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6 January 2014

To: Councillor Mick Martin, Portfolio Holder

David Bard  
Janet Lockwood  
Hazel Smith

Scrutiny and Overview Committee  
Opposition  
Opposition

Dear Sir / Madam

You are invited to attend the next meeting of **ENVIRONMENTAL SERVICES PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 14 JANUARY 2014 at 2.00 p.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

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

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1. Declarations of Interest</b>		
<b>2. Minutes of Previous Meeting</b>		<b>1 - 4</b>
The Portfolio Holder is asked to sign the minutes of the meeting held on 26 November 2013 as a correct record.		
<b>RECOMMENDATIONS TO CABINET / COUNCIL</b>		
<b>DECISION ITEMS</b>		
<b>3. Proposed Fees and Charges for Environmental Services 2014/15</b>		<b>5 - 24</b>
<b>INFORMATION ITEMS</b>		
<b>4. Update on Significant Projects in the Directorate</b>		<b>25 - 32</b>
<b>STANDING ITEMS</b>		
<b>5. Forward Plan</b>		
The Portfolio Holder will maintain, for agreement at each meeting, a 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.

**6. Date of Next Meeting**

The next meetings of the Environmental Services Portfolio Holder will be held on:

- 18 March 2014 at 2pm
- 29 April 2014 at 2pm

**OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study 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 focusing 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**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

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

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You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Environmental Services Portfolio Holder's Meeting held on  
Tuesday, 26 November 2013 at 2.00 p.m.

Portfolio Holder: Mick Martin

**Councillors in attendance:**

Opposition spokesmen: Janet Lockwood and Hazel Smith

**Officers:**

Patrick Adams  
Iain Green

Senior Democratic Services Officer  
Environmental Health Officer (Public Health  
Specialist)

Mike Hill  
Paul Quigley

Health and Environmental Services Director  
Head of Environment Commissioning

**18. DECLARATIONS OF INTEREST**

None.

**19. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 24 September 2013 were agreed as a correct record.

**20. COLLABORATIVE WORKING IN WASTE & RECYCLING SERVICES: MEMORANDUM OF UNDERSTANDING**

The Head of Environment Commissioning presented this report, which invited the Environmental Services Portfolio Holder to consider a draft Memorandum of Understanding (MoU) between the Council and Cambridge City Council for the development of collaborative working in the provision of waste and recycling services, initially at cross border developments. He highlighted the guiding principles of the draft MoU as laid out in the appendix. The initial aim was to have only one council collecting in each specific new development area on the border, at the lowest additional cost to the public sector. It was noted that the Council were still waiting for a response from the City Council's legal section, hence the need to ask for delegated authority to the Director of Health and Environmental Services. It was noted that the MoU would not be legally binding.

In response to questioning the Head of Environment Commissioning explained that he did not expect access issues to properties through narrower streets of the city to be a problem. No immediate change in staffing was expected through these proposals, although this could not be ruled out in the future.

The Environmental Services Portfolio Holder

**AGREED**

- A) The draft Memorandum of Understanding (MoU) as presented, subject to any final comments being received from Cambridge City Council.
- B) To delegate authority to the Director of Health and Environmental Services to incorporate any agreed final comments received from Cambridge City Council into the MoU in consultation with the Portfolio Holder.

**21. HEALTH & ENVIRONMENTAL SERVICES DRAFT DIRECTORATE PRIORITIES 2014-15**

The Director of Health and Environmental Services presented this report, which sought the Environmental Services Portfolio Holder's agreement to the suggested high-level priorities for the financial year 2014/15. It was noted that these priorities would form part of the Corporate Plan.

It was understood that more partnership working with Cambridge City and Cambridge County Councils would be considered in the future as a way of reducing costs.

In response to questioning the Director of Health and Environmental Services stated that there was Government funding for working with families with complex needs and recent case studies suggested that this initiative was successful.

The Environmental Services Portfolio Holder urged councillors to suggest what they wanted included in the Service Plan, which would be agreed by the end of March 2014 and he

**AGREED** The emerging priorities for his Portfolio to be developed and delivered in the Health and Environmental Services Directorate Plan for 2014/15.

**22. BUSINESS SATISFACTION WITH REGULATORY SERVICES**

The Director of Health and Environmental Services presented this report which informed the Portfolio Holder of the results of the first quarter Business Satisfaction with Regulatory Services Survey for 2013/14 and made comparison with the survey results October 2012 to March 2013. The figures for the second quarter, ending 30 September, were circulated at the meeting. It was noted that figures were collected quarterly to ensure that visits could still be remembered by the customer. It was understood that those who were experiencing an ongoing issue should only receive one questionnaire.

Concern was expressed about the decreasing percentage of service users who felt that they had received a full explanation of what the Council had done at the result of a visit. It was suggested that either providing prompter feedback or giving a clearer definition of what constituted a "full explanation" could address this issue. It was also suggested that with further reductions in Council funding it was necessary to try and manage public expectations.

The Environmental Services Portfolio Holder expressed concern at the reduction in the return rate of questionnaires and he announced that alternative research methods would be considered if this trend continued. It was suggested that in the current economic climate, returning a questionnaire from the Council was not a priority for many businesses.

The Environmental Services Portfolio Holder **NOTED** the report.

**23. PILOT SHARED PUBLIC HEALTH POST WITH CAMBRIDGESHIRE COUNTY COUNCIL**

The Environmental Health Officer – Public Health Specialist presented this report which updated the Environmental Services Portfolio Holder on the establishment of a shared public health post between the Council and Cambridgeshire County Council's Public Health Team. He explained that he had been fulfilling this role for two weeks and it was working well. Cross party working had allowed him to gain knowledge on transport that

could be shared with fellow officers and it was hoped that he could advise colleagues from the county council on housing issues. It was understood that not only did both organisations benefit from this arrangement, but all districts benefited from the presence of the Environmental Health Officer at meetings of the County Council.

The Environmental Services Portfolio Holder **NOTED** the report.

**24. FORWARD PLAN**

Matters which would be considered at the next meeting included:

- Fees and Charges
- Independent Living Grants
- Update on the biggest projects in the Directorate

It was suggested that private landlords who were concerned about complying with the law should refer to the national Registered Landlords Association in the first instance.

**25. DATE OF NEXT MEETING**

The next meeting will be held on 14 January 2014 at 2pm.

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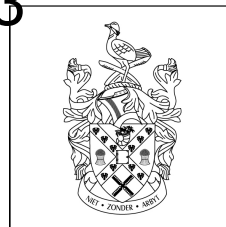
**The Meeting ended at 3.10 p.m.**

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# Agenda Item 3



South  
Cambridgeshire  
District Council

**Report To:** Environmental Services Portfolio Holder  
**Lead Officer:** Director Health & Environmental Services

14 January 2014

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## Proposed fees and charges for Health and Environmental Services 2014/15

### Purpose

1. The purpose of this report is to propose fees and charges for Health & Environmental Services for the 2014/15 financial year.
2. This not a key decision. Under the terms of the Council's Constitution it is a decision for the portfolio holder. It was first published in the July 2013 Forward Plan.

### Recommendations

3. That the Environmental Services Portfolio Holder confirms the proposed fees and charges set out in Appendix 1.

### Reasons for Recommendations

4. Confirming the proposed fees and charges will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

### Background

5. Fees and charges for functions and services undertaken by Health & Environmental Services are reviewed at least annually and recommendations made for the next financial year. These are both statutory and therefore fixed, or discretionary, where there is an opportunity for variation.
6. In deciding on any variation the portfolio holder has previously had regard to a number of factors including council policy, council Aims and Objectives, economic factors e.g. inflation, neighbouring authority charges, market conditions and the need to recover costs.
7. For the purposes of cost recovery, actual costs incurred have been used wherever possible. Elsewhere, estimates have been used based on a combination of hourly rates, time spent etc. Although it has not been possible at this time to identify actual unit costs across all relevant service areas, a programme of cost recovery identification is underway, which will be used in future wherever possible.

### Considerations

8. Appendix 1 shows the recommended charges for 2014/15 and includes references to policies relating to the charges. The council's current Medium Term Financial Strategy has assumed an inflationary increase of 2.4%. All discretionary fees have

therefore been increased by this amount, rounded up to the nearest whole pound, where appropriate, except in the following areas:

***Street and Layby Traders (Section 2)***

9. Layby trader fees have been frozen at 2013/14 levels as the current fees continue to recover the council's costs

***Licensing (Section 3)***

10. Under the Local Government (Miscellaneous Provisions) Act 1976 the fees charged should be set so as to be sufficient to cover in whole or part, the reasonable cost of administration or other costs in connection with the service.
11. The actual full year costs and income from fees are being monitored over a rolling two-year cycle, as previously agreed, in order to ensure they accurately reflect the cost of administering the service. The fees have been adjusted accordingly.
12. This two-year cycle has led to a change in the way we calculate fees for Operator licences to better reflect the service costs and better benchmark with neighbouring authorities
13. 2013 saw the introduction of new legislation in the form of the Scrap Metal dealers Act 2013 which repealed the existing Motor Salvage Act. Fees were set for this by the Portfolio Holder in October 2013 and the cost of administering the service will be reviewed in the same way as for Taxi licensing to ensure they accurately reflect the costs incurred.
14. A higher percentage increase has been applied to Dog Breeding establishments and Dangerous Wild Animal licences as they require a mandatory inspection by SCDC each year

***Pest Control***

15. This service has now been deleted

***Bulky Household Collection Charges (Section 4)***

16. The charge for bulky household collections has been frozen at 2013/14 levels. The current level of fees has successfully reduced demand for this service thereby encouraging re-use and recycling, but still provides access to disposal services for those residents who are unable to access the household waste and recycling centres at Milton and Thriplow e.g. those without access to suitable transport.

***Provision of Environmental Information – Research & Reporting (Section 6)***

17. The fee for the provision of environmental information, which can involve an element of research to gather a range of data on a number of topics (e.g. potential land contamination, location of landfills, records of pollution incidents etc.), has been frozen at 2013/14 levels as the current fee continues to recover the council's costs without inhibiting access to environmental information. As much information on environmental quality as possible is provided on the council's web site so that it is readily available for residents and any interested parties.

### ***Trade Refuse Charges (Sections 8 & 9)***

18. 2013/14 saw a slow improvement on the previous year. However we still experienced a number of customers closing due to the current economic environment. Landfill tax will rise in April by another £8 per tonne to £80 per tonne. However the County Council maintained the MTB processing cost resulting in an overall disposal charge for 2014/15 of £95 per tonne. The trade service continues to be offered at zero V.A.T. which provides an advantage against our private sector competitors.
19. The trade waste recycling service that was introduced in the autumn of 2011 continues to be popular and 22% of trade waste this council collects is being recycled.
20. The fees and charges for the next financial year set out in Appendix 1 will produce an income to the council that will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

### ***Conclusion/Summary***

21. In setting the proposed level of discretionary fees and charges a number of factors have been taken into account, including council policy, council Aims and Objectives, economic factors e.g. inflation, neighbouring authority charges, market conditions and the need to recover costs.
22. In recognition of these factors the many of the discretionary fees and charges have been subject to a below inflation increase. A small number of charges have however been either frozen or increased by a greater amount in response to market conditions and additional cost pressures.

### ***Options***

23. The Portfolio Holder has the option to:
  - (a) Accept the charges detailed in Appendix 1
  - (b) Reject the charges detailed in Appendix 1
  - (c) Amend the discretionary fees and charges detailed in Appendix 1. There is no ability to amend statutory fees

### ***Implications***

24. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

#### ***Financial***

25. The recommendation in this report will result in a like for like increase in income.

#### ***Risk Management***

26. Regular performance and financial monitoring of services will be undertaken.

#### ***Equality and Diversity***

27. A partial Equality Impact Assessment was completed with no adverse impacts identified.

**Consultation responses (including from the Youth Council)**

28. A number of adjoining Local Authorities have been consulted for comparative and consistency purposes.

**Effect on Strategic Aims**

29. Confirming the proposed fees and charges will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health, so contributing to the achievement of the council's Strategic Aims.

**Background Papers**

No background papers were relied upon in the writing of this report.

**Report Author:** Myles Bebbington – Head of Service Env Health & Licensing  
Telephone: (01954) 713132

## Appendix 1: H&ES Fees and Charges 2014/15

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>1. ENVIRONMENTAL PROTECTION ACT 1990 / POLLUTION PREVENTION CONTROL ACT 1999 / PPC REGULATIONS 2000</b>				
<b>Application Fee</b>				
i. Standard Process	Statutory: Department for Environment, Food & Rural Affairs (DEFRA)	£1,579.00	£1,579.00	Not applicable Statutory Fee.  Where an application for any of these charges is for a combined Part B and waste application, add an extra £297 to the charge
ii. Additional fee for operating without a permit		£1,137.00	£1,137.00	
iii. Reduced fee activities				
• PVR I & II		£148.00	£148.00	
• Vehicle refinishers		£246.00	£246.00	
• Reduced fee activity		£346.00	£346.00	
• Additional fee for operating without a permit		£68.00	£68.00	
iv. Mobile screening and crushing plant		£1,579.00	£1,579.00	
• for the third to seventh applications		£943.00	£943.00	
• for the eighth and subsequent applications		£477.00	£477.00	
<b>Annual Subsistence Charge</b>				
i. Standard process Low	Statutory: DEFRA	£739.00 (+£99)*	£739.00 (+£99)*	* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation.  Where a Part B installation is subject to reporting under the E- PRTR Regulation, add an extra £99 to the above amounts
ii. Standard process Medium		£1111.00 (+£149)*	£1111.00 (+£149)*	
iii. Standard process High		£1672.00 (+£198)*	£1672.00 (+£198)*	
iv. Reduced fee activities:				
• Reduced Fee Activities L/M/H		£76/£151/£227	£76/£151/£227	
• PVR I & II Combined LMH		£108/£216/£326	£108/£216/£326	
• Vehicle refinishers L/M/H		£218/£349/£524	£218/£349/£524	
v. Mobile screening and crushing plant L/M/H		£618/£989/£1484	£618/£989/£1484	
• for the third to seventh applications L/M/H		£368/£590/£884	£368/£590/£884	
• for the eighth and subsequent applications L/M/H		£189/£302/£453	£189/£302/£453	
• Simplified Permit i.e Mieral drying/Roadstone Coating plant/Concrete batching/Mobile Crushers	N/A	£218/£349/£524		
<b>Transfer and Surrender</b>				
i. Standard process transfer	Statutory: DEFRA	£162.00	£162.00	Not applicable Statutory Fee
ii. Partial transfer		£476.00	£476.00	
iii. New Operator at Low Risk				
Reduced Fee Activity		£75.00	£75.00	
iv. Surrender: all Part B activities		£0.00	£0.00	
v. Reduced fee activities:				
• Transfers – Service Stations, Waste Oil Burners <0.4MW and Dry Cleaners	£0.00	£0.00		
• Partial transfer		£45.00		

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Temporary Transfer for Mobiles</b>  i. First Transfer ii. Repeat Following Enforcement or Warning	Statutory: DEFRA	£51.00 £51.00	£51.00 £51.00	Not applicable Statutory Fee
<b>Substantial Change s10 &amp; s11</b>  i. Standard process ii. Standard process where the substantial change results in a new PPC activity iii. Reduced fee activities	Statutory: DEFRA	£1005.00 £1579.00  £98.00	£1005.00 £1579.00  £98.00	Not applicable Statutory Fee
<b>LAPPC Mobile Plant Charges (if not subject to simplified Permits)</b> i. Application Fee – No. of Permits 1 2 3 4 5 6 7 8 and over  ii. Subsistence Fee – No. of Permits 1 2 3 4 5 6 7 8 and over	Statutory: DEFRA	£1579.00 £1579.00 £943.00 £943.00 £943.00 £943.00 £943.00 £477.00  (Low/Med/High)	£1579.00 £1579.00 £943.00 £943.00 £943.00 £943.00 £943.00 £477.00  (Low/Med/High)	Not applicable Statutory Fee  Possible change during 2014 fee set by DEFRA

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<p><b>LA-IPPC Charges</b></p> <ul style="list-style-type: none"> <li>i. Application</li> <li>ii. Additional Fee for Operating without a Permit</li> <li>iii. Annual Subsistence – Low</li> <li>iv. Annual Subsistence – Med</li> <li>v. Annual Subsistence – High</li> <li>vi. Substantial Variation</li> <li>vii. Transfer</li> <li>viii. Partial Transfer</li> <li>ix. Surrender</li> </ul> <p>Late Payment fee (new)</p> <p><b>Key</b> Subsistence charges can be paid in four equal quarterly instalments paid on 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> October and 1<sup>st</sup> January. Where paid quarterly the total amount payable to the LA will be increased by £36.</p> <p>Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW</p> <p><b>Newspaper Advertisements</b> Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs</p>	<p>Statutory: DEFRA</p>	<p>£3218.00</p> <p>£1137.00</p> <p>£1384.00</p> <p>£1541.00</p> <p>£2233.00</p> <p>£1309.00</p> <p>£225.00</p> <p>£668.00</p> <p>£668.00</p>	<p>£3218.00</p> <p>£1137.00</p> <p>£1384.00</p> <p>£1541.00</p> <p>£2233.00</p> <p>£1309.00</p> <p>£225.00</p> <p>£668.00</p> <p>£668.00</p> <p>£50</p>	<p>Fee set by DEFRA</p> <p>Every subsistence charge includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation</p>

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<p><b>Environment Agency Subsistence Fees for Discharge to Controlled Waters</b></p> <p>Charge Band A* B* C* D*</p> <p>There is no extra fee payable to the Environmental Agency where quarterly payments are made.</p> <p>In the case of a discharge consent Local Authority permit, 56% of the annual charge that would be payable under the Environment Agency Discharges to Controlled Waters Charges Scheme in relation to the financial year if the discharge or discharges authorised by the permit were permitted by a consent given or served by the Environment Agency under Part III of the Water Resources Act 1991, is payable to the Environment Agency.</p>	Statutory: DEFRA	<p>£2270.00 £760.00 £222.00 £66.00</p>	No Longer a Local Authority function	<p>*A) Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C</p> <p>*B) Where permit conditions contain numerical water discharge limits for BOD, COD or ammonia</p> <p>*C) Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, oil or grease</p> <p>*D) Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)</p>
<b>2. LICENCES</b>				
<b>Game Dealer</b>	Statutory: Game Act 1831 & Game Licensing Act 1860	Nil	Nil	
<b>Motor Salvage Operators Registrations</b>	Discretionary H&ESPFH	£69	NIL	Legislation repealed by Scrap Metal Dealers Act 2013
<b>Sex Shop Establishment</b>	Discretionary H&ESPFH			Fees to be consistent with neighbouring authorities and ensure recovery of costs.
i. Initial application		£3,588	£3,675	
ii. Renewal		£615	£630	



Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Acupuncture, Ear Piercing, Tattooing &amp; Electrolysis</b>	Discretionary : H&ESPFH	£104.00 one off registration fee	£107.00 one off registration fee	To facilitate the identification of bona fide skin piercing businesses registration fees to be kept at cost or just below and comparable with those of neighbouring Authorities
<b>Houses in Multiple Occupation meeting the legal definitions</b>	Legal formula	£600.00 per 5 year period  Renewal: £320 per 5 year period	New application: £615.00 per 5 year period Renewal: £330 per 5 year period	Appropriate fee commensurate with costs of admin and inspections
<b>Caravan Sites = Mobile Homes Act 2013</b>  Licence fee – application Annual fee Transfer application fee Miscellaneous changes to existing licence details	Discretionary		£250.00 £200.00 £200.00 £20.00	New legislation being implemented from 01.04.13

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Animal Boarding Establishments</b>	Discretionary : H&ESPFH	£84	£86	To encourage the start-up of small businesses and ensure
<b>Dog Breeding Establishments</b>	Discretionary : H&ESPFH	£61	£75	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Riding Establishments:</b>	Discretionary : H&ESPFH	£61.00 Licence fee plus approved vet costs	£63.00 plus approved vet costs	that health & safety and animal welfare visits are made and appropriate advice given to proprietors. Charges are to cover the cost of inspections, Officers' time, administration on-costs and the total amount of any veterinary surgeon's fee) All Dog breeding establishment are subject to annual inspection, all others are risk based

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Dangerous Wild Animals</b>	Discretionary : H&ESPFH	£61.00 plus relevant vet fees	£75.00 plus relevant vet fees	To recover approximate costs of inspection Officer's time with administrative on-costs + the total costs of any veterinary surgeon that is asked to inspect those premises, but charges do not deter members of the public from being open about their ownership of such animals.

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Pet Shops</b> i. Basic  ii. With exotic or dangerous wild animals	Discretionary : H&ESPFH	£81.00 plus relevant vet fees £136.00 plus relevant vet fees	£81.00 plus relevant vet fees £136.00 plus relevant vet fees	To cover administration & veterinary costs.  Fees reflect the cost of administering the service with inspection being based on intel/complaints
<b>Zoos (6 year licence)</b>	Discretionary : H&ESPFH	Actual costs involved	Actual costs involved	To cover the cost of providing the service with acknowledgment of the demands of animal welfare and public safety. Actual Officer costs (including vet & other officials' fees) for year together with any other charges incurred in the admin of zoo licensing
<b>Street Trading</b> i. Mobile Traders in villages up to 2 nights a week ii. Over 2 nights a week	Discretionary : H&ESPFH	£205.00  £410.00	£210.00  £420.00	Simplified fee structure to recover costs of administering, monitoring & inspecting street trading provisions
<b>Layby traders</b>	Discretionary : H&ESPFH	£787.00 (including rates)	£787.00 (including rates)	Simplified fee structure to recover costs of administering, monitoring & inspecting provisions

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>3. HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLE LICENSING</b>				
<b>Driver's Licence</b> i. Grant ii. Renewal iii. Fee for knowledge base test for drivers – new applicants only iv. Replacement badge	Discretionary : H&ESPFH	£190.00 £95.00 £24.00  £20.00	£195.00 £95.00 £50.00  £10.00	Recovery of the whole costs of the Hackney Carriage and Private Hire vehicle licensing system so that

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Operator's Licence</b> i. Single vehicle ii. Two vehicles iii. Three to five vehicles iv. Six to ten vehicles v. Eleven to Twenty vehicles vi. Twenty one vehicles and above vii. Name/address change to existing licence		£69.00 £134.00 £30.00	£80.00 £150.00 £200.00 £250.00 £300.00 £400.00 £10.00	the costs of the service are borne by the user.  This change of fee structure (operators) better reflects the cost of the service relevant to the business user and benchmarks with neighbouring authorities
<b>Vehicle Licensing (including inspection)</b> i. Grant ii. Renewal iii. Replacement plate		£107.00 £88.00 £24.00	£110.00 £90.00 £20.00	
<b>Small Lottery Licence</b> i. Grant ii. Renewal	Statutory: Gambling Act 2005	£40.00 £20.00	£40.00 £20.00	Not applicable Statutory Fee
<b>Licence to Kill Game</b> i. Full year ii. Part year iii. Occasional	Statutory	£6.00 £4.00 £2.00	£6.00 £4.00 £2.00	Not applicable Paid to post office and then income transferred to SCDC half yearly Statutory Fee

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Stray Dogs</b> Seizure fee	Statutory: The Environmental Protection (Stray Dogs) Regulations 1992	Prescribed seizure fee £25.00	Prescribed seizure fee £25.00	Charge structure to reflect SCDC administration, transportation and kennelling costs
Seizure with transport and/or kennelling	Other charges Discretionary ESPFH	£52.00 Transportation/ Admin Fee  Kennelling Fee £15.00 per day + VAT  Veterinary Fees if applicable	£53.00 Transportation/ Admin Fee  Kennelling Fee £17.00 per day + VAT  Veterinary Fees if applicable	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<p><b>Water Sampling (Private Water Supplies Regulations 2009)</b></p> <p>Analysis, Sampling and Risk Assessment cost/year:</p> <ul style="list-style-type: none"> <li>i. Risk assessment (each assessment)</li> <li>ii. Sampling (each visit)<sup>1</sup></li> <li>iii. Investigation (each investigation)</li> <li>iv. Granting an authorisation (each authorisation)</li> <li>v. Analysis <ul style="list-style-type: none"> <li>- Reg 10 analysis (small domestic)</li> <li>- Check monitoring (basic analysis)</li> <li>- Audit monitoring (chemicals etc.)</li> </ul> </li> </ul> <p><sup>1</sup> No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of analysis of a previous sample</p>	Discretionary: H&ESPFH (up to maximum prescribed in Regulations)	Recovery of costs - max annual total cost:	Recovery of costs - max annual total cost:	<p>In order to promote public health and ensure safe potable water but not at the general expense of the Council Tax payer, to recover costs of sampling, analysis and risk assessment</p> <p>Cost recovery based on £40 hourly rate to cover Officer time, administration and on-cost in addition to actual cost of analysis up to maximum amounts</p>
<b>Food Health Certificate</b>	Discretionary: ESPFH	£103.00 plus VAT	£106.00 plus VAT	Fees set at a level which recovers Council costs at a commercial rate without costs being set so high that it inhibits local businesses from exporting food

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Refuse &amp; Recycling Service</b>	Discretionary: H &ES PFH			
i. Domestic Clinical Waste		No charge	No charge	Fees set to promoting more sustainable methods of disposal such as re-use or recycling and to manage demand, placing costs on those that use services without unduly disadvantaging those without access to alternatives e.g. bulky item disposal
ii. Commercial premises per 10 sacks		£17.80	£18.25	
iii. Sharps Boxes		£13.50	£13.80	
iv. Bulky Household Waste Up to three items		£30.00	£30.00	
Per item (after three)		£5.00	£5.00	
i. Sack Service		£4.80 /roll (30) delivered	£4.90 /roll (30) delivered	
ii. New Provision, Additional Black, Green or Blue bin and replacement bin-resident damage		£69.50 Admin charge	£71.00 Admin charge	
iii. Replacement bin –Stolen with incident number		Nil	Nil	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>5. TRAINING COURSES</b>				
<b>Food Hygiene Level 2</b>	Discretionary: ESPFH	£65.00 (general public)	£70.00 (general public)	Set at costs competitive with external organisations to encourage attendance at Environmental Health courses
<b>Food Hygiene Level 3</b>		£293.00	£299.00	
<b>Health &amp; Safety Level 2</b>		£64.00	£65.00	
<b>Health &amp; Safety Level 3</b>		£293.00	£299.00	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>6. OTHER FEES AND CHARGES</b>				
<b>Staff involved in civil litigation</b>	Discretionary: ESPFH	Varies due to specific Officer & time involved	Varies due to specific Officer & time involved	To cover staff costs
<b>Provision of information – Local Land charge searches</b>	Discretionary: ESPFH	£135 – Maximum fee	£139 Maximum fee	To recover costs of administration and officer time in researching and reporting on environmental information.
<b>Supply of specific information from records</b>	Statutory: The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	As listed in SCDC FOI Policy & Procedure April 2009	As listed in SCDC FOI Policy & Procedure April 2009	Fees vary due to nature of request (see SCDC web site FOI Fee Structure)

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	Council policy when setting the fee/charge
<b>Removal &amp; Disposal of Abandoned Vehicles</b>	Statutory: Refuse Disposal (Amenity) Act 1978	Removal £105.00	i. £105.00	Not applicable Statutory fee
i. Removal	Removal, Storage & Disposal of Vehicle (Prescribed Sums & Charges) Regulations 1989 as amended	Storage £12.00 per day	ii. £12.00 per day	
ii. Storage (per day)		Disposal £85.00	iii. £85.00	
iii. Disposal				

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2013/14		Proposed Fee/Charge 2014/15		Council policy when setting the fee/charge
<b>7. FIXED PENALTY PROVISIONS</b>						
Offence	Fee/charge set by Legislation	Fee/Charge 2013/14		Proposed Fee/Charge 2014/15		Council policy when setting the fee/charge
		FP if paid within 14 days	FP reduced if paid within 10 days	FP if paid within 14 days	FP reduced if paid within 10 days	
<b>Depositing Litter</b>	Environment al Protection Act 1990	£75.00	£50.00	£75.00	£50.00	Not applicable Statutory fee
<b>Dog Fouling</b>	Dog (Fouling of Land) Act 1996	£50.00	No reduction	£50.00	No reducti on	
<b>Failure to Produce Waste Transfer Note</b>	Control of Pollution (Amendment ) Act 1989	£300.00	£180.00	£300.00	£180.00	
<b>Failure to Produce Waste Carriers Licence</b>	Environment al Protection Act 1990	£300.00	£180.00	£300.00	£180.00	
<b>Abandoning a Motor Vehicle</b>	Refuse Disposal (Amenity) Act 1978	£200.00	£120.00	£200.00	£120.00	
<b>Exposing 2 or more vehicles for sale on a road</b>	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	
<b>Repairing vehicle on the road</b>	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	
<b>Failure to comply with Litter Clearing Notice</b>	Environment al Protection Act 1990	£100.00	£60.00	£100.00	£60.00	

Offence	Fee/charge set by Legislation	Fee/Charge 2013/14		Proposed Fee/Charge 2014/15		Council policy when setting the fee/charge
		FP if paid within 14 days	FP reduced if paid within 10 days	FP if paid within 14 days	FP reduced if paid within 10 days	
<b>Deface any Property by painting, writing, etc. (Graffiti &amp; fly posting)</b>	Anti-Social Behaviour Act 2003	£75.00	£50.00	£75.00	£50.00	Not applicable Statutory fee
<b>Painting or affixing things to a structure on the Highway</b>	Highways Act 1980	£75.00	£50.00	£75.00	£50.00	
<b>Failure to place waste in prescribed container (Household)</b>	Environment al Protection Act 1990	£100.00	£60.00	£100.00	£60.00	
<b>Failure to place waste in prescribed container (Commercial)</b>	Environment al Protection Act 1990	£100.00	£60.00	£100.00	£60.00	
<b>Unauthorised distribution of literature on designated land</b>	Environment al Protection Act 1990	£75.00	£50.00	£75.00	£50.00	



Offence	Fee/charge set by Legislation	Fee/Charge 2013/14		Proposed Fee/Charge 2014/15		Council policy when setting the fee/charge
Noise from dwellings	Noise Act 1996	£100.00	No reduction	£100.00	No reduction	
Noise from licensed premises	Noise Act 1996	£100.00	No reduction	£100.00	No reduction	

8. TRADE REFUSE CHARGES					
ALL PRICES ARE A MAXIMUM PER BIN LIFT CHARGE AND ARE NOT SUBJECT TO VAT					
Sacks			Charge 2013/14	Charge 2014/15	
Packs of 25		Discretionary: ESPFH	£1.45 per sack delivered in packs of 25	£1.55 per sack delivered in packs of 25	
<b>Eurocontainer (1100 Litre)</b>					
Residual			£14.00	£14.95	
Recycling			£11.48	£12.26	
<b>Eurocontainer (660 Litre)</b>					
Residual			£10.00	£10.85	
Recycling			£7.80	£8.20	
<b>Eurocontainer (360 Litre)</b>		Discretionary: ESPFH			
Residual			£5.65	£6.30	
Recycling			£4.63	£5.17	
<b>Eurocontainer (240 Litre)</b>					
Residual			£3.75	£4.15	
Recycling			£3.75	£4.15	
Catering Waste			£9.25	£10.00	*New service – catering waste is heavy hence higher cost.

Type of fee/ Charge	Fee/charge set by	Proposed Charge 2013/14	Proposed Charge 2014/15	Council policy when setting the fee/charge
<b>9. EXISTING SCHOOL / COLLEGE CUSTOMER</b>				
ALL PRICES ARE A MAXIMUM PER BIN LIFT CHARGE AND ARE NOT SUBJECT TO VAT				
<b>Sacks –</b>				
<b>Delivered in packs of 25</b>	Discretionary: ESPFH	£0.87 per sack delivered in packs of 25	£0.90 per sack delivered in packs of 25	
<b>1100 Litre Eurobin, per lift</b>				
Residual – no disposal cost		£8.35	£8.80	
Recycling		£11.48*	£12.26*	
<b>660 Litre Eurobin, per lift</b>				
Residual – no disposal cost		£5.91	£6.40	
Recycling		£7.79*	£8.90*	
<b>360 Litre Eurobin, per lift</b>				
Residual – no disposal cost		£3.30	£3.85	
Recycling		£4.63*	£5.17*	
<b>240 Litre Eurobin, per lift</b>				
Residual – no disposal cost		£2.18	£2.50	
Recycling		£3.08*	£4.15*	

## Licensing Act 2003 – Fees (Statutory)

	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	
<b>Premises/Club Licence</b>			
Band A	£100.00	£100.00	Fee set by Central Government
Band B	£190.00	£190.00	
Band C	£315.00	£315.00	
Band D	£450.00	£450.00	
D and Primary Business Alcohol Sales x 2	£900.00	£900.00	
Band E	£635.00	£635.00	
E and Primary Business Alcohol Sales x 3	£1, 905.00	£1, 905.00	

	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	
<b>Annual Fee</b>			
Band A	£70.00	£70.00	Fee set by Central Government
Band B	£180.00	£180.00	
Band C	£295.00	£295.00	
Band D	£320.00	£320.00	
Band E	£350.00	£350.00	

### Additional fees for large venues and events

	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	
<b>Number in Attendance at any one time</b>			
5,000 to 9,999	£1, 000	£1, 000	Fee set by Central Government
10,000 to 14,999	£2, 000	£2, 000	
15,000 to 19,999	£4,000	£4,000	
20,000 to 29,999	£8, 000	£8, 000	
30, 000 to 39,999	£16,000	£16,000	
40, 000 to 49, 999	£24, 000	£24, 000	
50, 000 to 59, 999	£32, 000	£32, 000	
60, 000 to 69, 000	£40, 000	£40, 000	
70, 000 to 79,999	£48, 000	£48, 000	
80, 000 to 89, 999	£56, 000	£56, 000	
90, 000 and over	£64, 000	£64, 000	
<b>Temporary Events</b>	£21 per event	£21 per event	

**Schedule of Maximum Fees – Gambling Act 2005  
(Council has set maximum fee permitted)**

Classes of premises licence	Maximum non-conversion application fee in respect of provisional statement premises	Maximum non-conversion application fee in respect of other premises	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application to transfer a licence	Maximum fee for application for reinstatement of a licence	Maximum fee for application for provisional statement
Regional casino premises licence	£8,000	£15,000	£15,000	£7,500	£6,500	£6,500	£15,000
Large casino premises licence	£5,000	£10,000	£10,000	£5,000	£2,150	£2,150	£10,000
Small casino premises licence	£3,000	£8,000	£5,000	£4,000	£1,800	£1,800	£8,000
Converted casino premises licence			£3,000	£2,000	£1,350	£1,350	
Bingo premises licence	£1,200	£3,500	£1,000	£1,750	£1,200	£1,200	£3,500
Adult gaming centre premises licence	£1,200	£2,000	£1,000	£1,000	£1,200	£1,200	£2,000
Betting premises (track) licence	£950	£2,500	£1,000	£1,250	£950	£950	£2,500
Family entertainment centre premises licence	£950	£2,000	£750	£1,000	£950	£950	£2,000
Betting premises (other) licence	£1,200	£3,000	£600	£1,500	£1,200	£1,200	£3,000

**These fees are currently set at the maximum amount**

**Schedule of Abandoned Vehicles Fees – Road Traffic Act 1988 (Retention and Disposal of Seized Motor Vehicles) (Amendment) Regulations 2008**

**Table 1 – Regulation 6(2)**

	1	2	3	4	5
1	<b>Vehicle position and condition</b>	<b>Vehicle equal to or less than 3.5 tonnes MAM</b>	<b>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</b>	<b>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</b>	<b>Vehicle exceeding 18 tonnes MAM</b>
2	Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off road	£150	£200	£350	£350
3	Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both.	£250	£650	Unladen—£2000	Unladen—£3000
				Laden—£3000	Laden—£4500
4	Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	£400	Unladen—£1000	Unladen—£1500
				Laden—£1500	Laden—£2000
5	Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	£850	Unladen—£3000	Unladen—£4500
				Laden—£4500	Laden—£6000

**Table 2 – Regulation 6(3)**

	1	2	3	4	5
1	<b>Two wheeled vehicle</b>	<b>Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM</b>	<b>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</b>	<b>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</b>	<b>Vehicle exceeding 18 tonnes MAM</b>
2	£10	£20	£25	£30	£35

# Agenda Item 4



**Report To:** Environmental Services Portfolio Holder 14 January 2014  
**Lead Officer:** Director, Health and Environmental Services

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## Health and Environmental Services Directorate Projects Update

### Purpose

1. To update the Portfolio Holder, Environmental Services on current and planned projects across the Health & Environmental Services Directorate.
2. This is not a key decision.

### Recommendations

3. That the Portfolio Holder notes and comments on the projects and suggests key criteria to prioritise projects for the forthcoming 2014-15 H&ES Directorate Plan.

### Reasons for Recommendations

4. Following the agreement of suggested H&ES Directorate Priorities in November 2013, the Portfolio Holder's views are sought on how the projects can be prioritised to support effective delivery and resource allocation.

### Background

5. The variety of services delivered by the Health & Environmental Services Directorate means that at any one time, there are a range of projects underway. As of December 2013, there are 72 individual projects in progress (although several of them relate to other Portfolios), as shown in Appendix 1.
6. To better prioritise staff time and resources and track delivery, these projects have been brought together to be managed as a programme. Each project has a sponsor and manager and will be reviewed regularly by H&ES Directorate Leadership Team.
7. Key current projects include:
  - (a) **BIEP Waste Review.** As part of the South Cambridgeshire District Council (SCDC) Business Improvement & Efficiency Programme (BIEP), the current Waste Service is being reviewed to identify options for service improvements and efficiencies. This project will report to EMT Programme Board and the Portfolio Holder during January 2014.
  - (b) **RECAP Whole Systems Approach.** SCDC is a partner in RECAP, the Cambridgeshire Waste Partnership, and has been working with other local Councils to identify opportunities to reduce the cost of waste services to the public in Cambridgeshire. The Partnership has successfully agreed to let a joint-contract for Material Recycling Facilities, with a joint Invitation to Tender due to be published in January 2014. Further projects are underway to identify

opportunities for joint procurement, aligning service design and cross-border working.

- (c) **Cambridge City/South Cambridgeshire DC Cross-Border Waste Working.** New housing developments such as Cambridge North-West and Trumpington Meadows cross the border of Cambridge City and South Cambridgeshire DC. In November 2013, the Portfolio Holder agreed a draft Memorandum of Understanding to underpin cross-border waste collection services between Cambridge City and South Cambridgeshire DC. A detailed Service Level Agreement is now being developed. Further opportunities for closer working between the two councils will be developed in the next year, including merging waste services in a new, joint operations centre at the SCDC Depot at Waterbeach.
  - (d) **H&ES Directorate Re-organisation.** Work continues to embed the changes arising from the new Directorate structure and ways of working introduced in April 2013. The Sustainable Communities Team moved into the H&ES Partnerships Team from Planning & New Communities in November 2013 while the reorganisation of the H&ES Directorate Resources Team will take place by March 2014. Delays have occurred in moving forward the Environmental Health & Licensing Service due to staff absences.
  - (e) **Joint Portfolio Holder Task & Finish Group.** Work begins In January 2014 to develop 4 corporate plans: Health & Wellbeing, Children, Young People and Families, Ageing Well, and Localism. This work is being prioritised as a 3A's Action and will require significant officer time over the next 3 months. Further resources will be required to implement the actions arising from these plans in the 2014-15 Directorate Plan.
8. Many of the projects currently underway are not 1-year projects but are running over several service-planning years. It is anticipated that 27 will be completed by the end of current financial year. As a result, the 45 projects shown in Appendix 2 will be carried forward into the 2014-15 Directorate Plan, including the Waste and Directorate reorganisation projects noted above. The Portfolio Holder's views are sought on the key criteria that might be used to prioritise these projects, particularly in the light of the draft Medium Term Financial Strategy and the draft Corporate Plan currently out for consultation.

### **Considerations**

- 9. The H&ES projects reflect commitments in the current SCDC 3A's Corporate Plan, priorities agreed as part of the 2013-14 H&ES Directorate Plan, and to Waste, Community Safety and Health Partners. Additionally, H&ES officers are fully engaged in the SCDC Business Improvement & Efficiency Programme.
- 10. This is the first time that all the projects within the Directorate have been brought together to be delivered as a formal programme of work. The variety of the work reflects the wide range of services and improvements being delivered by officers within the Directorate. The Portfolio Holder is invited to comment on the current projects and the key criteria to prioritise projects for the 2014-15 Directorate Plan.

## **Implications**

11. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

### ***Financial***

12. Implementing changes to waste service will require invest-to-save bid for Project Officer. This will be funded from any efficiencies identified. Otherwise, it is anticipated that all projects will be delivered from agreed budgets.

### ***Staffing***

13. See financial implications above.

### ***Risk Management***

14. A risk-register will be developed for each project and the Programme overall.

### ***Equality and Diversity***

15. Equality impact assessments for each project will be undertaken as appropriate.

### **Consultation responses (including from the Youth Council)**

16. Consultations will be undertaken within each project as relevant.
17. As part of the development of the SCDC Children, Young People and Families Plan, two members of the SCDC Youth Council have been invited to join the Portfolio Holder's Task & Finish Group. Additional consultations will be undertaken as relevant.

### **Effect on Strategic Aims**

18. The projects underway within the Directorate contribute to all 3 of the Council's strategic aims as set out in the 3A's Corporate Plan.

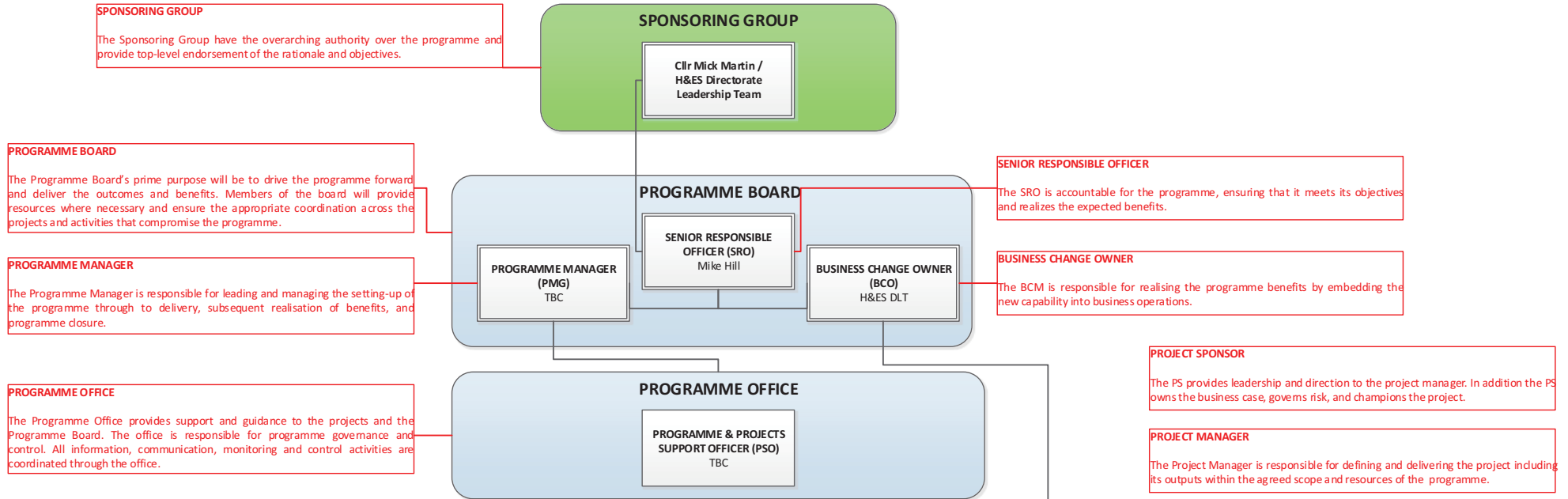
## **Background Papers**

No background papers were relied upon in the writing of this report.

**Report Author:** Mike Hill – Director, Health & Environmental Services  
Telephone: (01954) 713229

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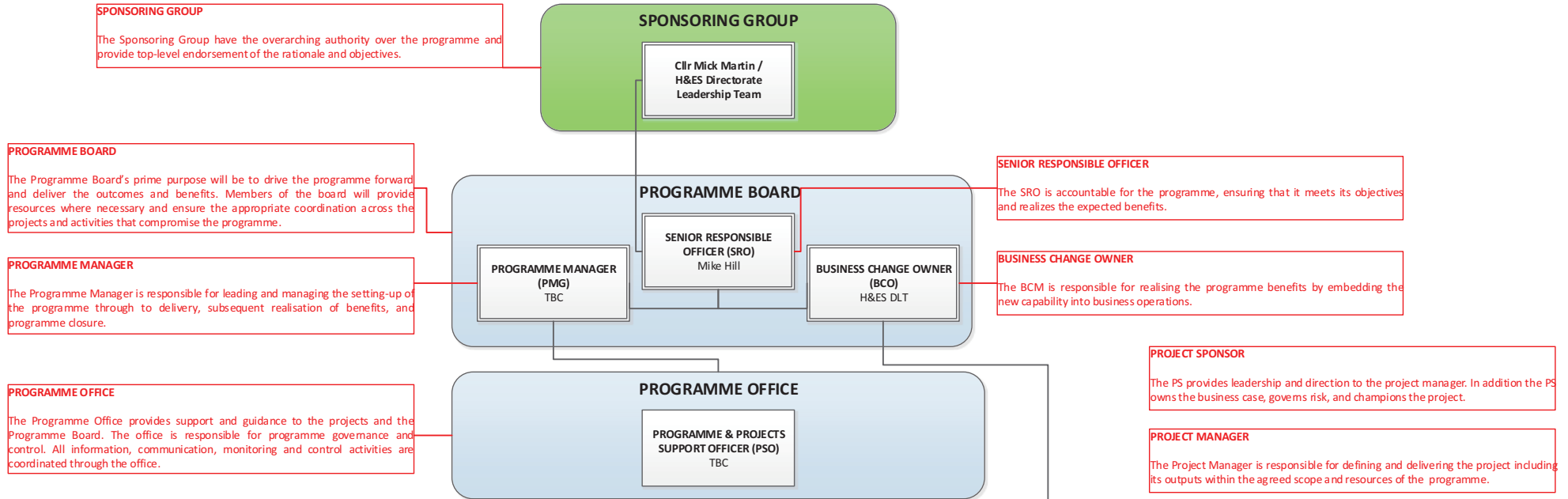




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PROJECTS												
PROJECTS SPONSOR (PS) Mike Hill			PROJECTS SPONSOR (PS) Gemma Barron			PROJECTS SPONSOR (PS) Myles Bebbington		PROJECTS SPONSOR (PS) Stuart Harwood-Clark		PROJECTS SPONSOR (PS) Paul Quigley		PROJECTS SPONSOR (PS) Jo Mills
P1 – 3A's Enforcement & Inspection Review PM: Mike Hill	P8 – 3A's RECAP Whole Systems Approach PM: Paul Quigley	P15 – 3A's CYP Plan PM: Gemma Barron	P22 – 3A's Community Safety Accreditation Scheme PM: Phil Aldis	P29 – Neighbourhood Plans PM: Gemma Barron	P37 – SPEP / Action on Energy PM: Siobahn Mellon	P45 – 3A's Enforcement & Inspection Process PM: Myles Bebbington	P50 – E&IR Tasking & Coordination Group PM: Myles Bebbington	P55 – Round Optimisation PM: Andy Hinge	P61 – H&ES Pest Control Restructure PM: Paul Quigley	P67 – H&ES Air Quality & Contaminated Land Strategies & Part 2a database PM: Paul Quigley	P70 – BIEP SINGLE CUSTOMER RECORD PM: Stephen Thompson	
P2 – 3A's Enforcement & Inspection Policy PM: Mike Hill	P9 – BIEP / H&ES WASTE RESOURCES PM: Paul Quigley	P16 – HWB Plan PM: Gemma Barron	P23 – 3A's Mental Health Access PM: TBC	P30 – Community Hubs PM: Gemma Barron	P38 – Youth Council Community Chest PM:	P46 – H&ES EH&L Team Implementation PM: Myles Bebbington	P51 – H&ES Develop Trade Waste Strategy & Business Plan PM: Susan Walford	P56 – In-Cab Technology Procurement PM: Stuart Harwood-Clark	P62 – H&ES Resources Team Restructure PM: Paul Quigley	P68 – Footway Lighting Procurement PM: Paul Quigley	PROJECTS SPONSOR (PS) Stephen Hills	
P3 – 3A's E&IR Virtual Locality Teams PM: Gemma Barron	P10 – Camb City Cross Boundary Waste Collection PM: Paul Quigley	P17 – Ageing Well Plan PM: Gemma Barron	P24 – 3A's Health & New Growth Areas PM: Iain Green	P31 – New Communities Reorganisation PM: Gemma Barron	P39 – Tour de France PM: Gemma Barron	P47 – H&ES EH&L Contact Centre Scripts PM: Myles Bebbington	P52 – Primary Authority Agreements PM: Susan Walford	P57 – Depot Move PM: Andy Hinge	P63 – H&ES Planning Application Response Process PM: Paul Quigley	P69 – Awarded Watercourse / Grounds Maintenance Review PM: Paul Quigley	P71 – BIEP COMMUNITY BUDGET MODEL / HIA PM: Iain Green	
P4 – Neighbourhood Panels PM: Gemma Barron	P11 – Camb City Depot Sharing PM: Stuart Harwood-Clark	P18 – 3A's Together for Families PM: Gemma Barron	P25 – 3A's Safer Homes PM: Iain Green	P32 – Localism Plan PM: Gemma Barron	P40 – Locality Forums PM:	P48 – H&ES Website Refresh PM: TBC	P53 – H&ES Private Sector Stock Condition Survey PM: Myles Bebbington	P58 – Vehicle Maintenance Specification PM: Stuart Harwood-Clark	P64 – H&ES Covells Drain / Fen Drayton Bund PM: Pat Matthews		PROJECTS SPONSOR (PS)	
P5 – Partnerships & New Communities Restructure PM: Gemma Barron	P12 – BIEP Admin Resources Review PM: Dawn Graham	P19 – H&ES H&S Review PM: Paul Parry	P26 – 3A's Community Navigators PM: TBC	P33 – 3A's Intelligence Database PM: Phil Aldis	P41 – Review of Active & Healthy for Life GP Referral Scheme PM:	P49 – Food Hygiene Rating System Implementation PM: Myles Bebbington	P54 – SCDC SAG links to CPLRF & CRR PM: Emma Trollope	P59 – H&ES 10 Villages Litter Clearance PM: Stuart Harwood-Clark	P65 – H&ES SCDC / CCC Drains Improvement Plan PM: Pat Matthews			
P6 – Working with Business Hub / Economic Development PM: Susan Walford	P13 – H&ES Performance Indicators PM: Stephen Thompson	P20 – H&ES Embed new H&S, EP, & BC Arrangements / Run desk-top exercises PM: Mike Hill	P27 – SCDC / CCC Shared Public Health Post PM: Gemma Barron	P34 – 3A's E-CINS Implementation PM: Phil Aldis	P42 – Playing Pitch Strategy PM:			P60 – Joint working with County Highways PM: Stuart Harwood-Clark	P66 – H&ES Digitising Awarded Drains PM: Pat Matthews			
P7 – H&ES Parish Emergency Plans Roll-Out PM: Mike Hill	P14 – CCG Older Peoples Programme Board PM: Mike Hill	P21 – H&ES Implement Lone & Remote Working / Staff Protection Process PM: Paul Parry	P28 – Parklife 2014 PM: Gemma Barron	P35 – Grant Grabber PM:	P43 – Community Facility Audit PM:						P72 – BIEP Document Storage & Space Management PM: Kirsty Human	
				P36 – Bike / Bus Project PM: Claire Gibbons	P44 – Community Transport PM: Claire Gibbons							

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PROJECTS											
PROJECTS SPONSOR (PS) Mike Hill			PROJECTS SPONSOR (PS) Gemma Barron			PROJECTS SPONSOR (PS) Myles Bebbington		PROJECTS SPONSOR (PS) Stuart Harwood-Clark		PROJECTS SPONSOR (PS) Paul Quigley	
P1 – Enforcement & Inspection Review PM: Mike Hill	P6 – RECAP Whole Systems Approach PM: Paul Quigley	P11 – Implement new Localism Plan PM: Gemma Barron	P17 – Neighbourhood Panels PM: Gemma Barron	P22 – Joint SCDC / TS Intelligence Database PM: Phil Aldis	P27 – Parklife 2014 PM: Gemma Barron	P32 – EH&L Team Implementation PM: Myles Bebbington	P35 – Develop Trade Waste Strategy & Business Plan PM: Susan Walford	P38 – Joint working with County Highways PM: Stuart Harwood-Clark	P40 – Embedding H&ES Resources Team PM: Paul Quigley	P43 – Covells Drain / Fen Drayton Bund PM: Pat Matthews	
P2 – CCG Older Peoples Programme Board PM: Mike Hill	P7 – Implement BIEP / H&ES Waste Resources Recommendations PM: Paul Quigley	P12 – Implement new CYP Plan PM: Gemma Barron	P18 – Neighbourhood Plans PM: Gemma Barron	P23 – E-CINS Implementation PM: Phil Aldis	P28 – Mental Health Access PM: TBC	P33 – E&IR Tasking & Coordination Group PM: Myles Bebbington	P36 – Primary Authority Agreements PM: Susan Walford	P39 – Vehicle Maintenance Specification PM: Stuart Harwood-Clark		P41 – Growth Planning Consultations PM: Paul Quigley	P44 – H&ES SCDC / CCC Drains Improvement Plan PM: Pat Matthews
P3 – Health / Social Care / Housing Whole Systems Approach & Contracts PM: Mike Hill	P8 – Camb City Cross Boundary Waste Collection PM: Paul Quigley	P13 – Together for Families / Lead Professional Model PM: Gemma Barron	P19 – E&IR Virtual Locality Teams PM: Gemma Barron	P24 – Tour de France PM: Gemma Barron	P29 – Community Transport PM: Claire Gibbons	P34 – Private Sector Housing Standards & Tackling Rogue Landlord PM: Myles Bebbington	P37 – Common Risk Assessment with TS, Fire & Police PM: Myles Bebbington	P42 – Awarded Watercourse / Grounds Maintenance Review PM: Paul Quigley		P45 – H&ES Digitising Awarded Drains PM: Pat Matthews	
P4 – H&ES Commercial Opportunities & Business Cases PM: Mike Hill	P9 – Camb City Joint Operation & Depot Sharing PM: Stuart Harwood-Clark	P14 – Implement Ageing Well Plan PM: Gemma Barron	P20 – SPEP / Action on Energy PM: Siobahn Mellon	P25 – Locality Forum PM:	P30 – Bike / Bus Project PM: Claire Gibbons						
P5 – Parish Emergency Plans Roll-Out PM: Mike Hill	P10 – SCDC / TS Working with Business Hub PM: Susan Walford	P15 – Implement new HWB Plan PM: Gemma Barron	P21 – Review of Active & Healthy for Life GP Referral Scheme PM:	P26 – Playing Pitch Strategy PM:	P31 – Community Facility Audit PM:						
		P16 – Partnerships & Sustainable Communities Restructure PM: Gemma Barron									

## PROGRAMME STRUCTURE

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