

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



12 January 2011

To: Councillor Ray Manning, Portfolio Holder

John Batchelor
James Hockney

Opposition Spokesman
Scrutiny and Overview Committee
Monitor

Dear Sir / Madam

You are invited to attend the next meeting of **LEADER'S PORTFOLIO MEETING**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 20 JANUARY 2011** at **10.00 a.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

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

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Declarations of Interest	
2.	Minutes of Previous Meeting The Portfolio Holder is asked to sign the minutes of the meeting held on 11 November 2010 as a correct record.	1 - 4
RECOMMENDATION TO CABINET / COUNCIL		
3.	Capital and Revenue Estimates for the Leader's Portfolio 2011/12 (Key)	5 - 14
DECISION ITEMS		
4.	Draft Service Plans 2011/12 (Key)	15 - 18
INFORMATION ITEMS		
5.	Children's and Young People's Services in Partnership Task and Finish Group - Update	19 - 24
STANDING ITEMS		
6.	Forward Plan The Portfolio Holder will maintain, for agreement at each meeting, a	25 - 26

Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

7. Date of Next Meeting

The next meeting is scheduled for 2pm on 31 March 2011.

OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on
Thursday, 11 November 2010 at 2.00 p.m.

Portfolio Holder: Ray Manning

Councillors in attendance:

Scrutiny and Overview Committee monitors: James Hockney

Scrutiny and Overview Committee monitors
and Opposition spokesmen: -

Opposition spokesmen: -

Also in attendance: Val Barrett, Jose Hales, Roger Hall, Lynda Harford,
Bunty Waters

An apology for absence was received from Cllr John Batchelor, Opposition Spokesman.

Officers:

Gemma Barron
Myles Bebbington
Paul Howes

Partnerships Manager
Licensing Officer
Corporate Manager, Community & Customer
Services
Democratic Services Officer

Maggie Jennings

21. DECLARATIONS OF INTEREST

None.

22. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 16 September 2010 were agreed as a correct record, subject to the deletion of the apostrophe in the word *Council's* in the second paragraph at item 17.

Matters Arising

Minute 16 – NI 179 (Value for Money Gains) 2010:11 – It was noted that information relating to this national indicator was no longer required by the government.

Minute 17 – Protection of Vulnerable Adults Policy – The Leader confirmed that Cllr Bridget Smith had agreed to undertake the Member Role.

Minute 18 – Financial Monitoring – The projected overspend for the year 2010/11 was confirmed as that stated in the minutes.

23. LICENSING (2003 ACT) POLICY

Myles Bebbington, the Licensing Officer was in attendance for this item.

The Licensing Officer informed the Leader that it was a statutory requirement for Councils to have in place a Licensing (2003 Act) Policy and that this was the third review undertaken since the original policy had been agreed. The revisions to the policy included

inter alia a new section detailing how reviews would be undertaken. All changes to the policy had been thoroughly considered by the Licensing (2003 Act) Committee and recommended to the Leader.

The Leader **RECOMMENDS** to Council on 25 November 2010 that the revised Statement of Licensing Policy be adopted.

24. **ADOPTION OF S27 POLICING AND CRIME ACT 2009**

Myles Bebbington, the Licensing Officer was in attendance for this item.

The Licensing Officer explained to the Leader, that although the adoption of this Schedule was not a statutory requirement for local authorities to adopt, it would give the Council far wider powers when considering the impact of venues, such as lap dancing clubs, on the district.

Having noted the recommendation from the Licensing Committee, the Leader **RECOMMENDS** to Council on 25 November 2010 the adoption of Schedule 3 of the Local Government (Miscellaneous Provisions Act) 1982 as amended by s27 of the Policing and Crime Act 2009 to apply in the district of South Cambridgeshire.

The Licensing Officer left the meeting following consideration of this item.

25. **BAR HILL: DESIGNATED PUBLIC PLACE ORDER - ANNUAL REVIEW**

The Corporate Manager, Community & Customer Services, gave the Leader an overview of the contents of the report, together with the recommendation that the Designated Public Place Order (DPPO) at Bar Hill be revoked.

It was noted that as a result of the consultation process, one local Member and the County Councillor for Bar Hill had written to the Council requesting the continuation of the DPPO.

Both local SCDC Members addressed the Leader and confirmed their commitment to maintaining the DPPO as they felt it had acted as a deterrent to unruly behaviour and that since the Order had been in place, such behaviour had substantially reduced.

The Leader, having considered all the options available, **AGREED** to continue with the Designated Public Place Order for a further year and requested that a Task and Finish Group be established of not more than 6 members to directly address the alcohol related problems in Bar Hill that the DPPO was currently containing. The Task and Finish Group to take into account the possibility of the Leader revoking the DPPO in November 2011 as the Police had powers to curb unruly behaviour under s.27 of the Violent Crime Reduction Act (2006).

26. **PARTNERSHIP TOOLKIT**

The Leader, having considered the contents of the revised toolkit, requested that the following changes be made.

- Delete the words *adequately and robustly* from the first box under 'Information sharing and public engagement arrangements' (p.7 of the Toolkit)
- Delete the words *Can the public* and replace with *Is there an opportunity for the public to ask questions*in the seventh box under 'Information

- sharing and public engagement arrangements' (p.7 of the Toolkit)
- After the words 'Governing documents should be reviewed', add the words *regularly and as needed* and delete *at least every two years* under 'Robust management and appropriate decision making' (p.11 of the Toolkit)
- Under Public Engagement, first paragraph, second sentence after the words *representatives of local persons*, add the words, *this may also include Parish Councils and Parish Plan Action Groups* (p.16 of the Toolkit)

The Leader **AGREED** the revisions to the Partnership Toolkit, subject to the above amendments.

27. **SINGLE JOINT AGREEMENT WITH CAMBRIDGESHIRE COUNCILS FOR VOLUNTARY SERVICES**

Local authorities and NHS Cambridgeshire had been working towards developing a single joint agreement with Cambridgeshire Councils for Voluntary Services since 2008.

A report was presented to the Leader at his meeting on 15 July 2010 where it was requested that further information on what the remit of the Cambridge Councils for Voluntary Services was and what services/roles they delivered should be included in an updated report. The information requested was provided in Appendix A to the covering report and included an update on recent activity based on their existing agreement with the Council.

The Leader, noting that the majority of the funding was obtained via Cambs County Council and the NHS Cambridgeshire and included the five surrounding districts, also noted that whilst Fenland DC had agreed to join the single joint agreement, East Cambs DC had decided to keep its current arrangement and both Cambridge City and Hunts DC were still to make a decision.

As the single joint agreement would not affect the level of support to voluntary and community sector organisations in the district as funded by SCDC grant funding, the Leader,

AGREED to the Council joining the single joint agreement with Cambridgeshire Councils for Voluntary Service for a pilot year from April 2011, reviewing the agreement in 12 months to consider continuation with or withdrawal from the agreement.

28. **FORWARD PLAN**

The Leader **NOTED** the contents of the forward plan, with the addition of a monitoring report in respect of the Children and Young People's Task and Finish Group to the meeting on 20 January 2011.

29. **DATE OF NEXT MEETING**

It was **NOTED** that the next meeting would be held at 10am on 20 January 2011.

The Meeting ended at 3.05 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader's Portfolio Holder Meeting

20 January 2011

AUTHOR/S: Executive Director, Corporate Services

REVENUE AND CAPITAL ESTIMATES FOR THE LEADER'S PORTFOLIO**Purpose**

1. The purpose of this report is to enable the Leader to consider the Revenue Estimates for 2011/12 and the Capital Programme up to 2015/16, relating to services within the Leader's Portfolio.
2. This is not a key decision; however, the report presents the relevant estimates for endorsement by the portfolio holder, prior to being included as part of the overall estimates to be presented to Cabinet and confirmed by Council in February 2011.

Recommendations

3. That the Leader endorses the Revenue Estimates for 2011/12 and the Capital Programme up to 2015/16, relating to services within the Leader's Portfolio, and recommends them for consideration by Cabinet.

Reasons for Recommendations

4. The draft estimates for all the services of the Council need to be considered and endorsed by the relevant portfolio holders, in order to be collated and presented to the Scrutiny and Overview Committee on 7 February 2011 and to Cabinet on 10 February 2011. The final approval of the estimates and the levels of council tax and rents will be decided by the Council on 24 February 2011.

Background

5. The estimates for the Leader's Portfolio form part of the overall considerations for the Council's annual budget setting exercise and include Community Safety, Voluntary Sector Grants and Community Strategy.
6. The Finance and Staffing Portfolio Holder approved the Staffing and Central Overhead Accounts Estimates on 14 December 2010. The recharges approved at that meeting are recharged to all services, as appropriate, termed "Central, Departmental and Support Services" in the detailed estimates attached - the analysis reflects the current service structure. It should be noted that, as all the recharges have already been approved, individual portfolio holders cannot amend them.
7. The estimates for each portfolio are being reported to the relevant portfolio holder. These estimates will then be summarised in a report for examination by the Scrutiny and Overview Committee on 7 February 2011, consideration by Cabinet on 10 February and finally presentation to the Council on 24 February for confirmation of the estimates and levels of council tax and rents.
8. The Revenue Estimates are set out in **Appendix A**, while the Capital Programme is shown at **Appendix B**.

9. Provisions for inflation have been applied to individual estimates only in cases where price increases can be justified. No automatic inflation allowance has been applied, but the 2.5% overall assumption of non-pay inflation in the Medium Term Financial Strategy remains as the overriding level of provision.
10. Where applicable, the estimates of each portfolio take account of any rollover of budget from the previous year and virement made during the year; they also incorporate expenditure approvals by Cabinet and Council up to November 2010.
11. All the estimates exclude the small number of "Precautionary Items" that are listed at the back of the current estimate book. These are specific, exceptional items of expenditure, which may or may not occur during the budget period, but if they did the Council would be required to meet them. An updated list will be presented to Cabinet on 10 February 2011; however, none has been identified within this portfolio.

Considerations

REVENUE ESTIMATES: REVISED 2010/11 AND ESTIMATES 2011/12

12. The Revenue Estimates for this portfolio are shown at **Appendix A**. The total estimates have been analysed between direct costs, capital charges (none at present), recharges and partnership funded costs, so that the direct costs can be identified for comparison. This is considered appropriate because the direct costs are specifically within the control of the relevant cost centre manager. By contrast, capital charges are notional charges that do not affect the overall expenditure of the Council, the Staffing and Central Overhead Accounts Estimates determine the recharges and partnership costs are offset overall across the Council. Compared with the 2010/11 original estimates, the net direct costs increased by £8,170 in the revised estimates but decreased by £21,350 in the 2011/12 estimates.
 - (a) The increase in 2010/11 is due to the financial implications of the Government's decision to withhold LPSA grant: £23,670 of the £57,670 owed from the County has been repaid (of which, £10,270 has been reimbursed to community organisations); £16,370 has been returned from the Connections Bus Project; the Community Strategy budget has been reduced by £8,730; and Community Safety budget reductions of £11,000 have been used to offset the shortfall - the resulting net budget variance of £8,170 will be covered by a virement/saving found within the Policy & Performance Portfolio.
 - (b) The decrease in 2011/12 is due to there being no ongoing budget requirement for the previous Community Transport and Community Liaison one-off projects, slightly offset by inflation applied on grants to Citizens Advice Bureaux/Centres and voluntary organisations.
13. **Appendix A** also shows a net direct costs comparison for both years, between the expected target expenditure and the new estimates that have been compiled for this meeting; the target was arrived at by taking the total direct costs in the 2010/11 original estimates and adjusting for any rollover, virement, approved additional expenditure and, for next year, inflation. The result is that the 2010/11 revised estimate is on target, albeit because of the virement/saving mentioned in paragraph 12. (a) above, and the 2011/12 estimate is £1,490 within target.
14. Comments on the individual estimate headings are given in paragraphs 15 to 17. All comparisons therein are made with the 2010/11 original estimates. All the 2011/12 estimates include an element of inflation, where necessary. A general overview of the recharges is given in paragraph 18.

15. Community Safety:
- (a) SCDC Grants: In the past, £6,000 has been committed in advance towards the following year's allocation in respect of a County Council held post in dealing with the reduction in domestic violence. A decision has been made not to commit in advance this year, saving £6,000 from the grants budget; a decision will be made as to whether this will be an ongoing saving, next year.
 - (b) Miscellaneous: Staff resources have been directed towards partnership working this year, with the aim of utilising as much of the partnership funding available as possible. This has had a knock-on effect of not spending the SCDC budget directly attributable to Community Safety, leading to a further reduction of £5,000 across the two budget headings.
 - (c) The £11,000 budget reduction has been used to offset the shortfall in income suffered by the Government withdrawal of LPSA funding (see paragraph 12).
 - (d) Partnership Grants: The difference in the 2010/11 revised figure is simply down to the known grant allocation subsequent to the budget setting exercise last year. The increase in grant received manifests itself in the increased grants payable through the partnership.
16. Voluntary Sector Grants:
- (a) Inflation has been allowed for in the 2011/12 estimates in respect of grants to Citizens Advice Bureaux/Centres and grants to voluntary organisations.
 - (b) There are increases in recharges in both years, mainly reflecting increased time spent on voluntary sector grants by the Community Partnership Officer.
17. Community Strategy:
- (a) Consultancy costs related to the Community Transport one-off project; there is no ongoing budget requirement in 2011/12.
 - (b) Similarly, there is no ongoing budget requirement in 2011/12 for the previous Community Liaison one-off projects.
 - (c) Following the Government's decision to withhold LPSA grant, there is no Local Strategic Partnership (LSP) expenditure requirement in 2011/12.
18. Recharges from Staffing and Overhead Accounts – Central, Departmental and Support Services (see estimates report to the Finance and Staffing Portfolio Holder 14 December 2010):
- (a) In general, the level of recharges depends on the cost of the service and support officers' time, ICT, Contact Centre, administrative buildings (mainly the Cambourne Office), Central Expenses and Central Support Services. Over the whole Council, these costs to be recharged were £17.420m in the 2010/11 original estimates, £17.308m in the 2010/11 revised estimates and £17,063m in the 2011/12 estimates. These equate to decreases of £0.112m (-0.6%) in 2010/11 and £0.357m (2.0%) in 2011/12, when compared with the 2010/11 original estimate. The main reasons for the 2010/11 decrease were lower capital charges, which reflects assets that have been fully depreciated and adjustments to the expected useful life of the remaining assets, and reduced costs from procurement projects and contract negotiations, partly offset by provision to meet Asset Management Plan requirements for the Cambourne Office. In 2011/12, these are augmented by reduced staffing costs resulting from the various restructuring exercises that have taken place, partly offset by increased business rates for the Cambourne Office.
 - (b) The costs being recharged to each portfolio, however, depend on how the above sums are allocated across services. Most central overhead costs are distributed per head to each officer, whose total cost is then allocated according to the officer's latest estimate of time spent on each service.

- (c) The total estimated recharges from Staffing and Central Overhead Accounts to this portfolio decreased by £3,470 (1.1%) from £317,110 in the 2010/11 original estimate to £313,640 in the 2010/11 revised estimate. The 2011/12 estimate of £297,840 is £19,270 (6.1%) lower than the 2010/11 original estimate. In 2010/11, the majority of the decrease is due to reduced allocations of time relating to some New Communities and Environmental Health staff and the Anti Social Behaviour Caseworker, partly offset by increased allocations of time relating to other Community and Customer Services staff. In 2011/12, the majority of the decrease is due to reduced allocations of time relating to some New Communities staff and the Community Liaison Support Assistant, partly offset by increased allocations of time relating to other Community and Customer Services staff.

CAPITAL ESTIMATES: REVISED 20010/11 AND ESTIMATES 2011/12 TO 2015/16

19. The overall capital programme for the Council will be subject to further consideration by Cabinet and Council, due to the current shortfall of capital funding. The capital programme for this portfolio, attached at **Appendix B**, comprises Community Strategy projects originally specified and fully funded through the LSP Board. Following the Government's decision to withhold LPSA grant, no capital funding is now available and the capital expenditure already incurred on projects is now being financed partly from Revenue (£3,700) and partly from Capital Receipts (£2,870).

Implications

20. Financial:
- (a) The Revenue Estimates for the General Fund services of this portfolio will be included in the General Fund Summary of estimates along with the expenditure of other portfolios.
- (b) The Capital Programme estimates for this portfolio will be included in the Council's Capital Programme.

21. Financial	The financial implications resulting from this report are set out in paragraphs 12 to 19 above.
Legal	There are no direct legal implications resulting from this report. The estimates show the financial effect of decisions that have already been made.
Staffing	There are no additional staffing implications resulting from this report. The estimates reflect staffing decisions previously made.
Risk Management	These estimates need to be endorsed so that they can be included in the General Fund Summary to be presented to Cabinet and confirmed by Council in February 2011.
Equality and Diversity	There are no direct equality and diversity implications resulting from this report. Equality and diversity issues will have been considered in the decisions which these estimates reflect.
Equality Impact Assessment completed	No As above.
Climate Change	There are no direct climate change implications resulting from this report. Climate change issues will have been considered in the decisions which these estimates reflect.

Consultations

22. The relevant cost centre managers, who are responsible for setting the level of their respective budgets and controlling the expenditure within them, have been consulted in the compilation of the estimate figures.

Effect on Strategic Aims

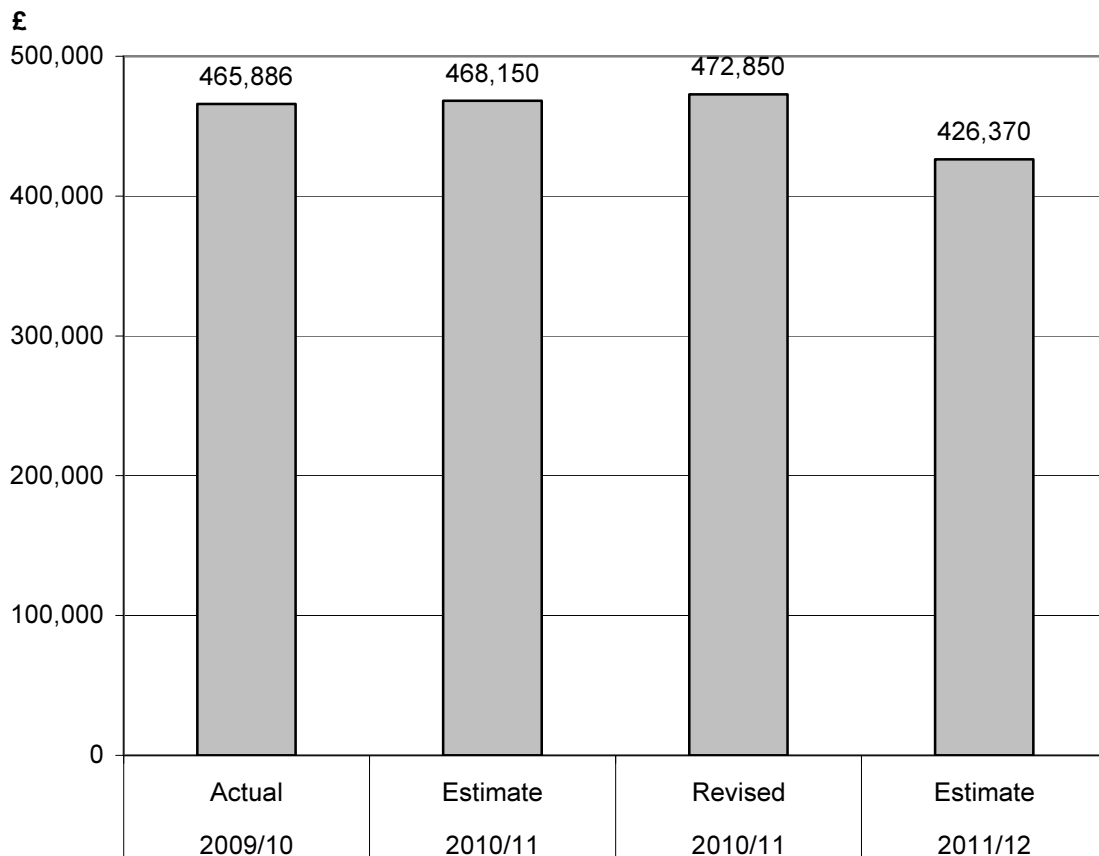
23. To determine detailed Leader's Portfolio budgets to provide the resources for the Council to continue its services to achieve its strategic aims as far as possible within the current financial constraints.

Conclusions / Summary

24. The total net expenditure as shown at **Appendix A** is reproduced below to show the percentage changes between budgets.

<i>Year</i>	<i>Amount £</i>	<i>Change £</i>	<i>Change %</i>
2009/10 Actual	465,886		
		+ 2,264	+ 0.5%
2010/11 Estimate	468,150		
		+ 4,700 }	+ 1.0% }
2010/11 Revised	472,850		
		} - 41,780	} - 8.9%
		- 46,480 }	- 9.8% }
2010/11 Estimate	426,370		

These comparisons are shown diagrammatically below:



25. In broad terms, the increase of £2,264 from 2009/10 actual expenditure to the 2010/11 original estimate was due to:
- (a) An increase of £17,700 for consultancy etc costs relating to the Community Transport and Community Liaison one-off projects.
 - (b) A decrease of £7,100 in net expenditure on Community Safety, plus a contribution of £10,000 from the Community Safety Grant reserve in 2010/11.
 - (c) A reduction of £7,000 in Advice for Life Grants, partly offset by inflation increases of £3,700 on grants to Citizens Advice Bureaux/Centres and Voluntary Organisations.
 - (d) An overall net increase of £5,000 in recharges from Staffing and Central Overhead Accounts.
26. The increase of £8,170 in the 2010/11 revised estimate compared with the 2010/11 original estimate was due to the financial implications of the Government's decision to withhold LPSA grant, offset by budget reductions in the Community Strategy and Community Safety budgets.
27. The decrease of £41,780 in the 2011/12 estimate compared with the 2010/11 original estimate is a result of:
- (a) A decrease of £25,000 due to there being no ongoing budget requirement for the previous Community Transport and Community Liaison one-off projects.
 - (b) An increase of £1,160 in estimated Government Community Safety funding.
 - (c) Inflation increases of £3,650 on grants to Citizens Advice Bureaux/Centres and Voluntary Organisations.
 - (d) An overall net decrease of £19,270 in recharges from Staffing and Central Overhead Accounts.
28. With regard to direct costs only, it can be seen from the comparison of estimates with the adjusted 2010/11 original estimate target in **Appendix A** that the 2010/11 revised estimate is on target, albeit because of the virement/saving mentioned in paragraph 12. (a) above, and the 2011/12 estimate is £1,490 within target.

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

Estimates files within Accountancy Services

Contact Officer: John Garnham – Principal Accountant (General Fund and Projects)
Telephone: (01954) 713101

LEADER'S PORTFOLIO

Appendix A

Actual 2009/2010 £		Estimate 2010/2011 £	Revised 2010/2011 £	Estimate 2011/2012 £
	NET EXPENDITURE SUMMARY			
143,892	Community Safety	127,350	107,820	109,070
169,466	Voluntary Sector Grants	165,990	173,710	178,240
152,528	Community Strategy	174,810	191,320	139,060
<u>465,886</u>	TOTAL NET REVENUE EXPENDITURE (carried to General Fund Summary)	<u>468,150</u>	<u>472,850</u>	<u>426,370</u>
	Analysis of Total Net Expenditure			
196,031	Direct Costs	197,610	205,780	176,260
0	Capital Charges	0	0	0
312,149	Recharges from Staffing and Overhead Accounts	317,110	313,640	297,840
(42,294)	Home Office and Partnership Funded	(46,570)	(46,570)	(47,730)
<u>465,886</u>	TOTAL NET REVENUE EXPENDITURE	<u>468,150</u>	<u>472,850</u>	<u>426,370</u>

COMPARISON OF ESTIMATE OF DIRECT COSTS WITH APPROVED TARGET

Net direct costs original estimate	197,610	197,610
Government decision to withdraw LPSA grant		
Amount owed from County	57,670	
Repaid by County (£23,670, less £10,270 reimbursements to community organisations)	(13,400)	
Returned from Connections Bus Project	(16,370)	
Reduction in Community Strategy budget to cover revenue shortfall	(8,730)	
Movement in Community Safety budget	(11,000)	
Consultancy re Community Transport one-off project, removed		(20,000)
Community Liaison one-off projects, removed		(5,000)
		<u>172,610</u>
Inflation allowance of 2.5% on 2010/11 adjusted estimate		5,140
Adjusted Original Estimate - TARGET ESTIMATE	<u>205,780</u> *	<u>177,750</u>
Direct costs in 2010/11 Revised Estimate and 2011/12 Estimate	<u>205,780</u>	<u>176,260</u>

Note: * The budget variance of £8,170 in 2010/11 will be covered by a virement / saving found within the Policy & Performance Portfolio.

Actual 2009/2010 £		Estimate 2010/2011 £	Revised 2010/2011 £	Estimate 2011/2012 £
COMMUNITY SAFETY				
EXPENDITURE				
	Supplies and Services			
22,878	SCDC Grants	16,800	9,800	16,800
65,827	Partnership Grants	13,500	32,480	13,500
1,299	Miscellaneous	4,510	510	4,510
	Central, Departmental and Support Services			
3,734	Chief Officers and Housing Futures	2,040	1,970	1,650
147,128	Community & Customer Services	154,160	145,860	137,570
2,367	Corporate Services	2,210	1,770	1,780
6,733	Affordable Homes	2,110	2,360	2,330
2,047	Health and Environmental Services	2,090	2,120	2,160
<u>252,013</u>		<u>197,420</u>	<u>196,870</u>	<u>180,300</u>
	INCOME			
(90,121)	Government Funding	(46,570)	(65,550)	(47,730)
(18,000)	Partnership Funding	(13,500)	(13,500)	(13,500)
0	Contribution From Reserves	(10,000)	(10,000)	(10,000)
<u>143,892</u>	NET REVENUE EXPENDITURE carried to Portfolio Summary	<u>127,350</u>	<u>107,820</u>	<u>109,070</u>
VOLUNTARY SECTOR GRANTS				
EXPENDITURE				
	Supplies & Services			
92,220	Grants to Citizens Advice Bureaux / Centres	87,350	87,350	89,500
63,898	Grants to Voluntary Organisations	65,500	65,500	67,000
	Central Departmental & Support Services			
11,279	Community & Customer Services	12,390	18,640	19,470
145	Corporate Services	130	150	150
1,924	New Communities	620	2,070	2,120
<u>169,466</u>	NET EXPENDITURE carried to Portfolio Summary	<u>165,990</u>	<u>173,710</u>	<u>178,240</u>
COMMUNITY STRATEGY				
EXPENDITURE				
	Supplies & Services			
1,120	Consultancy	20,000	16,610	0
2,683	Community Liaison Projects	5,000	1,300	0
11,933	Other	8,450	3,110	8,450
102,944	Other - Local Strategic Partnership	174,900	51,570	0
0	Direct Revenue Financing - Community Chest	0	3,700	0
	Central Departmental & Support Services			
6,249	Chief Officers and Housing Futures	2,040	410	0
109,447	Community & Customer Services	119,230	125,360	110,700
1,451	Corporate Services	1,340	1,520	4,100
7,521	New Communities	6,530	3,160	3,180
2,804	Planning Services	2,690	3,890	2,910
9,320	Health and Environmental Services	9,530	4,360	9,720
<u>255,472</u>	TOTAL EXPENDITURE	<u>349,710</u>	<u>214,990</u>	<u>139,060</u>
	INCOME			
(102,944)	Government Funding	(174,900)	(23,670)	0
<u>152,528</u>	NET EXPENDITURE carried to Portfolio Summary	<u>174,810</u>	<u>191,320</u>	<u>139,060</u>

CAPITAL PROGRAMME - GENERAL FUND

(at outturn prices, with grants adjusted to commitments basis)

Appendix B

Actual 2009/2010 £		Estimate 2010/2011 £	Revised 2010/2011 £	Estimate 2011/2012 £	Estimate 2012/2013 £	Estimate 2013/2014 £	Estimate 2014/2015 £	Estimate 2015/2016 £
Leader's Portfolio								
140,000	Connnections Youth Bus	0	0	0	0	0	0	0
4,000	Good Neighbour Scheme	0	0					
30,000	Dial-a-Ride Minibus	0	0	0	0	0	0	0
23,495	Local Strategic Partnership Projects	20,000	6,570	0	0	0	0	0
<u>197,495</u>		<u>20,000</u>	<u>6,570</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Financed by:								
(197,495)	Specified Government Grant (LSP)	(20,000)	0	0	0	0	0	0
0	Revenue	0	(3,700)	0	0	0	0	0
0	Capital receipts	0	(2,870)	0	0	0	0	0
<u>(197,495)</u>	Total Capital Financing	<u>(20,000)</u>	<u>(6,570)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader's Portfolio Meeting 20 January 2011
AUTHOR/S: Corporate Manager (Community and Customer Services)

COMMUNITY AND CUSTOMER SERVICES DRAFT SERVICE PLAN 2011/12**Purpose**

1. To provide the Leader with an update on the revised Community and Customer Services Service Plan for 2011/12.
2. This is not a key decision.

Recommendation

3. That the Leader endorses the service plan actions identified in this report and suggests additions to or amendments to these service plan actions if required.

Background

4. The existing Community and Customer Services Service Plan covers the period 2010/11 - 2012/13 and includes a number of service plan projects intended to run over a 2 or 3 year timeframe. This is therefore a refresh of the service plan designed mainly to introduce new service plan actions to address external challenges.
5. The service plan template has been updated during 2010 and the final draft of the service plan will be presented in the new format.

Considerations

6. The service plan refresh takes account of a number of significant changes arising from the new agenda of the Coalition Government elected in 2010. These include:
 - The introduction of the localism and 'Big Society' agenda.
 - The abolition of elements of the national performance management framework, e.g. National Indicators, and of the government inspection regime (CAA).
 - Changes to the partnership landscape, e.g. the abolition of Local Area Agreements and changes to partnership structures across Cambridgeshire.

Options

7. The service plan includes a number of service improvement actions designed to address the challenges posed by these various changes. Those service plan actions designed to address the main drivers noted above are as follows:

1. Use of Performance Information

An improvement in the way performance information is managed and reported across the authority including the development of a new, comprehensive corporate performance 'score-card', containing an agreed 'basket' of key indicators.

2. Corporate Planning Cycle

The development of the corporate planning cycle to ensure that consultation on the 3 A's throughout the process is a key element, leading to the development of an overarching 3 year Corporate Plan setting both the strategic direction of the authority and high level priorities.

3. Customer Contact and Customer Service

Complete the customer contact review, ensuring that it comprehensively assesses all available options and leads to the implementation of a sustainable, holistic and integrated customer contact framework for the authority, linking into the corporate actions for 2011/12 around channel shift and improvement to the website. Also to further embed the work undertaken towards Customer Service Excellence to maximise the benefit of the accreditation to the authority and its customers, ensuring that a focus is maintained.

4. Development of Community and Customer Services

Further develop and promote the idea of CCS as a corporate 'hub' to service areas to ensure that the authority is aware of the services that the unit can (and can't) provide. Following the abolition of elements of the national performance management framework and of the government inspection regime, to move CCS from an inspection/control function to a role of 'support and challenge'.

5. Consistent branding of the Council and seek to improve public perception

There is a need to develop a new, vibrant and 'modern' identity for the authority, raising its profile and regenerating its reputation. We will work to improve public perception about the value for money provided by SCDC. In the 2008 Place Survey, only 33% of residents agreed that SCDC provides value for money - on a par with the national average but 3% lower than the Cambridgeshire average. A sizeable 39% neither agreed nor disagreed which suggests low awareness of the value for money they are receiving, given that SCDC has the 12th lowest council tax of all district councils.

6. Develop an authority wide approach to the Localism and the 'Big Society' agenda

To enable the authority to gain an understanding of the above agenda and put in place a framework to promote an integrated, district wide approach and strengthen how the authority works with parishes.

7. Reposition partnership working

We will refresh partnership working across the district and with Cambridge City to add value to existing work, deliver real outcomes that matter that we cannot deliver on our own and support the localism agenda.

Implications

8. Financial	All proposed actions can be delivered within existing budgets.
Legal	None.
Staffing	All proposed actions can be delivered within existing resources.
Risk Management	Risk logs will be developed for each project as and when appropriate.
Equality and Diversity	Equality Impact Assessments will be carried out on each policy change as and when appropriate.
Equality Impact Assessment completed	No
	NA
Climate Change	None.

Consultations

9. The draft service plan has been produced with regard to on-going policy announcements by central government, in consultation with staff in Community and Customer Services and with regard to the on-going corporate consultation being undertaken on the draft corporate actions for 2011/12.

Effect on Strategic Aims

10. Community and Customer Services support the delivery of all 5 council aims.

Conclusions / Summary

11. This report sets out in summary form the key drivers that need to be addressed by the 2011/12 service plan. The 'top 7' draft service plan actions listed above will be incorporated within the final Service plan to be taken to the March Portfolio Holder meeting for approval.

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

None

Contact Officer: Paul Howes - Corporate Manager (Community and Customer Services)
Telephone: (01954) 713351

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader's Portfolio Holder Meeting 20 January 2011
AUTHOR/S: Chief Executive / Corporate Manager (Community and Customer Services)

**WORKING IN PARTNERSHIP TO SUPPORT CHILDREN AND YOUNG PEOPLE:
ACTION PLAN UPDATE**

Purpose

1. To monitor progress against the action plan agreed by Cabinet following a Scrutiny and Overview Committee review into 'working in partnership to support children and young people'.
2. This not a key decision, however, has been brought before the Leader for monitoring purposes following agreement at Cabinet to maintain an overview of progress against targets.

It was first published in the November 2010 Forward Plan.

Recommendation

3. That the Leader notes the progress made against the action plan and highlights actions that require further attention.

Reasons for Recommendations

4. The purpose of this report is to review progress against the action plan. No further options were considered.

Background

5. On 5 November 2009 the Scrutiny and Overview Committee agreed to set up a cross-party task and finish group to review how effectively the Council works with partners to meet the needs of children and young people and recommend areas for improvement.
6. On 8 April 2010 Cabinet welcomed the report from the Children's and Young People's Task and Finish Group and instructed to report on the feasibility of the recommendations and draft an action plan for consideration at a future meeting of Cabinet. Cabinet agreed an action plan on 8 July 2010 and the Leader agreed to maintain an overview of progress against targets.

Considerations

7. An update on the actions can be found at **Appendix A**. The majority of actions are either on target or in progress. Where progress has been delayed this has been for a valid reason and there are plans in place to ensure that the action is taken forward.

Options

8. To note the progress made against the action plan and highlight actions that require further attention.

Implications

9.	Financial	Working in partnership allows the Council to access some funds not otherwise available. Actions in this plan are expected to be achieved within existing resources. They may lead to savings as yet unquantified.
	Legal	The Children's Trust has been set up to fulfil the requirement of Section 11 of Children Act 2004.
	Staffing	On average, each partnership requires each representative to invest around 30 hours pa. Actions within this report are expected to be achieved within existing resources and may lead to savings as yet unquantified.
	Risk Management	Key partnerships are already regularly reviewed for risk. Any reduction in partnership participation would need to be risk assessed. If actions are not implemented, there is a risk that the improvements in partnership working and services for children and young people may not be achieved.
	Equality and Diversity	The actions are designed to help the Council and partners to better meet the needs of children and young people, which is an equalities issue.
	Equality Impact Assessment completed	No. This is not a policy or strategy.
	Climate Change	Actions may result in fewer meetings attended by encouraging representatives to consider the cost/benefit of participation. This will potentially reduce travel.

Consultations

10. No consultations have taken place as part of this monitoring update report.

Effect on Strategic Aims

11. Improvements to the Council's efficient use of partnership working will help to meet all of the Council's corporate objectives.

Conclusions / Summary

12. The majority of actions are either on target or in progress. Where progress has been delayed this has been for a valid reason and there are plans in place to ensure that the action is taken forward.

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

- Report of the Task and Finish Group – Services for Children and Young People through Partnerships (Cabinet, 8 April 2010)
- Working in Partnership on Services for CYP - Draft Action Plan for consideration by Cabinet 8 July 2010

Contact Officer: Gemma Barron – Partnerships Manager, Telephone: (01954) 713340

Working in Partnership on Services for CYP - Action Plan agreed by Cabinet 8 July 2010 (January 2011 Update)

	Actions	Lead	Timing	Status
1: That the SCDC representative on the Children's Trust ensures that progress on the <u>CYP Transport Plan</u> is monitored with a view to completing as many of the actions as possible, and revising it to include more recent evidence.	Issue to be raised at the next appropriate meeting of Children's Trust	Cllr B Smith	May 10	Added to Children's Trust work plan. Meeting held with CCC to progress. Children's Trust and SCDC ensuring that CYP transport issues are included within the Local Transport Plan
	Progress to be monitored	Cllr B Smith	March 11	
2: That SCDC representatives ensure that partnerships adequately and robustly consult children and young people whenever designing or evaluating services that are wholly or partly aimed at them; this should include issues such as climate change and the growth agenda.	Add to partnerships toolkit and publicise	Gemma Barron	Sept 10	Toolkit update agreed by the Leader on 11/11/10
	Check that effective CYP consultation is included in CYP participation strategy	Tracy Mann	Dec 10?	A robust action plan will be in place from March 2011 for the Children and Young People's Plan. Ongoing consultations
3: That SCDC representatives work with the chairman of their partnership to influence the agenda and seek officer support in doing so.	Message to all members on partnerships Message to all officers on partnerships	Leader Chief Executive	July 10 July 10	On hold due to Countywide review of Partnerships and revisions to Toolkit
	Add to partnerships toolkit and publicise	Gemma Barron	Sept 10	Toolkit update agreed by the Leader on 11/11/10
	Seek progress report from key partnership representatives regarding tangible outcomes for SCDC residents	Gemma Barron	March 11	Progress review started in January 2011
4: That SCDC representatives use the Partnership Toolkit to regularly assess whether they need to attend each partnership, and whether any could merge or close or meet less often.	Message to all members on partnerships Message to all officers on partnerships	Leader Chief Executive	July 10 July 10	On hold due to Countywide review of Partnerships and revisions to Toolkit
	Seek progress report from partnership representatives	Gemma Barron	March 11	Progress review started in January 2011
5: That the Partnership Toolkit is amended to be more easy to read, and to reflect the recommendations in this report, especially representatives' obligations to attend,	Revise and re-issue partnerships toolkit	Gemma Barron	Sept 10	Toolkit update agreed by the Leader on 11/11/10
	Support re-launch with publicity to all	Gemma Barron	Sept 10?	Toolkit redesigned in

	Actions	Lead	Timing	Status
participate and communicate fully. The Toolkit should then be re-issued to all of SCDC's current and future partnership representatives.	representatives			December 2010. To be given to all representatives in January 2011 plus mention in Corporate Brief for staff
6: That the Leader makes a request to Cambridgeshire Together for a thorough review of the partnerships, with a view to creating a slimmer, more efficient structure, where partnerships follow the principles in SCDC's Partnerships Toolkit, including the need for an exit strategy.	A review is now underway Leader to check that the review supports the principles in SCDC's toolkit, including the need for an exit strategy.	Leader	Sept 10	Review conclusions agreed 23/11/10 Completed
7: That active consideration is given to deciding the most appropriate officers and members to attend each partnership, and each meeting, according to the agenda and the expertise required. Where a representative is unable to attend, a high priority should be placed on sending a well-briefed substitute, to ensure maximum input, influence and benefit.	Message to all members on partnerships Message to all officers on partnerships Add to partnerships toolkit and publicity To list at Recommendation 9, add any named substitutes Seek progress report from partnership representatives	Leader Chief Executive Gemma Barron Gemma Barron Gemma Barron	July 10 July 10 Sept 10 Sept 10 March 11	On hold due to Countywide review of Partnerships and revisions to Toolkit Toolkit update agreed by the Leader on 11/11/10 Completed Progress review started in January 2011
8: That all partnership representatives ensure that there is an effective mechanism for briefing and debriefing relevant officers and elected members, and that all action notes or minutes are electronically available.	Message to all members on partnerships Message to all officers on partnerships Add to partnerships toolkit and publicity Seek progress report from partnership representatives To list at Recommendation 9, add links to meeting notes from Partnership pages	Leader Chief Executive Gemma Barron Gemma Barron Gemma Barron	July 10 July 10 Sept 10 March 11 Sept 10	On hold due to Countywide review of Partnerships and revisions to Toolkit Toolkit update agreed by the Leader on 11/11/10 Progress review started in January 2011 Completed

9: That an updated list of partnerships and the officer and member representatives is provided on the SCDC website or intranet as appropriate.	Website to be updated: pages relating to Partnerships and Democratic Services	Gemma Barron	Sept 10	Pages updated in September 2010. Link from 'committees and meetings' page to 'partnerships' page added in January 2011
10: That SCDC representatives on strategic partnerships recommend fewer meetings, and the use of task groups for specific projects, such as now being used by the Children's Trust.	Message to all members on partnerships Message to all officers on partnerships	Leader Chief Executive	July 10 July 10	On hold due to Countywide review of Partnerships and revisions to Toolkit
	Seek progress report from partnership representatives	Gemma Barron	March 11	Progress review started in January 2011

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Leader's Forward Plan

Portfolio Holder Meeting	Agenda Title	Key Purpose	Corporate Manager(s)	Responsible Officer(s)
31-Mar-11	Final Service Plans	For decision	Paul Howes	Paul Howes
19-May-11	Financial Monitoring	For information	Alex Colyer	John Garnham

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