership working with principle authorities  
 Provision of legal, procedural and other advice to member councils  
 Lobbying on local and national issues  
 Providing training to clerks and councillors  
 Supporting capacity building of Parish and Town Councils

Size and Location A local organisation covering all South Cambridgeshire Parish Councils

3 part-time staff  
 30 part-time volunteers

Benefits to South Cambridgeshire Residents In the past 12 months there have been almost 1500 contacts from parish councils, SCDC and members of the public. A number of 'hands on' support roles for councils in what CALC term 'serious difficulties'. 40% of their workload is from parishes in South Cambs. Approximately 20 residents have contacted the organisation. They work with SCDC in a variety of areas including as a board member for the LSP and South Cambs Strategic Partnership. The applicant is currently in discussion with SCDC to provide support where required.

Total Annual Costs £90,590 expenditure in 2005/6  
 £91,600 expenditure in 2006/7  
 £98,500 projected in 2007/8

Other Sources of Funding Affiliation fees - £63,000  
 County Grants - £13,500  
 Training & Publication sales - £15,000

**Total Funding - £91,500**

Amount requested	£2,000
Proposed Use of Grant	Towards core funding, supporting closer liaison with SCDC in order to identify cost reductions and increase savings.
History of SCDC Support	2005/6 - £2,000 2006/7 - £1,500
Officer Suggestion	£1,500
Decision of PFH	£

13. **Cambridge and District Volunteer Centre**

Objectives of Organisation The main objective is “to promote and assist voluntary work in the advancement of education, the protection of health, the relief of poverty, sickness and distress, the protection of the environment and any other charitable activities of benefit to the community in Cambridge and the surrounding area”. This service covers Cambridge City and all of the South Cambs area except those in the SG8 postal area (referred to the Royston and District Volunteer Centre).

The organisation has been awarded the Volunteer Development England Quality Mark which requires the following six core functions to be met:  
 Development of volunteering  
 Marketing volunteering  
 Brokerage (matching volunteers with specific local volunteer opportunities)  
 Good practice development  
 Strategic development of volunteering  
 Policy response and campaigning on volunteering issues

Services are provided for voluntary, statutory and not-for-profit agencies that want to involve volunteers. There are volunteer opportunities with 238 organisations throughout Cambridge City and South Cambridgeshire. Workshops were piloted in 2005 to introduce people to volunteering and to enable them to find suitable placements.

Size and Location A local organisation and registered charity covering all villages in South Cambs.

3 Part-time staff  
 3 Office Volunteers, 8 Trustees

Benefits to South Cambridgeshire Residents Of the 1622 volunteer enquiries received in 2005/6, 25% of those giving an address were residents of

South Cambs. From June to November 2006, 81 individuals from South Cambs were helped with their volunteering enquiries.

Around 15% of the member groups are based in South Cambridgeshire. Many more are based outside the district but actively provide services in South Cambs. Many of the other organisations that benefit from the help of volunteers are city-based services open to and used by South Cambs residents. Many South Cambs volunteers prefer to work with groups based in the city as transport links between villages are poor and there are more opportunities in Cambridge.

Total Annual Costs	£112,278 expenditure in 2005/6 £61,088 expenditure in 2006/7 £66,568 projected for 2007/8
Other Sources of Funding	Cambridge City Council - £30,084 Cambridgeshire County Council - £23,120 Cambridge Students Rag Appeal - £100 Volunteering England - £2,000 Cambridge City Council – project fund - £599 Income from service users/Training - £805 Other various expenses refunded - £2,307
	<b>Total Funding - £57,015</b>
Amount Requested	£2,000
Proposed Use of Grant	Towards core costs.
History of SCDC Support	1996/7 - £1,250 1997/8 - £1,300 1998/9 - £1,350 1999/0 - £1,500 2000/1 - £1,540 2001/2 - £1,600 2002/3 - £1,700 2003/4 - £1,750 2004/5 - £1,800 2005/6 - £2,000 2006/7 - £1,600
Officer Suggestion	£1,600
Decision of PFH	£

14. ***Royston and District Volunteer Centre***

Objectives of Organisation To encourage, support, develop and promote voluntary activity amongst all sections of the community of Royston and surrounding villages. This is achieved through:  
Promoting the benefits of and opportunities for volunteering and community involvement to the general public and specific groups.

Providing information, guidance and advice to individuals and organisations on all aspects of volunteering.

Encouraging participation in volunteering for all individuals, especially those who find they have barriers e.g. people with disabilities.

Supporting organisations to develop and market their local opportunities training and to provide advice, training and support on good practice.

Consultancy/policy developmental work with volunteer-involving organisations. This will seek to improve the standard of volunteer management and support within the sector.

Developing and encouraging employee volunteering within large local companies, including group opportunities

The organisation aims to improve the social, economic and environmental well-being of individuals by supporting organisations that work with volunteers to provide community services.

Size and Location

A local organisation and registered charity, serving all villages in the SG8 postcode area and some immediately adjacent.

3 Part-time Staff

64 Time Bank volunteers and 7 Trustees

Benefits to South Cambridgeshire Residents

Of the 75 voluntary organisations registered with the Volunteer Centre at least 36 are based in South Cambridgeshire. There are more than 135 active volunteering opportunities registered with the Centre, approximately 75 of which are for organisations based within South Cambs. Approximately 40% of their work arises from meeting the needs of prospective volunteers and volunteer involving organisations that provide services in South Cambs. The benefits of volunteering are promoted through community events and the internet. A regular Volunteers Co-ordinators Forum is run to advise organisations on volunteering issues. From April – September 12 residents of South Cambs contacted the organisation directly to enquire about volunteering.

The bureau is working jointly with the Cambridgeshire County Consortium who are working to strengthen and develop the local voluntary sector support infrastructure. As part of this a bid is being submitted to work with other volunteer bureaux on strategic analysis and development of volunteer agency services across the county.

Total Annual Costs

£11,797 expenditure in 2005/6

£19,869 expenditure in 2006/7

£18,039 projected for 2007/8

Other Sources of Funding      Cambridgeshire County Council - £3,500  
    North Hertfordshire District Council - £3,289  
    Hertfordshire County Council - £1,244

**Total Funding - £8,033**

Amount Requested                      £1,100

Proposed Use of Grant                A grant would contribute towards core funding to include:  
    the salary of a Volunteer Centre Manager  
    travel, office, promotional, training and other  
    expenses incurred in providing the full range of  
    services.

History of SCDC Support              1998/9 - £1,000  
    1999/0 - £1,025  
    2000/1 - £1,050  
    2001/2 - £1,100  
    2002/3 - £750  
    2003/4 - £780  
    2004/5 - £800  
    2005/6 - £1,000  
    2006/7 - £700

Officer Suggestion                      £800  
 Decision of PFH                            £

15.      **Cambridge Council for Voluntary Service**

Objectives of Organisation            Awaiting application and consultation with Scrutiny Committee.

Size and Location                        Cambridge City and South Cambs CVS is a voluntary infrastructure organisation that supports the development of voluntary activity in South Cambs. It presently has a membership of some 400 voluntary organisations based in or working in the district. Its key activities are support with fund raising activities and training of trustees.

Benefits to South Cambridgeshire Residents      By supporting voluntary activity in the District the CVS is helping to enhance the quality of life of residents of South Cambs by encouraging voluntary groups to develop in order that they can deliver services and support our most vulnerable residents.

Total Annual Costs  
 Other Sources of Funding  
 Amount Requested  
 Proposed Use of Grant

The funding is for core costs and to enable the CVS to build better links between South Cambridgeshire Local Strategic Partnership and the voluntary organisations that support South Cambs residents

History of SCDC Support                We have previously given a little over £1000 to the CVS. The Community Development Manager would like to increase this to a minimum of £3000 to enable

the drawing up of a Service Level Agreement with the CVS so that specific outcomes of the service they deliver can be agreed. The CVS is due to receive some funding from the Rural Social Community Programme through Cambridgeshire ACRE to enable it to review and develop the rural voluntary networks that already operate in South Cambs with a view to strengthening the voluntary work that already happens here, additional funding from us will help strengthen those links.

Officer Suggestion £3000 Awaiting discussion with Scrutiny Committee  
Decision of PFH £

#### Young People

16. None received.

#### Community Transport

17. **Royston Community Transport Scheme**

Objectives of Organisation Awaiting application  
Size and Location  
Benefits to South  
Cambridgeshire Residents  
Total Annual Costs  
Other Sources of Funding  
Amount Requested  
Proposed Use of Grant  
History of SCDC Support  
Officer Suggestion £700  
Decision of PFH £

18. The following organisations have Service Level Agreement arrangements with South Cambridgeshire District Council. This is because they receive £3000 or more in funding, or the service they provide is such that I want to keep in closer contact with them with a view to increasing their funding when circumstances allow. Each of these organisations has received a monitoring visit and is providing information about the level of service provision carried out in the last year.

Name of Organisation	06/07 Grant	Difference +/-	Proposed 07/08 Grant
Age Concern Cambridgeshire	£3000	0	£3000
Cambridge & District Mediation Service	£3000	0	£3000
Care Network	£2625	+£2375	£5000
Connections Bus Project	£3750	-£250	£3500
Crossroads Care South & East Cambridgeshire	£4850	0	£4850
Cambridge Dial a Ride Ltd	£3920	+£80	£4000
Directions Plus	£2300	0	£2300
Cambridge Relate	£2300	0	£2300
Cambridgeshire ACRE	£8900	0	£8900
<b>Total</b>	<b>£34,645</b>	<b>+£2,205</b>	<b>£36,850</b>

***Review of Grants to Voluntary Organisations***

19. The recommendations for small organisation grants total £14,220.
20. The final total including Service Level Agreement organisations is £51,070. SLA's are drawn up with voluntary organisations that receive funding of £3000 or more (based on pre-capping figures) and provide infrastructure support to smaller organisations or individuals working in South Cambridgeshire or provide direct services to South Cambridgeshire residents.
21. The Community Development Manager would like to extend the Service Level Agreements to three years rather than annual agreements as they are now. Three year agreements would give voluntary organisations providing direct services more stability in terms of how they plan their services.
22. The Service Level Agreements are a statement of intent and not legally binding. SCDC would not be legally bound to provide agreed funding for three years, simply giving an undertaking that this is what we plan to do if the present circumstances do not change.
23. Additionally the SLA's have a six month notice period written into them which means the agreement can be terminated by either side if circumstances bring about a reduction in available funding
24. The Portfolio Holder considered these awards on 25 January 2007 and agreed to them subject to consultation with the Scrutiny Committee on proposals made by the Community Development Manager

**Considerations**

25. By continuing to reduce some funding to non-priority areas it is possible to maintain, and in a small number of cases to increase levels of funding to key service delivery organisations for 2007/08.
26. Allocation for 2007/8 is again based on the need to prioritise key service providers who enable access to services and improve quality of life to members of the South Cambridgeshire population who are at a disadvantage through age, disability or social or geographical isolation..

**Options**

27. The main option is to look at whether funding to some non priority services (primarily some counselling services) should be further reduced or discontinued altogether.
28. The relevant organisations are items 9,10,11 in this report. They are Cambridge Family Mediation Service, Cruse Bereavement Care and the Cogwheel Trust.
29. The second option is to consider whether we can extend the SLA's with organisations delivering direct services to three year funding, with the caveats outlined above.



### Implications

- (a) The implications of reducing or discontinuing funding to voluntary organisations is the reduction or loss of service to South Cambridgeshire residents by that organisation. In relation to counselling organisations the funding that we provide does support counselling service for less well off residents and they will be the ones no longer able to access the service. Those that can afford to pay will continue to receive the services they require.

30. Financial	Reduced funding to some organisations means we could increase funding to other key service provider organisations
Legal	We do not have a legal requirement to fund voluntary organisations
Staffing	Reductions in our funding may have staff implications for the organisations concerned
Risk Management	Any reduction in service provision by voluntary organisations will raise concerns both from the organisation and the members of the population who can no longer receive the service.
Equal Opportunities	The people least able to pay for the counselling services will be the ones who are most affected.

### Consultations

31. In terms of the organisations with whom we have Service Level Agreements, visits have been made to all of these organisations. Many of the other voluntary organisations are aware of the funding constraints because of the information we disseminate through the South Cambridgeshire Voluntary Sector Forum.

### Effect on Annual Priorities and Corporate Objectives

32. Affordable Homes	No affect
Customer Service	Reduced service from specific voluntary organisations
Northstowe and other growth areas	Potential weakening of some voluntary organisations to deliver in growth areas
Quality, Accessible Services	Reduction in access to some services
Village Life	As above
Sustainability	As Above
Partnership	The council needs good partnership relations with voluntary organisations. Cutting grants detracts from this relationship

### Conclusions/Summary

33. Proposed funding to voluntary organisations for this year could stay relatively unchanged with small reductions in some cases to enable increases needed in other areas. A bigger change that could occur would be to further reduce or delete altogether funding to a small number of counselling organisations to enable greater flexibility in the funding allocated to key service providers in future years.

### Recommendations

34. The Scrutiny Committee is therefore asked to approve the officer recommendations, subject to approval of the budget estimate by Council on 22 February 07.

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

Application forms and attached information

**Contact Officer:** Tricia Pope – Community Development Manager  
Telephone: (01954) 713290

## APPENDIX

**ANNUAL GRANTS TO VOLUNTARY ORGANISATIONS 2007/08**

	Previous year 2006/07	RECOMMENDED 2007/08
Details	£	£
Budget B/Fwd	0	0
Original Budget - SUBJECT TO APPROVAL	49,820	51,070
	-----	-----
<b>Total budget available in 2006/07</b>	<b>49,820</b>	<b>51,070</b>
<b>Disability :</b>		
Cambridge St Raphael	700	800
Cambridge Joint Playschemes - for disabled children	1,500	1,500
Disability Information Service Huntingdonshire (DISH)	800	800
Cambs Rehabilitation Club for Visually Handicapped	700	800
<b>Counselling :</b>		
Cambridge Family Mediation Service	700	700 ?
Cambridge Cruse Bereavement Care	800	800 ?
The Cog Wheel Trust - family counselling service	1,350	1,320 ?
<b>Advice :</b>		
CALC	1,500	1,500
Cambridge & District Volunteer Centre	1,600	1,600
Royston and District Volunteer Bureau	700	700
Cambridge Council for Voluntary Service	1,730	3,000
<b>Young People :</b>		
None		0
<b>Community Transport :</b>		
Royston Community Transport Scheme	0	Awaiting Application
<b>Service Level Agreements:</b>		
Age Concern Cambridgeshire	3,000	3,000
Camb & Dist Community Mediation Service	3,000	3,000
Care Network	2,625	5,000
Connections Bus Project	3,750	3,500
Crossroads Care South and East Cambridgeshire	4,850	4,850
Cambridge Dial-a-Ride - mini-bus service to elderly/disabled	3,920	4,000
Directions Plus - advice for disabled and carers	2,300	2,300
Cambridge Relate (Married Guidance)	2,300	2,300
Cambridgeshire ACRE	8,900	8,900
	-----	-----
<b>TOTAL COMMITTED</b>	<b>46,725</b>	<b>50,370</b>
	-----	-----
<b>Uncommitted Balance</b>	<b>3,095</b>	<b>700</b>

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

<b>REPORT TO:</b>	Scrutiny and Overview Committee	15 February 2007
<b>AUTHOR/S:</b>	Chief Executive / Senior Democratic Services Officer	

**UPDATE FROM POST OFFICE SUB-GROUP**

**Purpose**

1. To update the Committee on the progress made by the sub-group on co-ordinating the Committee's response to the Government's consultation process on the future funding, size and structure of the rural post office network.

**Background**

2. The Committee heard a presentation from Postwatch on this issue on 18 January 2007 and set up a sub-group of Councillors R Hall, Mrs EM Heazell, AG Orgee and Mrs HM Smith to respond to the threat posed to the District's post offices by the closure programme.
3. The sub-group met directly after January's the Committee and instructed the Senior Democratic Services Officer to ascertain the distance from each post office by road to complement January's report, which detailed the distance "as the crow flies".

**Considerations: Government's Access Criteria**

4. The Department of Trade & Industry (DTI) proposed the following access criteria to inform the closure programme:
  - Nationally, 99% within 3 miles of a post office and 90% of the population to be within 1 mile.
  - In rural areas, 95% of the total rural population within 3 miles.
  - In remote areas, 95% of the population in postcode districts within 6 miles.
5. January's Committee meeting asserted that the distance between each post office "as the crow flies" was less meaningful than the distance by roads, as this would be the way in which post offices would be accessed by our residents. I contacted the DTI on this matter and got the following response:
 

*"The national consultation outlines the broad framework based on measuring the percentage of population within the radius of each post office. However, in implementing the proposals, Post Office Ltd would take into account local factors affecting ease of access, such as rivers, mountains, valleys and sea crossings".*
6. I therefore suggest that the Committee's response to the consultation process includes a reference to the importance of calculating the distance by road not radius and emphasising the difference between the two for a rural district.

**Consultations**

7. All elected members have been invited to comment on the postal services in their villages. In particular Members were invited to answer:
  - Is your post office just a post office, or is it part of a shop?
  - Is your post office the only shop in the village?
  - Does your post office have car parking facilities?

- If your post office was to close, what bus services and other transport facilities(e.g. pavements, footpaths, cycleways etc.) are available?

8. The responses received from Members have been incorporated in the table in appendix a. This table also details the difference between using a radius and the most accessible route. The figures on distance expressed “as the crow flies” were taken from the post office website, while the distance via roads were obtained from [www.multimap.co.uk](http://www.multimap.co.uk)

**Implications**

9.	Financial	The proposed post office reorganisation has no direct risk implications for the Council
	Legal	
	Staffing	
	Risk Management	
	Equal Opportunities	

**Effect on Annual Priorities and Corporate Objectives**

10.	Affordable Homes	None
	Customer Service	None as it is not the Council’s service
	Northstowe and other growth areas	None
	Quality, Accessible Services	None, as it is not the Council’s service
	Village Life	Post offices play an important social and economic role in village life
	Sustainability	The provision of services locally is more sustainable than forcing residents to travel outside their villages.
	Partnership	The Council is keen to work in partnership to ensure that its residents continue to have access to post office services.

**Recommendations**

11. The Committee are invited to note the progress made on this issue and make any final recommendations on what should be included in the response to the Government’s consultation, before the deadline of 8 March 2007.

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

The Post Office Network – a consultation document from the DTI. This document is accessible on the DTI website: <http://www.dti.gov.uk/files/file36025.pdf>

**Contact Officer:** Patrick Adams – Senior Democratic Services Officer  
Telephone: (01954) 713408

## Post Offices in the District

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Abington	2	1	Linton (2.3) & Sawston (2.9)
Abington Pigotts	No Post Office		
Arrington	3	0	Orwell (2.1), Whaddon (2.6) & Hatley (2.9)
Babraham	No Post Office		
Balsham	4	1	West Wickham (1.9), Linton (2.6), Horseheath (2.6) & Weston Colville (2.7)
Bar Hill	4	2	Oakington (1.8), Longstanton (2.1), Girton (2.5) & Hardwick (2.6)
Barrington	7	4	Shepreth (1.3), Foxton (1.4), Haslinfield (1.9), Harston (2.1), Orwell (2.1), Meldreth (2.6) & Fowlmere (2.8)
Bartlow	No Post Office		
Barton	8	3	Comberton (1.4), Granchester (1.6), Hasingfield (1.9), Coton (2.0) Newnham (2.5), Trumpington (2.7), Toft (2.8) & Hardwick (2.9)
Bassingbourn	5	2	Litlington (1.6), Whaddon (1.8), Royston (2.1 & 2.5) & Meldreth (2.9)
Bourn	2	2	Longstowe (1.4) & Toft (2.2)
Boxworth	No Post Office		
Caldecote	No Post Office		
Cambourne	No Post Office		
Carlton	No Post Office		
Castle Camps	No Post Office		

## Post Offices in the District

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Caxton	No Post Office		
Childerley Chittering	No Post Office No Post Office		
Comberton	5	2	Barton (1.4), Toft (1.4), Hardwick (2.0), Coton (2.5) & Haslingfield (2.5)
Conington	No Post Office		
Coton	10	4	Barton (2.0), Cambridge - Histon Rd, Trinity St & St Andrews St (2.1, 2.3 & 2.5), Newnham (2.2), Hardwick (2.3), Girton (2.3), Cambridge - Trinity St (2.3), Granchester (2.4), Comberton (2.5)
Cottenham	1	1	Histon (2.5)
Croxton Croydon Dry Drayton	No Post Office No Post Office No Post Office		
Duxford	5	2	Whittlesford (1.5), Ickleton (1.6), Sawston (2.3), Great Chesterford (2.5) & Thriplow (2.6)
Elsworth	2	0	Papworth Everard (2.1) & Hilton (2.4)



## Post Offices in the District

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Eltisley	No Post Office		
Fen Ditton	No Post Office		
Fen Drayton	5	2	<i>Fenstanton (1.5), Swavesey (2.3), Needingworth (2.4) &amp; Over (2.7)</i>
Fowlmere	6	3	<i>Thriplow (1.3), Foxton (1.6), Shepreth, (2.1), Melbourn (2.5), Meldreth (2.6) &amp; Barrington (2.8)</i>
Foxton	7	5	<i>Shepreth (1.4), Barrington (1.4), Fowlmere (1.6), Harston (1.8), Thriplow (2.1), Meldreth (2.6) &amp; Hasingfield (2.8)</i>
Fulbourn	3	2	<i>Cherry Hinton (2.1), Great Wilbrham (2.3) &amp; Stow cum Quy (2.9)</i>
Gamlingay	1	0	<i>Potton (2.2)</i>

## Post Offices in the District

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Girton	9	4	Oakington (1.3), Histon (1.3), Impington (1.3), Cambridge - Histon Rd, Arbury Rd & King Hedges (2.1, 2.5 & 2.9), Coton (2.3), Bar Hill (2.5) & Longstanton (2.8)
Grantchester	13	5	Trumpington (1.1), Newnham (1.3), Barton (1.6), Cambridge - Trumpington St, Hills Road, Regent St, St Johns, St Andrews St & Trinity St (1.8, 2.0, 2.0, 2.0, 2.0, 2.1 & 2.2 ) Coton (2.4), Haslingfield (2.5), Gt Shelford (2.8) & Harston (2.9)
Graveley	No Post Office		
Great & Lt Eversden	No Post Office		
Great Shelford	8	2	Trumpington (1.8), Sawston (2.4), Harston (2.5), Cambridge - Cherry Hinton Rd, St Johns, Cherry Hinton (2.6, 2.6 & 2.8), Whittlesford (2.7) &
Great Wilbraham	4	3	Six Mile Bottom (1.7), Bottisham (1.9), Fulbourn (2.3) & Stow-cum-Quy (2.5)
Gt & Lt Chishill	No Post Office		
Guilford Morden	No Post Office		
Hardwick	5	2	Comberton (2.0), Coton (2.3), Toft (2.3), Bar Hill (2.6) & Barton (2.9)
Harlton	No Post Office		
Harston	8	2	Haslingfield (1.8), Foxton (1.8), Barrington (2.1), Great Shelford (2.5), Trumpington (2.8), Thriplow (2.9), Granchester (2.9) & Shepreth (2.9)

## Post Offices in the District

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Haslingfield	6	3	Harston (1.8), Barton (1.9), Barrington (1.9), Granchester (2.5), Comberton (2.5) & Foxton (2.8)
Hatley	2	0	Arrington (2.9) & Longstowe (2.9)
Hauxton	No Post Office		
Heydon	No Post Office		
Hildersham	No Post Office		
Hinxton	No Post Office		
Histon	9	6	Impington (0.5), Girton (1.3), Oakington (1.9), Cambridge - Arbury Ct, Histon Rd, Kings Hedges (2.1, 2.2 & 2.2), Milton (2.5), Cottenham (2.5) & Chesterton (2.8)
Horningsea	No Post Office		
Horseheath	3	1	West Wickham (1.2), Balsham (2.6) & Linton (2.9)
Ickleton	2	2	Great Chesterford (1.0), Duxford (1.6)

## Post Offices in the District

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Impington	9	7	Histon (0.5), Girton (1.3), Cambridge - Arbury Ct, Histon Rd, King Hedges & Trinity (1.6, 1.7, 1.8 & 2.6) Oakington (2.2), Milton & Chesterton (2.3)
Kingston	No Post Office		
Knapwell	No Post Office		
Landbeach	No Post Office		
Linton	3	1	Abington (2.3), Balsham (2.6) & Horseheath (2.9)
Litlington	3	2	Bassingbourn (1.6), Steeple Morden (1.6) & Royston - Queens Rd (2.8)
Little Gransden	No Post Office		
Little Shelford	No Post Office		
Little Wilbraham	No Post Office		
Lolworth	No Post Office		
Longstanton	6	2	Oakington (1.6), Bar Hill (2.1), Willingham (2.3), Swavesey (2.6), Girton (2.8) & Over (2.9)
Longstowe	3	1	Bourn (1.4), Great Gransden (2.5) & Hatley (2.9)
Maddingley	No Post Office		

## Post Offices in the District

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Melbourn	6	3	Meldreth (1.0), Shepreth (2.1), Whaddon (2.4), Fowlmere (2.5), Cambridge - Queens Road (2.6) & Royston (2.8)
Meldreth	8	3	Melbourn (1.0), Shepreth (1.4), Whaddon (1.8), Fowlmere (2.6), Barrington (2.6), Foxton (2.6), Orwell (2.8) & Bassingbourn (2.9)
Milton	8	4	Cambridge - Kings Hedges, Arbury Ct, Chesterton, Newmarket Rd, Histon Rd & Grafton (1.2, 1.9, 2.0, 2.5, 2.6 & 2.7), Waterbeach (2.1), Impington (2.2) & Histon (2.5)
Newton	No Post Office		
Oakington	5	4	Girton (1.3), Longstanton (1.6), Bar Hill (1.8), Histon (1.9) & Impington (2.2)
Orwell	5	1	Arrington (2.1), Barrington (2.1), Shepreth (2.4), Whaddon (2.5) & Meldreth (2.8)
Over	6	2	Swavesey (1.3), Willingham (1.8), Needingworth (2.2), Fen Drayton (2.7), Earith (2.7) & Longstanton (2.9)
Pampisford	No Post Office		
Papworth Everard	2	1	Hilton (2.0) & Elsworth (2.1)
Papworth St Agnes	No Post Office		

## Post Offices in the District

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Sawston	4	1	Whittlesford (1.2), Duxford (2.3), Great Shelford (2.4) & Abington (2.9)
Shepreth	8	5	Barrington (1.3), Foxton (1.4), Meldreth (1.4), Fowlmere, (2.1), Melbourn (2.1), Orwell (2.4), Whaddon (2.7) & Harston (2.9)
Shingay-cum-Wendy	No Post Office		
Shudy Camps	No Post Office		
Stapleford	No Post Office		
Steeple Morden	2	2	Litlington (1.6) & Ashwell (2.0)
Stow Cum Quay	5	4	Bottisham (1.3), Lode (1.5), Swaffham Bulbeck (2.5), Great Wilbraham (2.5) & Fulbourn (2.9)

Post Offices in the District

Appendix A

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Teversham			
	No Post Office		
Thriplow	5	2	Fowlmere (1.3), Foxton (2.1), Whittlesford (2.4), Duxford (2.6) & Harston (2.9)
Toft	4	3	Comberton (1.4), Bourn (2.2), Hardwick (2.3) & Barton (2.8)
Waterbeach	2	1	Milton (2.1) & Lode (2.9)
West Wickham	3	3	Horseheath (1.2), Balsham (1.9), Weston Colville (1.9)
West Wrating			
	No Post Office		

Post Offices in the District

Appendix A

Location of Post Office	No. of Post Offices within a 3 mile radius	No. of Post Offices within 3 miles road travel	Names of post offices within a 3 mile radius (as the crow flies)
Weston Colville	3	1	West Wickham (1.9), Burrough Green (2.4) & Balsham (2.7)
Whaddon	6	2	Meldreth (1.8), Bassingbourn (1.8), Melbourn (2.4), Orwell (2.5), Arrington (2.6) & Shepreth (2.7)
Whittlesford	4	1	Sawston (1.2), Duxford (1.5), Thriplow (2.4), Great Shelford (2.7)
Willingham	3	2	Over (1.8), Longstanton (2.3) & Swavesey (2.6)
Wimpole	No Post Office		
<b>Total</b>	262	124	



Post Offices in the District

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Abington	Linton (2.9) & Sawston (4.4)	09:00-17:30 (1hr closed for lunch) Wed 09:00-13:00	
Abington Pigotts			
Arrington	Orwell (3.1), Whaddon (3.3) & Hatley (3.8)	Tue: 12:00-14:00 Sat: 12:00-14:00	
Babraham			
Balsham	West Wickham (2.1), Linton (3.3), Horseheath (3.3) & Weston Colville (3.5)	9:00 - 5:30 Monday - Friday (closed lunch hour) 9:00 - 12:30 Saturday	
Bar Hill	Oakington (2.9), Longstanton (2.4), Girton (4.3) & Hardwick (5.7)	9:00 - 5:30 Monday - Friday 9:00 - 12:30 Saturday	
Barrington	Shepreth (1.9), Foxton (2.1), Haslingfield (2.2), Harston (3.2), Orwell (2.7), Meldreth (5.5) & Fowlmere (4.5)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed for lunch) Wed 09:00-13:00 Sat 09:00-12:00	
Bartlow			
Barton	Comberton (1.4), Granchester (2.4), Haslingfield (2.9), Coton (3.6) Newnham (3.0), Trumpington (5.1), Toft (3.9) & Hardwick (3.9)	Mon, Wed, Thu & Fri 9:00 - 17:30 (1hr closed for lunch) Tue 09:00-13:00 Sat 09:00-12:30	
Bassingbourn	Litlington (1.6), Whaddon (2.5), Royston (4 & 4.6) & Meldreth (3.5)	9:00 - 5:30 Monday - Friday 9:00 - 12:30 Saturday	
Bourn	Longstowe (2.0) & Toft (2.6)	9:00 - 5:30 Mon, Tue, Thu & Fri 9:00 - 13:00 Wed 9:00 - 12:30 Sat	
Boxworth			
Caldecote			
Cambourne			
Carlton			
Castle Camps			

## Post Offices in the District

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Caxton			
Childerley Chittering			
Comberton	Barton (1.4), Toft (1.6), Hardwick (3.1), Coton (4.1) & Haslingfield (3.8)	9:00 - 5:30 Mon, Tue, Thu & Fri 9:00 - 14:00 Wed 9:00 - 13:00 Sat	Is part of the only shop in the village. Has limited parking. Bus service exists to other post offices at Barton, Toft and Cambridge.
Conington			
Coton	Barton (3.6), Cambridge - <i>Histon Rd, Trinity St &amp; St Andrews St</i> (2.9, 2.8 & 3.5), <i>Newnham</i> (4.0), Hardwick (2.7), Girton (5.1), Granchester (2.7), Comberton (4.1)	No details (part of garden centre) 9:00 - 5:30 Monday - Friday (closed lunch hour) 9:00 - 12:30 Saturday	
Cottenham	Histon (2.8)		
Croxton Croydon Dry Drayton			
Duxford	Whittlesford (2.8), Ickleton (2.3), Sawston (4), <i>Great Chesterford</i> (5.9) & Thriplow (3.8)	9:00 - 5:30 Monday - Friday (closed lunch hour) 9:00 - 13:00 Saturday	
Eisworth	Papworth Everard (3.1) & Hilton (3.5)	Mon to Sat 09:00-13:00	

## Post Offices in the District

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Eltisley			
Fen Ditton			
Fen Drayton	<i>Fenstanton (2.2), Swavesey (2.3), St Ives (4.4), Needingworth (6.9) &amp; Over (3.8)</i>	Mon, Tue, Thu 09:00-13:00	
Fowlmere	<i>Thriplow (1.5), Foxton (2.3), Shepreth, (2.6), Melbourn (4.5), Meldreth (4.8) &amp; Barrington (4.5)</i>	8:30 - 5:30 Mon, Tue, Thu & Fri (closed lunch hour) 8:30 - 13:00 Wed 8:30 - 13:00 Saturday	
Foxton	<i>Shepreth (1.8), Barrington (2.1), Fowlmere (2.3), Harston (2.2), Thriplow (2.7), Meldreth (3.9) &amp; Haslingfield (3.8)</i>	9:00 - 5:30 Mon, Tue, Thu & Fri (closed lunch hour) 9:00 - 13:00 Wed 9:00 - 13:00 Saturday	
Fulbourn	<i>Cherry Hinton (2.3), Great Wilbrham (2.8) &amp; Stow cum Quy (5.2)</i>	Mon, Tue, Thu & Fri 09:00-17:30 (Closed for 1hr lunch) Wed 09:00-13:00 Sat 09:00-12:30	Is part of a small store selling stationery and acts as an agent for other (non-governmental) services. Has on-street parking. Has footpath and cycle rout and indirect bus service to post office in Cherry Hinton, but this post office has inadequate parking.
Gamlingay	<i>Potton (3.0)</i>	Mon - Fri 09:00 - 17:30 Sat 09:00 - 12:30	

## Post Offices in the District

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Girton	Oakington (1.6), Histon (2.0), Impington (2.6), Cambridge - Histon Rd, Arbury Rd & King Hedges (2.8, 4.2 & 4.6), Coton (5.1), Bar Hill (4.3) & Longstanton (3.4.)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed lunch) Wed: 09:00-13:00 Sat: 09:00-12:30	
Grantchester	Trumpington (1.6), Newnham (1.9), Barton (2.4), Cambridge - Trumpington St, Hills Road, Regent St, St Johns, St Andrews St & Trinity St (2.6, 3.0, 2.9, 3.6, 2.8 & 3.5) Coton (2.7), Haslingfield (3.9), Gt Shelford (3.2) & Harston (5.6)	Mon, Tue, Thu & Fri 9:00 - 17:30 (1hr closed for lunch) Wed 09:00-13:00 Sat 09:00-12:30	
Graveley			
Great & Lt Eversden			
Great Shelford	Trumpington (1.9), Sawston (2.6), Harston (3.3), Cambridge - Cherry Hinton Rd, St Johns, Cherry Hinton (3.2, 3.1 & 3.6),	Mon - Fri 09:00-17:30 Sat 09:00-12:30	
Great Wilbraham	Six Mile Bottom (3.2), Bottisham (2.9), Fulbourn (2.8) & Stow-cum-Quy (2.8)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed for lunch) Wed 09:00-13:00 Sat 09:00-13:00	
Gt & Lt Chishill			
Guilford Morden			
Hardwick	Comberton (3.1), Coton (2.7), Toft (2.6), Bar Hill (5.7) & Barton (3.9)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed lunch) Wed: 09:00-13:00 Sat: 09:00-12:00	
Hariton			
Harston	Haslingfield (2.3), Foxton (2.2), Barrington (3.1), Great Shelford (3.3), Trumpington (3.0), Thriplow (3.4), Granchester (4.3) & Shepreth (3.5)	Mon-Fri 9:00-17:30 Sat 9:00-12:30	Is part of the only shop in the village. Has road side parking bays. Hourly bus service, footpath and cycle paths to Trumpington. An enormously important and well used village facility

## Post Offices in the District

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Haslingfield	Harston (2.3), Barton (2.4), Barrington (2.2), Granchester (4.0), Comberton (3.8) & Foxton (3.8)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed lunch) Wed: 09:00-13:00 Sat: 09:00-13:00	
Hatley	Arrington (3.8) & Longstowe (8.7)	Mon - Fri 09:00 - 11:00	
Hauxton			
Heydon			
Hildersham			
Hinxton			
Histon	Impington (0.6), Girton (2.0), Oakington (2.2), Cambridge - Arbury Ct, Histon Rd, Kings Hedges (2.9, 2.4 & 3.0), Milton (3.4), Cottenham (2.8) & Chesterton 3.2)	Mon-Fri 9:00-17:30 (1hr closed for lunch) Sat 9:00-12:45	Histon Post Office functions as a local delivery and sorting office and handles the full range of services including vehicle license issue and card payment/cash and foreign currency facilities A thriving shop as part of the Post Office. Has adequate parking.
Horningsea			
Horseheath	West Wickham (1.4), Balsham (3.3) & Linton (3.5)	9:00 - 12:00 Monday, Tuesday and Friday Thursday 9:00 - 18:30 (closed 12:00 - 15:30)	
Ickleton	Great Chesterford (1.5), Duxford (2.3)	9:00 - 13:00 Mon - Fri	

Post Offices in the District

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Impington	Histon (0.6), Girton (2.6), Cambridge - Arbury Ct, Histon Rd, King Hedges & Trinity (2.3, 1.8, 2.5 & 3.0) Oakington (2.7), Milton (3.1) & Chesterton (2.6)	Mon-Fri 9:00-17:30 Sat 9:00-12:30	Is situated opposite the Vision Park and obtains substantial trade from these offices. There is the opportunity to park just outside for a short stay. It is also part of a shop selling newspapers, greetings cards, food etc. Has adequate parking.
Kingston			
Knapwell			
Landbeach			
Linton	Abington (2.9), Balsham (3.3) & Horseheath (3.4)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed lunch) Wed: 09:00-13:00 Sat: 09:00-12:30	Sells confectionary and cards etc. Not the only shop in the village. No parking. Nearest alternatives accessible by bus.
Litlington	Bassingbourn (1.6), Steeple Morden (1.7) & Royston - Queens Rd (4.4)	9:00 - 5:30 Monday - Friday (closed lunch hour) 9:00 - 13:00 Saturday	
Little Gransden			
Little Shelford			
Little Wilbraham			
Lolworth			
Longstanton	Oakington (4.8), Bar Hill (2.4), Willingham (2.5), Swavesey (3.4), Girton (3.4) & Over (3.3)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed lunch) Wed: 09:00-13:00 Sat: 09:00-12:30	
Longstowe	Bourn (2.0), Great Gransden (4.4) & Hatley (8.7)	Mon, Wed & Thu 09:00 - 12:30	
Maddingley			

## Post Offices in the District

## Appendix A

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Melbourn	Meldreth (1.2), Shepreth (2.9), Whaddon (3.2), Fowlmere (3.6), Cambridge - Queens Road (2.8) & Royston (3.4)	Mon-Fri 9:00-17:30 Sat 9:00-12:30	Recently re-opened and is well used. Sells stationery. Limited bus service to alternatives.
Meldreth	Melbourn (1.2), Shepreth (1.7), Whaddon (2.3), Fowlmere (4.8), Barrington (5.5), Foxton (3.9), Orwell (3.8) & Bassingbourn (3.5)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed lunch) Wed: 09:00-13:00 Sat: 09:00-12:30	
Milton	Cambridge - Kings Hedges, Arbury Ct, Chesterton, Newmarket Rd, Histon Rd & Grafton (1.7, 2.6, 2.6, 3.2, 3.4 & 3.4), Waterbeach (2.4), Impington (3.1) & Histon (3.4)	9:00 - 5:30 Monday - Friday 9:00 - 12:30 Saturday	
Newton			
Oakington	Girton (1.6), Longstanton (4.8), Bar Hill (2.9), Histon (2.2) & Impington (2.7)	9:00 - 5:30 Mon, Tue, Thu & Fri (closed lunch hour) 9:00 - 13:00 Wed 9:00 - 12:30 Saturday	Is part of the only shop which sells groceries in the village. Street parking only. Bus service and cycle way to Girton post office.
Orwell	Arrington (3.1), Barrington (2.7), Shepreth (3.6), Whaddon (4.8) & Meldreth (3.8)	9:00 - 5:30 Mon, Tue, Thu & Fri (closed lunch hour) 9:00 - 13:00 Wed 9:00 - 12:30 Saturday Mon-Fri 09:00-17:30 (1hr closed for lunch) Sat 07:00-12:30 Sun 08:00-12:00	
Over	Swavesey (1.6), Willingham (1.9), Needingworth (9.1), Fen Drayton (3.9), Earith (5.6) & Longstanton (3.4)		
Pampisford			
Papworth Everard	Hilton (2.1) & Elsworth (3.1)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed lunch) Wed: 09:00-13:00 Sat: 09:00-12:00	
Papworth St Agnes			

Post Offices in the District

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Sawston	Whittlesford (3.3), Duxford (3.1), Great Shelford (2.6) & Abington (4.5)	Mon, Tue, Thu & Fri 09:00-17:30 Wed 09:00-16:00 Sat 09:00-13:00	
Shepreth	Barrington (1.8), Foxton (1.8), Meldreth (1.7), Fowlmere, (2.6), Melbourn (2.9), Orwell (3.6), Whaddon (3.4) & Harston (3.5)	Mon, Tue, Thu & Fri 09:00-17:30 Wed: 09:00-13:00 Sat: 09:00-12:30	
Shingay-cum-Wendy Shudy Camps Stapleford			
Steeple Morden	Litlington (1.7) & Ashwell (2.3)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed for lunch) Wed 09:00-13:00 Sat 09:00-13:00	
Stow Cum Quoy	Bottisham (1.6), Lode (1.9), Swaffham Bulbeck (2.9), Great Wilbraham (2.8) & Fulbourn (5.2)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed for lunch) Wed 09:00-13:00 Sat 09:00-12:30	



Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Teversham			The post office closed on 14/02/2000 as for over 10 years it had run at a loss and, understandably the owners could no longer subsidise the business. Main reason was more use of direct debits to pay bills, more people having benefits paid directly into bank accounts, increasingly use of internet etc. In other words it closed through lack of customers rather than post office operational reasons.
Thriplow	Fowlmere (1.5), Foxton (2.7), Whittlesford (3.8), Duxford (3.9) & Harston (3.4)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed for lunch) Wed 09:00-13:00 Sat 09:00-12:00	
Toft	Comberton (1.6), Bourn (2.2), Hardwick (2.6) & Barton (3.9)	9:00 - 5:30 Monday - Friday 9:00 - 12:30 Saturday	Part of a village shop, with limited parking. Bus, footway and cycle way to Comberton post office
Waterbeach	Milton (2.4) & Lode (8.9)	Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed for lunch) Wed 09:00-13:00 Sat 09:00-12:30	
West Wickham West Wratting	Horseheath (1.4), Balsham (2.1), Weston Colville (2.7)	13:00 - 16:00 Monday 9:30 - 12:30 Thursday	

Post Offices in the District

Location of Post Office	Actual Distance by Road	Opening Hours	Comments From Local Members
Weston Colville	West Wickham (2.7), Burrough Green (3.3) & Balsham (3.5) Meldreth (2.3), Bassingbourn (2.5), Melbourn (3.2), Orwell (4.8), Arrington (3.3) & Shepreth (3.4)	9:00 - 5:30 Mon, Wed, Thu & Fri (closed lunch hour) 9:00 - 13:00 Tue & Sat	
Whaddon		9:00 - 13:00 Thurs Mon, Tue, Thu & Fri 09:00-17:30 (1hr closed for lunch) Wed 09:00-12:30 Sat 09:00-12:30	
Whittlesford	Sawston (3.2), Duxford (2.8), Thriplow (3.8), Great Shelford (3.5)		
Willingham Wimpole	Over (1.9), Longstanton (2.5) & Swavesey (3.5)	Mon & Tue 8:30-17:30 Wed & Sat 9:00-13:00 Thu & Fri 9:00-17:30	
<b>Total</b>			

## 2<sup>nd</sup> ANNUAL SCRUTINY REPORT 2006/07

### 1.0 PURPOSE OF THE REPORT

- 1.1 The Constitution requires the Scrutiny and Overview Committee to “report once a year ... on its current programme of scrutiny performance review and the performance review and the performance of the executive based against the Performance Plan (PP) or other objective criteria, and confirm its future scrutiny and performance review programme.”
- 1.2 This is the second annual report and covers the period from April 2006 to March 2007. It will go to full Council on 24<sup>th</sup> May 2007.
- 1.3 The report:
- a) Summarises the achievements of the Committee
  - b) Summarises how the Committee has developed in the past year and suggests options for further improvements
  - c) Comments on the overall effectiveness of the Cabinet and Council

### 2.0 RECOMMENDATIONS MADE BY THE COMMITTEE

#### 2.1 Neighbourhood Disputes

The Committee meeting on 20 April 2006 discussed the way in which the Council helped to resolve neighbourhood disputes.

##### Recommendations Made

- 2.1.1 The Committee recommended that
- New Members be provided with guidance on how to respond to reports of neighbourhood disputes as part of the induction process
  - That copies of the written guidance for officers be shown to interested Members
  - Councillors be advised to pass on any complaints they receive to the Contact Centre

#### 2.2 Concessionary Fares

The Committee meeting on 15 June heard from lead officers and Cabinet Members from both the County Council and this authority on the controversial concessionary fares scheme, which only allowed people over 60 and those with disabilities to travel for free within their district. Questions were also received from members of the public.

##### Recommendations Made

- 2.2.1 The Committee recommended that
- The County Council continue to work with each district authority and start to look ahead to next year with the aim of implementing of a county-wide scheme under the auspices of the County Council.
  - All stakeholders continue to liaise with central government, in particular with regard to the allocation of funding, to attempt to implement a county-wide scheme.

Outcome

- 2.2.2 In August it was announced that council chiefs and bus operators in Cambridgeshire and Peterborough had agreed on a deal to deliver a free countywide scheme, which allows eligible passengers to cross district and city boundaries in Cambridgeshire and Peterborough for free. It also allowed free travel to Cambridge Park and Ride services.
- 2.2.3 The Committee discussed the general provision of bus services at the meeting of 19 October and a small task and finish group was set up. This produced details of the bus services for each parish.

**2.3 Standards Hearings**

- 2.3.1 On The Committee heard from the Chief Executive on the costs incurred from recent Standards Hearings and legal advice and the way in which partnership working had reduced these costs. The Committee also discussed the importance of standards training but no recommendations were made.

**2.4 Developing a Policy on CRB Checks**

Following a recommendation by Council the Committee decided to ascertain the best way in which this policy could be implemented and pass its finding on to Cabinet.

Recommendation Made

- 2.4.1 The Committee recommended that Cabinet develop a policy on CRB checks which:
- will subject all newly elected Councillors to a standard CRB Check
  - will encourage all existing Members to agree to a standard CRB Check
  - will ensure the results of the CRB Checks be first reviewed by a manager of appropriate responsibility.

Outcome

- 2.4.2 Cabinet decided not to proceed with the proposal to require that all members be subject to a Criminal Records Bureau (CRB) check but, in the event of a councillor commencing in a role which does meet the CRB eligibility criteria, that the Leader or Democratic Services Manager advise the Council's CRB lead counter-signatory and that a CRB check be undertaken and the reasons for the councillor being CRB checked clearly be documented against the eligibility criteria.

**2.5 Presentation from CALC**

- 2.5.1 The Committee received a presentation from Keith Barrand the Chief Executive of CALC. There was a useful two discussion on relations between the authority, CALC and the parish councils. No recommendations were made.

## **2.6 Post Office Closures**

### Recommendation Made

#### 2.6.1 The Committee agreed to

- set up an informal task and finish group of Councillors R Hall, Mrs EM Heazell, AG Orgee and Mrs HM Smith. This group will report back to the Committee on how best to respond to the Government's consultation exercise, basing the proposed response on the Committee's discussions. The response will be copied in to Postwatch.

2.6.2 The Government's consultation form, with Postwatch's two page explanation of the consultation process, was sent to all Members.

## **3.0 Options for Improving the Effectiveness of the Committee**

### **3.1 Involving Service Heads In Policy Discussions**

3.1.1 At its meeting on 20 April 2006 it was agreed that service heads would be invited to attend the Committee whenever matters of policy were being discussed.

### **3.2 Monitoring Portfolio Holders**

3.2.1 On 15 June 2006 it was agreed

- To appoint two monitors to each portfolio, with the Chairman and Vice-Chairman to deputise in the event of absence of the monitor.
- That the two members should be of different political groups

#### Outcome

3.2.2 Two Scrutiny monitors now attend each portfolio holder meetings and report back any relevant issues to the Committee. This has brought the scrutiny process into a decision making process that has hitherto been largely ignored.

### **3.3 Training**

3.3.1 Details of LGIU course has been e-mailed to Members of the Committee. 10 Members attended a scrutiny training course at Newmarket on 20 November and the Vice-Chairman was sent to training in York.

### **3.4 Development of Webpage**

3.4.1 The Committee set up a sub-group which facilitated the development of the Scrutiny webpage which allows residents to suggest agenda items for the Committee to consider.

#### **4.0 PROGRESS BEING MADE BY THE EXECUTIVE**

- 4.0.1 Presentations were received from all members of the executive, which provided Cabinet members with an opportunity to inform the Committee of the challenges that would be faced over the coming year and allowed Members of the Committee to question executive Members over their responsibilities.

#### **4.1 Call-Ins**

##### Climate Change Advisory Group

- 4.1.1 Cabinet's decision not to set up a Climate Change Advisory Group was called-in and scrutinised by the Committee on 20 July 2006. The Committee decided to refer this matter to Council, which accepted the Committee's recommendation to set up a Climate Change Advisory Group which reported directly to Council, not Cabinet.

#### **5.0 CONCLUSION**

##### 5.1.1

Councillor  
Chairman, Scrutiny and Overview Committee