

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

t: 03450 450 500  
f: 01954 713149

[www.scambs.gov.uk](http://www.scambs.gov.uk)



22 April 2015

To: Chairman – Councillor Roger Hickford  
Vice-Chairman – Councillor Jose Hales  
Members of the Scrutiny and Overview Committee – Councillors David Bard,  
Alison Elcox, Lynda Harford, Philippa Hart, Douglas de Lacey, David Morgan and  
Bunty Waters

Quorum: 5

**There is a pre-meeting session at 5pm 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 **SWANSLEY ROOM A&B, GROUND FLOOR** on **THURSDAY, 30 APRIL 2015** 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.**

---

## AGENDA

## PAGES

- |  |              |
|--|--------------|
| <b>1. Apologies</b>  |              |
| To receive apologies for absence from committee members.   |              |
| <b>2. Declarations of Interest</b>   |              |
| <b>3. Minutes of Previous Meeting</b>  | <b>1 - 6</b> |
| To authorise the Chairman to sign the Minutes of the meeting held on 10 February 2015 as a correct record. |              |
| <b>4. Public Questions</b>   |              |

<b>5.</b>	<b>Waste and Recycling Service Changes Evaluation</b>	<b>7 - 12</b>
<b>6.</b>	<b>Enforcement and Inspection Policy update</b>	<b>13 - 14</b>
<b>7.</b>	<b>Update on Section 106 agreements and Community Infrastructure Levy</b>	<b>15 - 20</b>
<b>8.</b>	<b>Scrutiny Orchard Park Task and Finish Group Interim Recommendations</b> Report to follow.	
<b>9.</b>	<b>Scrutiny and Overview Annual Report 2014/15</b> This item is for the committee to consider the draft Scrutiny and Overview Annual Report for 2014/15.	<b>21 - 38</b>
<b>10.</b>	<b>Work Programme 2015</b> To enable the committee to consider its work programme for future meetings.	<b>39 - 54</b>
<b>11.</b>	<b>Monitoring the Executive</b> 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.	
<b>12.</b>	<b>To Note the Dates of Future Meetings</b> To agree meeting dates for the Municipal Year 2015/16. The following dates are proposed: <ul style="list-style-type: none"><li>• Thursday 2 July 6pm</li><li>• Thursday 3 September 6pm</li><li>• Thursday 5 November 6pm</li><li>• Thursday 7 January 6pm</li><li>• Thursday 3 March 6pm</li></ul>	

### **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 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.

### **OUR VALUES**

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

- Working Together
- Integrity
- Dynamism
- Innovation

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

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

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

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

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

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

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

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

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.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Scrutiny and Overview Committee held on  
Tuesday, 10 February 2015 at 6.00 p.m.

PRESENT: Councillor Roger Hickford – Chairman  
Councillor Jose Hales – Vice-Chairman

Councillors: David Bard Alison Elcox  
Lynda Harford David Morgan

Councillors Simon Edwards, Mark Howell, Ben Shelton and Robert Turner were in attendance, by invitation.

Officers: Alex Colyer Executive Director, Corporate Services  
John Garnham Head of Finance, Policy & Performance  
Dawn Graham Benefits Manager  
Rachael Fox-Jackson Customer Contact Manager  
Jean Hunter Chief Executive  
Maggie Jennings Democratic Services Officer  
Richard May Policy & Performance Manager

### 1. APOLOGIES

Apologies for absence were received from Councillors Philippa Hart, Douglas de Lacey and Bunty Waters. Councillor Kevin Cuffley was in attendance as substitute for Bunty Waters and Councillor Janet Lockwood was in attendance as substitute for Philippa Hart. Councillor David Whiteman-Downes also gave his apologies as he had been expected to present the item relating to the Contact Centre Performance Review as the relevant Portfolio Holder.

### 2. DECLARATIONS OF INTEREST

No declarations of interest were made.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 6 November 2014 were agreed as a correct record.

### 4. PUBLIC QUESTIONS

No public questions had been received.

### 5. CONTACT CENTRE ANNUAL PERFORMANCE 2014 - PERFORMANCE REVIEW

Alex Colyer, Executive Director and Dawn Graham, Benefits Manager were in attendance for this item.

Initial results since the implementation of an improvement plan had indicated that there had been a significant decrease in waiting time for calls received by the Contact Centre. This had been achieved with help from back office staff during busy periods. Further reductions in waiting times was anticipated once recruitment to the two current vacancies had been achieved.

Councillor Lynda Harford queried whether there was capacity within the IT service to

deliver the Digital by Default project referred to in the report. In response, the Committee was informed that additional resources were planned to fund an assistant to the Web Officer for one year.

Overall, the Committee expressed its congratulations to officers on the progress made to date within the Contact Centre and looked forward to continued improvement within the service once all actions within the improvement plan had been completed.

The Scrutiny and Overview Committee, having noted the comparative data provided in the appendix to the report, **REQUESTED** that an update on performance at the Contact Centre be brought back to the Committee in one year's time.

**6. MEDIUM TERM FINANCIAL STRATEGY (GENERAL FUND BUDGET 2015-16 INCLUDING COUNCIL TAX SETTING), HOUSING REVENUE ACCOUNT (INCLUDING HOUSING RENTS), CAPITAL PROGRAMME 2015/16-2019/20 AND TREASURY MANAGEMENT STRATEGY (REVISED 2014/15 AND 2015/16)**

Councillor Simon Edwards, Deputy Leader and Finance and Resources Portfolio Holder, together with Councillor Mark Howell, Housing Portfolio Holder and Alex Colyer, Executive Director were in attendance for this item.

Councillor Howell addressed the Committee and made particular reference to appendices A (Capital Programme) and C (Housing Revenue Account) to the report as follows:

- Pooling of capital receipts – this Council, unlike many other Councils, was paying back interest only on the debt resulting from the Government's Housing Revenue Account (HRA), self financing reforms and therefore was able to use the capital receipts from Right to Buy sales to provide additional social housing for rent. It was confirmed that the Council was now permitted to keep the majority of the HRA receipts from Right to Buy sales with the remaining monies being paid into the Government Right to Buy pool
- It was confirmed that modelling had taken place in respect of the Council's 30-year plan, however, it was noted that there were many variables to consider, most notably the impact of inflation over time, which made dramatic differences to the forecast. It was anticipated that over time the assumptions would level out
- Councillor Howell explained that when calculating rent, councils were now expected to use the Consumer Price Index, plus 1% and unlike previous calculations using the Retail Price Index, plus 0.5%, they were no longer allowed to add an additional £2 to the final figure
- The average increase in social housing rent was 2.2%, making the average rent approximately £415 per month, compared with an average private rent of £600-800 per month
- It was confirmed that capital receipts would be utilised to build new houses; that approximately 15 houses were sold per annum under the Right to Buy process and that it was unlikely that the Government would withdraw the Right to Buy

Councillor Edwards addressed the Committee by giving an overview of the report and in particular highlighted the following:

- Inconsistencies had occurred in some of the figures quoted in the appendices; they were amended as follows:
  - Appendix B (General Fund Considerations), para 25 should read: *It is estimated that the balance at 31 March 2015 will be a surplus of £1,123,739*

of which **142,439** will be transferred to the District in 2015-16

- Appendix B1 show the 2014-15 original estimate for Net District Council General Fund Expenditure of £16.215million **decreasing to £16,099 million in the 2015-16 estimate, a decrease of £0.116 million in cash terms (0.7%)**
- Appendix B1: Appropriation to/(from) General Fund Balance 2015/16 should read **(473,110)** (Surplus)/Deficit on Collection Fund re Council Tax should read **142,440**
- An overview was given in respect of the General Fund and Risk Management
- In response to a question raised by Councillor Roger Hickford, Councillor Edwards advised the Committee that in the event that the Revenue Support Grant became negative, the Council would draw on its balances
- It was confirmed that the proposed number of new domestic properties was based on the projections within the Local Development Framework and not the anticipated number of planning applications
- The unspent Precautionary Items for 2014/15 would be transferred into the Balances for 2015-16

The Scrutiny and Overview Committee **NOTED** and **SUPPORTED** the recommendations contained within the report, due for consideration by Cabinet at its meeting on 12 February 2015.

## 7. CORPORATE PLAN 2015-2020

Councillor Simon Edwards, Deputy Leader and Finance & Staffing Portfolio, together with Alex Colyer, Executive Director presented the Corporate Plan for 2015-2020.

Referring to the Plan attached to the covering report, the following was raised:

- Councillor Kevin Cuffley queried whether (a) tackling human trafficking/domestic abuse and (b) working in partnership with the Police should be included within the Plan? In response it was noted that those issues would be considered within a partnership agreement between this Council, the Police and Fire & Rescue and that a formal Plan would be presented to a future Leader's Portfolio Holder meeting
- Councillor David Morgan stated that as the Corporate Plan supported the Local Plan, he could not support certain elements of the Plan
- Councillor Alison Elcox expressed surprise that the 'Wing' (Cambridge East) application was included in the Plan as she had understood that it was not sustainable. In response, the Chief Executive stated that she had recently held discussions with the developer on the viability of the development and they were progressing well

As some dissent had been voiced to the Corporate Plan, the Chairman of the Committee requested that a show of hands be undertaken when considering the recommendation. The following outcome occurred:

For	6
Against	2

Councillors Alison Elcox and David Morgan recorded their votes against the recommendation.

The Scrutiny and Overview Committee **NOTED** and **SUPPORTED** the

recommendations contained within the report, due for consideration by Cabinet at its meeting on 12 February 2015.

#### 8. **QUARTERLY POSITION REPORT ON FINANCE, PERFORMANCE AND RISK**

Alex Colyer, Executive Director presented the Quarterly Position Statement on Finance, Performance and Risk and reported that suggestions made by Councillor Douglas de Lacey had been received too late to include in this particular quarter. They would, however, be taken into account, as appropriate, during preparation of the next quarterly report.

The Scrutiny and Overview Committee **NOTED** and **SUPPORTED** the recommendations contained within the report, due for consideration by Cabinet at its meeting on 12 February 2015.

#### 9. **ORCHARD PARK TASK AND FINISH GROUP UPDATE**

Councillor Lynda Harford provided the Committee with an update on the Orchard Park Task and Finish Group.

- Evidence had shown in a case study of Cambourne that in the earlier days of the development, the cause of the highest number of deaths was suicide; those findings were in line with those from the majority of new developments
- There were outstanding issues arising from the Orchard Park Community Council meeting that were outside the remit of the Task and Finish Group to resolve. However, they were significant and had been appropriately referred on for resolution. They did also point to a future recommendation
- The Task and Finish Group would be meeting on 17 February 2015 to discuss the evidence and its implications
- Following the 17 February, a meeting would be held with the Planning Officers for Orchard Park and residents with a view to formulating draft recommendations for the next meeting of the Task and Finish Group

The Chairman thanked Councillor Harford and members of the Task and Finish Group for the work they had carried out so far which was much appreciated.

#### 10. **WORK PROGRAMME 2015**

The Scrutiny and Overview Committee discussed the draft work programme for the remainder of the municipal year and queried the inclusion of the Tenant Scrutiny Group's Review of Grounds Maintenance' at the March meeting. Following a brief discussion, it was felt that no further value could be added to the review and **AGREED** that the item be removed.

Councillor David Morgan suggested the Growth Programme as an item for future discussion. The Chairman asked Councillor Morgan to contact the Democratic Services Team Leader to undertake a Scrutiny Work Programme Prioritisation scoping exercise on whether or not to include as an item for a future meeting.

#### 11. **MONITORING THE EXECUTIVE**

It was **NOTED** that Councillors Roger Hickford, Lynda Harford, Kevin Cuffley and Dr David Bard had all attended Portfolio Holder meetings in their capacity as Scrutiny Monitors.



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

It was noted that future meetings would be held on:

- Thursday, 26 March 2015 at 6pm
- Thursday, 30 April 2015 at 6pm

---

**The Meeting ended at 7.32 p.m.**

---

This page is left blank intentionally.

# Agenda Item 5



South  
Cambridgeshire  
District Council

**Report To:** Scrutiny and Overview Committee

30 April 2015

**Lead Officer:** Mike Hill, Director Health & Environmental Services

---

## **BUSINESS IMPROVEMENT & EFFICIENCY PROGRAMME (BIEP) WASTE & RECYCLING SERVICE CHANGES EVALUATION**

### **Purpose**

1. As part of the Business Improvement and Efficiency Programme (BIEP), in February 2014, Cabinet agreed to a package of changes to the waste and recycling service in order to achieve required efficiency savings of £400k in 2015/16 and in-year savings of £200k in 2014/15.
2. This paper is not a key decision; the report provides an evaluation of the service changes to inform ongoing service development, particularly Shared Service development.

### **Recommendations**

3. It is recommended that Scrutiny and Overview Committee notes:
  - (a) The content of this report and the successful delivery of the project.
  - (b) The extra efforts of all waste and recycling service staff; waste operations and policy officers, supervisors, drivers and crews, in working hard to deliver the changes.

### **Executive Summary**

4. The service delivered all agreed changes to time and has achieved required in-year savings of £200k and a further £400k of savings in 2015/16. Overall recycling and composting performance has been unaffected, with an improvement on previous year's performance from 57% to 58%\* of waste recycled and composted. Changes have also achieved additional environmental benefits equating to 56 tonnes of CO2 savings in a full year through reduction in fuel use. With regards to resident satisfaction, indications are that the majority of residents' remain satisfied with the overall standard of the waste and recycling service.
5. Performance can largely be attributed to the design of service changes. A significant portion of service change happened 'behind the scenes', therefore not directly felt by residents, as in the case of route optimisation. Other changes sought to be sensitive to the residents' use of the service, as in the case of monthly green bins, introduced during a time when the service received the least amount of waste; and/or, time limited, as in the case of monthly green bins to three months of the year and changes to Christmas collections.
6. The necessity to achieve a required level of in-year savings in 2014/15 has required several service changes to be implemented at the same time and within a relatively short period. As expected, this put a strain on the service, which was also undergoing significant organisational change. As anticipated, this has had an effect on the implementation of the changes, notably increasing implementation costs. The service has however managed these issues, reflected by a return towards pre-service change missed bin numbers and through required savings remaining unaffected.

7. The delivery of the service changes has provided valuable learning for ongoing service development. It has highlighted what can be gained from closer working with all those affected by the changes to better understand any potential wider implications and what could be put in place to deal with them (as in the case of the Contact Centre); and help ensure all essential operational knowledge is captured (as with informal assisted bin collections provided to help residents).

### **Deliverables**

8. The project successfully delivered the following changes as per agreed timescales, between September 2014 and February 2015:
  - A detailed review and re-modelling exercise was undertaken, which reduced the number of household waste collection rounds from 210 down to 180.
  - As a result the service reduced its fleet by two Refuse Collection Vehicles from 1 September 2014, resulting in a reduction in the number of posts by 12. These were achieved without the need for compulsory redundancies, through planned management of vacancies.
  - All 180 new household waste collection rounds went live on 1 September, with just nine out of over 63,000 households requiring a change to collection days.
  - A driver-only Trade Waste Service was introduced on 1 September (previously the service was operated with driver plus loader).
  - Monthly green bin collections were introduced from December to February, and returned to fortnightly collections in time for spring.
  - New working practices, new working patterns and new service management tools and systems were also introduced from September 1 to support and enable these service changes.
  - The service, responding to efficiency saving ideas sought from staff, also trialled changes to Christmas collection arrangements in 2014/15. A break in service was introduced to achieve further efficiencies and return schedules back to normal after Christmas quicker than in previous years.

### **Financial**

9. Service changes have achieved the required in-year savings of £200,000 in 2014/15 and are set to achieve sustainable full-year savings of £400,000 in 2015/16.
10. The simultaneous implementation of a number of significant service changes over a seven month period, along with organisational changes within the service during this time, have given rise to increased implementation costs, primarily around new working practices taking longer than anticipated to bed in. However, these costs have not impacted on the project achieving the required level of savings in this year.

### **Customer Satisfaction**

11. The annual Waste & Recycling Service Customer Satisfaction Survey was undertaken between February and April. This year we trialled a self-selecting on-line survey of residents, where in previous years the survey had been a postal survey of a randomly selected sample of residents. This change in the methodology has resulted in a lower response rate, with 375 responses received compared with 811 in previous years. However, this does still provide a good indication of customer satisfaction, particularly given its timing, immediately following the winter green bin and Christmas service changes.
12. The survey findings indicate that the majority of respondents remain satisfied with the waste and recycling service:

- A high proportion of respondents, 304, stated that they were either satisfied or very satisfied with the service.
  - The majority of respondents, 236, stated that they felt the green bin scheme service standards had either been maintained or improved over the last year.
  - A smaller proportion of respondents, 124, felt the green bin service had worsened over the last year, with the introduction of monthly green bins being cited by 37.
  - Some of the 26 respondents, who stated they felt that the green bin scheme had improved over the last year, provided positive commentary on the changes, stating that they made 'good economic sense' and were 'a brilliant idea'.
  - Of the 375 respondents, 11 put forward Christmas collections as a reason for feeling that the service had worsened.
13. A total of 163 complaints were received directly by the service over the period February 2014 to March 2015 regarding the changes, which although regrettable, represent less than 1% of residents. Interestingly, a common response was the proposal of monthly black bins as a more appropriate alternative to monthly green bins. A further three residents contacted the service directly to register their support for monthly green bins and where staff sought feedback from residents they also received positive feedback.
14. During the implementation of service changes and as anticipated whilst crews learned their new rounds, missed bin numbers increased, thereby increasing calls received by the Contact Centre. The potential impact on the Contact Centre was not fully recognised during development and mitigation put in place e.g. greater use of digital by default'.
15. Missed bins numbers peaked at 184 in every 100k collections missed during September (or 99.8% of collections made on time). This is down to 60 in every 100k collections missed during February (or 99.9% of collections made on time), with a target to return to pre-September performance of on average 43 in every 100K collections missed 2015/16.
16. A high proportion of those bins not collected on time were assisted collections. A review revealed that this was largely due to discrepancies in management information. Historically crews had been providing assisted collections to residents on their pre-September rounds, to help residents when they saw the need. Many of these assisted collections were not formally captured, so when crews were allocated new rounds this knowledge transferred with them. Missed assisted bin collections during the initial month of changes were at 132 of the 983 residents receiving assisted collections. Numbers have been managed down to 35 in February, returning towards pre-service change levels.
17. With all findings considered, even though the survey this year was self-selecting, there is every indication that customer satisfaction levels have not been significantly affected by the service changes. As anticipated, performance has been affected during the implementation of changes, as new working practices bed-in, with this lessening on return to pre-service performance levels.

## **Environmental**

### Recycling and Composting

18. The percentage of waste recycled and composted increased slightly from 57% in 2013/14 to 58%\* in 2014/15. Dry recycling rates have been sustained and the

amount of green waste collected has increased slightly, up 3% on previous year. This is reflected on average across the partnership\*\*, with the exception of East Cambridgeshire, who has seen marked improvements in diversion rates following the introduction of wheeled bins.

19. Whilst overall performance has not been affected by service changes, waste data shows variations for the period of December to February. As more than one service change was introduced during this period, it is difficult to attribute variations to any one particular service change. This is further complicated both by more general yearly and seasonal changes to waste trends. We can however, for the purposes of informing service development, have regard to the following, which have been discussed and agreed with colleagues at Cambridgeshire County Council waste disposal who operate Household Recycling Centres:
- During the period of monthly green bins (December, January and February), waste data shows a decrease of around 1100 tonnes in green bin waste, compared to the same period the previous year (representing just under 5% of total green waste collected). The true figure, given district and seasonal fluctuations, is likely to be less than this, although cannot be quantified.
  - Waste data shows no directly corresponding increase in black bin waste collected, indicating that there has been no significant move of green waste to the black bin, highlighted as a potential risk. The amount of fly-tipping handled by the authority has reduced, compared with the same period the previous year.
  - Household Recycling Centre tonnages show a total increase of 25 tonnes, estimated as attributable to South Cambridgeshire residents, over the same period, when compared with tonnages received the previous year. Again, due to fluctuations in waste tonnages, it is not possible to attribute tonnage to service changes.
  - With regards to Christmas collection changes, recycling tonnage in December and January is comparable to the previous year and performs better than all other partnering districts at this time, including East Cambridgeshire.

#### CO2 savings

20. Resulting CO2 savings from reduction in fuel use are calculated as 33 tonnes for 2014/15 and 56 tonnes for 2015/16.

*\*Performance may change and recycling increase as not all recycling tonnage had been reported for inclusion at the time of writing.*

*\*\*Partnership figures were calculated using figures up to February 14/15 as figures for March were not available at the time of writing. East Cambridgeshire was not included in any average figure calculations as changes to its services has influenced performance.*

#### **Learning**

21. The project provides valuable learning, which will inform both future developments of the service and the authority more widely, in particular:
- The need to understand the wider impact of changes both internally e.g. the Contact Centre and externally e.g. RECAP partners, so that appropriate mitigations could be put in place.
  - Earlier and closer engagement with all those affected by the changes. For example, establishing the Staff Working Group earlier to gather all operational knowledge and experience from crews, which would have helped mitigate a rise in assisted bin collections.

## Conclusion

22. The measure of success is a service's ability to deliver significant changes that achieve a required level savings without affecting service performance. The delivery of the changes to the waste service can be said to have succeeded in this respect, largely down to the considered design of a package of service changes.
23. The challenge was in the implementation of a number of significant changes concurrently over a short period of time, which difficult in itself, occurred as the service underwent significant organisational change. Service performance has therefore, understandably, been affected during this period, with new working practice taking longer to bed-in. However, the service has responded well to issues during this time and is now seeing a return to pre-service performance levels.

## Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

## Business Improvement & Efficiency Programme (BIEP) Waste & Recycling Review:

<http://modern.gov/documents/s74437/BIEP%20Waste%20Recycling%20Review%20-%20rep.pdf>

**Report Author:** Helen Taylor – Waste Minimisation & Recycling Officer  
Telephone: (01954) 713192

Paul Quigley – Head of Service Environment Commissioning  
Telephone: (01954) 713134

This page is left blank intentionally.



# Agenda Item 6



South  
Cambridgeshire  
District Council

**Report To:** Scrutiny & Overview Committee  
**Lead Officer:** Director, Health & Environmental Services

30<sup>th</sup> April 2015

---

## ENFORCEMENT & INSPECTION POLICY UPDATE

### Purpose

1. To update Scrutiny and Overview Committee on the South Cambridgeshire District Council Enforcement & Inspection Policy.

### Recommendations

2. That Scrutiny and Overview Committee comments on and note progress to implement the Enforcement & Inspection Policy.

### Background

3. Following recommendations from a Portfolio Holder Task & Finish Group, SCDC Cabinet agreed a new, corporate Enforcement & Inspection Policy in September 2014. The purpose of this policy is to make clear what residents, communities and businesses in South Cambridgeshire can expect when the Council undertakes enforcement and inspection activities.

### Considerations

4. Following agreement of the new Policy by Cabinet, the following actions have been taken:
  - (a) The Policy has been publicised to all officers via Corporate Brief.
  - (b) A corporate policy management group consisting of Director H&ES, Head of Environmental Health & Licensing, Development Control Manager and Affordable Homes Team Leader has been set up to oversee implementation of the Policy. This group meets every 3 months.
  - (c) Team briefings on the new Policy have taken place with enforcement staff.
  - (d) Awareness of and compliance with the Policy is being raised with individual enforcement officers as part of 2015 PDR process.
  - (e) The new Policy has been added to the SCDC public website at <https://www.scambs.gov.uk/enforcement-inspection-better-regulation> and in the website "A-Z" under "E – Enforcement" and "B – Business Advice".
  - (f) Questions concerning the practical use of the Policy are being raised at fortnightly corporate Enforcement & Inspection Tasking & Coordination Group meetings chaired by Head of Environmental Health & Licensing.

- (g) Other, more detailed, subject-specific enforcement policies and procedures are being reviewed to ensure they are consistent with the corporate policy. The aim is to complete this work by the end of June 2015.
  - (h) The Policy has been added to the Member Development Programme for 2015-16 and will be included in briefings for any new Councillors.
5. To ensure the Policy is applied consistently across the Council, a corporate enforcement process is being developed to include an enforcement policy checklist for all cases and enforcement actions. An officer task & finish group will meet in May 2015 to map current enforcement processes and associated paperwork and to develop this corporate approach.
  6. Following this, “professional practice” training will be arranged for all enforcement staff to refresh their skills and support use of the Policy and new enforcement process.

### **Implications**

7. No significant implications have been identified.

### **Effect on Strategic Aims**

**Aim 1 – Work with partners to create opportunities for employment, enterprise, education, and world-leading innovation.**

**Aim 2 – Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents.**

### **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
  - (b) on the Council’s website; and
  - (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.
1. Cabinet report “Corporate Enforcement & Inspection Policy”, 11<sup>th</sup> September 2014  
<http://moderngov.ieListDocuments.aspx?CId=293&MIId=6277&Ver=4>

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

# Agenda Item 7



South  
Cambridgeshire  
District Council

**Report To:** Scrutiny and Overview Committee  
**Lead Officer:** Director of Planning and New Communities

30 April 2015

---

## UPDATE ON SECTION 106 AGREEMENTS AND COMMUNITY INFRASTRUCTURE LEVY

### Purpose

1. The purpose of this report is to explain the current situation as to;
  - (i) The current use of section 106 agreements and
  - (ii) The adoption of the Community Infrastructure Levy

### Recommendations

2. Scrutiny and Overview Committee are recommended to note the report and consider how Elected Members may facilitate consideration of these issues with Parish Councils.

### Background

3. Section 106 of the Town and Country Planning Act 1990 (amended) allows a local planning authority to enter into a planning obligation with a landowner to;
  - a) restrict the development or use of the land in any specified way;
  - b) require specified operations or activities to be carried out in, on, under or over the land;
  - c) require the land to be used in any specified way; or
  - d) require a sum or sums to be paid to the authority on a specified date or dates, or periodically.
4. The Office of the Deputy Prime Minister issued guidance as to the use of section 106 agreements in 2005 (often referred to as Planning Obligations Circular 05/05) and which provided 5 tests for local planning authorities to use when considering securing a planning obligation:
  - (i) relevant to planning;
  - (ii) necessary to make the proposed development acceptable in planning terms
  - (iii) directly relating to the proposed development;
  - (iv) fairly and reasonably related in scale and kind to the proposed development; and
  - (v) reasonable in all other respects.
5. The Circular, which also encouraged the use of tariff style planning policies, was later repealed by the National Planning Policy Framework in March 2012.
6. The Local Development Framework has a number of adopted policies that followed the advice of the Circular and has enabled the Council (and County Council) to collect contributions towards general infrastructure from single dwelling developments (notably public open space and village hall improvements for Parish Councils).

7. The Planning Act 2008 provided the way for the introduction of the Community Infrastructure Levy Regulations which were introduced as legislation on 6 April 2010.
8. The CIL Regulations have made the practice of securing developer contributions harder as it put into statute (rather than guidance) the requirement that 3 tests must be satisfied for a relevant planning obligation to be secured. These tests are that the planning obligation must be;
  - (i) necessary to make the development acceptable in planning terms;
  - (ii) directly related to the development; and
  - (iii) fairly and reasonably related in scale and kind to the development.
9. The Community Infrastructure Levy is a form of development tax and is intended to replace the use of section 106 agreements in terms of pooling money from many developments to pay towards a local or strategic piece of infrastructure. Section 106 agreements are to be scaled back (to their original purpose) to mitigate site specific impact only.
10. To encourage the adoption of a CIL charge, as of 6 April 2015 parts of CIL Regulation 123 came into force which means that the Council can no longer secure contributions towards a project or type of infrastructure, where the Council has entered into more than 5 s106 agreements since April 2010, and which contribute towards that same project or type of infrastructure.
11. South Cambridgeshire District Council has been committed to introduce CIL since July 2012 and, following a Cabinet decision on 10 April 2014 the Council submitted its CIL charging schedule to the Planning Inspectorate on 6th October 2014.
12. Although the Council was always aware of the impact of the 6 April deadline, it had taken action to ensure as many outstanding legal agreements were entered into ahead of that date. The Council had not anticipated or expected the Ministerial Statement issued in the House Commons on 28 November 2014 (and supplemented by an update to the Planning Practice Guidance) and which sought to restrict the Council from securing tariff style contributions (and affordable housing) from developments of 10 dwellings or less. The Ministerial Statement effectively brought forward by some 6 months the Council's ability to secure contributions from small developments.
13. Irrespective of the Ministerial Statement, Section 34 of the Planning and Compulsory Purchase Act 2004 requires decisions to be based upon development plan policies unless material planning considerations indicate otherwise. Neither the National Planning Policy Framework, a Ministerial Statement and nor the more recent Planning Practice Guidance changes the statutory status of the development plan as the starting point for decision making. Therefore, despite the recent changes in national policy, the Council is bound to continue to determine applications in line with its development plan (and which required the payment of section 106 contributions from single dwelling developments), unless material planning considerations indicate otherwise.
14. The Council issued a special urgent decision on 18 February 2015 and which confirmed that the Council would no longer secure tariff style contributions in accordance with the Ministerial Statement, but that affordable housing would continue to be secured by way of planning condition. This decision was supported at Planning Committee 4 March 2015.

### **Section 106 agreements**

15. As discussed above, the introduction of CIL Regulation 123 does not of itself necessarily preclude the Council from continuing to use section 106 agreements to secure money from some new forms of development. There has been debate about the exact meaning of 'infrastructure projects or types of infrastructure' and Cambridge City Council and Cambridgeshire County Council have sought legal advice confirming that they can no longer rely on policies that secure generic offsite contributions towards such matters as public open space or indoor community space.
16. This issue affects all service providers not least Cambridgeshire County Council who have policies requiring pooled contributions towards the household recycling centre network (for example).
17. In simple terms all section 106 agreements entered into from 6 April 2015 must contain specific projects that have not previously been the subject of pooling but also that themselves are required to make acceptable what would otherwise be unacceptable (i.e. still satisfy the 3 CIL tests as set out above).
18. Some contributions may still be considered defensible when applied to larger developments of say 30 dwellings upwards (and where a clear project exists), but the majority of development will no longer contribute towards infrastructure. By way of example a developer may be required to pay for a new play area to support a particular development even if 5 contributions had already been secured towards 'offsite play'.
19. The District Council is reliant on Parish Councils to identify these projects, and officers have been meeting with some Parishes to discuss proposals and options. It is a challenge to engage with some Parishes when they are opposed to new development, and the input of Local Members will be vital to assisting this process.

### **Community Infrastructure Levy**

20. When the Council started out the process of adopting a CIL charge it had considered doing so under the existing Core Strategy, however it later decided to introduce CIL under the emerging Local Plan in line with Cambridge City.
21. On 28 March 2014, the Local Plan and its supporting documents were submitted for independent examination to the Secretary of State for Communities and Local Government via the Planning Inspectorate.
22. The Local Plan hearings are continuing to be held and as a result the Council has been unable to implement CIL therefore not generate revenue from some types of new development that would previously have paid section 106 contributions, and would be liable for CIL were it in place. It is anticipated that CIL would generate in the region of £10,000 per liable house.
23. An assessment has been carried out as to how CIL may be introduced earlier, and a possible solution has been identified whereby rather than refer to strategic sites by reference to a zone, the Council can now define it by reference to the intended number of dwellings or units to be constructed or provided under a planning permission.

24. This approach was used successfully by Peterborough City Council in the recent approval of their charging schedule and where Peterborough had sought to exempt CIL from development for their largest developments sites comprising 500 dwellings or more.
25. It is considered that the same principle (i.e. changing the charge from reference to maps to reference to scale of development) could apply to South Cambridgeshire, which would overcome the first issue.
26. Expert legal advice is being sought to understand implications and assurances that any action would not be detrimental to the Local Plan examination.
27. If the Council wishes to hold a CIL examination while the Local Plan hearings are taking place then changes to the draft charging schedule would need to be made by publishing a 'statement of modification' with a 4 week consultation.
28. Any decision to change the strategy (which was approved by Cabinet on 10 April 2014) and to consult on the changes will require Member approval. If it is considered necessary to take this action ahead of when meetings resume (following the General Election) then it will be achieved by a special urgency decision.

### **Implications**

#### ***Financial***

29. Delays in introducing CIL mean that the Council is not receiving money from development which would otherwise be contributing towards local and strategic infrastructure.
30. Officers are using best endeavours to ensure that development may contribute towards infrastructure (through section 106 agreements) where it is lawful to do so.

#### ***Legal***

31. The Council is experiencing challenge from some developers and agents as to the lawfulness of some financial requests which might have previously been accepted.
32. The Council is benefitting from external specialist legal advice on possible approaches in bringing CIL forward.

#### ***Staffing***

33. There are no staffing implications other than the undertaking of additional work that was not previously considered necessary (i.e. further consultation etc).

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

34. There may be risks associated with progressing a CIL examination ahead of the adoption of the Local Plan, and these will be carefully considered as options are assessed.

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

35. No implications have been identified.

#### ***Climate Change***

36. No consultation has been taken on this report.

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

37. No consultation has been taken on this report.

### **Effect on Strategic Aims**

38. AIM: We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money
39. A7. Ensure the South Cambridgeshire Local Plan and Community Infrastructure framework are based on effective engagement
40. AIM: We will work with partners to create opportunities for employment, enterprise, education and world-leading innovation
41. APPROACH: Planning for timely infrastructure to support developments
42. APPROACH: Maximising benefits to the community from new developments

### **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

**Report Author:** Jo Mills – Director Planning and New Communities  
Telephone: (01954) 713350

This page is left blank intentionally.



# Agenda Item 9



## South Cambridgeshire District Council

DRAFT

## Scrutiny and Overview Annual Report 2014/15

DRAFT

## Contents

Foreword	2
-----	
What is Scrutiny?	4
-----	
Scrutiny at South Cambridgeshire District Council	4
-----	
How does the Scrutiny and Overview Committee decide what to scrutinise?	5
-----	
Scrutiny Reviews	6
-----	
Work of the Scrutiny and Overview Committee during 2012/13	6
-----	
Monitoring Cabinet Portfolio Holders	9
-----	
Call-in	9
-----	
Cambridgeshire Scrutiny Officer Network	9
-----	
Training and Development	9
-----	

DRAFT

**FOREWORD**

Foreword to be inserted by the Chairman of the Scrutiny and Overview Committee and the Chairman of the Partnerships Review Committee.

DRAFT

DRAFT

## What is Scrutiny and Overview?

The aim of the Council's scrutiny and overview function is to provide an open and transparent forum in which to investigate whether South Cambridgeshire District Council's policies and services are meeting the needs of local people.

Scrutiny and overview committees do not have any decision-making powers, but they do have the power to influence and make evidence-based recommendations to decision-takers. Such recommendations could be informed via performance monitoring, best practice, expert advice, or liaison with stakeholders, partners, service users or members of the public. Scrutiny and overview committees are often described as a Council's 'critical friend'.

Scrutiny and overview committees can also challenge executive decisions, taken by Cabinet, individual Portfolio Holders and occasionally Chief Officers. The Chairman of the Scrutiny and Overview Committee or any five Councillors can, in certain circumstances, 'call-in' a decision that has been made but not yet implemented in accordance with the Council's Scrutiny and Overview Committee Procedure Rules. The Committee is then able to interview the relevant member of Cabinet or officers, examine the evidence and suggest improvements to the decision, or refer it to Full Council for further consideration.

Effective scrutiny provides an additional, independent resource for reviewing decisions and policies without being divisive or confrontational. Councillors on scrutiny and overview committees are in a unique position to influence policy and contribute to the decision-making process.

When working well, scrutiny and overview can help to:

- get to the heart of issues
- develop new ideas
- engage and provide a voice for service users
- improve decision-making
- strengthen accountability
- contribute to policy development
- monitor and improve services

### **Scrutiny and Overview at South Cambridgeshire District Council**

South Cambridgeshire District Council has two scrutiny and overview committees; the Scrutiny and Overview Committee and the Partnerships Review Committee, both of which consist of nine non-executive District Councillors drawn from the political groups in the same proportion as they are represented on the Council as a whole.

The Partnerships Review Committee was introduced to the Council's committee structure on 23 May 2013 at the Annual General Meeting of the Council, where the size of the Scrutiny and Overview Committee was reduced from thirteen to nine. The Partnerships Review Committee has a specific remit to scrutinise, challenge and hold decision takers to account on issues relating to the work of those organisations in the area of South Cambridgeshire, which may or may not involve formal partnerships. Whilst the Partnerships Review Committee's work is mainly externally focussed, the Scrutiny and Overview Committee retains its role of holding executive decision takers to account and centres on those issues considered as 'internal'.

The following Councillors served on the respective committees for the 2014/15 municipal year:

***Scrutiny and Overview Committee***

Chairman: Councillor Roger Hickford  
Vice-Chairman: Councillor Jose Hales  
Councillors:  
David Bard  
Alison Elcox  
Lynda Harford  
Philippa Hart  
Douglas de Lacey  
David Morgan  
Bunty Waters

The following Councillors were available as substitutes during the year:

Councillors:  
Henry Batchelor  
Anna Bradnam  
Kevin Cuffley  
Neil Davies  
Andrew Fraser  
Roger Hall  
Robin Page  
Deborah Roberts  
Neil Scarr  
Bridget Smith  
Ed Stonham

***Partnerships Review Committee***

Chairman: Councillor Ben Shelton  
Vice-Chairman: Councillor James Hockney  
Councillors:  
David Bard  
Andrew Fraser  
Jose Hales  
Roger Hall  
Janet Lockwood  
Neil Scarr  
Tony Orgee

The following Councillors were available as substitutes during the year:

Councillors:  
Neil Davies  
Alison Elcox  
Tumi Hawkins  
Douglas de Lacey  
Deborah Roberts  
Bridget Smith  
Ed Stonham  
Bunty Waters  
Aidan Van De Weyer



## **How do the scrutiny and overview committees decide what to scrutinise?**

The scrutiny and overview committees set their own work programmes and topic suggestions can be gained from numerous sources, including: -

- individual Councillors
- local petitions
- partner organisations
- officers
- residents
- Portfolio Holder Scrutiny Monitors
- the Council's Forward Plan of key decisions

Programme planning takes place at the start of the municipal year and the committee's work programmes are considered as standing items at every meeting of each committee. Additional items for consideration will usually be added during the year as and when they arise, which can be a mixture of one-off topics and items that may require more in-depth review.

The Chairman and Vice-Chairman of the two scrutiny and overview committees usually meet with officers from Democratic Services to agree upon the agenda content and running order prior to each of their meetings.

The Partnerships Review Committee and the Scrutiny and Overview Committee use a work programme prioritisation tool which enables both committees to assess those items that have been suggested or put forward and ascertain whether they should be included in their work programmes, as well as determine their level of priority. This is attached at Appendix A.

Items included in the work programme usually go through an initial scoping process. This provides an opportunity to consider the rationale behind the Partnerships Review Committee or the Scrutiny and Overview Committee looking into the particular issue, the purpose or objective of scrutiny involvement and a methodology or approach that will be followed for the piece of work.

## Scrutiny Reviews

Scrutiny Reviews provide the Partnerships Review Committee and the Scrutiny and Overview Committee with opportunities to consider specific issues in more detail, sometimes outside of formal meetings involving a small group of Councillors with experience, expertise or an interest in the subject being reviewed. The Partnerships Review Committee or Scrutiny and Overview Committee will ultimately agree whether or not a Scrutiny Review on a particular issue will be undertaken. Any initial requests for Scrutiny Reviews will go through a scoping process to outline terms of reference for the review and identify how the piece of work should be conducted. Reviews could be undertaken through one of the following options:

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

A Scrutiny Review by the full Partnerships Review Committee or Scrutiny and Overview Committee could take place when all Councillors on the relevant committee express an interest in scrutinising a specific issue. These meetings would normally be held in public with the review culminating in formal recommendations to a decision taker.

### ***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 six months. These meetings are usually not held in public.

### ***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 or 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. The informal format of these meetings would mean that they are not held in public.

### ***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 or decision takers.

## **Work of the Partnerships Review Committee during 2014/15**

The Partnerships Review Committee met on five occasions in the 2014/15 Municipal Year. This was as follows:

### **9 July 2014**

#### ***Shared Services and the Health and Wellbeing Board***

The Leader of the Council presented two reports on shared services proposals ahead of their consideration by Cabinet. The first report sought approval of Cabinet to develop a business case for a shared Local Authority Building Control Service between Huntingdonshire District Council and South Cambridgeshire District Council, including the use of South Norfolk District Council's mobile working solution, and to work towards an Eastern Region Building Control partnership arrangement.

The second report presented set out progress on shared services mainly regarding ICT and Legal services ahead of seeking Cabinet's approval to form a strategic shared services partnership with Huntingdonshire District Council whilst continuing to work with the City Council on services where there was a business case and shared desire to work together.

The Portfolio Holder for Environmental Services, presented an update on work to explore the creation of a single, shared waste service between South Cambridgeshire District Council and Cambridge City Council.

The Chairman of the Cambridgeshire Health and Wellbeing Board, provided the committee with an overview of the respective roles of the County Council's Health Committee and the Cambridgeshire Health and Wellbeing Board. Members of the Partnerships Review Committee expressed concern that the membership of the Governance Group that sought to influence how the Better Care Fund was used, did not include any elected representatives, an issue which the Chairman would raise at the next meeting of the Health and Wellbeing Board.

### **8 September 2014**

#### ***Ambulance Services***

Representatives from the East of England Ambulance Trust and East Anglian Air Ambulance attended the meeting and provided an overview of these services and current projects.

An in depth discussion took place and Members were able to raise and discuss local issues such as ambulance response and turnaround times, the impact of the new NHS 111 service on the ambulance service, and community defibrillators. As a result of the meeting, the Senior Locality Manager for the East of England Ambulance Trust in South Cambridgeshire, offered to talk to Parish Councils about community defibrillators and informed members that training could be provided to community first responders in the use of these. At the time of the meeting the East of England Ambulance service was undergoing a restructure, which was discussed along with the recruitment of an additional 400 paramedics.

**20 November 2014**

***Connecting Cambridgeshire and Joint Waste Services***

The Head of ICT and Facilities Management, updated the committee on the progress of the Connecting Cambridgeshire project. This was a partnership project between Cambridgeshire County Council, South Cambridgeshire District Council and BT. This project sought to ensure comprehensive broadband infrastructure across Cambridgeshire which could be fully exploited by businesses, communities and public service organisations. This included a superfast broadband rollout programme, public access Wifi, mobile voice and data service availability and the development of the Cambridgeshire Public Services Network.

Members of the committee brought a number of local issues to the attention of the Head of ICT and Facilities Management, such as connecting Melbourn Library to the Cambridgeshire Public Services Network, high speed broadband roll out in Lolworth, poor broadband connectivity in Bourn and the positioning of BT cabinets in a number of villages in the district.

The Director of Health and Environmental Services provided an update on the project to establish a shared waste service with Cambridge City Council, and introduced the newly appointed Joint Waste Service Programme Manager to the committee. Committee Members raised local issues and concerns, with the Director of Health and Environmental Services. Amongst local issues raised were missed assisted bins since new bin routes in South Cambridgeshire had started in October 2014, and potential implications of moving to monthly green bin collections between the months of December and February.

**22 January 2015**

***Housing Services***

The committee focussed on housing services with the Director of Housing, Sub Regional Homelink Manager and the Home Improvement Agency Manager in attendance at the meeting to present the committee with an update on housing services and key areas of partnership working. Information was presented on the following aspects of the housing service:

- The Homelink partnership, including the re-tender of its IT service.
- An ongoing review of the Mears contract.
- The Cambridgeshire Home Improvement Agency, including the system to prioritise home improvement works.

Members raised concern over:

- The flexibility of the Homelink service but were reassured that the service was flexible enough to deal with cases on an individual basis.
- Access to services by those without internet access. Members were assured that it was not assumed that internet access was available to all needing to access the service and other forms of access were in place, such as paper versions of forms being provided and telephone access to the service. Members were also informed that processes were in place to enable people with sensory impairments to access the service, and that a list of vulnerable people on whose behalf nominated individuals could bid for properties was also kept.

27 March 2015

### ***Greater Cambridge City Deal***

The Leaders of Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council attended the meeting to update the committee on the Greater Cambridge City Deal. The following points were discussed:

- Linkage of transport with the Local Plan was at the heart of the City Deal, which focussed on three threads; transport, affordable housing and skills.
- The skills thread would provide apprenticeships and focussed on the need to fill the gap between courses that students were studying and what skills business and industry needed.
- The Leaders emphasised that the full benefits of the City Deal would not be realised by 2019, which was the next trigger point for funding.
- The transport thread focussed on long term transport solutions in and around Cambridge City, with a list of projects having been prioritised.
- While transport was a large focus, other important elements to the City Deal were broadband and encouraging business in Cambridge, in order to continue to make Cambridgeshire a place where people wanted to live.
- Members were informed that there was no inflation link with the City Deal investment.
- The Committee endorsed the broad strategic approach that was being taken by the City Deal.

### ***Outside Bodies***

The Council's Civic Affairs Committee agreed on 5 December 2013 that Members appointed to outside bodies should provide written update reports to the Partnerships Review Committee. Updates on the following outside bodies were received by the Committee:

- Comberton Village College
- Denny Farm Museum
- The Farmland Museum
- Papworth Hospital
- Cambridge Airport
- Waterbeach Level Internal Drainage Board
- Regular updates were provided by the Council's Health Champion, which included updates on the following issues and bodies:
  - The Cambridgeshire Health and Wellbeing Board
  - The Cambridgeshire Health Committee
  - The Cambridgeshire Older People's Contract
  - The Better Care Fund
  - Mental Health

## **Work of the Scrutiny and Overview Committee during 2014/15**

The Scrutiny and Overview Committee met as a full committee on five occasions in the 2014/15 Municipal Year, as follows:

### **3 July 2014**

#### ***Year End Position Statement on Finance and Performance***

The Committee considered a report which provided a statement of the Council's position with regard to its General Fund, Housing Revenue Account, capital expenditure and requests for budget rollovers from 2013-14 to 2014-15. The report also presented the Council's year end position with regard to its corporate objectives and performance indicators. Councillor Simon Edwards, Deputy Leader of the Council and Portfolio Holder for Finance and Staffing presented the report.

#### ***Greater Cambridge City Deal***

The Committee received an update from the Executive Director (Corporate Services) on the Greater Cambridge City Deal which had been recently signed at the time of the meeting.

#### ***Orchard Park – Review of achievements and lessons learned***

At the June 2014 meeting of full Council, Orchard Park was suggested as an area for potential scrutiny. The Development Officer provided the Committee with background on the in-depth review of Orchard Park which had been undertaken by a Scrutiny and Overview Committee Task and Finish Group in 2007. The setting up of another Member/Officer working group was proposed, to investigate what the Council was doing to ensure that the recommendations of the 2007 Task and Finish Group were being incorporated and how any achievements, lessons learned and good practice were being embedded in other new developments such as Northstowe. The Committee agreed that a working group would be set up and agreed its membership.

### **4 September 2014**

#### ***Contact Centre Half Yearly Performance Review***

The Portfolio Holder for Corporate and Customer Services presented the Customer Contact Centre's half yearly performance report, which informed the committee of the Contact Centre's performance for January to July 2014.

Problems with the Contact Centre's performance had been identified, such as the call wait time and number of calls lost during times of peak demand. An improvement plan to resolve these problems was presented. Proposals outlined in the plan were:

- Members of staff from the Revenues Team would provide additional resource to the Contact Centre during times of peak demand.
- Three new full time members of staff would be recruited and be in post and fully trained by November 2014.
- The Contact Centre would be reorganised, with Contact Centre staff providing the reception service at times when calls were less busy, staff working patterns would reflect call volumes with more staff available on busier days.
- Self-service Benefit forms would be introduced to increase the number of residents able to self-serve, as well as providing easier and quicker options for Contact Centre staff to deal with calls.
- Work with the software supplier to improve the reliability of the Call Centre's software as a significant number of calls were being lost on a daily basis due to software issues.

- Options to encourage staff to remain within the Contact Centre would be looked at, such as offering NVQ qualifications which would keep staff in post for two years.

The Committee agreed that an interim report updating the Committee on improvements to the Contact Centre would be presented at its November 2014 meeting, with a further full report at the Scrutiny Committee's meeting in January 2015.

### ***People and Organisational Development Strategy***

The Portfolio Holder for Finance and Staffing presented the Council's People and Organisational Development Strategy and Action Plan for 2014-2017. The Committee was informed that the Council had achieved Silver accreditation from Investors in People and that progress was being made to achieve gold accreditation. The staff survey was discussed, with Members emphasising the need for this to be anonymous. The Committee noted the progress that had been made on the People and Organisational Development Strategy and Action Plan, for which it indicated its support.

### ***Quarterly Position Statement on Finance, Performance and Risk***

The Portfolio Holders for Finance and Staffing, and Corporate and Customer Services presented the Council's Quarterly Position Statement on Finance, Performance and Risk. This provided a statement on the Council's position with regard to its General Fund, Housing Revenue Account and Capital budgets, corporate objectives, performance indicators and strategic risks.

## **6 November 2014**

### ***Contact Centre Performance Review***

The Portfolio Holder for Corporate and Customer Services, presented an update on the Contact Centre's performance. Concern was expressed by Members that IT issues could be underpinning problems with the Contact Centre, preventing officers from delivering the quality of service that they wanted to provide. The committee was informed that Revenues staff had been handling calls regarding revenues issues, which had taken 400 calls away from the Contact Centre. Background was provided on the 'Digital by Default' project, which would help reduce the volume of calls to the Contact Centre by enabling those residents who would prefer to self serve via the Council's website, to be able to do so. Members were keen for a 'missed bins' e-form to be made available on the Council's website to enable residents to report missed bin collections online. This was implemented shortly after the meeting. The Committee was informed of contingencies that were being put in place in anticipation of increased call volumes over the Christmas period with the reduction in green bin waste collection.

### ***Quarterly Position Statement on Finance, Performance and Risk***

The Portfolio Holders for Finance and Staffing, and Corporate and Customer Services presented the Council's Quarterly Position Statement on Finance Performance and Risk, ahead of its presentation to Cabinet. This provided a statement on the Council's position with regard to its General Fund, Housing Revenue Account and Capital budgets, corporate objectives, performance indicators and strategic risks. Following the presentation of the report, discussion and questions on a number of issues ensued. Amongst issues discussed were the recruitment of Planning Officers and a Business Excellence Manager to the Planning Department, changes to monthly green bin collections and issues that had been encountered with assisted bin collections when new bin rounds had begun.

### ***Corporate Plan for 2015-2020***

The Portfolio Holder for Corporate and Customer Services presented the updated Corporate Plan before Cabinet was asked to agree this at its next meeting. The Committee was informed that a consortium had been formed to lobby Government to prioritise improvements to the A428.

**10 February 2015**

### ***Contact Centre Annual Performance Review***

The Executive Director (Corporate Services) and the Benefits Manager presented the Customer Contact Centre's Annual Performance Review.

Initial results since the implementation of the improvement plan, of which the Committee had been notified at its 6 November 2014 meeting, indicated that there had been a significant decrease in call waiting times. This had been achieved with the use of back office staff during times of peak demand. The Committee was informed that further reduction in waiting times was anticipated once recruitment to two vacancies in the Contact Centre had taken place.

The Committee congratulated officers on the progress made with the Contact Centre's performance and looked forward to continued progress within the service once all actions within the improvement plan had been implemented. The Committee requested annual performance updates on the Contact Centre.

### ***Medium Term Financial Strategy, Housing Revenue Account, Capital Programme 2015/16-2019/20 and Treasury Management Strategy***

The Deputy Leader and Finance and Resources Portfolio Holder, Housing Portfolio Holder and Executive Director (Corporate Services) were in attendance to present the Council's Medium Term Financial Strategy, Housing Revenue Account, Capital Programme and Treasury Management Strategy.

The Housing Portfolio Holder addressed the Committee, making particular references to the Capital Programme and Housing Revenue Account. The Committee was informed of a 2.2% increase in social housing rent and how rents were calculated by the Council. The Deputy Leader and Portfolio Holder for Finance and Resources addressed the Committee, giving an overview of the General Fund and Risk Management

### ***Corporate Plan 2015-2020***

The Deputy Leader and Portfolio Holder for Finance and Staffing, together with the Executive Director (Corporate Services), presented the Council's Corporate Plan for 2015-2020. Referring to the Plan, the following issues were raised:

- It was queried whether tackling human trafficking/domestic abuse and working in partnership with the Police should be included within the Plan. In response it was noted that those issues would be considered within a partnership agreement between the Council, the Police and Fire and Rescue Service, and that a formal Plan would be presented to a future Leader's Portfolio Holder meeting.
- Surprise was expressed by the local Member for Bourn, that the 'Wing' (Cambridge East) application was included in the Plan as it had been understood to that it was not sustainable. In response, the Chief Executive clarified that discussions had taken place with the developer on the viability of the development and were progressing well.

### ***Quarterly Position Report on Finance, Performance and Risk***

The Executive Director (Corporate Services) presented the Quarterly Position Statement on Finance, Performance and Risk and reported that suggestions made by a member of the Committee would be taken into account during the preparation of the next quarterly report.



### **Scrutiny and Overview Committee Orchard Park Working Group**

Following the June 2014 meeting of the Scrutiny and Overview Committee, a Scrutiny Working Group was set up to review the 2007 recommendations made by Scrutiny Committee regarding Orchard Park. The remit of the group was to look at how the recommendations made by the Scrutiny and Overview Committee regarding Orchard Park in 2007, had been implemented on all growth sites and what the effects of them had been. The timescale of the Group's work was 12 months, with monthly meetings taking place.

Membership of the group:

- Councillor Lynda Harford (Chairman)
- Councillor David Bard
- Councillor Alison Elcox
- Councillor Jose Hales

At the time of writing this report, the group had met seven times, with meetings on the following dates:

- 9 September 2014
- 14 October 2014
- 4 December 2014
- 17 February 2015
- 27 March 2015
- 16 April 2015
- 21 April 2015

Work of the group to date:

- The group developed a Growth Site Survey, which was taken to Cambourne, Orchard Park, Haslingfield, Longstanton, Oakington and Westwick, Histon and Impington, Girton, Milton and Fen Ditton Parish Councils. These are all parish councils that have experienced or are experiencing growth. The survey was also sent to relevant District and County Councillors for completion.
- As well as surveying parish councils experiencing growth, the Task and Finish Group met with the following people:
  - Dr Peter Bailey, who was Cambourne's first Lead GP and heavily involved in the early days of Cambourne establishing a community.
  - Orchard Park Community Council.
  - Relevant Planning Officers responsible for growth areas from South Cambridgeshire District Council and Cambridge City Council.
  - The Task and Finish Group also intends to meet with other relevant stakeholders as necessary, such as faith representatives, local residents and residents' associations, to capture their experiences and feedback for those growth areas that cross Cambridge City and South Cambridgeshire administrative borders.

Updates continue to be provided to the Scrutiny and Overview Committee at each of its meetings. At the end of the Task and Finish Group's work, a full report will outline all the groups findings and recommendations.

### **Monitoring Cabinet Portfolio Holders**

Portfolio Holders at South Cambridgeshire District Council in 2014/15 took the majority of their decisions at public Portfolio Holder Meetings. Members of the Scrutiny and Overview Committee were allocated as Scrutiny Monitors for specific Portfolios and attended these meetings to develop greater knowledge in an area of the Council's work, as well as offering well informed challenge and influence. Scrutiny Monitors for 2014/15 were allocated as follows: -

<b>Cabinet Portfolio</b>	<b>Scrutiny Monitor</b>
Leader of the Council	Cllr Lynda Harford
Deputy Leader Finance and Staffing	Cllr Roger Hickford
Corporate and Customer Services	Cllr Jose Hales
Economic Development	Cllr Philippa Hart
Environmental Services	Cllr David Bard
Housing	Cllr Bunty Waters
Planning	Cllr Kevin Cuffley
Strategic Planning and Transportation	Cllr Alison Elcox Cllr Jose Hales Cllr Lynda Harford

### **Call-in**

Call-in is usually a last resort, when other means of influencing decision-making have failed. Any Call-in would be considered by the Scrutiny and Overview Committee, but this procedure was not used during the 2014/15 municipal year.

### **Training and development**

Following the training and development session facilitated by the Centre for Public Scrutiny in January 2014 for the Partnerships Review Committee and the Scrutiny and Overview Committee, no further requests for training were received in the 2014/15 Municipal Year.

### **Contact us**

If you would like to know more about the Scrutiny and Overview Committee at South Cambridgeshire District Council please contact the Democratic Services Team Leader, Graham Watts, on (01954) 713030 or [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk).

# Agenda Item 10



**REPORT TO:** Scrutiny and Overview Committee

30 April 2015

**LEAD OFFICER:** Alex Colyer, Executive Director (Corporate Services)

---

## WORK PROGRAMME 2015

### Purpose

1. To provide the Scrutiny and Overview Committee with an opportunity to plan its work programme for future meetings.

### Recommendations

2. It is recommended that the draft Work Programme attached at **Appendix A** of this report be approved, subject to any amendments put forward at the meeting.

### Background

3. The latest version of the Committee's work programme is attached at **Appendix A**. It has been developed in consultation with the Chairman and Vice-Chairman, taking into account any changes agreed at the previous meeting of the Scrutiny and Overview Committee.
4. The Scrutiny Prioritisation Tool is attached at **Appendix B**.

### Considerations

#### *The four principles of effective scrutiny*

5. The Centre for Public Scrutiny works towards four principles of effective scrutiny, these being:
  - to provide 'critical friend' challenge to executive policy-makers and decision-makers;
  - to enable the voice and concerns of the public and its communities;
  - that scrutiny be carried out by 'independent minded governors' who lead and own the scrutiny process;
  - to drive improvement in public services.
6. Members are asked to give due consideration to these principles when carrying out their role on the Scrutiny and Overview Committee.

### *Work Programming*

7. A number of items were put forward at the Scrutiny training session held in January 2014, for potential consideration at future meetings of the Scrutiny and Overview Committee.

8. Members are encouraged to suggest items or topics for potential consideration at future meetings, which will be assessed using the criteria set out in the prioritisation tool.
9. Further items to consider at future meetings may be identified from the Council's Corporate Forward Plan, which is attached as **Appendix C**.

### **Implications**

10. 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, there are no significant implications.

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

11. No consultation has taken place on the content of this report.
12. Consultation with children and young people on the work of the Scrutiny and Overview Committee predominantly takes place through the South Cambridgeshire Youth Council.

### **Effect on Strategic Aims**

#### **We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

13. The Scrutiny and Overview Committee will contribute to this strategic aim as it challenges decision takers and holds them to account as part of its deliberations.

**Report Author:** Graham Watts – Democratic Services Team Leader  
Telephone: (01954) 713030

**DRAFT WORK PROGRAMME 2015**

**1 July 2015**

- Modern Planning Office
- Position Statement: Finance, Performance and Risk end of year report

**3 September 2015**

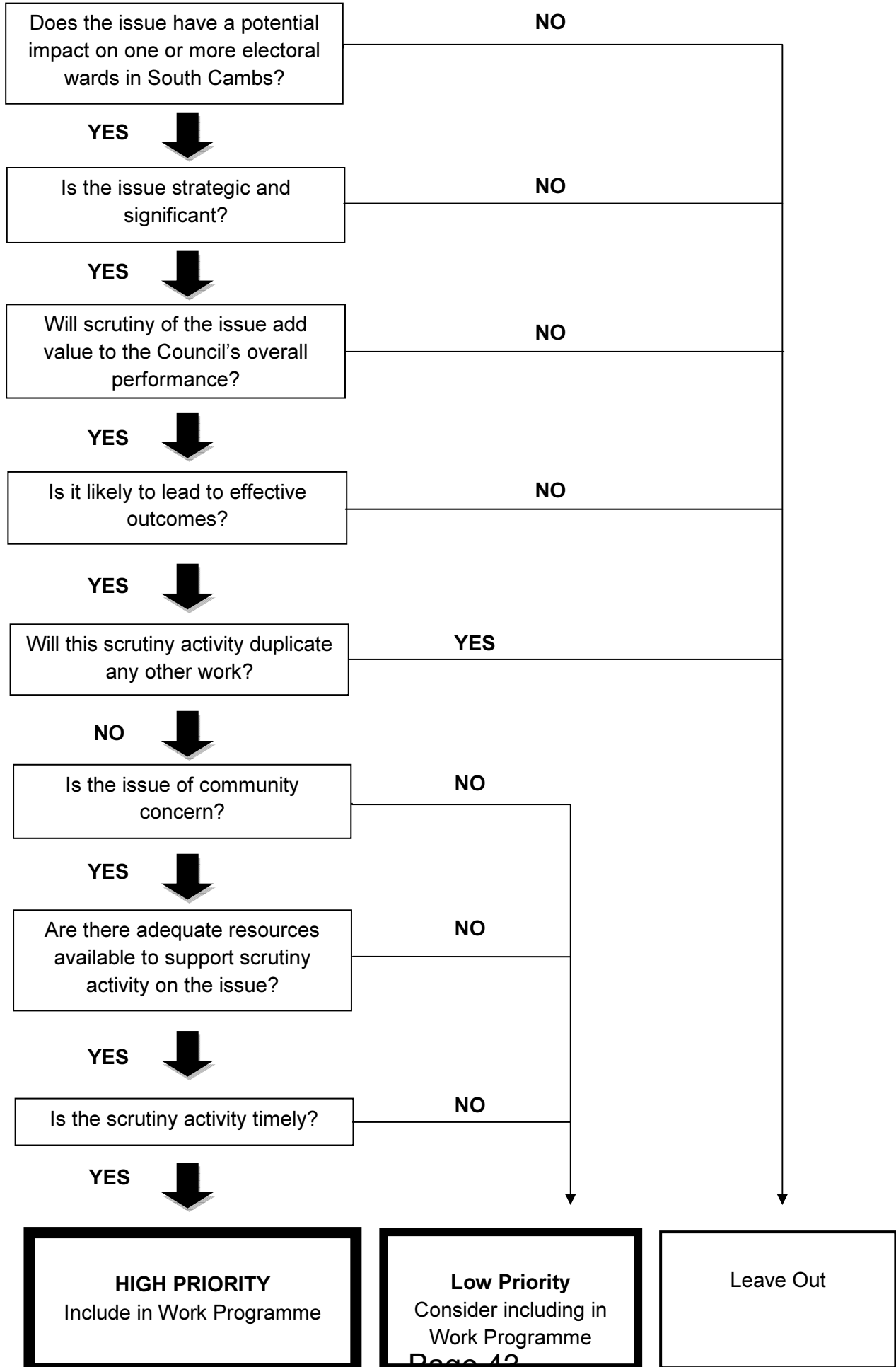
- Modern Planning Office

**Items for potential future scrutiny:**

- Economic Development Service
- Planning Performance – the Committee proposed to look at the following areas:
  - Planning performance data
  - Planning appeals – to include how many decisions are appealed when the Committee has gone against an officer decision
  - The planning portal of the website
- South Cambs Ltd

This page is left blank intentionally.

Scrutiny Work Programme Prioritisation Tool



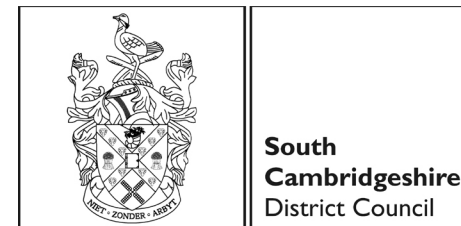
This page is left blank intentionally.



## Appendix C

### NOTICE OF KEY DECISIONS

**To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 between 21 April and 23 July 2015**



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 4), 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)*

## Appendix C

### 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 Mark Howell  
Councillor Mick Martin  
Councillor Robert Turner  
Councillor David Whiteman-Downes  
Councillor Tim Wotherspoon  
Councillor Nick Wright

Leader of the Council  
Deputy Leader and Finance and Staffing  
Housing  
Environmental Services  
Planning  
Corporate and Customer Services  
Strategic Planning and Transportation  
Economic Development

**Appendix C**

<b>Decision to be made</b>	<b>Decision Maker</b>	<b>Date of Meeting</b>	<b>Reason for Report to be considered in Private</b>	<b>Portfolio Holder and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Treasury Management Quarterly Investment Review 2014/15  Non-Key	Finance and Staffing Portfolio Holder	21 April 2015		Finance and Staffing Portfolio Holder  Alex Colyer, Executive Director, Corporate Services, Sally Smart, Principal Accountant Financial & Systems	Report (publication expected 13 April 2015)
Write-Offs 2014/15  Key	Finance and Staffing Portfolio Holder's Meeting	21 April 2015		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report (publication expected 13 April 2015)
Revenues and Benefits Performance Report  Non-Key	Finance and Staffing Portfolio Holder	21 April 2015		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Q3 Report (publication expected 13 April 2015)
Risk Management	Council	21 May 2015		Cllr Francis Burkitt,	Recommendation

**Appendix C**

Strategy Non-Key				Chairman of Corporate Governance Committee  John Garnham, Principal Accountant (General Fund & Projects)	from Corporate Governance Committee referred to Council for ratification
South Cambs Ltd: Re-appointment of Director 2015-16 Non-Key	Council	21 May 2015			Report with recommendation to Council (publication expected 13 May 2015)
Write-offs 2014/15 Non-Key	Council	21 May 2015		Finance and Staffing Portfolio Holder  Katie Brown, Revenues Manager	Report for information on those write-offs approved by the Chief Finance Officer and Finance & Staffing Portfolio Holder during the previous financial year (publication expected 13 May 2015)
Sizes, Terms of	Council	21 May 2015		Leader of Council	Report (publication

**Appendix C**

reference & Appointments to Committees for 2015/16  Non-Key				Graham Watts, Democratic Services Team Leader	expected 13 May 2015)
Appointments to Outside, Joint and other Member Bodies for 2015/16  Non-Key	Council	21 May 2015		Leader of Council  Graham Watts, Democratic Services Team Leader	Report (publication expected 13 May 2015)
Joint Annual Scrutiny & Overview Committee and Partnerships Review Committee Report  Non-Key	Council	21 May 2015		Cllr Roger Hickford, Chairman of Scrutiny & Overview Committee and Cllr Ben Shelton, Chairman of Partnerships Review Committee  Graham Watts, Democratic Services Team Leader	Report (publication expected 13 May 2015)
Major Opposition Group Leader's	Council	21 May 2015		Cllr Bridget Smith, Major Opposition	Report (publication expected 13 May

**Appendix C**

Annual Report Non-Key				Group Leader	2015)
A14: Development Consent Order (DCO) Key	Strategic Planning and Transportation Portfolio Holder's Meeting	End of May / beginning of June 2015 (TBC)		Strategic Planning and Transportation Portfolio Holder  Jonathan Dixon, Principal Planning Policy Officer (Transport), Claire Spencer, Senior Planning Officer (Transport Policy)	Report (publication in month of May/June)
Local Plan update Key	Planning Portfolio Holder	09 June 2015		Planning Portfolio Holder  Caroline Hunt, Planning Policy Manager	Report (publication expected 1 June 2015)
Affordable Housing Supplementary Planning Document - Consultation Non-Key	Planning Portfolio Holder	09 June 2015		Planning Portfolio Holder  David Roberts, Principal Planning Officer	Report (publication expected 1 June 2015)

**Appendix C**

<p>Flood and Water Management Supplementary Planning Document - Consultation</p> <p>Non-Key</p>	<p>Planning Portfolio Holder</p>	<p>09 June 2015</p>		<p>Planning Portfolio Holder</p> <p>Jonathan Dixon, Principal Planning Policy Officer (Transport)</p>	<p>Report (publication expected 1 June 2015)</p>
<p>Gypsy and Traveller Update</p> <p>Non-Key</p>	<p>Planning Portfolio Holder</p>	<p>09 June 2015</p>		<p>Planning Portfolio Holder</p> <p>Stephen Hills, Affordable Homes Director, Jo Mills, Planning and New Communities Director</p>	<p>Report for information (publication expected 1 June 2015)</p>
<p>Community Infrastructure Levy (CIL) Update</p> <p>Non-Key</p>	<p>Planning Portfolio Holder</p>	<p>09 June 2015</p>		<p>Planning Portfolio Holder</p> <p>James Fisher, S106 Officer</p>	<p>Report (publication expected 1 June 2015)</p>
<p>Tourism: New Destination Management Organisation</p>	<p>Economic Development Portfolio Holder</p>	<p>11 June 2015</p>		<p>Economic Development Portfolio Holder</p>	<p>Report (publication expected 3 June 2015)</p>

**Appendix C**

Key				Nicole Kritzinger, Development Officer	
WILLINGHAM: Wilford Furlong Project  Non-Key	Housing Portfolio Holder	17 June 2015		Housing Portfolio Holder  Schuyler Newstead, Housing Development & Enabling Manager  Gill Anderton, Head of Housing (New Build)	Report (publication expected 9 June 2015)
Tenancy Fraud Policy  Key	Housing Portfolio Holder	17 June 2015		Housing Portfolio Holder  Julie Fletcher, Housing Performance Improvement Team Leader	Report and Policy (publication expected 9 June 2015)
Anti-social Behaviour Statement of Policy & Procedures relating to council tenants and leaseholders	Housing Portfolio Holder	17 June 2015		Housing Portfolio Holder  Julie Fletcher, Housing Performance Improvement Team	Report and Policy (publication expected 9 June 2015)



**Appendix C**

Key				Leader	
<p>Position Statement: Finance, Performance and Risk (end of year report)</p> <p>Key</p>	<p>Scrutiny and Overview Committee</p> <p>Cabinet</p>	<p>Beginning of July (TBA)</p> <p>09 July 2015</p>		<p>Corporate and Customer Services Portfolio Holder</p> <p>John Garnham, Principal Accountant (General Fund &amp; Projects)</p>	<p>Report and appendices publication before 01 July 2015)</p> <p>Report and appendices (publication expected 01 July 2015)</p>
<p>Joint Waste Collection Service with Cambridge City Council: Fleet and Maintenance Arrangements</p> <p>Key</p>	<p>Cabinet</p>	<p>09 July 2015</p>		<p>Environmental Services Portfolio Holder</p> <p>Mike Hill, Health and Environmental Services Director</p>	<p>Report (publication expected 1 July 2015)</p>
<p>NORTHSTOWE: s.106 Heads of Terms and Civic Hub</p> <p>Key</p>	<p>Cabinet</p>	<p>09 July 2015</p>		<p>Strategic Planning and Transportation Portfolio Holder</p> <p>Jo Mills, Planning and New Communities Director</p>	<p>Report (publication expected 1 July 2015)</p>

**Appendix C**

Appointment to the Independent Remuneration Panel  Non-Key	Council	23 July 2015		Leader of Council  Maggie Jennings, Democratic Services Officer	Report (publication expected 15 July 2015)
--	---------	--------------	--	---	--