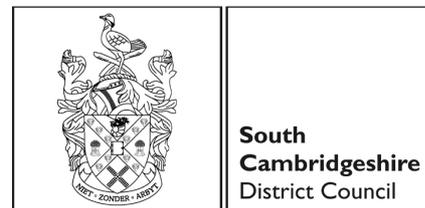


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1 November 2010

To: Councillor Ray Manning (Leader of the Council) on behalf of Councillor Sue Ellington, Environmental Services Portfolio Holder

Councillors:	Jose Hales	Scrutiny and Overview Committee Monitor and Opposition Spokesman
	Mike Mason	Scrutiny and Overview Committee Monitor
	Hazel Smith	Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **ENVIRONMENTAL SERVICES PORTFOLIO HOLDER'S MEETING**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 9 NOVEMBER 2010 at 2.00 p.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

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

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1.</b>	<b>Declarations of Interest</b>	
<b>2.</b>	<b>Minutes of Previous Meeting</b> The Leader is asked to sign the minutes of the meeting held on 12 October 2010 as a correct record.	<b>1 - 4</b>
<b>DECISION ITEM</b>		
<b>3.</b>	<b>Member Development Update</b>	<b>5 - 24</b>
<b>FOR COMMENT</b>		
<b>4.</b>	<b>Community Pride and Village Hero Awards Evaluation</b>	<b>25 - 28</b>
<b>INFORMATION ITEMS</b>		
<b>5.</b>	<b>Draft Service Plan 2011/12</b>	
<b>6.</b>	<b>Hauxton: former Bayer Crop Sciences site - Update</b>	<b>29 - 32</b>
<b>7.</b>	<b>Financial Monitoring Reports 2010/11: Second Quarter</b>	<b>33 - 42</b>

**8. Service Improvements & Performance Indicators 2010/11: Second Quarter**

**43 - 58**

**STANDING ITEMS**

**9. Forward Plan**

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

The Forward Plan is attached to the electronic version of the agenda, which can be viewed by following the links from [www.scambs.gov.uk/meetings](http://www.scambs.gov.uk/meetings). Paper copies (updated where appropriate) will be circulated at the meeting.

**10. Date of Next Meeting**

Thursday 9 December 2010 – meeting cancelled

Monday 24 January 2011 starting at 2.00pm

**OUR VISION**

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

**OUR VALUES**

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

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

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

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

### **Security**

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- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the 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 someone feels unwell or needs first aid, please alert a member of staff.

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### **Toilets**

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Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee, sub-committee or other sub-group of the Council or the executive.

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No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

### **Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

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### **Food and Drink**

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

### **Mobile Phones**

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Environmental Services Portfolio Holder's Meeting held on  
Tuesday, 12 October 2010 at 2.00 p.m.

Portfolio Holder: Sue Ellington

**Councillors in attendance:**

Scrutiny and Overview Committee monitors: Mike Mason

Scrutiny and Overview Committee monitors  
and Opposition spokesmen: Jose Hales

Opposition spokesmen: Hazel Smith

Also in attendance: Lynda Harford and Deborah Roberts

**Officers:**

Patrick Adams	Senior Democratic Services Officer
Steve Hampson	Executive Director (Operational Services)
Stuart Harwood-Clark	Environment Operations Manager
Kylie Laws	Waste Recycling & Minimisation Officer
Fiona McMillan	Acting Legal & Democratic Services Manager and Monitoring Officer
Ian Senior	Democratic Services Officer
Susan Walford	Health Protection Team Leader

**25. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**26. MINUTES OF PREVIOUS MEETINGS**

The minutes of the meeting held on 27 July 2010 were accepted as a correct record, subject to the addition of the words "in number" to the end of the fourth bullet point in Minute 10 (Performance Indicators) so that that point reads as follows: "It was explained that PIs prefixed with SE were set by officers, those with NI were set nationally and likely to be reduced in number"

The minutes of the meeting held on 10 August 2010 were accepted as a correct record

**27. ACHIEVING MEMBER DEVELOPMENT CHARTER STATUS - UPDATE**

The Environmental Services Portfolio Holder considered a report detailing the different budgets used to fund Member training, and providing an update on the Council's quest to achieve Member Development Charter Status.

Officers requested that Recommendation (a) in the report be withdrawn until feedback had been received from Members. Those present discussed training needs in general, focussing on Information Technology and the need to use resources effectively. The Senior Democratic Services Officer referred to the programme of forthcoming Member Training events relating to Scrutiny (18 November 2010), Licensing (23 November 2010), Corporate Governance (25 November 2010) and Finance (2 December 2010).

The Senior Democratic Services Officer referred those present to paragraph 8 of the

report, and said that it had been decided subsequently that political leaders would now be asked to sign-up to the Charter at the Cabinet meeting on 11 November 2010.

The Environmental Services Portfolio Holder concluded that Member training budgets should be clearly identifiable but remain separate to cater for essential and specialist training.

## **28. HAUXTON: FORMER BAYER CROP SCIENCES SITE - UPDATE**

The Environmental Services Portfolio Holder received and noted a report summarising site remediation activities on land previously occupied by Bayer CropSciences in Hauxton.

The Health Protection Team Leader outlined South Cambridgeshire District Council's involvement in the remediation process and referred specifically to expert advice received from the Health Protection Agency. The Executive Director (Operational Services) emphasised the importance of transparency, and assured those present that information would be published online once it had been received by the Council and assessed by officers.

Further to the Environmental Services Portfolio Holder's reference to an investigation into foliage adjacent to the site, the Health Protection Team Leader confirmed that the Ecology Officer had received an e-mail from the Forestry Commission providing advice about the initial findings. The Council would seek more detail before publishing such findings on its website.

Those present engaged in a discussion surrounding the bentonite wall and water treatment plant on site, and the responsibilities of the Environment Agency.

Graham Ford and J Noble attended the meeting on behalf of HauxAir, a campaign group formed by local residents. Mr Ford spoke at the meeting and made it clear that, while HauxAir might initially have been opposed to the remediation process, it had now become more supportive. Mr Ford accepted that different people reacted in different ways to the emissions at the former factory site, and stressed the importance of a balanced approach to the problem so that resolution would benefit all those concerned. Ultimately, it was essential that the houses to be built on the land be constructed in such a way as to eliminate the danger of health issues for future occupiers being caused as a direct result of the site's former use. The Health Protection Team Leader referred to the conditions attached to the outline planning consent, which would make sure that the site was suitable for housing before construction started.

## **29. BLUE BIN SCHEME: PROGRESS REPORT**

The Waste Recycling & Minimisation Officer and Environment Operations Manager reported verbally on the extremely positive media coverage of, and public response to, the Blue Bin recycling scheme, which the Council had recently introduced into South Cambridgeshire.

The Environment Operations Manager referred briefly to the temporary Materials Recovery Facility put in place, and the Transfer of Undertakings (Protection of Employment) implications for the Council.

Those present discussed possible future developments.

Referring to the meeting on [10 August 2010](#) (Minute 21 – Blue Bin Scheme), the Environmental Services Portfolio Holder had suggested that the Council ask RECAP

(Recycling in Cambridgeshire and Peterborough) to assist in identifying how best to engage with 'Hard-to-Reach' groups.

The Environmental Services Portfolio Holder acknowledged with thanks the contribution made by the Environment Services Manager, Environment Operations Manager, Waste Recycling & Minimisation Officer and others in ensuring successful implementation of the Blue Bin Scheme.

### **30. FORWARD PLAN**

The Portfolio Holder received and noted the contents of the Forward Plan as at 4 October 2010.

Those present noted that the PITT Review report, due at the meeting on 9 November 2010, had subsequently been rescheduled for the meeting on 24 January 2011. Reports on 'Bring Banks' and the review of waste and recycling collections from schools and village halls, scheduled for the meeting on 9 December 2010, had subsequently also been rescheduled for the meeting on 24 January 2011.

### **31. DATES OF NEXT MEETINGS**

The Environmental Services Portfolio Holder sent apologies for the next meeting at 2.00pm on Tuesday 9 November 2010, which would be 'chaired' instead by the Leader of the Council.

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**The Meeting ended at 3.40 p.m.**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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**REPORT TO:** Environmental Services Portfolio Holder 9 November 2010

**AUTHOR/S:** Executive Director Corporate Services / Acting Legal and Democratic Services Manager

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**MEMBER DEVELOPMENT UPDATE****Purpose**

1. To update the Environmental Services Portfolio Holder on
  - the progress being made on the Council's pursuit of Member Charter Status;
  - the Council's Member Development programme in general.
2. This is not a key decision. It is being brought to the portfolio holder's attention because signing-up to the Member Development Charter is one of the Council's actions for 2010/11 and it has been proposed that achieving Charter status should be one of the Council's actions for 2011/12.

**Recommendations**

3. The portfolio holder is invited to:
  - (a) Note the progress made so far this year in the field of member development.
  - (b) Agree that the process of assessing Councillor training needs should be carried out in-house.

**Background**

4. The Environmental Services Portfolio Holder signed-up to the Member Development Charter at her portfolio holder meeting on 27 July 2010, thus committing the Council to achieving Charter status. Meetings of the Member Development Task and Finish Group have been held on 7 September, 28 September and 21 October. The next meeting is scheduled for 30 November.
5. Group Leaders have been invited to sign-up to the Charter at the next meeting of Cabinet on Thursday 11 November.

**Considerations**

6. Guidelines on what is required of the Council for Charter accreditation are attached at Appendix A, with comments from the Task and Finish Group.
7. In addition to this the Task and Finish Group has overseen the following achievements:
  - Training events are now highlighted in an article in the Weekly Bulletin and a paper copy of this article is regularly sent to Councillors.
  - A new Member Development Strategy has been drafted.
  - An exit interview for retired Councillors has been drafted.
  - Training budgets for risk management, licensing, scrutiny and standards have been identified and quantified, in addition to the member training budget.
8. A formal assessment of Councillors' training requirements needs to be carried out in order to achieve Charter status. This task could be carried out by external consultants or in-house by officers.

**Options**

9. Fenland District Council has recently carried out a research project designed to ascertain Councillors’ training needs. They identified a consultant who could assist the Council in completing a similar exercise, but would charge £70 per hour. The cost of hiring an external consultant to carry out the interviews and analyse the resulting data could not be funded out of the existing training budget. This would still be true if inventive research methods were used such as group interviews or focus groups instead of one-to-one interviews.
10. An alternative would be for the process to be managed in-house. Whilst no extra budget would need to be identified, there could be a capacity issue. It is suggested that this is addressed by minimising the interview time by ensuring that all Councillors are provided with as much relevant information as possible before the interview is carried out. This could include providing details of the interview questions or the provision of a pre-interview questionnaire. Carrying out interviews over the phone would also be more time effective.

**Implications**

11. Financial	Providing that the process continues to be carried out in-house, no extra costs for achieving Member Development Charter status are envisaged. £3,000 has been secured to pay SEEMP to oversee the Council’s progress towards Charter status.
Legal	None
Staffing	None
Risk Management	None
Equality and Diversity	The Equality and Diversity Officer has been regularly consulted on Member Development
Equality Impact Assessment completed	No
Climate Change	None

**Consultations**

12. None.

**Effect on Strategic Aims**

13. As already stated, signing-up to the Member Development Charter is one of the Council’s actions for 2010/11, as part of the Aim that “we are committed to being a listening council, providing first class services accessible to all.” It has been proposed that achieving Charter status should be one of the Council’s actions for 2011/12.

**Conclusions / Summary**

14. The Council remains on target for achieving Charter status during 2011/12, which will ensure that Councillors are provided the training that they want within the budget available.

**Background Papers:** the following background papers were used in the preparation of this report: None.

**Contact Officer:** Patrick Adams – Senior Democratic Services Officer  
Telephone: (01954) 713408

1. Commitment to member development

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
<p><b>1.1 Top political and managerial leadership commitment to development of elected members</b></p> <p>The political and managerial leadership can describe strategies put into place to develop elected members in order to improve the council's performance</p>	<ul style="list-style-type: none"> <li>• Member development policy</li> <li>• Signed commitment to member development and action plan</li> <li>• Investors in People award covering elected members</li> <li>• Named member and officer accountabilities for training and development</li> <li>• Members handbook</li> <li>• Established all party training and development task group</li> <li>• Strategies in place to support elected member development</li> <li>• Intranet / internet support</li> <li>• The top political and managerial leadership</li> <li>• Investment in resources including learning materials, equipment, facilitators etc</li> <li>• Elected members confirm that strategies and action described by the top political and managerial leadership take place</li> </ul>	<ul style="list-style-type: none"> <li>• Clear commitment from the top political and managerial leadership</li> <li>• Signed commitment to member development and action plan</li> <li>• Established all party training and development task group</li> <li>• There is a clear strategy</li> </ul>	<ul style="list-style-type: none"> <li>• The Leaders of the Political Groups have been asked to sign up to the Charter at Cabinet on 11/11/10</li> <li>• Senior Management Team were supportive of the aim to achieve Member Charter status.</li> <li>• T&amp;F Group to has members of all political groups.</li> </ul>
<p><b>1.2 Policy statement</b></p> <p>The council has a written statement, issued to all members, specifying its policy on member</p>	<ul style="list-style-type: none"> <li>• Sight of statement of commitment Policy easily accessible to members</li> <li>• Named elected members and</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of commitment Policy, easily accessible to Members</li> </ul>	<ul style="list-style-type: none"> <li>• One of the tasks for T&amp;F Group.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
development in terms of equality of opportunity, priority development areas and named member and officers responsible	<p>officers can describe specific action taken to implement or monitor the policy</p> <ul style="list-style-type: none"> <li>Elected members confirm how they are made aware of the policy and of how the council supports their development</li> </ul>		
<p><b>1.3 Equality of opportunity and access to learning and development</b></p> <p>The political and managerial leadership can describe specific actions that they take to ensure equality of opportunity, and access to learning, in the development of elected members</p>	<ul style="list-style-type: none"> <li>Statistical diversity evidence</li> <li>Alternative methods used to meet learning needs and preferred style of learning</li> <li>Timing of events takes account of cultural and personal circumstances</li> <li>Elected members confirm the action taken to ensure equality of opportunity to development</li> </ul>	<ul style="list-style-type: none"> <li>Timing of events takes account of cultural and personal circumstances</li> <li>Assessment of members needs</li> </ul>	<ul style="list-style-type: none"> <li>Need to ensure that we have background information on members to prove that training is accessible to all.</li> <li>Pre-course questionnaire would allow Councillors to identify any special requirements.</li> </ul>
<p><b>1.4 Budget</b></p> <p>The council has allocated a budget for member development which is adequate to address priority and other development needs.</p>	<ul style="list-style-type: none"> <li>Minutes of meetings show that members (cross party) involved in setting the budget</li> <li>Budget is explicit and clearly identified and monitored</li> <li>Members are clear about how to access the budget</li> <li>People confirm that the budget is sufficient to meet priority and other training and development needs</li> </ul>	<ul style="list-style-type: none"> <li>Budget is explicit and clearly identified and monitored</li> </ul>	<ul style="list-style-type: none"> <li>Portfolio Holder decided at her meeting in October that all budgets, which were used for member training, needed to be identified to ensure that the total available for member development is properly monitored.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
<p><b>1.5 Officer resource support</b></p> <p>An officer of the council has responsibility, which is time resourced and in their job description, for co-ordinating member development.</p>	<ul style="list-style-type: none"> <li>• Officer job description</li> <li>• Named officer in members' handbook, intranet or other information source</li> <li>• Members confirm that there is an officer who supports their learning</li> <li>• Officers responsible for supporting elected member development demonstrate that they have the knowledge and skills to help members learn effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Members confirm that there is an officer who supports their learning</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Democratic Services Officer to be responsible for supporting member training.</li> </ul>
<p><b>1.6 Dissemination of learning</b></p> <p>The political and managerial leadership can provide examples of learning among elected members, and of promoting exchange of information, as part of encouraging a learning organisation culture.</p>	<ul style="list-style-type: none"> <li>• Example reports or briefing sessions from systems used to capture and disseminate learning from external providers and other learning opportunities</li> <li>• Programmes of cross authority sharing knowledge</li> <li>• Case studies (such as from visits)</li> <li>• Mentoring arrangements</li> <li>• Member champions in certain topics / functions</li> <li>• Members can give examples of how they have been encouraged to support the development of others</li> </ul>	<ul style="list-style-type: none"> <li>• Member champions in certain topics / functions</li> <li>• Joint officer/member development is offered when appropriate</li> </ul>	

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
<p><b>2. STRATEGIC APPROACH TO MEMBER DEVELOPMENT</b>  <b>2.1 Member led strategy</b></p> <p>Representative members are involved in the formulation, implementation, monitoring and evaluation of member development strategies, possibly through an established all party task group or other all party committee</p>	<ul style="list-style-type: none"> <li>• Minutes showing all party involvement in agreeing, monitoring and evaluating elected member training and development strategy</li> <li>• Member Steering Group in place</li> <li>• Written strategy available</li> <li>• Periodic reviews using information from internal and external sources</li> <li>• Relevant Overview and Scrutiny or other committee minutes and reports</li> <li>• Representative members describe how they are engaged in the formulation, monitoring and evaluation of member development strategise</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions about member development are taken by some form of formally constituted body of members</li> </ul>	
<p><b>2.2 Linkage to council corporate plan</b></p> <p>Political and managerial leadership are actively involved in identifying priority organisational development needs which link council's aims and objectives to the development of elected members.</p>	<ul style="list-style-type: none"> <li>• Strategy identifies priority development needs and makes stated and clear links with council's aims and objectives</li> <li>• Top political and managerial leadership, and those involved with formulating the strategy, can describe how objectives link to corporate objectives and the rationale behind stated priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy identifies priority development needs and makes clear links with council's aims and objectives</li> </ul>	

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
<p><b>2.3 Member roles clearly set out</b> The various representative roles of elected members are clearly specified and members are able to describe how they contribute to achieving the council's objectives.</p>	<ul style="list-style-type: none"> <li>• Member role descriptions</li> <li>• Member political skills framework</li> <li>• Extracts from Constitution or other council documents outlining member roles</li> <li>• Members demonstrate an understanding of the skills and knowledge required in their ward and council wide roles</li> <li>• Members can describe how they contribute to the work of the council</li> </ul>	<ul style="list-style-type: none"> <li>• Members demonstrate an understanding of the skills and knowledge required in their ward and council wide roles</li> </ul>	
<p><b>2.4 Process for identification of needs at individual and Council wide level</b>  The Council has a structured process for regularly assessing elected member development needs at the individual and Council wide levels.</p>	<ul style="list-style-type: none"> <li>• Outline of system used to identify individual needs</li> <li>• Personal Development Plans</li> <li>• Appraisals</li> <li>• Outline and supporting paperwork, for identifying function and Council needs</li> <li>• Training needs analysis</li> <li>• Those responsible for identification of training and development needs can demonstrate a planned and structured approach</li> </ul>	<ul style="list-style-type: none"> <li>• System/process exists to identify individual and organizational development needs</li> </ul>	
<p><b>2.5 Structured and timely approach to promoting development opportunities</b>  Members confirm that they receive appropriate and adequate notice of development</p>	<ul style="list-style-type: none"> <li>• Timetable of learning opportunities with at least 3 months notice (excepting for newly emerging needs)</li> </ul>	<ul style="list-style-type: none"> <li>• Timetable of learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Training events are highlighted in the Weekly Bulletin.</li> <li>• Members are notified separately by monthly paper</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
opportunities to allow them to plan in advance	<ul style="list-style-type: none"> <li>• Members' newsletters, intranet etc publicising events</li> <li>• Notices promoting events</li> <li>• Systems to encourage training and development take-up such as using champions, political whips and party group leaders particularly for important events</li> <li>• Members can give examples of how they receive appropriate and adequate notice of learning opportunities</li> </ul>		copy of forthcoming training.
<p><b>2.6 Appropriately learn with external partners</b></p> <p>Political and managerial leadership can provide examples of action taken to encourage joint development opportunities for elected members and external partner organisations.</p>	<ul style="list-style-type: none"> <li>• Cross authority / external party event programmes</li> <li>• Cross cutting service training and development programmes with other bodies such as health, police, fire, environment, voluntary sector and other community representatives</li> <li>• Programmes using external (partner) support for developing members</li> <li>• People can provide examples of elected members learning with, and from, others from stakeholder organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Programmes using external (partner) support for developing members</li> </ul>	
<b>2.7 Strategy for Induction</b>	<ul style="list-style-type: none"> <li>• Induction strategy</li> <li>• Induction programme of events</li> </ul>	<ul style="list-style-type: none"> <li>• Induction strategy and programme of events</li> </ul>	<ul style="list-style-type: none"> <li>• Council has an induction training programme and pack.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
<p>Elected members who are new to the council, and those new to a particular role, confirm that they received a structured and effective induction.</p>	<ul style="list-style-type: none"> <li>• Individual induction plans</li> <li>• Newly elected members, including those from bye-elections, can describe why they did certain activities, what they learnt and how they expect to apply the learning</li> <li>• Elected members newly appointed to positions on the council confirm that they were given support to develop the skills and knowledge needed in their new role</li> </ul>	<ul style="list-style-type: none"> <li>• Induction programme for new councillors</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally Induction training should be mandatory.</li> </ul>
<p><b>2.8 Addresses political leadership and team development</b></p> <p>Top political leadership are actively involved in defining the council's approach both to effective political leadership (for current and prospective leaders) and to team development</p>	<ul style="list-style-type: none"> <li>• In-house political leadership / executive event programmes</li> <li>• Programmes of events that support team building</li> <li>• Programmes of joint events with top management</li> <li>• Development programmes for potential future top leadership</li> <li>• External programmes used to support political leadership development (such as the leadership academy)</li> <li>• Programmes supporting development of community leadership skills for all members</li> <li>• Summaries of end of event questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>• Development is a standing item on Exec agendas</li> <li>• Members are able to discuss development needs in confidence</li> </ul>	

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
	<ul style="list-style-type: none"> <li>The top political leadership can describe actions taken to develop the political leadership capacity and how they work together as a team</li> </ul>		
<p><b>2.9 Mechanisms for evaluation, and informing future plans, identified.</b></p> <p>The council has systems in place that effectively evaluate the benefits from elected member development and identify areas for improvement.</p>	<ul style="list-style-type: none"> <li>Written up outline approach to evaluate elected member training and development with named member and officer responsibilities</li> <li>System involves evaluating learning for all members and their different learning styles</li> <li>System focuses on outputs (action), outcomes (results) and continuous improvement</li> <li>Top political and managerial leadership can describe how training and development is evaluated and who is responsible</li> </ul>	<ul style="list-style-type: none"> <li>Written up outline approach to evaluate elected member training and development with named member and officer responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Councillors sent evaluation questionnaires after training.</li> <li>Councillors to be asked for examples of beneficial training.</li> </ul>
<p><b>3. Member learning and development plan in place</b></p> <p><b>3.1 Addresses development priorities</b></p> <p>The council has a development plan with the identified needs prioritised in relation to achieving corporate aims and objectives.</p>	<ul style="list-style-type: none"> <li>Strategies, policies, training plans or action plans, with defined priorities which contribute to achieving corporate aims and objectives.</li> <li>Reports or other paperwork indicating training provision to meet priority needs</li> <li>Minutes of meetings identifying priority training needs, which support delivery of council</li> </ul>	<ul style="list-style-type: none"> <li>Reports or other paperwork indicating training provision to meet priority needs</li> </ul>	<ul style="list-style-type: none"> <li>This should be covered in the assessment of the training needs of all Members.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
	<p>aims Training needs analysis or audit</p> <ul style="list-style-type: none"> <li>Elected members are clear about what the council is trying to achieve and the part they play in this as councillors</li> </ul>		
<p><b>3.2 Identify what development activities should achieve</b></p> <p>The council can demonstrate that elected member training and development activities have well defined and focused objectives.</p>	<ul style="list-style-type: none"> <li>Programme outlines with stated purpose and objectives that focus on expected results</li> <li>Individual development plans that clearly indicate what is expected from training and development activities</li> <li>Elected members can describe how training and development activities have helped them as individuals and in committees to carry out their role and contribute to what the council aims to achieve.</li> </ul>	<ul style="list-style-type: none"> <li>Development programme has clear objectives</li> </ul>	<ul style="list-style-type: none"> <li>These are the objectives that the assessment needs to achieve.</li> </ul>
<p><b>3.3 Takes account of access to development opportunities</b></p> <p>The council organises events at various times, to allow for access by those with work or family commitments, and utilises a range of methods to meet learning needs.</p>	<ul style="list-style-type: none"> <li>Training programmes indicate development opportunities available at a range of times allowing access by different groups including those who work</li> <li>Where the authority draws member learning from –for example internal, external, national programmes, partners, private companies,</li> </ul>	<ul style="list-style-type: none"> <li>Training programmes indicate development opportunities available at a range of times allowing access by different groups including those who work</li> </ul>	<ul style="list-style-type: none"> <li>Either site on intranet or shared Z drive should be used to allow all useful information to be shared with all Members.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
	<p>local government family</p> <ul style="list-style-type: none"> <li>• Examples of a range of ways members can learn, and training on offer, that responds to individual member needs and learning styles including E- learning materials</li> <li>• <i>Elected members confirm that the council actively encourages them to develop, provides a range of ways to learn and considers access when organising events</i></li> <li>• <i>Top political and managerial leadership can demonstrate a consistent approach to equality of opportunity in access to development</i></li> </ul>		
<p><b>3.4 Linkage between Individual plans and the council’s corporate and other plans</b></p> <p>Individual elected members can describe their learning needs and how these link into function and corporate aims and objectives.</p>	<ul style="list-style-type: none"> <li>• Sample of individual development plans clearly linking learning to the members role in delivering the council’s corporate and other plans</li> <li>• Individual member development portfolios</li> <li>• Training needs analysis or reports summarising individual needs with corresponding planned activities and the linkage to service function and</li> </ul>	<ul style="list-style-type: none"> <li>• Those responsible for member training and development can describe how they regularly identify individual training needs and how these link in to the council’s corporate and other plans</li> </ul>	<ul style="list-style-type: none"> <li>• Concern that this needed to be apolitical.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
	<p>council aims</p> <ul style="list-style-type: none"> <li>• Those responsible for member training and development can describe how they regularly identify individual training needs and how these link in to the council's corporate and other plans</li> <li>• Individual members confirm that they have been involved in identifying their training and development needs and understand how their planned learning will contribute to what the council aims to achieve</li> </ul>		
<p><b>3.5 Representative elected members consulted</b></p> <p>The council has an open and constructive relationship on elected member development with representatives from the various political / non-political groups</p>	<ul style="list-style-type: none"> <li>• All party member training group in place contributing to identification of training needs and plans to meet them</li> <li>• Reports, minutes of meetings etc showing representative elected members from political parties and non-political groups are consulted on the member development plan</li> <li>• Newsletters, intranet etc raising awareness of the plan with all members newsletters/intranet/induction</li> <li>• Political party group leaders and non-political members confirm that representative</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that all groups on the council are consulted on the training plan</li> </ul>	<ul style="list-style-type: none"> <li>• These points were addressed by the setting up of the T&amp;F Group.</li> <li>• Chairs of Committees need to be asked their views.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
	members are involved in the training planning process		
<p><b>4. Learning and development is effective in building capacity</b></p> <p><b>4.1 Members learn and develop effectively</b></p> <p>The top political and managerial leadership can consistently give tangible examples of how development of elected members has improved the performance of the council, functions and individuals.</p>	<ul style="list-style-type: none"> <li>• Evaluation reports outlining results from elected member training and development</li> <li>• Examples of end of event questionnaires</li> <li>• Extracts / quotes on member development from external inspection reports</li> <li>• Programmes showing that where appropriate development activities are linked to relevant external standards</li> <li>• <i>Top political and managerial leadership are able to describe the improvements that training and development have brought to the performance of individuals, functions and the council</i></li> <li>• <i>Members can describe why they did certain activities, what they learnt and what difference it has made to them carrying out their various roles as an elected member</i></li> <li>• <i>Newly elected members, and those newly appointed to different roles confirm that they have received an effective</i></li> </ul>	<ul style="list-style-type: none"> <li>• Examples of end of event questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>• Need to ensure effective and consistent assessment of training courses by those Members who attended it</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
	<i>induction</i>		
<p><b>4.2 Learning is shared with other elected members and where appropriate with officers and stakeholders.</b></p> <p>Elected members can give examples of how they have been encouraged to learn, and to share the learning with others, so as to improve their own performance and that of others</p>	<ul style="list-style-type: none"> <li>• Mentoring arrangements</li> <li>• Case studies of sharing learning with others internally, externally and in the wider local government family</li> <li>• External event / visit reports circulated to appropriate others</li> <li>• Opportunities / systems in place to share learning such as on the intranet, papers in members rooms, workshops etc.</li> <li>• Minutes of meetings, reports or other paperwork showing action resulting from development opportunities, new ideas put forward and acted on and sharing good practice</li> <li>• Elected members confirm that they have been encouraged to learn, by the council, to improve their own performance and that of others</li> <li>• Elected members can describe how they have learnt from or shared their learning with their peers, officers and others</li> </ul>	<ul style="list-style-type: none"> <li>• Elected members can describe how they have learnt from or shared their learning with their peers, officers and others</li> </ul>	<ul style="list-style-type: none"> <li>• Either site on intranet or shared Z drive should be used to allow all useful information to be shared with all Members</li> </ul>
<p><b>4.3 Investment in learning and development is evaluated in terms of benefits and impact</b></p>	<ul style="list-style-type: none"> <li>• Evaluation strategy in place</li> <li>• Reports to top political and</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation strategy in place</li> <li>• Reports to top political and</li> </ul>	<ul style="list-style-type: none"> <li>• Former Councillors should receive an exit interview.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
<p>The Council can demonstrate that it periodically evaluates the cost and benefits of member training and development and the impact it has had on performance</p>	<p>managerial leadership showing regular analysis of costs of and benefits from member training and development</p> <ul style="list-style-type: none"> <li>• Case studies of how training and development has impacted on performance</li> <li>• Minutes of meetings, focus groups or interviews involving elected members in evaluating the impact of their development on performance</li> <li>• Exit interviews with councillors who are not re-elected or leave</li> </ul>	<p>managerial leadership showing regular analysis of costs of and benefits from member training and development</p>	
<p><b>4.4 Identifies (and implements) improvements to learning and development activities</b></p> <p>People confirm that the council is genuinely committed to the continuous development of elected members and can give examples of relevant and timely improvements that have been made to development activities.</p>	<ul style="list-style-type: none"> <li>• Reviews of training and development strategies, such as induction, indicating continuous improvement</li> <li>• Minutes of meetings, reports etc providing examples of improvements to learning</li> <li>• Changes to on-going programmes</li> <li>• Top political and managerial leadership can demonstrate continuous improvement in the approach to developing people</li> <li>• Elected members and their representatives can describe what has been done to improve development activities whenever improvements were</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of meetings, reports etc providing examples of improvements to learning</li> </ul>	<ul style="list-style-type: none"> <li>• Need to prove this to parish councils.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
	needed		
<p><b>5. Supporting Councillors</b>  <b>5.1 Councillors are provided with an appropriate level and range of support</b></p> <p>The council regularly assesses how it can assist and support councillors, particularly those with family responsibilities.</p>	<ul style="list-style-type: none"> <li>• Members handbook including arrangements that support those with family responsibilities</li> <li>• Arrangements for maternity and paternity leave</li> <li>• Arrangements for child care or other caring responsibility allowances</li> <li>• Special leave, such as for long term sickness or bereavement</li> <li>• Pension arrangements</li> <li>• Minutes of meetings showing that the council regularly reviews the suitability of allowances and support to members to help in not deterring people to take up public office</li> <li>• Crèche facilities</li> <li>• Induction event for the family of newly elected member</li> <li>• Top political and managerial leadership can give examples of how the council assists those with family responsibilities</li> <li>• Elected members believe that the council is committed to supporting all councillors and particularly those with family</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors speak openly of feeling genuinely supported and enabled</li> </ul>	<ul style="list-style-type: none"> <li>• Promote awareness of the carer's allowance.</li> <li>• Advertise to prospective candidates what's expected of Members and what they can expect in South Cambs Magazine in time for the elections in May.</li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
	and other responsibilities		
<p><b>5.2 Reviews how council business is conducted to allow for equality of access to key political decision making mechanisms</b></p> <p>The council regularly reviews how it conducts its business, in terms of when meetings are held and access based on a clear understanding of diversity, so that elected members or potential members, are able to take part in the democratic process.</p>	<ul style="list-style-type: none"> <li>• Council diary - scheduling meetings takes account of cultural and faith commitments</li> <li>• Council diary - times of meetings include both day and evening so that members can discharge their duties in such a way so as not to sacrifice family and employment responsibilities</li> <li>• Minutes of meetings show that the council regular reviews the number of meetings and is mindful of work life balance and recognises that elected members are often involved in external meetings and activities in other community roles</li> <li>• Top political and managerial leadership can give examples of action taken so that all members can contribute to the council's business and carry out their democratic role</li> </ul>	<ul style="list-style-type: none"> <li>• Council diary - times of meetings include both day and evening so that members can discharge their duties in such a way so as not to sacrifice family and employment responsibilities</li> <li>• Council diary - scheduling meetings takes account of cultural and faith commitments</li> </ul>	<ul style="list-style-type: none"> <li>• Need to ensure all Members have access to the electronic diary.</li> </ul>
<p><b>5.3 Holds events for the community to encourage people to become community leaders</b></p> <p>The Council actively encourages citizenship</p>	<ul style="list-style-type: none"> <li>• Local democracy week action plan, programme of activities and review.</li> <li>• Youth council.</li> <li>• Citizenship links with local</li> </ul>	<ul style="list-style-type: none"> <li>• Local democracy week action plan, programme of activities and review</li> </ul>	<ul style="list-style-type: none"> <li>• Noted that the following events are organised and promoted by the Council: <ul style="list-style-type: none"> <li>○ Youth Council</li> <li>○ Local Democracy Week</li> </ul> </li> </ul>

Guidelines	EXAMPLES of evidence	Specific minimum requirements for Charter	Comments from Task and Finish Group
<p>and participation, and publicises the role of elected members as community leaders, as part of promoting local democracy and encouraging under represented groups to take up office</p>	<p>schools, colleges and universities</p> <ul style="list-style-type: none"> <li>• Presentations as community forum events, and targeting under represented groups, to promote the role of councillors</li> <li>• Open days</li> <li>• Prospective councillor events</li> <li>• Prospective councillor materials, role descriptions – recruitment packs</li> <li>• “Day in the life of a councillor” feature in newsletters</li> <li>• Top political and managerial leadership can demonstrate that action is taken to encourage people to become councillors, particularly from under-represented groups</li> </ul>		<ul style="list-style-type: none"> <li>○ Articles in South Cambs Magazine</li> </ul>

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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**REPORT TO:** Environmental Services Portfolio Holder 9 November 2010  
**AUTHOR/S:** Chief Executive / Corporate Manager (Community and Customer Services)

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**COMMUNITY PRIDE AND VILLAGE HERO AWARDS EVALUATION****Purpose**

1. To evaluate the first year of the Community Pride and Village Hero Awards.
2. This is not a key decision. However, the report relates to a Council action from 2009/10 and it was first published in the October 2010 Forward Plan.

**Recommendations**

3. That the Environmental Services Portfolio Holder notes the report and provides any observations relating to the process.

**Reasons for Recommendations**

4. The report provides a basic evaluation of the first year of the Community Pride and Village Hero Awards for information; it does not require a decision.

**Background**

5. On 16 March 2010 the Portfolio Holder agreed to amend the Council action for 2009/10 from "introduce our own Best Kept Village Competition" to "introduce our own Community Pride and Village Hero Awards".
6. A short summary outlining the purpose of each of the awards is set out below (as agreed on 16 March 2010):

**Community Pride Awards** – South Cambridgeshire District Council would like to celebrate the excellent work that parish councils do to make the district a place in which residents can feel proud to live.

**Village Hero Awards** - South Cambridgeshire District Council would like to pay tribute to residents who have made a significant contribution to their local community. Parish councils would be requested to nominate up to one person each.

7. The Awards were publicised from March 2010, with nominations forms being made available for a 10-week period from 21 May 2010. Nomination forms were sent by hardcopy to all parish councils and meetings, advertised via Weekly Bulletin and made available in electronic format on the South Cambridgeshire District Council website. The closing date for nominations was set as 31 July 2010.
8. The Awards were sponsored by Scotsdale Garden Centre, Hill Residential Ltd and Algar Signcraft Ltd.

## Considerations

9. The Council received nominations from five parish councils for the Community Pride Award and 17 for the Village Hero Award. During the nomination period, the Council also received comments from a few parishes who decided not to participate:
- (a) Eversdens Parish Council – “voted unanimously not to participate in either of these two schemes”.
  - (b) Haslingfield Parish Council – “does not wish to participate in the these schemes, and considers it to be a waste of public money in the current economic climate”.
  - (c) Melbourn Parish Council – runs their own awards and not enough time to allow the Council to deal with it in a proper manner.

The above three parishes were all responded to; an explanation was given to Haslingfield regarding the private sector sponsorship received and Melbourn was asked what period of time would have been reasonable to allow them to participate. Melbourn did not respond.

10. The awards were judged by a virtual panel of elected members and officers. The judges, chosen by the Chairman, were:
- Councillor Richard Barrett
  - Councillor Deborah Roberts
  - Councillor Hazel Smith
  - Geoff Clark, Housing Service Team Leader
  - Andy O’Hanlon, Arts Development Officer
  - Michael Stares, Home Improvements Agency Technical Officer

The judges were each asked to read the nominations and then, based on the purpose of the award and the questions as set out on the nomination form, to choose a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place for each award. The position given by each judge was then converted into a score and the individual or parish receiving the highest scores won.

11. The winners of the Community Pride Awards were:
- 1<sup>st</sup> place – Caldecote Parish Council
  - 2<sup>nd</sup> place – Great Shelford Parish Council
  - 3<sup>rd</sup> place – Stapleford Parish Council

12. The winners of the Village Hero Awards were:
- 1<sup>st</sup> place – Mr Tom Eaton (nominated by Longstanton Parish Council)
  - 2<sup>nd</sup> place – Mr Michael Hellowell (nominated by Horningsea Parish Council), Mrs Joan Barnes (nominated by Stapleford Parish Council) and Mr Phillip Sutton (nominated by Weston Colville Parish Council)

13. The Awards ceremony was held alongside the awards for the Council’s long-running Best Kept Garden competition on 1 October 2010 at the David Rayner Building, Scotsdale Garden Centre, Great Shelford. Approximately 100 people attended the ceremony, of which the majority were nominees or parish council representatives.

14. Framed certificates were presented to all those achieving first, second or third place in either award and all remaining nominees for the Village Hero Award were also presented with a Certificate of Recognition. The winner of the Community Pride

Award was presented with a wall plaque donated by Algar Signcraft Ltd and the winner of the Village Hero Award was presented with a trophy bought with monies received by Hill Residential Ltd.

15. The main learning point from the ceremony was that most people arrived before 7.30pm and sat immediately, having eaten before they came. The project team purposely under-catered for the event, however, food remained at the end of the evening. It is suggested that any future awards ceremony caters for 'bar snacks' and welcome drinks only, making both the arrival and start times clear on the invite. The level of budget / amount of sponsorship required for similar awards should be reduced accordingly.

**Options**

16. Only one option has been considered:  
 (a) To notes the report and provide any observations relating to the process.

**Implications**

17. Financial	The cost of the Community Pride and Village Hero Awards was covered by sponsorship.
Legal	The Legal Officer has suggested that a sponsorship policy be developed prior to future awards if sponsorship is sought.
Staffing	A relatively small amount of officer time was required to coordinate the Awards process, which included advertising the Awards, receiving nominations, coordinating the judging, designing certificates and organising and supporting the ceremony.
Risk Management	None.
Equality and Diversity	None.
Equality Impact Assessment completed	No. The Council's Aims, Approaches and Actions were not Equality Impact Assessed in 2009/10. This action is not a policy or strategy.
Climate Change	None.

**Effect on Strategic Aims**

18. The Community Pride and Village Hero Awards were introduced under the 2009/10 strategic aim of "We are Committed to Making South Cambridgeshire a Place in which Residents can Feel Proud to Live".

**Conclusions**

19. The first year of the Community Pride and Village Hero Awards were successful, although the number of parish councils entering the Community Pride Award was low. The ceremony was well attended and informal feedback has been positive.

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

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

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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**REPORT TO:** Environmental Services Portfolio Holder  
**AUTHOR/S:** Executive Director (Operational Services)

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9 November 2010

**FORMER BAYER CROPSCIENCE SITE, HAUXTON****Purpose and Recommendation**

1. To update the portfolio holder following complaints received relating to site remediation activities at the former agrochemical works in Hauxton. This is an item for information only – the Portfolio Holder is asked to note the content of the report and the level of resources the council and public agencies are continuing to allocate to this issue.

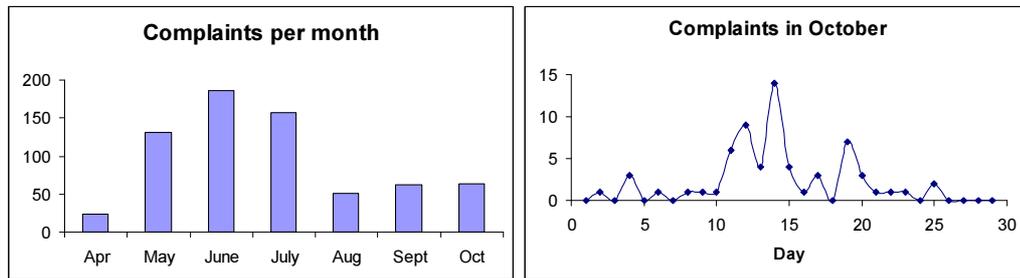
**Background**

2. The Former Bayer CropScience site is located along the A10 on the outskirts of Hauxton. Since the 1940s the site was used for the production of agrochemicals including pesticides and herbicides, which over time have contaminated the soil and ground water. Due to the risk posed to the groundwater and nearby watercourses, the site was determined as Contaminated Land in 2003 by SCDC under Part IIa of the Environmental Protection Act 1990 and designated a Special Site for regulation by the Environment Agency. The site must now be remediated and cannot be left in its current form as it poses a potential threat to the Riddy Brook and River Cam.
3. Remediation of the site started in March 2010 and is expected to take approximately 80 weeks. These works are due for completion in September 2011. The process is regulated by a number of conditions imposed by the planning consent and also by an Environmental Permit which is controlled by the Environment Agency.
4. The remediation process requires the soil to be excavated. There are odours associated with the contaminants in the soil. As these contaminated soils are dug they can release odours that had previously been trapped underground. The first complaints were received by the council/ on April 8<sup>th</sup> 2010.

**Considerations / Implications**

5. Whilst the local authority retain the duty to investigate allegations of statutory nuisance including odour nuisance, owing to the process being regulated by an environmental permit the primary control is by enforcement of the conditions attached to the permit and therefore the Environment Agency is the responsible body. A procedure to direct complaints to the EA hotline was set up so that a central record could be compiled. Since the October Portfolio holder update there have been 64 reports of odour in the surrounding area with 22 of these reports mentioning health effects.
6. Although the number of complaints appears to have risen slightly for October, a closer look shows that the majority were received between the 11<sup>th</sup> and 15<sup>th</sup>. This coincided with the site moving very odorous material onto the forced ventilation beds and prevailing winds towards Harston. The spike of calls on the 19<sup>th</sup> were investigated

by the Environment Agency and assessed to be caused by the odour suppressant system (which was subsequently adjusted).



7. NHS Cambridgeshire, the commissioning body of the local National Health Service, are continuing to monitor the number of patients who have been seen by the Harston and Shelford GP surgeries. No new patients have contacted their GPs with complaints believed to be related to the remediation works.
8. Results of monitoring data for volatile organic compounds are forwarded to the Health Protection Agency as they become available for assistance in interpretation of results and advice relating to exposure and potential health effects. From assessing the available monitoring data, the HPA's following advice has not altered: "It is unlikely that emissions from the site are going to cause any short term health effects due to the direct effect of the chemicals themselves (such as runny nose, sore throat, breathing difficulties etc) or indeed any longer term health effects".
9. Following HauxAir's request to use a different type of air monitoring tube, trials were undertaken during September for both the 28-day passive long-term sampling and for 14 days of 24-hour active short-term sampling. The laboratory analysis of these tubes has shown that they both gave similar results and therefore the advice of the HPA remains unchanged.
10. The six-month investigation by EHOs into the complaints of odour has concluded that this does not constitute a statutory nuisance. In the course of this investigation, over 60 visits were made to the area at various times throughout the day and night, seven days a week. 48 residents who complained to the Council were asked to complete odour diaries and 8 residents returned them. All residents who complained to the Council have been sent a letter advising them of the findings. Officers will continue to oversee works at the site and it remains the council's intention to ensure that measures are put in place to reduce odours as far as practicable on site. Unless there is a substantial alteration in circumstances with remediation works on site, and resultant increases in intensity and frequency of odour occurrences, this investigation is now concluded.
11. Two pro-active press releases have been issued since the last portfolio holder meeting. The first gave results of the additional monitoring undertaken following concerns raised by HauxAir and the second the culmination of the investigation into statutory nuisance. These resulted in two radio interviews involving Graham Ford of HauxAir and Kevin Rutterford of the EA. The news story was also covered by Cambridge News and BBC Online.
12. Cambridge News also ran an article about the Consultative Committee entitled "Villagers barred from Clean Up Meeting". Harrow Estates supplied a comment to the paper.

13. The Consultative Committee took place on 20<sup>th</sup> October and the elected representatives will release notes of this in due course. These will include an update on works completed so far, now 30 weeks into the 80-week project, the outcome of monitoring with the alternative tubes and a brief update about future plans.
14. Concerns were raised (through a media query) about foam found on the River Cam, downstream of the site on Thursday 28<sup>th</sup> October. The Environment Agency investigated this and found that the foam was observed downstream and upstream of the site – suggesting that pollution from the site is unlikely to be the cause. The foam has been attributed to a natural occurrence (decomposing algae/diatoms can produce a soap-like compound). The paper has so far not published this story.
15. Following questions raised at the previous portfolio holder meeting regarding pipe work to the treatment works the current arrangements have been clarified. Pipes taking water from the east side of the A10 to the wastewater treatment plant on the west side of the A10 are encased in a covered concrete box. The concrete box is backfilled with granular activated carbon which would absorb any contamination should any leakages occur. The pipework falls toward a sump that is checked periodically as any leakages would cause water to collect in the sump and therefore indicate a break in the pipe.
16. For the next few weeks, work on site will continue with excavating across the first half of the site and the treatment of soils already excavated. Apart from a few hotspots of contamination, the most highly impacted areas have now been excavated. Once soils reach agreed targets they will be reinstated or if the targets cannot be achieved they will be removed from site to a suitably licensed landfill site.
17. Planning conditions require a report to be submitted detailing a proposed method statement for dealing with the bentonite wall following initial investigation. This is anticipated in the next few months and is a significant stage since the bentonite wall can only be safely investigated once the contaminated soils have been cleared behind it.
18. The next consultative committee is due to be held on 16<sup>th</sup> December 2010

## **Conclusions / Summary**

19. The site will be closely monitored for the duration of the works and the multi agency group will continue to support the council to address the health concerns expressed by the local community.

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

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

Media Monitoring Report compiled by Emma Lowther, Communications Manager.  
Response to HauxAir 25/10/10.

**Contact Officer:** Susan Walford – Health Protection Team Leader  
Telephone: (01954) 713124

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## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Environmental Services Portfolio Holder  
**AUTHOR/S:** Executive Director Corporate Services

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9 November 2010

**FINANCIAL MONITORING REPORT  
ENVIRONMENTAL SERVICES PORTFOLIO EXPENDITURE TO  
30<sup>th</sup> SEPTEMBER 2010**

**Purpose**

1. This report compares the actual revenue expenditure and considers any capital expenditure to 30<sup>th</sup> September for Environmental Services with a pre-determined profiled budget covering the same period.

**Recommendations and Reasons**

2. The Portfolio Holder is requested to note the report and is invited to comment on the overall level of variance.

**Background**

3. It is intended that a quarterly financial monitoring report will be presented to the Portfolio Holder. The report excludes staffing and overhead recharges and other year-end transactions. They form part of a consolidated budget monitoring statement that is reported to Senior Management on a monthly basis.
4. The reported figures are summarised in **Appendix A**. The budget statement shows a column for profiled expenditure, which breaks down the annual budget into periods of expenditure that correspond to known facts. For example, if it's known that particular expenditure will not be incurred until December, it will be profiled as such in the budget and therefore falls outside the scope of this budget statement.
5. Although this should enable a true comparison with the budget, it should be recognised that as with any organisation, programmes of expenditure do slip and managerial decisions deferred into future periods. Any known factors of this nature have been adjusted on the statement.
6. Members will be acutely aware of this Authority's medium term financial position and the requirement to make recurrent savings on the overall budget. A savings target of £304,000 identified within the MTFs and associated with services within this Portfolio have been included within this year's budgeted expenditure profile.
7. The main purpose of this report is guided towards informing the Portfolio Holder of what the first half-year position is so that problem areas are highlighted at an early stage, enabling decisions to be steered in a proactive manner.
8. To concentrate Members attention on the headline variance, focus will be drawn towards services that are showing and have the potential to show large

budget fluctuations both by their nature and size of the budget involved. These are predominantly within the areas of Waste Management and Street Cleansing whose budgets, when combined, form over 50% of the total net budget variance shown.

### **Considerations - Revenue**

9. **Environmental Health General's** annual budget includes a £35,000 balancing figure of one-off savings still to be identified. This arose from last year's exercise to save the £304,000 target.
10. Although this £35,000 has not been profiled within the first six months and therefore isn't included on the overall position statement, it needs to be recognised as a financial pressure that needs to be addressed either by making budget savings from service areas or from the departmental staffing budget which falls outside the scope of this report.
11. **Food Safety** teams have been tasked with delivering food hygiene and basic health and safety courses with the aim of increasing the surplus income from £500 in 2009-10, to £3,000 this year.
12. The first six-month results are showing that a surplus of £5,000 has already been achieved which if carried forward pro rata for the rest of the year, will generate a surplus of £10,000. If on scrutiny this level of surplus is sustainable, then a decision will have to be taken on whether to declare any additional savings towards future saving requirements or re-invest them back into the service.
13. **Refuse Collection Service** is showing a number of fluctuating variances under different cost headings most of which counter-balance each other in terms of budget over and under-spends. However those that are showing particular budgetary variances are in relation to:
  - Operational staffing costs
  - Fuel costs
  - Income from wheeled bin delivery service
14. The recession and the slowdown in the housing market have had a corresponding effect on the predicted growth in the district population. Ultimately, housing developments are not being undertaken at the speed that was envisaged in the MTFS, which has meant that there's been an over estimate of the amount needed in the budget to cover round expansion which is being met by overtime, agency and vehicle spot hire. The saving in the first quarter against the profile is £35,000.
15. Another subsequent effect of the slowdown in the housing market and growth areas is the reduced revenue generated from the fee charged for delivering new bins to new property developments. It is estimated that in a full year, £50,000 will be received from these fees, weighted heavily in the first six months when traditionally the housing market is more buoyant. The six-month actual position is showing reduced income figures of £15,400 against this profile.
16. The remaining net saving (c. £20,000) is being utilised on spending pressures realised within the profiled budget for fuel costs, which is currently recording a budget overspend of £17,000. This is partly due to an upturn in the price of oil

that has resulted in the cost of diesel increasing by over 9% in the intervening period since the budget was set.

17. With the wholesale prices of oil continuing to fluctuate from month to month, accurate profiling of the budget is made very difficult. It's not inconceivable therefore that the profiled budget does not accurately reflect the annual budget as a whole i.e. budgets profiled in future months could claw back some of this six-month overspend if oil prices stabilise. However this is unlikely with the recent uplift in fuel duty. The fuel budget is continually being monitored month-by-month and will be a feature of future quarterly position statements.
18. The **Street Cleansing** service supports and helps sustain the operational function of the refuse collection service by transferring operatives between the two services during times of high staff absence levels either due to sickness, turnover or holiday commitments. This is particularly highlighted this year as vacant posts are left unfilled pending the outcome of potential TUPE transfer in October 2010 with the introduction of the new blue bin service.
19. This redeployment of staff has resulted in £10,600 being allocated to refuse collection that is budgeted for within street cleansing which has contributed to the overall under spend on the profiled budget of c. £22,500.
20. The only other real alternative to this staff redeployment would be to inject more money into the agency budgets to allow management to utilise all resources at their disposal in areas such as litter picking. Under current financial constraints this might be hard to justify.
21. Members are reminded that Cambridgeshire County Council have announced that they are withdrawing the provision of funds available to the county's Local Strategic Partnership (LSP) after being informed by the coalition Government that the remaining funds from their £9million allocation will not be released.
22. Of the total one million pounds of LSP money managed by SCDC, £35,000 is earmarked for providing regular sweeping of footways and main shopping areas of ten targeted villages in this year. With this £35,000 not being forthcoming, the Environment Operations Manager may have to reassess his expenditure profile, as approximately 70% of this has already been committed on the short-term lease of a dedicated pathway cleaner. It will therefore be necessary for any savings on the overall service to be used to offset this reduction in external funding.
23. To prevent distortion of the overall savings on the street cleansing service itself, the position with regard to the LPSA funding shortfall has been ignored on the position statement shown at appendix A.
24. **Kerbside Recycling** services are undertaken by Veolia Ltd over the period of this report, but this contract terminates in October 2010. From this date, the service of collecting dry recyclables from the kerbside will be delivered by the Authority's internal "contractor" using an additional blue wheeled bin.
25. Large-scale savings have been profiled within the five-year MTFs, built on the envisaged success and development of this new way of delivering the service. These savings are heavily reliant on predictive tonnages collected now that the tendering process for the use of a MRF (Material Recycling

Facility) have been successfully negotiated, with the Authority entering into a long-term contract with Donarbon, the preferred supplier.

26. As the new service does not start until October, no significant operational expenditure has been incurred within this period's report and hence all stated savings relevant to this financial year are profiled outside of this reporting period.
27. The position statement is showing a significant overspend due to unforeseen expenditure incurred in implementing the blue bin service and also the drop in predicted tonnages of recycled material collected that manifests itself in reduced recycling credits. The reduced tonnages could be due to a number of factors; these include:
  - (i) Downturn in the weight of paper collected because of the decline in readership as a result of the economic downturn and also the increasing use of electronic readership via websites etc.
  - (ii) The slowdown in the housing market will also have a medium term effect on the downturn in predictive recycling credits from reduced numbers of property developments.
  - (iii) The type of packaging that is used will have an effect on tonnages collected as manufacturers increasingly find alternative cheaper ways of packaging goods that are both sustainable and avoid the heavy freight costs.
28. All of the above have been factored into future tonnage projections when the service moves across to a wheeled bin and it can be confidently predicted that any shortfall in recycling credits in the first six months will be more than compensated by increased tonnages in the second six months.

**Considerations – Capital**

29. There is nothing to report on in relation to the first six month's capital expenditure that reports to this Portfolio. The only significant item of capital expenditure within the portfolio budget is the purchase of the wheeled bins to facilitate the new recycling collection service.
30. The budget for these bins stands at £1,509,000 in gross terms. Agreement was reached with the supplier that payment will not be made against this until all bins had been delivered to residents. With delivery not complete until early October, the expenditure falls outside of this reporting period.

**31. Implications**

Financial	As detailed in the report
Legal	None
Staffing	None
Risk Management	None
Equal Opportunities	None
Equality Impact Assessment	Report is for information and in itself has no equality impact
Climate Change	None

**Consultations**

32. All cost centre managers and staff from the accountancy section have been fully consulted in the production of this report.

**Effect on Strategic Aims**

33. The report has no effect on the strategic aims.

**Conclusions**

34. The budget statement at appendix A is showing a profiled budget saving in the first six months of £40,972, which represents a variance of almost 2.5% of the respective adjusted profiled budget for this period.
35. It should be emphasised that this is only a comparison with direct expenditure. No account has been made of office-based staff recharges and overheads, which considering the vacant position of Corporate Manager for Environmental Services over the corresponding period would only likely bolster this budget variance.
36. A caveat should be placed over this variance because it is heavily dependant on correct budget profiling with every effort having been taken in adjusting the profile for any known movements during the year to date. The 2.5% budget variance is within the target of 3% under local performance indicator SE229 and does provide an opportunity for directing resources to priority areas or absorbing unexpected budget pressures such as those imposed by the potential withdrawal of LSP funding and the £35,000 additional saving that is still to be identified as alluded to in paragraphs 9 and 10.
37. With these known financial pressures totalling £70,000 and the six-month position statement showing a £40,000 under spend, conclusions can be made that inroads have already been made in finding these required one-off savings out of the first six-month budget.
38. It is hoped that with proactive budget monitoring and the use of appropriate virements that the overall Portfolio budget will perform on target to the original budget, adjusted for any identified savings. A more accurate outturn estimate will be reported to the Portfolio Holder as part of the budget estimate report in January 2011.

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

Estimate Book 2010/11  
Reports from the Financial Management System

**Contact Officer:** David Hill – Accountant  
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Period 6/2011

Actuals 2009/10 £	Net Direct Expenditure £	6 Month Profiled Budget £	Savings Already Declared £	Net Expenditure To Date £	Expenditure Deferred to Next Period £	Profile Adjustments £	(Over)/Under Spends vs Profiled Budget £	
<b>ENVIRONMENTAL HEALTH PORTFOLIO</b>								
<b>NET EXPENDITURE SUMMARY</b>								
196,883	Awarded Watercourses	170,040	50,930	44,348	5,587		995	
460,993	Environmental Health General	(35,150)	0	(1,133)			1,133	
17,523	Footway Lighting	3,270	0	0			0	
211,591	Food Safety	(2,090)	(2,100)	(8,476)			6,376	
58,120	Pest Control	(41,940)	(24,365)	(17,017)		4,200	(3,148)	
331,540	Integ. Waste Mgmt & St Clean.	33,240	8,390	16,260	1,308	11,670	2,492	
2,412,012	Refuse Collection Service	2,173,760	866,670	(6,693)	818,901	(1,308)	(28,805)	13,579
758,657	Street Cleansing Service	613,360	278,315		257,682	0	1,835	22,468
1,065,903	Kerbside Recycling	916,770	574,770		471,571	128,310	7,908	(17,203)
(25,780)	Recycling Banks	(27,540)	(4,100)	(8,921)	0	(5,660)	(839)	
322,597	Environmental Protection	16,480	1,440	20,451	(19,227)	3,182	3,398	
72,888	Emergency Planning	32,880	27,600	25,169			2,431	
36,867	Action on Dogs	3,890	1,640	3,106	540	0	(2,006)	
59,525	Licensing Under Lic Act 2003	(88,950)	(14,652)	(10,898)			(3,754)	
13,645	Taxi Licensing	(93,080)	(45,690)	(47,442)			1,752	
95,159	Miscellaneous Services	32,030	15,470	(5,319)	1,024	(4,200)	15,565	
61,459	Illegal Encampments	0	0	0			0	
45,853	Improvement Grants	500	100	0		(100)	0	
23,781	Home Improvement Agency	(165,880)	(78,530)	(75,041)		3,489	0	
3,435	Democratic Rep Training	5,080	2,540	7,046		2,238	(2,268)	
0	Mentoring & L'ship Academy	0	0	0			0	
<b>6,222,651</b>	<b>TOTAL NET EXPENDITURE</b>	<b>3,546,670</b>	<b>1,658,428</b>	<b>(6,693)</b>	<b>1,490,287</b>	<b>116,233</b>	<b>(4,243)</b>	<b>40,972</b>

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South Cambridgeshire D C      Environmental Health Portfolio 2011/
                               Net Expenditure Summary
                               ----- Report Options -----
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Working Papers  : yes                 Format : A      Time/Date
Current Period  : 2011 / 06 Sep      Default Cu
Budget Model    : GS32                2011 Orig 2010/11
Report Format    : EVPF06              Environmental Health Portfolio
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Currency Conversion Rates For Values etc :-
Company      Row Type  Currency 1      Rate      : Cu
01           GBP       Sterling      1.000000  :
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Report Format  : EVPF06              Environmental Health Portfolio
Row Format    : EVPF06              Profiled Env Health PF
Column Format : EVPF06              Profiled Env Health Budget
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Format: EVPF06
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Time Produced: 11:21:25
Date Produced: 11/10/2010
Year: 2011
Period: 6
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Auto Overwrite: yes
Publish as HTML: no
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Text Column: 2
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Heading 2: Net Expenditure Summary
Breaks List:
Recipients:
Working Papers Format: A

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Period To		6
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Working Papers Format	A	

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Rate

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Use eBIS	no

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## Health and Environmental Services – Progress on Service Improvements

	Action	Complete by Month	Lead Officer	3 Month Progress Update	6 Month Progress Update	Status
1	We will achieve Customer Service Excellence accreditation	March 2011	IG H&ES Lead/ EHMT	Work started by Team Leaders on the work plan for each area – there are delays in completing this work due to capacity of H&ES Work stream lead.	Further gap analysis work undertaken. Teams now working towards filling these gaps.	 A
2	We will undertake EQIA's for: Enforcement Policy Out of Hours Environmental Protection Complaints Pest Control Street Cleansing, Fly tipping Emergency Planning Awarded Watercourses	March 2011	IG to coordinate with relevant service managers	Out of Hours and Environmental Protection Complaints EQIA's have been completed. The others are programmed to take place throughout the year.	On target, some already completed, such as emergency planning and others such as pest control in progress. Need to consider following blue bin implementation.	 G
3	Implementation of Phase II of M3 Address Matching of GIS Book & Pay System Interactive enviro-crime website	March 2011	SW to lead project group	The implementation of the changes required are being scoped with the assistance of the services IT champion to identify any cost implications and/or service improvements and efficiencies.	Book and Pay implemented for pest control. Work is progressing to identify scope of project with Northgate.	 G

	Action	Complete by Month	Lead Officer	3 Month Progress Update	6 Month Progress Update	Status
4	To implement the risk based assessment of private water supplies in accordance with new legislation (Private Water Supply (England) Regulations 2009	2015	CA	The Food Safety Team are compiling a database of the 170 supplies and associated information required by the regulations, which needs to be reported to the DWI by 30 September 2010 (with agreed 3 month extension). The Team Leader will then plan the delivery of the project to be complete by 2015.	In progress. Return to DWI made on 14 <sup>th</sup> October. Now database compiled the Team Leader is planning the delivery of the project.	
5	Introduction of Charge for interpretation of environmental data with respect to contaminated land searches.	April 2010	SW	The charging system was introduced on 1 <sup>st</sup> April 2010 for commercial requests for interpretation of data for contaminated land information.	Completed as previous quarter.	
6	Ensure appropriate action taken with respect to remediation of contaminated land at the old Cottenham Gasworks site.	March 2011	SW	The site in Lambs Lane Cottenham was determined as contaminated land and designated as a special site in May 2010. The site passes to the Environment Agency for	The Environment Agency have engaged a consultant to scope the remediation works and further site visits have been undertaken.	

	Action	Complete by Month	Lead Officer	3 Month Progress Update	6 Month Progress Update	Status
				remediation works to be implemented.		
7	Investigate alternative ways to obtain up to date and relevant private sector housing stock condition information	December 2010	BH	Currently being assessed with respect to capacity and resources.	Working group still investigating possible ways.	● A
8	To participate in the Joint Cambs Migrant Workers Project to combat overcrowding, exploitation and health and well-being issues for migrant workers in private rented accommodation	On-going	BH	This is currently being implemented and the council's health and environmental services housing officer is participating in this initiative.	This project is beginning to come together and a plan of action is being formulated around key areas, interventions will be prioritised as necessary.	● G
9	Implement the changes to the legislation and model standards covering the licensing of caravan sites especially those relating to the need for site owners to undertake a fire risk assessment	March 2011	BH	This initiative is on-going with consultation with Cambridge Fire & Rescue Service to scope a project plan.	Work is progressing and an inspection checklist drafted to support efficient inspections of sites.	● A
10	Investigate, report and implement a suitable yellow/ red card approach and policy to problem licensed premises	End of December 2010	MB	Scheme has been shelved by the coalition Government changes. This includes a review of the Licensing Act 2003 after the move from the Department for Culture	New Government has cancelled card scheme.	● G

	Action	Complete by Month	Lead Officer	3 Month Progress Update	6 Month Progress Update	Status
				Media and Sport to the Home Office which was recently announced.		
11	Research and investigate the need for taxi ranks in the District as a result of the introduction of the Guided Bus	End of October 2010	MB	Awaiting opening of Guided bus service – until the busway becomes operational the need for taxi services is difficult to assess.	No further action until Busway is opened, when a needs assessment will be undertaken.	● G
12	Implement new refuse and recycling service as per project plan including procurement; communications	End of September 2010	PMQ/SHC	Implementation preparations on time as per Project Plan	Work in progress.	● G
13	Calculate CO2 savings as a result of the new refuse and recycling service	End of December 2010	KL	A methodology for calculating CO2 savings has been developed which will be applied once the new service has been implemented.	The new service is being monitored and work is in progress to calculate emissions once sufficient data has been generated.	● G
14	Secure and move into new depot to deal with capacity and health & safety issues at current depot location including negotiations over sharing options with neighbouring authority	September 2010	SHC	Discussions with Donarbon in progress, planning application expected summer 2010. It should be noted that the moving date may not be until 2011	Works in progress to facilitate move in 2011, initial meeting with SCDC planning dept for pre-application advice.	● G
15	Fit Vehicle safety markings to all Council HGV's	As per legislative	SHC	This is on target for Autumn to include	On target.	● G

	Action	Complete by Month timeframe	Lead Officer	3 Month Progress Update	6 Month Progress Update	Status
				vehicles in Blue Bin scheme		
16	Introduce the in-house service for the servicing and emptying of the existing paper recycling banks	End September 2010	SHC	This is due to start October 2010	Delayed due to negotiations of a revised paper price and optimum price for containers as well as assessing demand following the introduction of the blue bin scheme. New target of 1 <sup>st</sup> January 2011.	● A
17	Continuing our programme of installing litterbins at a further 10 lay-bys on the major routes in the District	December 2010	SHC	Order placed with supplier – awaiting delivery	On target	● G
18	Continuing enhanced street cleaning within 10 of our larger villages past 2010/11	April 2010	SHC	First quarter completed but with the suspension of LPSA funding there is uncertainty about the further delivery of this project	Second quarter suspended due to funding of LPSA being withdrawn by Govt. At portfolio holder request looking at funding for 10 village centres for the remainder of 2010/11.	● A
19	Undertaking a further 10 community clean-up events	March 2011	PMQ	The Council has facilitated 12 events, providing support through carrying out joint village audits, co-ordination of	Support for further events planned for 3 <sup>rd</sup> and 4 <sup>th</sup> quarters.	● G

	Action	Complete by Month	Lead Officer	3 Month Progress Update	6 Month Progress Update	Status
				National Probation Service in graffiti clearance, litter picking and fly-tip removal and collection and disposal of rubbish. A further 7 events have been provisionally booked.		
20	Maintaining our street cleansing & envirocrime operations including the litter picking of the A11 and A14 verges	Ongoing 1 <sup>st</sup> litter pick – May 2010 2 <sup>nd</sup> litter pick – Nov 2010	PMQ/SHC SHC	1st litter pick imminent, delayed to await county grass cutting	May visit achieved early. Autumn on target. Second litter pick will be undertaken once verge growth has stopped.	● G
21	Review the existing Abandoned Vehicle contract	April 2010	PMQ	Review complete, existing contract extended for 3 years within terms of contract	Project completed.	● G
22	Review the out of hours stray dog collection and kennelling arrangements	End of March 2011	PMQ	Review commenced, out of hours arrangements in place.	Arrangements proving satisfactory.	● G
23	To undertake NI195 assessment process with in-house staff	End of May 2010	PMQ	Complete, training provided to in-house staff	Project completed. NI 195 assessments being conducted in-house.	● G
24	Continue to represent the interests of SCDC and its residents in the County's application of the Pitt	Ongoing	PM	Work is continuing on the implementation of the Pitt	Floods and Water Act enacted so now	● G

	Action	Complete by Month	Lead Officer	3 Month Progress Update	6 Month Progress Update	Status
	Review Recommendations and Floods and Water Management Bill			Review.	legislation. Most of new duties fall on CCC. Obligation for SCDC to cooperate. Partnership working commenced with inaugural meeting of the Cambridge Flood Risk Management Board CFRMB.	
25	Implement results of the HIA commissioning review	As per timetable	DSR/SH	With DSR's move this responsibility for this indicator has been passed to Stephen Hills, Corporate Manager Affordable Housing	As previous quarter	

## **Key to Lead Officer**

EHMT – Environmental Health Management Team; Paul Quigley, Stuart Harwood-Clark, Susan Walford

SW – Susan Walford; Health Protection Team Leader

IG – Iain Green; Public Health Specialist

BH – Brian Heffernan; Environmental Protection Team Leader

MB – Myles Bebbington; Licensing Officer

PMQ- Paul Quigley, Environment Services Manager

SHC – Stuart Harwood-Clarke, Environment Operations Manager

KL - Kylie Laws, Recycling Officer

PM – Pat Matthews, Drainage Manager

SH – Stephen Hills, Corporate Manager Affordable Housing

CA – Carol Archibald, Food and Safety Team Leader

## H and E PI Report: September 2010

Measure Name	Frequency	Responsible Officer	Unit of Measure	Current Performance			End of Year Performance		Comments
				Target	Actual	YTD Actual	End of Year Target	Estimate	
<b>Aim : EH Report 1</b>									
<b>Approach : Community safety, Climate Change and Equalities</b>									
BV082ai - Recycling	QUARTERLY	Stuart Harwood-Clark	Percentage	20	16.88	16.9	20	20	Provisional figures - to be confirmed by CCC
BV082aii - Tonnage household waste recycled	QUARTERLY	Stuart Harwood-Clark	Number	5.9	5.1		11.7	11.7	provisional figures - to be confirmed by CCC
BV082bi - Composting	QUARTERLY	Stuart Harwood-Clark	Percentage	35	39.17	39.6	35	35	provisional figures - to be confirmed by CCC
BV082bii - Tonnage of household waste composted	QUARTERLY	Stuart Harwood-Clark	Number	10.26	11.9		20.53	20.53	Provisional figures - to be confirmed by CCC
BV216a - Number of contaminated land sites	YEARLY	Susan Walford	Number	600	562		600	562	There were 562 sites on the list as at 1st April 2009.
BV216b - % Information on contaminated land	QUARTERLY	Susan Walford	Percentage	10	13.3	13.3	10	12	No further sites have been progressed this quarter as time is being spent on the Hauxton site.
NI012 - SCDC - Refused and deferred HMO - South Cambs	YEARLY	Geoff Keerie	Number	0	0		0	0	
NI119 - SCDC - Overall health & wellbeing	YEARLY	Iain Green	Number	84.9	81.6		84.9	81.6	The Government has postponed the 2010/11 Place Survey. We will shortly be joining cross-county talks about holding a service and budget consultation of our own.
NI123 - SCDC - 16+ current smoking rate prevalence - Scambs Only	YEARLY	Susan Walford	Number	533	545		533	545	The LAA has set this end-of-year SCDC target. Data confirmed by Inger O'Meara (Health Improvement Specialist) from the NHS in June 2010.

## H and E PI Report: September 2010

Measure Name	Frequency	Responsible Officer	Unit of Measure	Current Performance			End of Year Performance		Comments
				Target	Actual	YTD Actual	End of Year Target	Estimate	
NI131 - CC - Delayed transfers of care from hospitals - All Cambs	YEARLY	Geoff Keerie	Number	9.5	14.9		9.5	14.9	LAA NI, led by NHS Cambridgeshire and CCC. 2009/10 actual obtained from County Council Cabinet 'End of year Performance Report 2009/10 and Annual Report 2009/10' dated 5th
NI187a - SCDC - Tackling fuel poverty - SAP <35 - South Cambs	YEARLY	Iain Green	Percentage	16	13.82		16	13.82	This data was reported to the HUB during the appropriate data input window.
NI187b - SCDC - % Tackling fuel poverty - SAP >70 - South Cambs	YEARLY	Iain Green	Percentage	22	27.25		22	27.25	This data was reported to the HUB during the appropriate data input window.
NI191 - SCDC - Kgms Residual waste per household - SCDC	QUARTERLY	Stuart Harwood-Clark	Kilograms	230	218.28	611.8	461	461	provisional figures - to be confirmed by CCC
NI192 - SCDC - % Waste - reuse, recycling & composting	QUARTERLY	Stuart Harwood-Clark	Percentage	55	56.05	56.5	55	55	Provisional figures - to be confirmed by CCC
NI195a - SCDC - Levels of litter score	QUARTERLY	Paul Quigley	Number	1			1		
NI195b - SCDC - Levels of detritus score	QUARTERLY	Stuart Harwood-Clark	Number	28			28		
NI195c - SCDC - Levels of graffiti score	QUARTERLY	Paul Quigley	Number	3			3		
NI195d - SCDC - Levels of fly-posting score	QUARTERLY	Stuart Harwood-Clark	Number	2			2		
NI196 - SCDC - Levels of Fly Tipping score	YEARLY	Stuart Harwood-Clark	Number	1			1		
SE254 - % Risk assessments reviewed	YEARLY	Geoff Keerie	Percentage	100	100		100	100	All risk assessments that were in place on 1st January 2009 where reviewed during the same calendar year (i.e. by the 31st December 2009).
SE261 - % of Pollution Control inspections undertaken	QUARTERLY	Geoff Keerie	Percentage	50	20	20	90	100	

## H and E PI Report: September 2010

Measure Name	Frequency	Responsible Officer	Unit of Measure	Current Performance			End of Year Performance		Comments
				Target	Actual	YTD Actual	End of Year Target	Estimate	
SE264 - % Trade waste recycled	QUARTERLY	Stuart Harwood-Clark	Percentage	9	7.57	7.6	9	9	provisional figures - to be confirmed by CCC
<b>Approach : Customer Service</b>									
BV089 - % Satisfaction street cleanliness	YEARLY	Stuart Harwood-Clark	Percentage	74	69		74	69	This end of year data will not be available until late May/Early June. We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.
BV090a - % Satisfaction with household waste collection	QUARTERLY	Stuart Harwood-Clark	Percentage	84			84		
SE203 - % EH complaints in 3 days	QUARTERLY	Geoff Keerie	Percentage	96	96	95.5	96	96	
SE220 - HIA - Time between contact & visit	QUARTERLY	Geoff Keerie	Number	3	3		3	3	
SE222 - Satisfaction with action taken	QUARTERLY	Iain Green	Percentage	70			70		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.
SE223 - Satisfaction with Pest control	QUARTERLY	Paul Quigley	Percentage	93			93		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.
SE226 - Satisfaction with EH	QUARTERLY	Iain Green	Percentage	85			85		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data

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## H and E PI Report: September 2010

Measure Name	Frequency	Responsible Officer	Unit of Measure	Current Performance			End of Year Performance		Comments
				Target	Actual	YTD Actual	End of Year Target	Estimate	
SE235 - % EH telephone calls in 20 seconds	MONTHLY	Paul Quigley	Percentage	99	99	98.2	99	99	retrospectively.
SE236 - % EH telephone calls abandoned	MONTHLY	Paul Quigley	Percentage	3	1	1.2	3	3	
SE237 - % EH letter responses in 10 days	MONTHLY	Paul Quigley	Percentage	96	100	100	96	100	
SE238 - % EH complaints to level 2 or above	QUARTERLY	Paul Quigley	Percentage	5	0		5	0	No complaints escalated to Level 2 or above
SE246 - Satisfaction - kerbside recycling facilities	QUARTERLY	Susan Walford	Percentage	88			88		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.
SE247 - Satisfaction - recycling bank facilities	QUARTERLY	Susan Walford	Percentage	80			80		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.
SE248 - Satisfaction - kerbside collection cleanliness	QUARTERLY	Susan Walford	Percentage	80			80		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.
SE249 - Satisfaction - cleanliness of recycling banks	QUARTERLY	Susan Walford	Percentage	76			76		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.

## H and E PI Report: September 2010

Measure Name	Frequency	Responsible Officer	Unit of Measure	Current Performance			End of Year Performance		Comments
				Target	Actual	YTD Actual	End of Year Target	Estimate	
SE262 - Cleanliness of street after waste collection	QUARTERLY	Stuart Harwood-Clark	Percentage	75			75		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.
SE263 - Satisfaction - range of recyclables	QUARTERLY	Stuart Harwood-Clark	Percentage	82			82		We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively.
SE265 - % electronic applications in time	QUARTERLY	Susan Walford	Percentage	95	100		95	100	
<b>Approach : Finance, Efficiency and VFM</b>									
BV086 - Cost of waste collection per household	QUARTERLY	Susan Walford	Number	59.26	26.87		59.26	59.26	
SE213 - EH non contested invoices	MONTHLY	Paul Quigley	Percentage	98	96	96.7	98	97	
SE214 - Net spend per head on EH	QUARTERLY	Susan Walford	Number	5.14	5.01		9.74	9.74	
SE229 - EH budget variance from plan	QUARTERLY	Susan Walford	Percentage	3	2.4		3	3	As per quarterly budget monitoring report. This figure only compares adjusted direct expenditure with the profiled budget for the same period. No account has been taken of the Central and Departmentally recharged costs to services which are only done annually at the end of the financial year.
SE256 - Number of minor accidents	MONTHLY	Geoff Keerie	Number	15	19		20	20	
SE257 - Number of Accidents with over 3 days absence	MONTHLY	Geoff Keerie	Number	3	0		3	3	

## H and E PI Report: September 2010

Measure Name	Frequency	Responsible Officer	Unit of Measure	Current Performance			End of Year Performance		Comments
				Target	Actual	YTD Actual	End of Year Target	Estimate	
SE258 - Number of major accidents	MONTHLY	Geoff Keerie	Number	0	2		0	2	H.S.E. requirements require this PI to be reported over calendar years i.e. Jan to Dec.
<b>Approach : LAA Targets</b>									
NI182 - SCDC MONTHLY- % Business satisfaction with regulation service	MONTHLY	Susan Walford	Percentage	83	0		83	83	We have not had a contractor to carry out this work for the first two quarters. We hope to run surveys in-house during the 3rd quarter and add 1st and 2nd quarter data retrospectively. This situation creates an artificial 'current' red
<b>Approach : Service Quality / Provision</b>									
BV217 - Pollution control improvements	QUARTERLY	Geoff Keerie	Percentage	100	100		100	100	
BV218a - % Abandoned vehicles investigated in 24 hours	MONTHLY	Paul Quigley	Percentage	97	100	100	97	100	
BV218b - % abandoned vehicles moved in 24 hours	MONTHLY	Paul Quigley	Percentage	95	100	100	95	100	
SE201 - Number of missed bins	MONTHLY	Stuart Harwood-Clark	Number	55	45.3		55	55	This PI is not suitable for the calculation of a year-to-date figure.
SE204 - High risk premises - H & S inspections	QUARTERLY	Geoff Keerie	Percentage	50	50		98	98	
SE206 - High risk premises - Food inspections	QUARTERLY	Geoff Keerie	Percentage	50	50		100	100	
SE218 - HIA works <£1,000 - Average weeks	QUARTERLY	Geoff Keerie	Number	16	0		16	16	
SE219 - HIA works >£1,000 - Average weeks	QUARTERLY	Geoff Keerie	Number	45	63		45	49	
SE225 - % of Pest control first treatments in 4 days	MONTHLY	Paul Quigley	Percentage	95	100	97.7	95	100	

## H and E PI Report: September 2010

Measure Name	Frequency	Responsible Officer	Unit of Measure	Current Performance			End of Year Performance		Comments
				Target	Actual	YTD Actual	End of Year Target	Estimate	
SE233 - % taxi licensing applicants - in 10 days	QUARTERLY	Susan Walford	Percentage	96	100	100	96	96	
<b>Approach : Workforce and Learning</b>									
SE209 - EH Sickness absence	QUARTERLY	Susan Walford	Percentage	2	1.4	1.4	2	1.4	
SE211 - % completed PDR	QUARTERLY	Susan Walford	Percentage	100	100		100	100	
SE227 - % EH lost time (excl: DSO staff)	QUARTERLY	Susan Walford	Percentage	4	2.1	2.3	4	2.1	
SE228 - % EH budget spent on training	QUARTERLY	Geoff Keerie	Percentage	1.5	0.24		0.74	0.74	Target % will need to be re-assessed in response to the staff training savings agenda and also the movement of previous departmental professional training to centralised managed budget.
SE232 - % DSO staff sickness	QUARTERLY	Susan Walford	Percentage	7	5.4	5.4	7	6.2	

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