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13 March 2013

To: Chairman – Councillor Ben Shelton  
Vice-Chairman – Councillor David Whiteman-Downes  
Members of the Scrutiny and Overview Committee – Councillors Alison Elcox,  
Jose Hales, Roger Hall, Lynda Harford, Mark Hersom, Roger Hickford,  
Douglas de Lacey, Janet Lockwood, Ted Ridgway Watt, Bridget Smith and  
Bunty Waters

Quorum: 6

**There is a pre-meeting session at 5pm in the Monkfield Room for members of the Committee only, to plan their lines of enquiry.**

Dear Councillor

You are invited to attend the next meeting of **SCRUTINY AND OVERVIEW COMMITTEE**, which will be held in the **SWANSLEY ROOM, GROUND FLOOR** on **THURSDAY, 21 MARCH 2013** at **6.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. If you have any specific needs, please let us know, and we will do what we can to help you.**

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## AGENDA

## PAGES

### PROCEDURAL ITEMS

- 1. Apologies**  
To receive apologies for absence from committee members.
- 2. Declarations of Interest**
- 3. Minutes of Previous Meeting**  
To authorise the Chairman to sign the Minutes of the meeting held on 14 February 2012 as a correct record.

**1 - 4**

**4. Public Questions**

**UPDATE REPORTS**

**5. Youth Council 5 - 8**

Report attached. Representatives from the Youth Council will be in attendance at the meeting.

**6. Health Service Changes and their Implications 9 - 12**

A briefing note is attached. Jane Belman, the Scrutiny & Improvement Officer from Cambs County Council will be in attendance.

**7. Affordable Homes Service: Update 13 - 22**

A briefing note is attached. The Housing Portfolio Holder will be in attendance at the meeting to respond to any questions raised. The items included in the note are:

- Sheltered Housing. For information, the recommendations from the Scrutiny Review published in February 2012 are attached as Appendix A
- Mears – Responsive Repairs Contract
- New Build Strategy
- Value for Money. For information, the recommendations from the Scrutiny Review published in March 2011 are attached as Appendix B

**STANDING ITEMS**

**8. Council's Forward Plan 23 - 38**

To consider the items contained in the attached Plan for possible pre-decision scrutiny.

**9. Work Programme 2013 39 - 46**

**10. Monitoring the Executive**

Scrutiny monitors are invited to report to the Committee regarding Portfolio Holder meetings attended since the last meeting and specifically raise any issues challenged and the result and/or issues where the Committee could add further value. The meetings were as follows:

- Environmental Services, 19 March 2013 (Cllrs Elcox and Lockwood)
- Housing, 20 March 2013 (Cllrs Hales and Harford)

**11. Dates of Future Meetings**

Future meetings of the Committee are scheduled at 6pm on the following dates:

Thursday, 23 April 2013  
Thursday, 04 July 2013  
Thursday, 05 September 2013  
Thursday, 07 November 2013  
Thursday, 16 January 2014  
**Tuesday**, 11 February 2014  
Thursday, 03 April 2014

### **Exclusion of Press and Public**

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) ..... in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) ..... of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

### **OUR VISION**

South Cambridgeshire will continue to be the best place to live and work in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment. The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focussing on the priorities, needs and aspirations of our residents, parishes and businesses.

### **OUR VALUES**

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

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

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

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

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### **Toilets**

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### **Banners, Placards and similar items**

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### **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**

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### **Food and Drink**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of a meeting of the Scrutiny and Overview Committee held on  
Thursday, 14 February 2013 at 6.00 p.m.

PRESENT: Councillor Ben Shelton – Chairman  
Councillor David Whiteman-Downes – Vice-Chairman

Councillors:	Alison Elcox	Jose Hales
	Roger Hall	Roger Hickford
	Janet Lockwood	Bridget Smith
	Bunty Waters	David Bard
	Hazel Smith	

Councillors Dr David Bard and Hazel Smith were in attendance as substitutes for Ted Ridgway-Watt and Mark Hersom respectively.

Councillors Tom Bygott, Simon Edwards, James Hockney and Ray Manning were in attendance, by invitation.

Officers:	Graham Aisthorpe-Watts	Democratic Services Team Leader
	Alex Colyer	Executive Director, Corporate Services
	Maggie Jennings	Democratic Services Officer
	Richard May	Policy & Performance Manager

Apologies for absence were received from Councillors Lynda Harford, Mark Hersom, Douglas de Lacey and Ted Ridgway-Watt.

**39. DECLARATIONS OF INTEREST**

None.

**40. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 10 January 2012 were agreed and signed as a correct record.

**41. PUBLIC QUESTIONS**

None received.

**42. CORPORATE PLAN 2013-18**

Councillor James Hockney, Portfolio Holder for Corporate and Customer Services presented the report on the Council's Corporate Plan 2013-18 and particularly emphasised its relationship with the Medium Term Financial Strategy that enabled delivery of the Council's priorities within allocated resources. He added that there had been a positive response to consultations undertaken on major issues including the South Cambridgeshire Local Plan, Broadband provision and the Youth Council.

Councillor Hockney referred to one of the recommendations that the Scrutiny & Overview Committee had made concerning Action 6 in the Plan which, on reflection, had been deemed to limit the scope of its intention and therefore had been removed.

Several members of the Committee expressed their disappointed that reference to 'council-owned' wording had been removed from Action 6, particularly as Cabinet had accepted the Committee's recommendation at its meeting on 8 November 2012. Members added that it was important to broaden the scope and look at all alternatives to ensure that all available council-owned property was used as a priority for temporary accommodation, particularly as it was more economical to use than privately rented property.

Following further debate and the acknowledgement that there was a shortage of smaller homes in the district, the Scrutiny and Overview Committee,

**RECOMMENDED** to Cabinet that Action A6 in the Corporate Plan be amended to read:

***'Increase the supply of council-owned temporary accommodation as a priority without restricting the Council's options'***

**43. MEDIUM TERM FINANCIAL STRATEGY (GENERAL FUND BUDGET 2013/14, INCLUDING COUNCIL TAX SETTING), HOUSING REVENUE ACCOUNT, (INCLUDING HOUSING RENTS), CAPITAL PROGRAMME 2013/14 - 2017/18 AND TREASURY MANAGEMENT STRATEGY: REVISED 2012/13 AND 2013/14**

Councillor Simon Edwards, Finance and Staffing Portfolio Holder, gave a brief overview of the report on the Council's Medium Term Financial Strategy (MTFS) due to be considered by Cabinet and agreed by Council later in the month; he then invited the Committee to ask questions.

**Estimates**

The Portfolio Holder was asked to comment on the importance of the 5-year MTFS and its relationship to short-term planning. In response, Councillor Edwards agreed that concentration had been based on the first 2 years of the MTFS and highlighted an uncertain degree from that point onwards. He added, that it was to the officers' credit that the projected estimates would enable the Council to set an achievable budget.

Councillor Edwards confirmed that the New Homes Bonus would not be used to fund any future shortfall.

**Investments**

Responding to a question raised about the Council demonstrating best value, Councillor Edwards informed the Committee that this Council was in the upper quartile for returns and had been one of the top 5 Councils in most recent years. A risk-averse strategy was used whereby investments were made in British banks and building societies and unlike some councils, the work was undertaken in-house.

One Member felt that it was acceptable to initiate risky investments for higher returns in order to spread the risk. In response the Portfolio Holder stressed the need to balance risk versus reward, however, Council could consider earmarking money for investment in low-quality counter-parties.

**General Fund/Capital Programme**

It had been noted that the General Fund showed a balance of approximately £7m at March 2012 and by March 2018 showed a reduction to £2.5m. The question was raised as to whether the New Homes Bonus, together with the £2.5m in reserves could be used to balance the budget and/or freeze council tax? The Portfolio Holder stated that he felt there would be significant risks arising during the next 5 years, however, once the

General Election in 2015 had taken place, the outcome should become much clearer.

An explanation was requested concerning the relationship between the Capital Programme and the General Fund balance at 2015/16 which the Portfolio Holder provided.

#### **South Cambs Housing Ltd**

It was confirmed that there would be no financial risk to the Council following the formation of the company; no decisions could be taken without Member approval.

#### **Council Tax**

It was explained that the 3.5% increase in council tax would enable the Council to maintain its financial position during the Strategy period.

#### **Planning Charges**

Referring to the table of charges for new developments, a question was raised on whether this would result in additional revenue being raised from larger developments. In response it was noted that Government consultation was awaited on fee charging, however, a balance would be required to encourage developers to use this Council's services rather than other providers.

#### **Building Regulation Charges**

It was noted that the fees were set by Government and the requirement for the service to break-even.

In conclusion, both the Chairman and the Finance and Staffing Portfolio Holder expressed their thanks for the work carried out by officers in preparing the MTFs and in particular John Garnham, who had only recently been appointed as Head of Finance, Policy and Performance.

## **44. PERFORMANCE MONITORING 2012/13**

Councillor James Hockney, Corporate and Customer Services Portfolio Holder presented the report highlighting the numerous successes to date. He then invited the Committee to raise questions.

#### **Website**

Several questions were raised concerning the Council's replacement website. In response it was noted that the original supplier had gone into liquidation and it was financially advantageous to move to a new one. The functionality of the original website had also been limited compared with the new one and since its launch there had been a significant increase in users via mobile phones. Members were assured that officers were responding to the feedback received via a SOCITM survey.

#### **Action A12 – Development Plan**

It was noted that feedback from members of the public had indicated that it had been difficult for them to navigate the on-line consultation document. The Portfolio Holder undertook to liaise with the Planning and Localism Portfolio Holder on ways in which links could be improved for future consultation purposes. The Portfolio Holder undertook to investigate concerns expressed that a number of the electronic forms had not been submitted correctly.

#### **Action B03 – Strategy to reduce barriers to employment**

It was explained that a strategy had been drafted with apprenticeships as a key strand,

together with initiatives to enable access to employment opportunities.

**45. UPDATE ON THE MECHANICAL BIOLOGICAL TREATMENT PROCESSING PLANT**

The Committee, having **NOTED** the contents of the briefing note provided by the Director of Health and Environmental Services, **REQUESTED** that the Environmental Services Portfolio Holder enquires into the possibility of Amey Cespa financing the cost of transporting waste to another processing plant until the MBT plant is fully functioning again.

**46. COUNCIL FORWARD PLAN**

The Committee having **NOTED** the contents of the Forward Plan and found it a useful tool to inform subjects for possible scrutiny, **AGREED** that a separate informal meeting of the Committee be arranged to agree topics for future scrutiny by Task and Finish Groups.

**47. WORK PROGRAMME 2013**

The Committee **AGREED** its work programme for 2012/13 and requested that fewer presentations be made in the future, suggesting written briefing notes as an alternative.

**48. MONITORING THE EXECUTIVE**

The Committee **NOTED** the information provided in the agenda.

**49. DATES OF FUTURE MEETINGS**

The Committee **NOTED** the dates of the two remaining meetings for 2012/13, as follows:

21 March 2013 at 6pm  
23 April 2013 at 6pm

and **AGREED** that the dates of meetings for 2013/14 be held on Thursdays, commencing at 6pm on the following dates:

04 July 2013  
05 September 2013  
07 November 2013  
16 January 2014  
11 February 2014  
03 April 2014

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**The Meeting ended at 7.50 p.m.**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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**REPORT TO:** Scrutiny and Overview Committee

21 March 2013

**AUTHOR/S:** Tom Mayer, Chairman of Youth Council and Tracy Mann, Lead Officer

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**YOUTH COUNCIL UPDATE****Purpose**

1. For Scrutiny and Overview Committee to note the Youth Council's progress to date and make comments and/or recommendations for any further work that might benefit the Youth Council and/or South Cambridgeshire District Council.
2. This is not a key decision, but has been brought before Scrutiny and Overview Committee because of the Committee's interest and commitment to the Youth Council.

**Recommendation**

3. That the Scrutiny and Overview Committee note the Youth Council's current work plan and make comments and/or recommendations for further work and involvement where it could be of benefit for the Youth Council and the District Council.

**Background**

4. Scrutiny and Overview Committee approved the Children and Young People's Plan in April 2010 to provide opportunities for children and young people to have a say in decisions that may affect them in their local area.
5. The successful participation and engagement of children and young people over the following eighteen months meant that the establishment of a Youth Council was a natural progression to the Children and Young People's Plan.
6. This also came at the time of the Council's bid for Quality Charter accreditation for Member Development, in which the Council must demonstrate support for the District's young people to become engaged in local government issues.
7. The Youth Council was successfully established in September 2012, following a 12 month period of recruiting young people to become the first South Cambridgeshire Youth Councillors. Of the 18 original volunteers, 15 young people eventually committed to serve as Youth Councillors for a period of 12 months in the first instance. Youth Councillors have undergone training sessions to better understand the role of Youth Councillor, the District Council and issues that affect the District. The Youth Council held its formal launch in January 2013.

**Considerations**

8. The Youth Council's current work plan is as follows:
  - Working with the providers of Northstowe's first Primary school and Secondary school to help develop the new schools. Initial meetings have already taken place with Swavesey Village College (part of the Meridian Trust

that will provide the Secondary School), and a meeting is planned after Easter with Ely Diocese (the provider of the first primary school). Youth Councillors are currently organising visits to local schools in the area to observe lessons, survey teachers, students and parents, look at schools' ethos and Ofsted Inspections. Once all the information is collated, Youth Councillors will work with the school providers to help shape the schools for Northstowe. Youth Councillors will also be involved in helping to design the new schools.

- Youth Councillors will be providing comments and attending workshops with the University to help develop the play spaces, community centre and other facilities and open spaces on the North West Cambridge site.
- As above, the Youth Council will be helping developers and officers working on the Darwin Green 2 and 3 developments (previously known as NIAB 2 & 3).
- Again as above, the Youth Council will be involved in helping to develop facilities and services for young people at the Cambridge East development.
- The Youth Council is working on launching a health and wellbeing campaign aimed at young people across the District. It is anticipated that the campaign will be launched at the District Council's Park Life Event in August this year and will be aimed at helping young people make positive choices in relation to education and employment as well as taking responsibility for their own health (eg, not smoking, drinking, drugs, anti social behaviour). This will include working with the police, health, children and young people's service, etc.
- At Park Life this year, the Youth Council will also be organising part of the event as regards showcasing talented young people in the District and encouraging young people to engage more in civic life.
- Chairman of the Youth Council, Tom Mayer, will be spending a day with the Leader of the District Council, Cllr Manning, in order to have a greater understanding of the Leader's role and responsibilities.
- The Youth Councillor for Policy and Finance, Isabella Marshall, will be spending some time with Cllr Edwards to increase her understanding of budgeting and policy development. Isabella is also spending the summer months at the Senate in the USA and part of her time there will be spent making comparisons and gathering information to share with the Youth Council when she returns.
- Youth Councillor Dale Hargrove, the Northstowe specialist, is spending two weeks' work experience working with the Northstowe Team to gain a greater understanding of the Northstowe development and all the things that need to be taken into consideration when building a new town.
- Youth Councillor Callum Hatch, the Housing and Planning specialist, is spending two weeks' work experience working with the Housing Team to gain a greater understanding of the Housing Service.
- The Sustainability and Environment Youth Councillor, Helena Keys, has attended meetings of the Sustainable Parish Energy Project and the Youth Council will become involved in helping to encourage young people's involvement in the project.
- Youth Councillors have also been invited to attend local parish council meetings but, due to ill health, unfortunately have been unable to attend to-date.
- Towards the end of this year, the Youth Council will need to begin preparations for the Youth Council elections next year.

**Implications**

9.	Financial	Minimal – Youth Council budget for 2013 – 2014 is still to be agreed
	Legal	Safeguarding Children
	Staffing	Officer time
	Risk Management	None
	Equal Opportunities	EQIA in place
	Climate Change	Specialist Youth Councillor for Sustainability and the Environment

**Contact Officer:** Tracy Mann – Lead Officer for Youth Council  
Telephone: (01954) 713342

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## **Health Service Changes and their implications for Overview and Scrutiny in Cambridgeshire**

### **1. INTRODUCTION**

1.1 The Health and Social Care Act 2012 made major changes to how health services are organised, in relation both to health care and to general wellbeing. These provide both challenges and opportunities for overview and scrutiny. In particular, an effective scrutiny response to the changes requires joint and complementary working between the Overview and Scrutiny Committees of the County Council, Peterborough City Council, Cambridge City Council and the District Councils.

1.2 The key new arrangements, which will be formally in place from April 2013 are:

- Clinical Commissioning Groups
- Health and Wellbeing Boards
- Healthwatch

All of these bodies will work at both strategic County wide level and at local levels.

### **2. CLINICAL COMMISSIONING GROUPS**

2.1 From April 2013, GP-led Clinical Commissioning Groups (CCGs) will be responsible for commissioning hospital and community health services (but not specialist services) for local people, in line with national requirements in relation to quality, outcomes, and financial resources. A key role is working with other agencies, including through the Health and Wellbeing Board (see below), to improve health and wellbeing. Primary Care Trusts are being abolished.

2.2 Locally, there will be a single large CCG for Cambridgeshire and Peterborough. It will be one of the largest in the country, covering a population of nearly 840,000 people.

2.3 The CCG will be made up of a federation of 8 Local Commissioning Groups (LCGs), of varying sizes. Between them they cover all the GP practices in Cambridgeshire and Peterborough, plus a small number just outside the boundary. The LCGs will have delegated budgets and responsibilities, according to their capacity, to develop and commission local services for their residents.

2.4 Each LCG will have a board, which will include one patient representative with a mandate from their local Practice Participation Groups, one local Healthwatch member, and local GPs representing the practice members. LCGs are represented on their Local Health Partnership, and they are developing relationships with their District Councils.

2.5 The LCGs will be accountable to the CCG Governing Body, which has overall responsibility. It will provide strategic leadership and support the work of the LCGs. Its membership will include, among others, a lay chair, a representative from each of the LCGs, other clinicians and three lay members - one of whom will lead on patient and public participation matters.

2.6 The CCG will have a Patient Reference Group, which will be a formal sub-committee of the CCG Governing Body, and will be chaired by the relevant CCG lay member. The Reference Group will be made up of the patient representative from each of the LCG Boards, plus Healthwatch representatives. Its role will include commenting on proposals, providing intelligence on patient concerns, and ensuring the CCG and LCGs are engaging meaningfully with patients.

2.7 The CCG Governing Body will meet in public.

2.8 The CCG has been operating in shadow form over the past year. It is currently developing a business plan.

<b>Local Commissioning Group</b>	<b>Population Served</b>
CATCH: 28 practices: 25 in Cambridge City and South Cambridgeshire, and 3 in North Hertfordshire	217,783
Cam Health: 9 practices in Cambridge City and South Cambridgeshire	83215
Hunts Care Partnership: 16 practices: 13 in Huntingdonshire and 3 in Fenland (March)	111574
Hunts Health: 10 practices in Huntingdonshire	74049
Isle of Ely Health: 9 practices: 6 in East Cambridgeshire and 3 in Fenland (Manea, Doddington and Chatteris)	86447
Wisbech: 4 practices in Wisbech	46012
Borderline Commissioning Cluster: 12 practices in or close to Peterborough including 2 practices in Whittlesey, 1 in Yaxley and 2 in Northamptonshire	112456
Peterborough: 21 practices in Peterborough	132034
<b>TOTAL</b>	<b>863570</b>

***For further information on the CCG, contact; Jessica Bawden, Director of Corporate Affairs, Cambridgeshire and Peterborough Shadow CCG, [jessica.bawden@cambridgeshire.nhs.uk](mailto:jessica.bawden@cambridgeshire.nhs.uk)***

### **3. HEALTH AND WELLBEING BOARD**

3.1 Upper tier local authorities, such as Cambridgeshire and Peterborough now have lead responsibility for public health and health improvement. Each is required to establish a Health and Wellbeing Board (HWB) by April 2013, with shadow arrangements prior to that.

3.2 The purpose of the HWB is to 'join up' healthcare, social care and public health commissioning at a strategic level. Its statutory duties include preparation of a Joint Strategic Needs Assessment (JSNA) and Health and Wellbeing Strategy, and considering the CCG commissioning plans. It should involve service users and the public in commissioning decisions. HWB meetings are held in public

3.3 With its focus on the wider social and economic determinants of health, the work of the HWB relates strongly to both District/City and County Council responsibilities.

3.4 The Cambridgeshire HWB will consist of a Board and a Network. It has been operating in shadow form since late 2011. Its purpose is to work to promote the health and wellbeing of Cambridgeshire's communities, with a focus on securing the best possible health outcomes for all residents.

3.5 Board membership includes the Director of Public Health, Executive Director of Children and Young Peoples Services and Adult Social Care, relevant County Council Cabinet members, representatives of the CCG, and a representative of local Healthwatch. It has one District Council representative.

3.6 The Board will link in to a wider network, which can provide information, involve councillors and others at a local level, and deliver health and social care outcomes, including the health and wellbeing strategy, in their area through joined up working

3.7 The network includes:

- The District/City Council-level Local Health Partnerships,
- A District member forum, consisting of member representatives from the District/City Councils, which meets before the Board. The forum nominates the District Council representative to the Board, whose role is to represent the views of all the Districts.
- Other existing local or thematic partnerships.

3.8 The Cambridgeshire Health and Wellbeing Strategy has been published, following formal consultation, and an action plan is being developed. The Strategy focuses on the following priorities for improving the health and wellbeing of Cambridgeshire residents, with a particular focus on improving the health of the poorest fastest.

- Ensure a positive start to life for children, young people and their families
- Support older people to be independent, safe and well
- Encourage healthy lifestyles and behaviours
- Create a safe environment and help to build strong communities, wellbeing and mental health
- Create a sustainable environment in which people can flourish
- Work together effectively

***For more information go to [www.cambridgeshire.gov.uk/hwb](http://www.cambridgeshire.gov.uk/hwb)***

## **4. LOCAL HEALTHWATCH**

4.1 There will be a new health and social care watchdog, local Healthwatch, in every social services authority, which will help inform and improve health and social care services by ensuring that the views and experience of patients, service users and the public influence the way that services are commissioned and provided. Local Healthwatch organisations have a seat on their Health and Wellbeing Board. They will be able to make recommendations to commissioners and providers, and feed in information to a national body, Healthwatch England, and the Care Quality Commission. They also have a role in signposting people to services. In some areas, they will provide advocacy for people who wish to complain about services.

4.2 Local Healthwatch will replace LINKs, which have had a broadly similar role. LINKs will be abolished at the end of March 2013.

4.3 The Department of Health is providing funding to the social services authorities, including the County Council to commission Local Healthwatch for their area. Local Healthwatch will be independent organisations.

4.4 In Cambridgeshire, work is underway to set up local Healthwatch. A Chair has been appointed, and a Board is being set up.

4.5 Cambridgeshire Healthwatch will need to work at both a strategic level, for example with the CCG, the HWB, and the County Councils Overview and Scrutiny members, and at a locality level, particularly the LCGs.

## 5. ISSUES TO CONSIDER

5.1 How District Council Overview and Scrutiny members carry out their role in relation to:

- the CCG locality commissioning groups, which will have delegated powers to commission local health services
- the Health and Wellbeing Board
- the Local Health Partnerships
- Healthwatch

This is likely to include:

- Identifying how District Council OSC's work with and provide challenge to their Council's executive who are involved with the local health partnerships, CCG or Health and Wellbeing Board
- Ensuring joint and complementary working between the County Council's Adults Wellbeing and Health and other relevant OSCs and the district level OSCs, both generally, and around specific locally relevant issues.
- Ensuring that the District Council and County Council OSC's work with the Locality Commissioning Groups in a complementary way.

5.2 How we can work together to meet the member training needs in relation to these changes.

## 6. APPROACHES

6.1 These include:

- ensuring good communication between County and district overview and scrutiny to avoid duplication of effort.
- agreeing how local health and wellbeing issues are scrutinised
- conducting joint scrutiny of specific issues where the OSCs concerned consider it appropriate. e.g. by co-option on to a review group, attendance at each other's OSCs.
- recognising when the best approach is to work independently - and at times agree to differ.
- identifying where we can share resources e.g. staff time
- building on/learning from specific pieces of joint scrutiny
- making most effective use of the District Council representatives on the Adults Wellbeing and Health OSC

Jane Belman  
Scrutiny and Improvement Officer  
Cambridgeshire County Council  
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25th January 2013



**AFFORDABLE HOMES BRIEFING NOTE****To: Scrutiny & Overview Committee****Date: 21 March 2013**

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**SHELTERED HOUSING****March 2013 (6 month review)****Background**

- Scrutiny Task & Finish group recommendations accepted by Cabinet 2011
- New structure put in place with effect from August 2012
- Required budget savings achieved

**Successes**

- Restructuring completed with no failures of service
- Redundancies achieved through voluntary pool
- 3 new staff recruited
- The support team are recording fantastic outcomes from their support to individuals – the main difference is that individuals receive quantity and quality time from their support officer, rather than the hello, how are you approach that was happening when everyone received visits.
- Clearer service charging process now in place and overall reductions for most residents as promised.

**Matters still to address**

- There have been no substantive complaints about the new service but not having one officer on duty at a scheme will take time for people to adjust to.
- A survey is currently underway to identify what sort of extra services people would be willing to buy in if they had the option. The survey is being carried out with all those who currently have a community alarm with the Council – they are therefore a cross tenure group and not restricted to those living on sheltered schemes.
- The operational hubs in the district are still being established.
- Further work is being undertaken to review the use and potential of the communal rooms.
- The County Council have signalled that the sheltered housing tender process will begin late summer 2013 with a new contract due to commence from 1 Jan 2014.

## **MEARS – RESPONSIVE REPAIRS CONTRACT**

**March 2013 (12 month review)**

### **Background**

- Mears won contract tender in 2011 and contract went live on 1 April 2012.
- Former DLO staff TUPEd across apart from two who took voluntary redundancy or chose to retire at that point.
- New base at Cottenham and initial transition went very well – no service failures as a result of the handover

### **Successes**

- Most TUPEd staff still with Mears
- Performance stats by November 2012 looking good overall - exceeding targets in all but one area (13 PIs)
- Regular Board meetings managing process (includes members, tenants, Mears and officers).
- Initial problems with invoicing now largely resolved

### **Matters still to address**

- Formal complaints remain low and reported tenants satisfaction remains high (373 (43%) return on jobs completed with over 96% rating service as good or excellent) however there are a number of low level complaints and we are working with Mears to deal with these.
- Specialist audit completed on IT system in Feb 2012 to assist with addressing final IT issues
- Waiting for audit inspection (end of Feb) report – 2<sup>nd</sup> inspections to identify further improvements to procedures needed. Report likely to focus on establishing agreed way of comparing figures to track performance particularly in regard to voids performance.

## **NEW BUILD STRATEGY UPDATE**

### **March 2013 (4 month review)**

#### **Background**

- Council agreed an HRA Business Plan commencing April 2012 which allowed for the establishment of an investment surplus from which to build new homes.
- The Council's New Build Strategy was adopted in November 2012.

#### **Successes**

- Since that time we have made good progress in starting to deliver the actions contained within the Strategy:
- First new houses will be built in Linton. There will be 4 one bed houses which will be able to accommodate 2 people (couples). The scheme received full planning permission in January 2013, and detailed scheme drawings are now being drafted. We hope to be able to tender the build contract by the end of March, with a view to starting on site this summer. The scheme will take around 10-12 months to build out subject to the weather.
- We have appointed a firm of legal experts to help us in establishing our development company South Cambs Ltd. They will also provide advice on securing land, procurement issues, planning permissions and the S106 process/obligations.
- We have now reached the final stage of the recruitment process for our design team. The tenders are currently being assessed and those that are shortlisted will be invited to interview within the next couple of weeks. The outcome of this will be known by end of March. The design team will lead on the review of current land holdings by SCDC, to ascertain what can be achieved on any land we currently own, they will also explore other potential site options where we have been offered land. The design team will prepare our in house design specification to ensure that we develop all our homes to exactly the same high standard.

#### **Matters still to address**

- The company structure required to meet all of the Councils objectives has not yet been finalised. More work is needed to explore the options and decisions will be brought before Members in the usual way.
- Opportunities for acquiring or developing properties at Northstowe and Waterbeach are being actively pursued.
- Work is also underway to use some of the money to bring back empty homes into use.

## VALUE FOR MONEY

March 2013 (12 month review)

### Background

- Recommendations of the Scrutiny Task & Finish group were adopted by Cabinet in 2011
- Delivery of the VFM action plan was adopted in the Affordable Homes service plan for 2012/13
- VFM became a key theme of the housing regulator (Homes & Communities Agency) in 2012 and various new good practice guidance reports were published throughout the year.

### Successes

- Of the 4 themes listed in the action plan:
  - **Set Targets** – the VFM theme has been used to review asset management performance, and the setting of KPIs during the year.
  - Future target setting for VFM now mainstreamed into the AH processes
  - **Monitor** – close detailed working with Housemark will allow Council to monitor and compare VFM performance against the sector from now on
  - **Manage** – close working between accountancy and housing budget holders during the year to ensure spending is managed and directed to right target areas
  - Future VFM management will be enhanced by monitoring data arising from Housemark
  - **Communications** – VFM work being used in conjunction with development of tenant led scrutiny project
- Good progress has therefore been made across all of the action plan

### Matters still to address

- More work now needed to develop a more sophisticated target setting process alongside the work with tenants.
- Further development of the communications activities are required to ensure that the VFM focus is fully embedded in the culture of the department.
- A refresh of the VFM Strategy and a revised action plan is being prepared to address these issues and to take account of recent good practice guidance and regulatory requirements.

**SHELTERED HOUSING REVIEW  
FEBRUARY 2012  
TASK & FINISH GROUP RECOMMENDATIONS**

The task and finish group has developed a number of recommendations. It should be noted that, apart from A and B, these recommendations are in response to changes imposed by the County Council and would not necessarily have been made otherwise.

- A. The quality of the support service provided to sheltered housing residents must be preserved in any new structure that is adopted
- B. Work should continue towards increasing efficiency and value for money in the sheltered housing support service
- C. Before the change to the Supporting People funding is formally implemented by the County Council, or changes to the service are made by SCDC, the portfolio holder and relevant director should attend a formal meeting with the Scrutiny and Overview Committee and Housing Portfolio Holder to pursue the case for a reversal of the decision, stressing the concerns of the task and finish group.
- D. Any redesign of the sheltered housing service should encompass the core values of community links, dignity, human contact, local hub, mutual support, and prevention.
- E. If a service redesign is necessary it should build on the model presented at section 4 of this report, and incorporate the best features of the existing model. It should seek to correct any shortcomings in the existing system and improve the overall quality and effectiveness of service.
- F. The Portfolio Holder should consider developing a menu of options for paid-for support services to residents, whether living in sheltered accommodation or not. These would be in addition to services already provided and could be delivered by for example increasing the Council's support of those village warden schemes who can meet the required standard.
- G. Cambridgeshire County Council should publish a full assessment of the impact on the residents of the District of the reduction in Supporting People funding.
- H. Cambridgeshire County Council should fully consult with residents, SCDC and other organisations on future funding proposals before decisions are taken.

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**VALUE FOR MONEY  
SCRUTINY REVIEW FEBRUARY 2011  
RECOMMENDATIONS TO CABINET 31 MARCH 2011**

- (A) That the Value for Money Strategy be endorsed
- (B) That the Action Plan (reproduced below) be endorsed for monitoring by the Housing and Value for Money portfolio holders
- (C) That the Housing Portfolio Holder ensures that the impressive value for money already achieved by the housing service is appropriately celebrated and communicated to tenants, residents, staff, members, partners and the housing sector including an article in South Cambs magazine
- (D) That the value for money toolkit produced by the Housing Quality Network be adapted for use as a basis for examining value for money in all other service areas across the Council

**Affordable Homes Value for Money Action Plan 2011/12 – 2012/13**

	Action	Timeframe	Lead
1	<b>Set targets</b>		
1.1	Prioritise those business objectives that will lead to reductions in costs and/or performance improvement ensuring they are communicated to all staff.  For example: is an increase in repairs efficiency and preventative maintenance accompanied by a reduction in future repairs costs?	March 2011	Anita Goddard
1.2	Split targets down effectively between management and maintenance, back office or overhead costs, commodities and capital/major works.  Ensure the efficiencies within each area reflect both the financial strategy and corporate priorities.	April 2011	Anita Goddard
1.3	Ensure clarity as to what level VFM targets are set. Identify and publicise what efficiency and VFM targets (cashable and non-cashable) can be delegated/devolved to individual service areas.	May 2011	Stephen Hills

	Action	Timeframe	Lead
1.4	<p>Review the Housing Service Plan and Business Plan ensuring that clear financial and value for money objectives are included, incorporating SMART principles, that are relevant and understood by all staff.</p> <p>The objectives should be proposed by section heads following team meetings to ensure 'buy in' from all staff and agreed at Housing Services Management Team (HSMT).</p> <p>Examples could be:</p> <ul style="list-style-type: none"> <li>• To seek cost efficiencies for re-investment in service development</li> <li>• To reduce operating costs to upper quartile performance for comparable housing organisations in the following areas: repairs and maintenance, planned and cyclical maintenance and housing and estate management.</li> </ul>	October 2011	Stephen Hills
<b>2</b>	<b>Monitor</b>		
2.1	Ensure evidence in place (including benchmarking) to track impact of efficiency savings on overall service performance and include as a regular agenda item at team meetings and HSMT.	April 2011	Julie Fletcher
2.2	<p>Ensure procedures and appropriate resources are allocated for providing/inputting benchmarking data to HouseMark* and subsequent validation . As a result the action will be fully integrated with other corporate financial and performance reporting activities.</p> <p>*HouseMark is a national membership-based organisation helping the social housing sector to improve performance and achieve value for money.</p>	April 2011	Alex Coyler
2.3	Ensure data record includes evidence (schedule) of reinvesting cash-recurring efficiencies.	July 2011	Stephen Hills
2.4	Compare the efficiency record against the various sector studies/best practice examples published in last 3 –5 years.	July 2011	Julie Fletcher
2.5	Generate efficiency targets in consultation with staff and customers. Ensure value for money initiatives are standard agenda items at team meetings and form part of the staff appraisals.	July 2011	Julie Fletcher



	Action	Timeframe	Lead
2.6	<p>Set up system to routinely collect, analyse and report to managers and board/members on the cost and cost-driver ratios which explain how resources are utilised in service delivery and compare these ratios to other organisations.</p> <p>Minimum ratio requirements/examples include:</p> <ul style="list-style-type: none"> <li>• Ratio of overheads/support and corporate services against frontline operating costs</li> <li>• Ratio of pay and non-pay (contract/partner) costs</li> <li>• Ratio of management and maintenance</li> <li>• Within maintenance, the ratio of planned, responsive, voids and cyclical works</li> <li>• Within responsive repairs, the ratio of emergency/urgent against routine repairs</li> <li>• Within repairs, the ratio between major (capital) works and responsive/planned/cyclical repairs</li> <li>• Ratio of management, maintenance and overheads to turnover/rental income</li> <li>• Operating costs per property</li> <li>• Direct costs per property</li> </ul> <p>Ratio of interest/debt costs to turnover/operating costs.</p>	July 2011	Laura Rawling
2.7	<p>Ensure that financial monitoring and HSMT meetings consider where higher costs be justified on the grounds of better/excellent performance and can measure where lower costs lead to poorer performance.</p>	July 2011	Stephen Hills
<b>3</b>	<b>Manage</b>		
3.1	<p>Analyse the movement in ratios collected (Action point 2.6) to see how they change over time. Seek to understand reasons for this movement and ensure linkage to financial strategy.</p>	Sept 2011	Laura Rawling
3.2	<p>Keep record of action that has been taken on the outputs from cost benchmarking, particularly where:</p> <p>Costs are higher than the average in similar housing authorities?</p> <p>Costs are lower than the average in similar housing authorities ?</p> <p>Record what has changed as a result of this reflection.</p>	Sept 2011	Laura Rawling

	Action	Timeframe	Lead
3.3	<p>Ensure the reasons for differences for cost and quality/performance between benchmark are understood and action undertaken e.g.</p> <ul style="list-style-type: none"> <li>• Relatively high cost associated with relatively poor or average performance – through seeking efficiencies combined with improved service effectiveness?</li> <li>• Relatively low cost associated with poor performance – through investing in service delivery?</li> <li>• Relatively high cost associated with good/excellent performance – through reducing costs and protecting service delivery?</li> </ul>	Sept 2011	Anita Goddard
<b>4</b>	<b>Communications</b>		
4.1	Ensure that VFM information is shared effectively so that all staff have an understanding of how their service's costs and quality levels compare.	May 2011	Stephen Hills
4.2	Establish a VFM awareness-raising plan/campaign with customers. To include discussed VFM at tenant forums, conferences or other events.	May 2011	Gill Anderton
4.3	Establish process for approval of annual efficiency report by Portfolio Holder.	June 2011	Stephen Hills
4.4	Ensure that Portfolio Holder for Housing, other elected Members who attend the Portfolio Holder meetings (e.g. Scrutiny monitors) and key TPG members or any future housing board members are briefed on the VFM requirements for housing arising from the regulatory framework.	June 2011	Stephen Hills

## NOTICE OF KEY DECISIONS

**To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 between 19 March and 12 September 2013**



Notice is hereby given of:

- Key decisions that will be taken by Cabinet, individual Portfolio Holders or Officers
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

- (1) (a) to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or  
(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards
- (2) In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at [www.scambs.gov.uk](http://www.scambs.gov.uk)

Formal notice is hereby given under the above Regulations that, where indicated (in column 6), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

*If you have any queries relating to this Notice, please contact  
Maggie Jennings on 01954 713029 or by e-mailing [Maggie.Jennings@scambs.gov.uk](mailto:Maggie.Jennings@scambs.gov.uk)*

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)  
(Reason for a report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

**The Decision Makers referred to in this document are as follows:**

**Cabinet**

Councillor Ray Manning  
Councillor Simon Edwards  
Councillor Pippa Corney  
Councillor Sue Ellington  
Councillor James Hockney  
Councillor Mark Howell  
Councillor Tim Wotherspoon  
Councillor Nick Wright

Leader of the Council  
Deputy Leader and Finance and Staffing  
Planning Policy and Localism  
Environmental Services  
Corporate and Customer Services  
Housing  
Northstowe  
Planning and Economic Development

**Key and non-key decisions expected to be made from 19 March 2013**

Decision to be made	Decision Maker	Date of Meeting	Documents submitted to the decision maker	Portfolio Holder and Contact Officer	Reason for Report to be considered in Private
<p>Cross-border Waste Collection: Service Level Agreement with Cambridge City Council</p> <p>Key</p>	<p>Environmental Services Portfolio Holder</p>	<p>19 March 2013</p>	<p>Report and Agreement</p>	<p>Environmental Services Portfolio Holder</p> <p>Paul Quigley, Environment Services Manager</p>	<p>Not applicable</p>
<p>Adoption of Cambridgeshire County Council Street Lights</p> <p>Key</p>	<p>Environmental Services Portfolio Holder's Meeting</p>	<p>19 March 2013</p>	<p>Report</p>	<p>Environmental Services Portfolio Holder</p> <p>Paul Quigley, Environment Services Manager</p>	<p>Not applicable</p>

Risk Management Strategy	Corporate Governance Committee	19 March 2013	Report and Strategy	Cllr Francis Burkitt, John Garnham, Head of Finance, Policy & Performance	Not applicable
Non-Key	Council	25 April 2013			
BASSINGBOURN: Disposal of garage site off Mill Lane	Housing Portfolio Holder	20 March 2013	Report	Housing Portfolio Holder Jenny Clark, Lands Officer	Not applicable
Non-Key					
GT CHISHILL: Transfer of track at Waller's Close	Housing Portfolio Holder	20 March 2013	Report	Housing Portfolio Holder Jenny Clark, Lands Officer	Not applicable
Non-Key					
Customer Compliments, Comments and Complaints Policy	Housing Portfolio Holder	20 March 2013	Report and Policy	Housing Portfolio Holder Stephen Hills, Affordable Homes Director	Not applicable
Non-Key					

<p>South Cambs Local Plan 2011-2031: Delivering Quality</p> <p>Key</p>	<p>Planning Policy and Localism Portfolio Holder</p>	<p>21 March 2013</p>	<p>Report (authorisation given by the Chairman of Scrutiny &amp; Overview Committee for this item to be considered without the requisite 28 days notice)</p>	<p>Planning Policy and Localism Portfolio Holder</p> <p>Keith Miles, Planning Policy Manager</p>	<p>Not applicable</p>
<p>Support Grants: Next steps following review</p> <p>Non-Key</p>	<p>Leader of Council</p>	<p>28 March 2013</p>	<p>Report</p>	<p>Leader of Council</p> <p>Jane Green, Head of New Communities</p>	<p>Not applicable</p>
<p>Capital Grant Funding 2012-13</p> <p>Non-Key</p>	<p>Leader's Portfolio Meeting</p>	<p>28 March 2013</p>	<p>Report</p>	<p>Leader of Council</p> <p>Joseph Minutolo, Resource Officer, Richard Hales, Team Leader (Communities)</p>	<p>Not applicable</p>

<p>Heritage Guardianship Sites and Closed Churchyards</p> <p>Key</p>	<p>Planning and Economic Development Portfolio Holder</p>	<p>April 2013</p>	<p>Report</p>	<p>Planning and Economic Development Portfolio Holder</p> <p>David Bevan, Conservation Manager</p>	<p>Not applicable</p>
<p>South Cambs Local Plan 2011-2031: Building Blocks for Growth</p> <p>Key</p>	<p>Planning Policy and Localism Portfolio Holder</p>	<p>11 April 2013</p>	<p>Report</p>	<p>Planning Policy and Localism Portfolio Holder</p> <p>Keith Miles, Planning Policy Manager</p>	<p>Not applicable</p>



<p>Health and Well-being Strategy</p> <p>Key</p>	<p>Cabinet</p> <p>Council</p>	<p>11 April 2013</p> <p>26 September 2013</p>	<p>Report and Action Plan</p> <p>Report and Strategy</p>	<p>Environmental Services Portfolio Holder</p> <p>Gemma Barron, Partnerships Manager, Iain Green, Environmental Health Officer (Public Health Specialist)</p>	<p>Not applicable</p>
<p>Planning and New Communities Re-structure</p> <p>Key</p>	<p>Cabinet</p>	<p>11 April 2013</p>	<p>Report</p>	<p>Leader of Council</p> <p>Jo Mills, Planning and New Communities Director</p>	<p>Part of the report may contain confidential information under paragraph 1 of part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)</p>

<p>Shared Service Update</p> <p>Non-Key</p>	<p>Cabinet</p>	<p>11 April 2013</p>	<p>Report</p>	<p>Leader of Council</p> <p>Susan Gardner Craig, Human Resources Manager</p>	<p>Part of the report may contain confidential information under paragraph 1 of part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)</p>
<p>Removing barriers to Employment Strategy</p> <p>Non-Key</p>	<p>Cabinet</p>	<p>11 April 2013</p>	<p>Report and Strategy</p>	<p>Planning and Economic Development Portfolio Holder</p> <p>Stephen Hills, Affordable Homes Director</p>	<p>Not applicable</p>

<p>NORTHSTOWE: Foul Water Drainage Requirements</p> <p>Key</p>	<p>Cabinet Council</p>	<p>11 April 2013 25 April 2013</p>	<p>Report</p>	<p>Northstowe Portfolio Holder</p> <p>Lois Bowser, Northstowe Team Leader</p>	<p>Not applicable</p>
<p>NORTHSTOWE: Delivery Update</p> <p>Key</p>	<p>Cabinet</p>	<p>11 April 2013</p>	<p>Report</p>	<p>Northstowe Portfolio Holder</p> <p>Jo Mills, Planning and New Communities Director</p>	<p>Not applicable</p>
<p>Future Housing Investment Plans</p> <p>Key</p>	<p>Cabinet Council</p>	<p>11 April 2013 25 April 2013</p>	<p>Report</p>	<p>Housing Portfolio Holder</p> <p>Stephen Hills, Affordable Homes Director</p>	<p>Not applicable</p>

Local Government Pension Scheme Discretions Policy Non-Key	Finance and Staffing Portfolio Holder Council	16 April 2013 25 April 2013	Report	Finance and Staffing Portfolio Holder Susan Gardner Craig, Human Resources Manager	Not applicable
National Non-Domestic Rates (NNDR) Discretionary Relief Policy Key	Finance and Staffing Portfolio Holder	16 April 2013	Report and Policy	Finance and Staffing Portfolio Holder Philip Bird, Revenues Manager	Not applicable
Strategic Risk Register Non-Key	Corporate and Customer Services Portfolio Holder	18 April 2013	Report	Corporate and Customer Services Portfolio Holder John Garnham, Head of Finance, Policy & Performance	Not applicable

Write-offs  Non-Key	Council	23 May 2013	Report	Finance and Staffing Portfolio Holder  Philip Bird, Revenues Manager	Not applicable
Sizes, Terms of Reference & Appointments to Committee and Joint Committees for 2013/14  Key	Council	23 May 2013	Report	Leader of Council  Graham Aisthorpe- Watts, Democratic Services Team Leader	Not applicable
Appointments to Outside Bodies, Joint & Other Member Bodies for 2013/14  Non-Key	Council	23 May 2013	Report	Leader of Council  Graham Aisthorpe- Watts, Democratic Services Team Leader	Not applicable

Annual Scrutiny & Overview Report Non-Key	Council	23 May 2013	Report	Cllr Ben Shelton Graham Aisthorpe-Watts, Democratic Services Team Leader	Not applicable
Major Opposition Group Leader's Annual Report Non-Key	Council	23 May 2013	Report	Cllr Sebastian Kindersley	Not applicable
Community Infrastructure Levy (CIL): Charging Schedule Key	Planning and Economic Development Portfolio Holder Council	June 2013 21 November 2013	Report to agree submission to Government Implementation Plan	Planning and Economic Development Portfolio Holder James Fisher, S106 Officer	Not applicable

Asset Management Policy Key	Housing Portfolio Holder	June 2013	Report and Policy	Housing Portfolio Holder Anita Goddard, Housing Operational Services Manager	Not applicable
Design and Quality Charter Non-Key	Housing Portfolio Holder	June 2013	Report	Housing Portfolio Holder Schuyler Newstead, Housing Development & Enabling Manager	Not applicable
South Cambs Local Plan 2011-2031: Homes and Jobs Key	Planning Policy and Localism Portfolio Holder	11 June 2013	Report	Planning Policy and Localism Portfolio Holder Keith Miles, Planning Policy Manager	Not applicable

<p>South Cambs Local Plan: Agreeing the Draft for Consultation</p> <p>Key</p>	<p>Cabinet</p> <p>Council</p>	<p>27 June 2013</p> <p>21 November 2013</p>	<p>Draft Plan</p> <p>Final Plan for submission to Secretary of State</p>	<p>Planning Policy and Localism Portfolio Holder</p> <p>Keith Miles, Planning Policy Manager</p>	<p>Not applicable</p>
<p>Enforcement and Inspection Review</p> <p>Non-Key</p>	<p>Cabinet</p>	<p>27 June 2013</p>	<p>Report</p>	<p>Environmental Services Portfolio Holder</p> <p>Mike Hill, Health and Environmental Services Director</p>	<p>Not applicable</p>
<p>Waste Partnership Joint Working Arrangements</p> <p>Key</p>	<p>Cabinet</p>	<p>27 June 2013</p>	<p>Report</p>	<p>Environmental Services Portfolio Holder</p> <p>Paul Quigley, Environment Services Manager</p>	<p>Not applicable</p>



Children and Young People's Plan Key	Cabinet	12 September 2013	Report and Plan	Environmental Services Portfolio Holder  Gemma Barron, Partnerships Manager	Not applicable
Ageing Well Strategy Key	Cabinet	12 September 2013	Report and Strategy	Environmental Services Portfolio Holder  Gemma Barron, Partnerships Manager, Iain Green, Environmental Health Officer (Public Health Specialist)	Not applicable

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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<b>REPORT TO:</b>	Scrutiny and Overview Committee	21 March 2013
<b>AUTHOR:</b>	Executive Director (Corporate Services)	

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**WORK PROGRAMME 2013****Purpose**

1. To enable the Scrutiny and Overview Committee to plan its work programme for 2013.

**Options**

2. The Committee may wish to approve the draft work programme attached at **Appendix A** to this report, or make any amendments at the meeting.

**Considerations**

3. The Democratic Services Team Leader and Democratic Services Officer responsible for the Overview and Scrutiny Committee met informally with a number of Committee Members on 7 March 2013 to consider the Committee's work programme for 2013. A copy of this document is attached at **Appendix A**.
4. The Committee previously agreed to invite one or two Portfolio Holder(s) per meeting to scrutinise any decisions they had taken, or were due to take, and explore any areas for further scrutiny input. The draft work programme seeks to incorporate this approach and also provides an opportunity for the Committee to receive update reports on any work that has taken place to address the recommendations of previously undertaken scrutiny reviews.
5. Further items to consider at future meetings of the Scrutiny and Overview Committee may be identified from the Council's Forward Plan, which is attached as a separate item on the agenda for this meeting.

**Scrutiny Reviews**

6. At the informal meeting with Scrutiny and Overview Committee Members on 7 March 2013 the issue of Scrutiny Reviews was discussed in terms of the different ways in which they can be undertaken. A number of options were identified, as outlined in **Appendix B**, which should help the Scrutiny and Overview Committee decide upon an appropriate method of carrying out a Scrutiny Review.

**Joint Working**

7. Officers from Democratic Services continue to meet with neighbouring authorities as part of the Cambridgeshire Scrutiny Network, in order to share good practice and identify any potential areas for joint working. The Vice-Chairman of the Scrutiny and Overview Committee attended the last meeting of the Network, held on 4 March 2013.

8. Members of this Scrutiny and Overview Committee are invited to attend the County Council's Enterprise, Growth and Community Infrastructure Overview and Scrutiny Committee scheduled to be held on 27 March 2013. An item on Cambridgeshire Future Transport will be considered at this meeting.

**Scrutiny of Crime and Disorder issues**

9. The Police and Crime Commissioner for Cambridgeshire is scheduled to attend the meeting of the Scrutiny and Overview Committee on 23 April to provide Members with a presentation on his priorities for 2013/14. The Scrutiny and Overview Committee will therefore meet in its official capacity as the Council's Crime and Disorder Committee at this meeting, to coincide with the presentation by the Police and Crime Commissioner.

**Progress on past recommendations**

10. The Scrutiny and Overview made the following recommendation to Cabinet at its previous meeting with regard to the Corporate Plan: -

That Action A6 in the Corporate Plan be amended to read: -

*'Increase the supply of council-owned temporary accommodation as a priority without restricting the Council's options'*

The Corporate Plan was adopted at the meeting of Council on 28 February 2013, with the wording in relation to Action A6 being amended to read: -

*'Increase the supply of temporary accommodation, prioritising council-owned properties whilst not restricting options in other sectors'.*

**Implications**

11. Financial	The Committee has a discretionary budget of £5,000. Up to £3,000 may be needed for Member training. External witnesses and co-optees may claim expenses.
Legal	The Local Government Act 2000 requires the Council to have at least one scrutiny committee. The Police and Justice Act 2006 requires the Council to place crime and disorder matters on at least one scrutiny agenda each year. The Constitution states that the Committee will set its own work programme.
Staffing/capacity	The Democratic Services team continues to support the Council's scrutiny function, with additional support for specific scrutiny reviews from the Policy and Performance Team as required. Each item selected for a scrutiny review may require the additional support of at least one lead officer in the relevant service area. Capacity for in-depth scrutiny work, such as the establishment of a Task and Finish Group, will be dependent on the number of elected members available and willing to participate.
Risk Management	The potential burden on the organisation of supporting scrutiny work must be balanced against the potential value it can add. External scrutiny carries the risk of affecting the Council's relationship or credibility with partners.
Equality opportunities	All proposed changes to policy or services require an Equality Impact Assessment.

### **Involvement of Children and Young People**

12. Consultation with children and young people is mainly directed through the South Cambridgeshire Youth Council. Members of the Youth Council have been invited to attend meetings of the Scrutiny and Overview Committee and a regular update item on the work of the Youth Council will feature on agendas for future meetings.

### **Consultation**

13. Cabinet, elected members, senior officers, parish councils and residents, including the Council's nascent consultation panel, are invited to suggest potential topics for inclusion on the Scrutiny and Overview Committee's work programme.
14. Focussed consultation exercises could be undertaken on specific issues should they be the subject of a scrutiny review.
15. On-going consultation with nearby councils, including the County Council, explores the potential for joint scrutiny activities.

### **Effect on Corporate Objectives**

16. Scrutiny itself helps the Council to "listen to and engage with residents, parishes and businesses to ensure it delivers first class services and value for money".

**Contact Officer:** Graham Aisthorpe-Watts, Democratic Services Team Leader  
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**DRAFT WORK PROGRAMME 2013****Thursday, 23 April 2013**

**Crime and Disorder** – to meet in the Committee's capacity as the Council's Crime and Disorder Committee and: -

- receive a presentation from Sir Graham Bright, the Police and Crime Commissioner on his priorities for 2013/14;
- scrutinise the work of the Crime and Disorder Reduction Partnership;
- consider the way in which Neighbourhood Policing Panels currently operate. Chief Inspector Darren Alderson will be in attendance at the meeting

**To receive a report by the Leader of the Council** – to include an update on the work that has taken place to address the recommendations of the Corporate Communications Scrutiny Review published in April 2013

**To receive a report by the Planning Policy & Localism and Planning & Economic Development Portfolio Holders** – to include an update on the work that has taken place to address the recommendations of the Planning Services Scrutiny Review published in June 2011

**Service and finance performance (quarter four)** – to receive an update on performance and highlight any areas significantly over or under performing

**Draft Annual Scrutiny and Overview Report** – to consider a draft of the Council's Annual Scrutiny and Overview Report for 2012/13

**Scrutiny Review Proposals** – to consider any proposals for Scrutiny Reviews

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**Thursday, 4 July 2013**

**Mears Annual Report** – to consider the Annual Report scheduled for publication in June. Representatives from Mears will be invited to attend this meeting and present the document

**To receive a report by the Northstowe Portfolio Holder** – to receive an update on issues relating to Northstowe

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**Items for scheduling:**

- 12 month review of the new Customer Contact Centre (Launched 3 December 2012)
- Review of the refreshed Website (Launched 14 December 2012)
- Information and Communications Technology
- Planning administration
- Children and Young People Plan (due for consideration by Cabinet in September)
- Homelessness Strategy (due for consideration by Portfolio Holder in October)

## SCRUTINY REVIEW ACTIVITY

### ICT

A number of ICT related issues were raised at the informal meeting with Scrutiny and Overview Committee Members on 7 March. Members agreed to the following pieces of work which would act as a scoping exercise to inform the Committee how it may wish to pursue the undertaking of a Scrutiny Review: -

#### **Informal Working Group**

An informal work group has been established, consisting of Councillors Douglas de Lacey (Chairman), Alison Elcox, Lynda Harford and David Whiteman-Downes to discuss with officers the Council's strategic ICT provision with particular emphasis on the website and tendering processes.

#### **Half-day informal meeting**

Councillor Bridget Smith will be chairing an informal half-day meeting with Councillors Janet Lockwood, Ben Shelton and Bunty Waters and officers to look into the issue of redundant ICT equipment.

Both of these meetings will contribute to a full scoping of any proposed Scrutiny Review, which will be submitted to the full Scrutiny and Overview Committee for consideration.

IT support to Members was an issue that needed scrutinising in due course, but would not feature as part of the above pieces of work at this time.

### **SOUTH CAMBS MAGAZINE**

The delivery, content and production of the magazine were issues identified at the informal meeting on 7 March that Members felt could be the subject of a future Scrutiny Review.



## OPTIONS FOR UNDERTAKING SCRUTINY REVIEWS

It is important to consider that Scrutiny Reviews should: -

- Be deliverable within a set timetable.
- Be sufficiently focused on a particular aspect of a service.
- Not duplicate other significant review activity.
- Not be related to a specific individual grievance or complaint.

Scrutiny Reviews should also (where possible): -

- Contribute to the overall objectives of the Council.
- Reflect community concerns.
- Lead to potential achievable outcomes or improvements for the people of South Cambridgeshire.

The Scrutiny and Overview Committee will ultimately agree whether or not a Scrutiny Review on a particular issue will be held. It is strongly recommended that any initial requests for Scrutiny Reviews go through a scoping process facilitated by Democratic Services. This should provide the Committee with an indication as to whether the Scrutiny Review meets the above principles and which of the following formats would be suitable: -

### **Scrutiny Review by the Full Committee**

There may be an issue that all Members of the Scrutiny and Overview Committee would like to be involved in scrutinising. Rather than allocating a small number of Members to conduct a Scrutiny Review outside of the Committee, such levels of interest could mean that the most appropriate way of reviewing an issue is at a full meeting of the Committee. This could be managed either by arranging a separate extraordinary meeting on the specific issue, or introducing a standing item on the issue over a specific number of Committee meetings.

### **Scrutiny Review by a Task and Finish Group**

Task and Finish Groups are typically established when significant research and evidence gathering is necessary to assist in the production of a comprehensive report substantiating a set of recommendations to decision takers. An appropriate timetable would be agreed at the commencement of the Scrutiny Review, with most Task and Finish Groups aiming to have completed their reviews by 6 months. It is usual practice for Task and Finish Groups to meet at least once a month, therefore, they will be dependent on the number of Councillors available and willing to participate.

### **Scrutiny Review by an Informal Working Group**

Informal Working Groups with relevant officers, Portfolio Holders or external parties are an effective means of undertaking Scrutiny Reviews that do not require significant research and evidence and can be completed in a much shorter timescale. Formal recommendations can still come out of a review carried out by Informal Working Groups, but a comprehensive report is usually unnecessary. This format also provides opportunities for Members to gain a better understanding of specific service areas.

### **Scrutiny Review by a Focus Group**

A Focus Group could carry out a Scrutiny Review on any issue that requires an urgent response. It would take the shape of a significant fact-finding exercise, taking up one or two full days in an intensive session with very little research required and report its outcomes to relevant officers/Portfolio Holders.

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