

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Cabinet held on
Thursday, 11 April 2013 at 2.00 p.m.

PRESENT: Councillor Ray Manning (Leader of the Council)

Councillors:	Pippa Corney	Planning Policy and Localism Portfolio Holder
	Sue Ellington	Environmental Services Portfolio Holder
	James Hockney	Corporate and Customer Services Portfolio Holder
	Tim Wotherspoon	Northstowe Portfolio Holder
	Nick Wright	Planning and Economic Development Portfolio Holder

Officers in attendance for all or part of the meeting:

Alex Colyer	Executive Director, Corporate Services
Jean Hunter	Chief Executive
Fiona McMillan	Legal & Democratic Services Manager and Monitoring Officer
Graham Aisthorpe-Watts	Democratic Services Team Leader
Gemma Barron	Partnerships Manager
Susan Gardner Craig	Human Resources Manager
Anita Goddard	Housing Operational Services Manager

Councillors Richard Barrett, Lynda Harford, Sebastian Kindersley, Cicely Murfitt, Ben Shelton, Hazel Smith, David Whiteman-Downes and Bunty Waters were in attendance, by invitation.

Apologies for absence were received from Councillor Simon Edwards and Mark Howell.

The Leader of the Council opened proceedings by welcoming Dennis Ockenden to the meeting, who had recently commenced an Apprenticeship with the Council as part of the new Apprenticeship Scheme.

Procedural Items

67. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 18 February 2013 were approved as a correct record for signing by the Leader of the Council.

68. DECLARATIONS OF INTEREST

No declarations were made.

69. LEADER'S ANNOUNCEMENTS

No announcements were made.

70. PUBLIC QUESTIONS

No public questions had been received.

Operational Items

71. REMOVING BARRIERS TO EMPLOYMENT STRATEGY

Cabinet considered a report which sought approval of the Pathway to Employment Strategy and the Action Plan contained within it.

Councillor David Whiteman-Downes, on behalf of the Portfolio Holder for Finance and Staffing, presented the report and highlighted that reducing barriers to employment was one of the Council's corporate priorities and that the Strategy had been developed internally by officers of an Action Learning Set as part of the Leadership Development Programme. The Action Learning Set was originally established to understand what the barriers to employment were within the district and what help the District Council could offer its residents to help them find work.

Councillor Whiteman-Downes referred to page three of the Strategy, which identified the eleven areas of South Cambridgeshire that were the most deprived and had the highest levels of unemployment. Although South Cambridgeshire did not register in the poorest 10% of areas nationally on any of the components of the Index of Deprivation, the Strategy highlighted clear pockets of deprivation in some rural areas. He also reported that a survey was undertaken in 2012 for tenants who were due to have their housing benefit reduced in April 2013 and 78% of respondents indicated that work was unfortunately not an option for them. Of that 78%, 43% stated the reason as being due to ill health or a disability and 13% confirmed that they already worked on a part-time basis.

Cabinet noted that officers had been working with Cambridge Regional College as part of this project to develop an Apprenticeship Scheme for the Council. Further to this, the Council's first Apprentice had recently commenced work in Housing Services and further opportunities for Apprenticeships across the authority were being investigated.

The following points were noted during discussion on the content of the Strategy and Action Plan: -

- the commencement of Apprenticeship Schemes at the District Council was very much welcomed;
- the Council was a major employer in the area and sought to lead by example with regard to Apprenticeship Schemes;
- it was reassuring that transport had not been cited in the results of the survey as one of the main barriers to employment, although it was accepted that some of the more rural villages still considered the lack of public transport links as an issue;
- South Cambridgeshire District Council benefited from having links with some excellent educational institutions in the county. In view of there being a close connection with skill levels and unemployment it was suggested that the Council could help more in that regard. It was noted that the Council actively signposted people to educational opportunities, particularly via its website.

In answer to a question about how the work of the Strategy would be reviewed, it was noted that one of the actions in the Action Plan was to review the success of the Pathway to Employment initiatives. Update reports on the performance of the Strategy and Action Plan would therefore be reported to Cabinet in due course.

In closing Councillor Ray Manning, Leader of the Council, thanked all officers involved in the production of the Pathway to Employment Strategy for the enormous amount of work they had done.

Cabinet **APPROVED** the Pathway to Employment Strategy and the actions identified therein.

72. COMMUNITY SAFETY PLAN 2013/14

Consideration was given to a report which sought approval of the Community Safety Plan 2013/14 for the South Cambridgeshire Crime and Disorder Reduction Partnership.

Councillor Ben Shelton, Member Champion for Policing, presented the report and informed Cabinet that the Plan had been developed based on evidence from the Crime and Disorder Reduction Partnership's Strategic Assessment 2012/13. The new priorities included in the Plan were agreed at the Partnership's stakeholder event held in January 2013. One of the priorities included a section on 'shaping and supporting new growth, including taking account of its impact on existing communities', in particular working together with planners developing Northstowe and Longstanton. A suggestion was put forward to include Cambourne as part of this priority and Councillor Shelton agreed to feed that in to the next stakeholder event.

Councillor Shelton, who was also Chairman of the Council's Scrutiny and Overview Committee, reported that the Scrutiny and Overview Committee would be considering crime and disorder matters at its meeting scheduled to be held on 30 April 2013. The Crime and Disorder Reduction Partnership was one issue due to be considered, together with the priorities of the Police and Crime Commissioner and Neighbourhood Policing Panels.

Reference was made to improved partnership working, particularly with the Local Health Partnership around such issues as mental health service commissioners and practitioners. This had resulted in officers from the District Council receiving mental health first aid training and the development of tailored training for other frontline staff within partner organisations, which was welcomed.

Cabinet **APPROVED** the Community Safety Plan 2013/14.

73. SHARED SERVICES - PAYROLL AND INTERNAL AUDIT

Cabinet considered a report which sought approval for the establishment of two shared services, namely Payroll in partnership with Cambridge City Council and Internal Audit in partnership with Cambridge City Council and Peterborough City Council.

Councillor James Hockney, Portfolio Holder for Corporate and Customer Services, presented the report and took Members through the business cases included within the report for the two shared service proposals. The main aim of developing these shared services was to achieve strengthened resilience and improved efficiency, ensuring best use of the Council's assets and enabling the authority to benefit from better value for money and first class services.

Councillor Hockney highlighted pages 15 and 16 of the Payroll shared service business case document, as appended to the report, which showed the current structures of both Councils' Payroll Services compared to potential shared service structures. It was noted that South Cambridgeshire District Council's current Payroll Service consisted of only

1.62 full-time equivalent staff, making the prospect of a shared service favourable from resilience and risk management perspectives.

In noting that the Payroll shared service proposal consisted of it being hosted by Cambridge City Council, an initial concern was expressed when taking into account the success of the Customer Contact Centre being returned in-house at the Council's headquarters. Discussion ensued on this point and Cabinet agreed that the back-office nature of Payroll and Internal Audit meant that the services did not necessarily need to be delivered from South Cambridgeshire Hall.

In closing, the Executive Director (Corporate Services) agreed to make details available to Cabinet Members before sign-off with regard to both shared service proposals.

Cabinet:

- (a) **APPROVED** the implementation of a shared service for Payroll and Internal Audit, as set out in the report.
- (b) **APPROVED** the delegation of authority to the Executive Director (Corporate Services) and the Legal and Democratic Services Manager, to agree legal protocols to govern the shared services arrangements.

Standing Items

74. ISSUES ARISING FROM THE SCRUTINY AND OVERVIEW COMMITTEE

Councillor Ben Shelton, Chairman of the Scrutiny and Overview Committee, reported that two informal groups had been set up to undertake preliminary reviews into the following aspects of Information Communications Technology: -

- tendering processes and the provision of equipment;
- redundant equipment.

It was noted that the first group would also be asked to investigate the potential of reducing the number of printed agenda packs for public meetings by way of encouraging more paperless working.

75. UPDATES FROM CABINET MEMBERS APPOINTED TO OUTSIDE BODIES

Councillor Sue Ellington, Portfolio Holder for Environmental Services, provided Cabinet with an update on the Cambridgeshire Health and Wellbeing Board and Network, together with the South Cambridgeshire Local Health Partnership. The terms of reference for each body were circulated at the meeting for information.

It was reported that the Health and Wellbeing Board had been operating in a shadow capacity for the past 18 months and would become an official Board on 16 April 2013.

Councillor Ray Manning, Leader of the Council, acknowledged the complexity of the health and wellbeing agenda and thanked Councillor Ellington for taking the lead on this important subject.

76. REPORTS FROM CABINET MEMBERS ATTENDING PARISH COUNCIL MEETINGS

No reports from Cabinet Members attending Parish Council meetings were received.

77. REPORTS FROM MEMBER CHAMPIONS

Cabinet **NOTED** a report from Councillor Ben Shelton, Member Champion for Policing, which updated Cabinet on recent meetings of the Police Neighbourhood Panel, the Crime and Disorder Reduction Partnership and the Police and Crime Panel.

The Meeting ended at 3.15 p.m.
