

**COUNCILLORS' BULLETIN  
11 MAY 2005**

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**South  
Cambridgeshire  
District Council**

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**COMMITTEE MEETINGS FROM:  
16 May to 20 May 2005**

				<b>Contact</b>
<b>Mon 16 May</b>	10 am	Standards Committee Hearing Panel	Council Chamber	Susan May
	10 am	Development and Conservation Control Committee Chairman's Delegation	Monkfield Room	Janice Fisher
<b>Tue 17 May</b>	9.30 am	Housing Options Working Group	Swansley Room	Maggie Jennings
<b>Wed 18 May</b>	12 noon	ICT Advisory Group	Monkfield Room	
<b>Thu 19 May</b>	2 pm	Scrutiny and Overview Committee	Council Chamber	Patrick Adams
<b>Fri 20 May</b>	9.30 am	Special Council: LDF – Final Agreement (if required) <b>CANCELLED</b>	<b>– NO LONGER REQUIRED</b>	

**TRAVELLER ISSUES UPDATE – STATEMENT 11 MAY 2005**

**At the meeting of South Cambridgeshire District Council's sub-committee for planning enforcement at traveller sites yesterday (10 May 2005), Councillors considered specific options for tackling the unauthorised encampment at Pine View, Smithy Fen.**

This follows the decision by the Deputy Prime Minister in March that the illegally camped travellers at Pine View must move from the site by 11 June 2005. Last month, the Council's Cabinet made clear its support for legal injunctions against individuals who continually flout the law. Travellers on unauthorised plots who persistently breach enforcement notices could face imprisonment by the courts.

The sub-committee was updated on how the Council is liaising with the unauthorised travellers, in order to help them comply with the official requirements, as well as considering its legal options in the event that the travellers fail to comply with the deadline.

"The fact that this was the second high-level meeting at the Council in as many weeks to address traveller issues helps to demonstrate how seriously we are taking these matters," explained Council Leader Daphne Spink MBE. "These meetings have been kept confidential because they have related to possible planning enforcement action and legal advice received by the Council. I am sure that most people will understand that it is not in the public interest to disclose the details. We do not want to 'show the Council's hand' or weaken our position in upholding the interests of both the district and legitimate travellers in any future action that may prove necessary."

"Whilst the media in general cover local news fairly, there is something to be said for the adage 'Don't believe all you read in the press'," continued Councillor Spink. "It's a shame that the Cambridge Evening News has recently chosen to sensationalise the Council's approach to traveller issues and run down the constructive efforts that we are making. An outline of the issues to be discussed at the sub-committee meeting was made available to the reporter the day before, so I was bemused to read in the newspaper yesterday that nothing could be said about it. The Council is keen to resume a positive and mature relationship with the newspaper, but it takes two."

"Illegal traveller encampments and official requirements to meet travellers' needs are serious issues requiring serious consideration. This cannot be rushed and we will not pander to those who shout the loudest. We have to act responsibly and serve the interests of all parts of the district and all sections of society. There is no magic wand to resolve Traveller Issues."

"Wherever unauthorised traveller encampments exist, the fact is that councils cannot simply march onto sites as soon as official requirements are breached. We have to do things 'by the book'. Regrettably, these things take time. South Cambridgeshire District Council has already demonstrated its commitment to taking firm, fair and consistent enforcement action, strengthening community relations and lobbying for changes to inadequate planning law. We are in it for the long-haul." **-end-**

**For further information contact South Cambridgeshire District Council's communications team on (01954) 713200.**

### **SPECIAL COUNCIL: LDF – PAPERS CIRCULATED TO MEMBERS**

As a reminder to Members in attendance at the last LDF meeting on 9 May 2005, and a notification to those Members who were absent, please retain **ALL** papers that were issued for that meeting for future reference, along with any additional background reports. Any papers you still have from meetings prior to 9 May can now be discarded. Note that the reserve date for final agreement of the LDF is not required, and therefore the meeting is cancelled.

### **TRAVEL ALLOWANCES – REVISED MILEAGE RATES FOR 2005/06**

The Council has received confirmation from the National Employers' Organisation for Local Government Services (including Craft) detailing the NJC Car Allowances effective from 1 April 2005:

<b>Private Transport Rates - Car</b>	<b>451 - 999cc</b>	<b>1000 - 1199cc</b>	<b>Over 1200cc</b>
per mile first 8,500	38.7p	42.0p	52.7p
per mile after 8,500	11.7p	11.8p	13.9p
Petrol Element	7.974p	7.974p	8.924p
Amount of VAT per mile in petrol element	1.187p	1.187p	1.330p

The Members' Allowance Scheme allows for Councillors to receive the same mileage rates as Officers, therefore the new mileage rates will apply to Members' travel claims from 1 April 2005.

### **CALL IN ARRANGEMENTS**

The Chairman of the Scrutiny and Overview Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Democratic Services Manager must be notified of any call in by **Wednesday 18 May 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 19 May 2005**.

Any member considering calling in a decision made by Cabinet is requested to contact the Democratic Services Section to determine whether any relevant amendments have been incorporated.

The call in procedure is set out in full in Part 4 of the Council's Constitution, 'Scrutiny and Overview Committee Procedure Rules', paragraph 12.

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Information and Customer Services  
Portfolio Holder Meeting held on Wednesday, 20  
April 2005 at 2.00 p.m.

PRESENT:	JD Batchelor	Mrs DSK Spink MBE
Officers:	John Ballantyne	Chief Executive
	Sally Carroll	Communications Manager
	Greg Harlock	Finance and Resources Director
	Steve Rayment	Assistant Director of Finance and Resources (ICT)
	Susan May	Democratic Services Manager

### Action

#### 1. APOLOGIES FOR ABSENCE

None

#### 2. MINUTES OF MEETING HELD ON 22 MARCH 2005

The Minutes of the meeting held on 22 March 2005 were confirmed as a correct record.

#### 3. MATTERS ARISING

##### 3.1 Contact Centre Satisfaction Survey (Minute 3.1)

SR stated the need for all service heads to be happy with the questions to be asked, but added that, on a small random sample, satisfaction was reaching 90-94%.

##### 3.2 Provision of Ink Cartridges (Minute 6)

SR reported that cartridges could now be refilled more effectively and cheaply, at a cost of about £2, but it was felt that Members should be left to pursue this if they chose.

SCM was asked to ensure that a note was sent to all councillors on the secure disposal of confidential documents.

**SCM**

##### 3.3 Forward Programme (Minute 10)

It was noted that an item had been prepared for South Cambs Magazine about the conclusion of the Broadband Project, but not a press release.

#### 4. COMMUNICATIONS UPDATE

4.1 SC circulated a progress report, noting that there had been a particularly good response to "Ten weeks to a healthier family lifestyle". DSKS added her interview on radio about the wind farm and Cllr Orme's TV interview.

##### 4.2 Council Tax Capping

JB noted that there had not yet been a great deal about capping in the media; SC believed that the press were waiting to hear the result.

##### 4.3 Planning Expert

SR reported that this new system enabling potential applicants to judge whether planning permission was needed, might be available by end May.

If this was certain, it could be published in the next South Cambs Magazine.

**SR/SC**

4.4 **South Cambs Magazine Budget**

SC reported on a good meeting with the publishers on achieving Gershon efficiency savings, including reduced paper weight, a limited number being shrink wrapped and production efficiencies. She added that the PCT wanted to discuss purchasing pages; this option was also to be offered to the Police and Fire Services.

4.5 **Know Your Councillor**

In view of the need to make savings, it was thought that this publication might be discontinued as most of the advertising was internal. This would produce £2,590 savings.

4.6 **Northstowe Communications Team**

The team had been established and terms of reference agreed. JB to be issued with a copy.

**SC**

5. **BUDGET - MEMBERS' EXPENSES**

Break downs of paper usage, travel expense claims for site visits and refreshment costs were given to JB.

On paper use, it was **AGREED** that Members be instructed to request paper through Democratic Services so that a record may be kept.

**SCM**

**Site Visits**

DSKS reported that at Huntingdonshire Members were on their honour to visit the sites of applications and received an allowance of £500 pa to do so.

It was noted that, given the cost of Members travelling to South Cambs Hall and that not all Members claimed, a coach could be more expensive than the current system of car use. Nevertheless, in view of the sustainability implications, JB **RECOMMENDS** to the Chairman of Development and Conservation Control Committee that a coach should be hired for planning site visits; the Chairman to talk to GJH on budget issues. It was thought that the cost might be shared between Democratic Representation and Planning.

**SCM**

6. **FREEDOM OF INFORMATION REQUESTS AND PROGRESS UNDER THE ACT**

A note of the FOI requests received since January, a total of 49, was circulated.

Information on planning requested by 2 objectors to planning permission had not been disclosed as it contained personal data, but would be available if an enquirer came in to look at the planning file. DH was discussing this anomaly with Development Services.

JB commented that he had not known that an FOI report was to be made to the Scrutiny and Overview Committee.

A note from DH on the current structure and budget situation for the County Council Heritage Services was considered and it was **AGREED**

**DH**

that the District Council should continue to be engaged in the review process.

It was noted DH was leaving the authority for another post.

## **7. DRAFT FORWARD PROGRAMME: MAY-AUGUST 2005**

No issues of note.

## **8. ANY OTHER BUSINESS**

### **8.1 Contact Centre Performance**

The March performance report was now available. SR reported that Council Tax billing had had quite an impact in March, with 600 calls to Revenues on the 5<sup>th</sup>, peaking at 1600 on the 19<sup>th</sup>. Service had been lower than expected, partly because of the change in billing date, which meant that extra staff were available at the wrong time.

Building Control calls had 100% pick-up.

### **8.2 Contact Centre Visit**

A new date had to be found as another visit was taking place on the planned date.

### **8.3 CASCADE Phase 2**

Workshops were to take place shortly with services on the potential phase 2. The basic framework had been put to the Board 2 months previously, but could not be finalised until the workshops had taken place to define the scope and then obtain costs.

### **8.4 Contact Centre Contract**

The final version was believed to be with CJT.  
*[Later information – contract to be signed by 26 April]*

### **8.5 ITNET**

A scoping meeting was to be held the following week with Michael Gates (consultant), who was to look at the value of the contract. ITNET knew they had to find savings.

### **8.6 IEG Statement**

Version 4.5 was the latest interim report. The final version had to be with the ODPM by 18 July. The investment was bearing fruit.

### **8.7 Web Site/Intranet**

The new web site was due to be complete in June, with more interactive features, and the revised Intranet was due in September.

### **8.8 Service First**

It was noted that the draft customer service standards on the Intranet did not have figures: this was because they were still being developed through consultation as the aim was to achieve common standards for all. JB indicated that he would be looking into this more carefully.

### **8.9 Postal Votes**

JB indicated that he had spoken to Elections with a view to obtaining a list of people with permanent postal votes.

**9. DATE OF NEXT MEETING(S)**

Date changed after the meeting to: Tuesday 17 May at 2.30 p.m.

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

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## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on  
Tuesday, 26 April 2005

Present: RT Summerfield Mrs DSK Spink MBE  
Officers: Greg Harlock Finance and Resources Director  
John Ballantyne Chief Executive

### **1. APOLOGIES FOR ABSENCE**

None received.

### **2. MINUTES OF LAST MEETING**

The Minutes of the meeting held on 22 March 2005 were agreed as a correct record.

### **3. MATTERS ARISING**

Minute 16.3 – GJH accepted that in presentational terms the Council Services Booklet could have been improved, however he did not plan to re-issue them.

### **4. REVENUE COLLECTION STATISTICS AS AT 31 MARCH 2005**

The statistics, together with the Best Value Performance Indicators for 2004/05 were presented to the Portfolio Holder and it was noted that in all respects concerning Revenue Collection there had been a slight increase in performance compared with 2003/04, however the figures had not met the anticipated target for 2004/05. This Council was unlikely to be included in the top quartile for Revenue Collection in the BV Performance Indicators 2004/05.

It was reported that the Ast Director of Finance (Revenues) would be requesting the Policy and Performance Team to reduce the 100% target figure for BV79A (Claims Paid Correctly) for 2005/06.

The Portfolio Holder requested that in future, the Revenue Collection Statistics be reported to him on a quarterly basis.

### **5. PERFORMANCE INDICATOR BV8 - UNDISPUTED INVOICES**

The Portfolio noted that

- the input for March revealed that the percentage of invoices paid within 30 days was 99%
- Management Team had agreed that a target of 98% be set for the payment of undisputed invoices within 30 days for 2005/06

and requested that in future this item would be reported to him on a quarterly basis.

### **6. PROCUREMENT OF RECRUITMENT ADVERTISING AGENCY**

At the meeting in January, the Portfolio Holder approved the Council joining a Consortium to select a recruitment advertising agency. Five tenders for the service were received; four were shortlisted and assessed against pre-determined criteria. The



Portfolio Holder noted that

- Tribal was appointed as the Council's recruitment advertising agency with effect from 1 June 2005, and
- The Council would be joining a Consortium contract with Cambridgeshire County Council, East Cambs and Fenland DC's and Cambridge City Council.

## **7. PART TIME WORKERS PENSIONS CASES**

The Council had received two cases for part-time workers pensions claims and in both cases, the claims had only been partially accepted because the employees were entitled to join the Pension Scheme, but had opted not to do so. In these circumstances, the Portfolio Holder noted that the Council had accepted the two claims to the right to join the pensions scheme when working part time, in the case of Claimant A – 15 October 1983 to 5 April 1988 and Claimant B – 30 October 1975 to 1987 and refused the second parts of the claims relating to additional periods of employment in both cases.

## **8. INFORMATION AND CONSULTATION DIRECTIVE**

The Information and Consultation Directive came into effect on 6 April 2005 and would be implemented into UK law over a number of years. The Council was required to implement an agreement on how it would inform and consult employees on matters concerning their employment. The Council currently consults and informs with Unison on matters concerning its workforce and has a collective agreement to be consulted and informed on contractual terms and conditions, which affect the whole workforce. Under these circumstances, the Portfolio Holder agreed that:

- The Council would maintain status quo and wait for an employee request for an Information and Consultation agreement
- A policy would be drawn up explaining the method for making a request
- The policy would be distributed to staff

## **9. STRATEGIC RISK MANAGEMENT**

The Portfolio Holder noted the contents of the report and recommended that Cabinet on 12 May 2005 approve the:

- Risk Scenarios attached at Appendix A, the Prioritisation Matrix provided at Appendix B and the Management Actions Plans provided at Appendix C;
- suggestions to improve actions taken to embed risk management within the Council; and
- cascading of risk management down to departments.

## **10. CAMBRIDGE OFFICE**

The Portfolio Holder considered the contents of the report informing him of the first year of operation of the Cambridge office and seeking guidance regarding its future provision. It was noted that there had been a saving on staffing costs and the actual number of visitors to the office had been approximately half the expected number. Having noted the information, it was agreed that the Finance and Resources Director, together with other appropriate officers discuss the extent of the services to be provided at the Cambridge office.

## **11. STAFF BUS SERVICES**

The Portfolio Holder was provided with data relating to the number of employees and the related costs of providing staff buses. As a result, it was agreed that the Finance and

Resources Director seek an innovative solution to reduce the costs involved in providing the staff buses.

**12. REVENUE SUPPORT GRANT - REQUESTS TO JOIN PRESSURE GROUPS**

Requests had been made from Boston Borough Council to support a research study commissioned in relation to flood defence and to join SPARSE (a special interest group of the Local Government Association representing the most rural areas in England). The Portfolio Holder although sympathetic to both causes, felt it inappropriate to utilise any additional resources until the outcome of the Council Tax capping was known.

**13. FORWARD PROGRAMME - MAY TO AUGUST 2005**

The contents of the Forward Programme were noted, subject to a query regarding 'Redirection of Resources' and its timing. **MAJ to check**

**14. ACCOMMODATION - STANDING ITEM**

Please refer to appended snagging list.

**15. DATES OF FUTURE MEETINGS**

The dates for future meetings were agreed as follows:

- Tuesday, 24 May 2005 at 9:00am
- Tuesday, 21 June 2005 at 2:30pm

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**The Meeting ended at 10.50 a.m.**

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<b>FAULT</b>	<b>ACTION</b>	<b>UPDATED 26 April 2005</b>
<b>HEARING LOOPS</b> Intermittent Fault		To be monitored.
<b>ROAD SIGN</b>	County Council are considering most appropriate location. The cost will be approx. £300.	Spoke with David Lines (CCC Highways) 15 <sup>th</sup> Mar. Cost will be approx £500. Estimated installation by end May.
<b>RAIN SUPPRESSANT</b>	Price now agreed. Work to be completed within 2 months.	David Enticknap (Development Securities) advised JSB that the spec has been approved; Env Health have raised some more queries on the technical data, which will be forwarded to AYH. Once cleared, SCDC to confirm acceptance or otherwise. Installation 10 weeks from order.
<b>HEATING IN COUNCIL CHAMBER</b>	To be monitored.	A thermograph has been used to make a continuous recording of the Chamber temperature over a period of 8 days. The temperature remained between 19 & 22 degrees C from day 1 to day 7 and between 19 & 21 from day 8 to day 14.
<b>HEATING IN HOUSING DEPT</b>	Continued complaints from staff being too cold.	Monitoring instruments are presently recording temperatures in those offices reported as being cold.  Defects proformas had been issued for heating in Chamber, Mezzanine, some peripheral offices and trench heating in some areas. We are still awaiting formal responses re these. Queries were also raised re heating on Ground Floor East and areas on the first and second floors near to the "street". We are still awaiting replies to these.
<b>CATERING EQUIPMENT</b>	McAlpines have agreed to install a commercial dishwasher and fridge/freezer. WT to indicate a timescale for completion	Following meeting between David Enticknap and JSB, issues need to be addressed with Env Health before drawer unit and dishwasher can be installed. Env Health have recommended several alterations to the kitchen area. A start date for this work is to be confirmed.
<b>GREENWAY PLANTING</b>	Still not completed. WT to chase	Greenway work completed 11 <sup>th</sup> March, but some finishing off required to SCDC site.

<b>MEZZANINE</b>	Remote control not yet received. Provision of data points to be chased.	Shepherd Engineering to supply remote control. McAlpines informed that data points should have been installed. <a href="#">Installation due 23<sup>rd</sup> May.</a>
<b>MEZZANINE &amp; COUNCIL CHAMBER</b>	Manual over-ride for lights required.	<a href="#">Work due 23<sup>rd</sup> May.</a>
<b>SUN GLARE</b>	Problem raised with Wrenbridge and Development Securities, solution awaited.	Plan indicating all affected windows given to McAlpines by J.Garnham on 26 <sup>th</sup> Jan. Dev Secs looking at film on top windows and motorised blinds on frontages. Proposal agreed at meeting 15 <sup>th</sup> Mar.
<b>DISABLED ACCESS</b>	Still a problem, to be reported to McAlpines. WT to action	The motor is on its strongest setting. Reception and Caretakers are monitoring any instances of continued difficulty. Dev Secs are discussing motors with the manufacturer and are considering a screen; on this latter, AYH to request Auketts (architect) to consider. There are still concerns over H&S etc issues if a stronger closer is fitted, so Dev Secs are still investigating options.
<b>SOLAR LOUVRES</b>		There would be 2 x 2 weeks period of trial in June; one where the louvres would be locked on the horizontal position and another where movement would be limited to 30°.
<b>HANDOVER OF BUILDING</b>	No payment to be made until snagging issues resolved, however is likely to be in this financial year.	<a href="#">A substantial crack has appeared in the doorway of the Council Chamber.</a>
<b>SECURITY COSTS</b>	Wrenbridge not yet billed.	John Garnham has actioned.
<b>BALLUSTRADE SOLUTION</b>	Bill Taylor to take over from John Garnham.	Quote from Specials Lighting Design Ltd (suppliers of existing perforated panels between floor plates) £21,072 for matching perforated in-fills. Quote from McMann Interiors Ltd £20,000 but will not carry out the work until confirmation from Design A Glass Ltd (original glass supplier) that glass conforms to

		<p>all necessary standards. McAlpines asked to pursue this issue asap.</p> <p>Estimate received from Fenfast Ltd and prototype mesh panels made and tested. Some adjustments to be made to allow for the non-uniform angles of the glass. Cost estimated to be less than £5,000 inclusive of weekend fitting. Completion expected by end May.</p>
<b>CAR PARKING</b>	Business Park have informed the Council that unauthorised parking in the Civic Square and surrounding area will result in cars being clamped (actual date to be confirmed).	Awaiting progress report of the Travel for Work plan.
<b>RECREATION ROOM</b>	Room to be cleared of all furniture and IT equipment as soon as possible.	Only sports equip now remaining. S.McIntosh to purchase metal storage container to be sited in cycle shed. Dimensions 12'x6'x8' cost £2,913. Installation will involve modifying cycle shed. Installation costs to be confirmed.

## **SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP BOARD: NOTES**

**Date:** 19 April 2005

**Time:** 1400h – 1625h

**Place:** South Cambridgeshire Hall, Cambourne Business Park, Cambourne

**Present:**

J Ballantyne	South Cambridgeshire District Council
P Barlow	Faith Representative
Councillor J Healey	South Cambridgeshire District Council
M Lincoln	Youth Parliament Representative
K Lloyd	Youth Parliament
R Needle	Cambridgeshire Constabulary
C D Newsome	Business Representative
K Nobbs	Cambridgeshire County Council
Councillor J Reynolds	Cambridgeshire County Council
R Rogers	South Cambridgeshire PCT
S Smith-Rawnsley	Voluntary Sector Representative
Councillor D Spink	South Cambridgeshire District Council
S Standley	South Cambridgeshire PCT

**In attendance:**

E Cearns	South Cambridgeshire District Council
I Green	South Cambridgeshire District Council
D Kanka	South Cambridgeshire PCT
M Knight	South Cambridgeshire District Council
K Mallinson	Cambridgeshire County Council
S McIntosh	South Cambridgeshire District Council
G Prangnell	Cambridgeshire County Council
P Quigley	South Cambridgeshire District Council
S Rodriguez-Jimenez	Cambridgeshire County Council
M L Rowe (Secretary)	Cambridgeshire County Council

**Apologies:**

A J Cooper	Village College Representative
D Spreadbury	Voluntary Sector Representative
S Traverse-Healy	CALC Representative

### **1. INTRODUCTIONS**

The Chairman welcomed Maxine Lincoln, the new Youth Parliament representative, to her first meeting. Members were informed that Kala Nobbs, Director of Policy and Scrutiny, Chief Executive's Department, had replaced Ian Stewart as the County Council's representative. She explained that the Council had also appointed two Directors from the Offices of Environment and Community Services and Children and Young People's Services to support the work of the Board. These officers would attend Board meetings when she was not able to do so or for items relating to their area.

### **2. NOTES OF BOARD MEETING ON 7TH JANUARY 2005 AND MATTERS ARISING**

The notes of the meeting of the Board held on 7th January 2005 were agreed as a correct record.

## **Matters Arising**

### ***Note 2 – Review of Organisation and Structure of the South Cambridgeshire Local Strategic Partnership (LSP)***

Members received a copy of the Executive Group's Forward Programme, which included details of Board Member attendance, as appropriate, at meetings. It was noted that this programme would be amended from time to time.

### **Note 2 – Performance Management for Local Strategic Partnerships – A Suggested Approach**

*A meeting of the Voluntary Sector Forum would address and co-ordinate the actions relating to Action 14 Take-Up of Benefits. The Board would receive a report at its June or July meeting.*

S McIntosh

### **Note 3 – Strategic Choices and the Next Steps**

The Chairman reminded Members that they had been canvassed on meeting dates for July and the Autumn. It was noted that Monday 18 July 2005 was the most convenient date for the majority of Members. Unfortunately it had not been possible to identify a date for the workshop in the Autumn. He asked the Secretary to identify a new date in November as soon as possible.

M Rowe

### ***Note 7 – Performance Monitoring and Management Reports – Environment and Housing***

The Assistant Director – Housing Community Services, South Cambridgeshire District Council, reported that he had recently attended a Housing Partnership meeting involving Housing Association providers. It was noted that three attendees at the meeting had expressed an interest in joining the Board. Members were invited to consider the possibility, in line with some other LSPs, of inviting a housing provider to join the Board particularly as one of its key priorities related to this area. Members welcomed this proposal subject to the representative having a strategic view of housing in the District. It was suggested that Bedfordshire Pilgrims could be considered as a leading provider and developer of affordable homes.

S McIntosh

## **3. 'CHOOSING HEALTH'**

The Chairman welcomed Dr David Kanka, Director of Public Health, South Cambridgeshire Primary Care Trust, to present an item on 'Choosing Health – Making Healthy Choices Easier' White Paper. (A copy of the slides is attached as **Appendix 1**).

Points raised in the following discussion included:

- queried the timescales for co-delivering the improved health outcomes and well-being at local level. It was noted that the delivery strategy was light on detail in relation to timescales and more about guidance with regard to implementing performance management. The Government had identified funding streams through PCTs for 'Choosing Health' for 2006/07. It was therefore important that a costed delivery plan was prepared before October to feed into the next financial round. South Cambridgeshire PCT had already prepared a Physical Activity Strategy,

which had been circulated to all Board Members. This would provide a good starting point for the work of the Improving Health Partnership in identifying local initiatives.

- queried why older people were more likely to take less physical activity when they had more time to exercise. It was noted that the Physical Activity Strategy contained a chapter outlining what was appropriate for different age groups. There was a need to ensure that the correct message and drivers were conveyed to different age groups. Members were reminded of the link to Action 20 – Improve and develop services to enable people to continue to live independently at home. It was noted that the District Council was working with Age Concern and the PCT to run exercise classes such as ‘Full of Beans’.

The Chairman thanked Dr Kanka for an interesting and informative presentation. It was noted that copies of the White Paper were available on request.

#### **4. TOBACCO CONTROL – PROMOTING SMOKE FREE WORKPLACES AND SMOKE FREE SOUTH CAMBRIDGESHIRE (COMMUNITY STRATEGY ACTION POINTS 4 AND 24)**

The PCT representative introduced a report from the South Cambridgeshire Improving Health Partnership detailing the progress made to date on the action points on tobacco control contained within the Community Strategy. She highlighted the need for the Board to consider the areas to be taken forward.

Members noted a copy of a report prepared for the District Council’s Portfolio Holder for Environmental Health on issues around smoking and second-hand smoke. The health risks around smoking were already well known, and second hand smoke (passive smoking, or environmental tobacco smoke) had been identified as the cause of a number of diseases and conditions. There were also other risks such as arson in relation to discarded cigarette stubs. Employers had a duty to ensure, so far as was reasonably practical, the health, safety and welfare at work of all his/her employees. There were currently five cases relating to smoking in the workplace where employees were suing their employers.

The Community Strategy contained two actions in relation to smoking reduction – Actions 4 and 24. The Portfolio Holder had agreed to consult with stakeholders with the aim of working towards a completely Smoke-Free South Cambridgeshire. This would involve public consultation in the summer edition of South Cambs Magazine. It was also proposed to establish a “Smoke-Free South Cambridgeshire” Task and Finish Advisory Group with representatives from the business and voluntary sectors. Work was progressing on a Local Public Service Agreement (LPSA) target. The new stretch target involved reducing smoking in licensed premises by 25%. It was noted that the Agreement would need to be concluded by March 2007.

The Chairman asked the District Council representatives to identify volunteers from amongst its Members. Ruth Rogers agreed to be a member on behalf of the Voluntary Sector. She explained that Age Concern had banned smoking in its premises two years ago and recently on site. Voluntary organisations were particularly important as they dealt with a significant number of users e.g. the homeless and women’s refuges. Members were reminded that the issue was not about banning smoking but protecting public health in

Cllrs  
Spink/Healey



partnership. The first step was for members of the Strategic Partnership to consider their own practices before moving on to the business sector.

It was suggested that Members might wish to revisit the five-year timescale, to enable South Cambridgeshire to move towards becoming smoke free, after the election. However, they were advised that this was the minimum timescale for delivery within current resources. The importance of signposting access to support services such as 'Oasis' to enable smokers to quit was acknowledged. There was a need to train people to be signposts to these services. Members also suggested a promotional event to encourage licensed premises to go smoke-free, which could involve an annual award. This would enable businesses to see that going smoke-free might not necessarily harm their businesses.

The Board noted that the recommendations of the Advisory Group would be considered at a special South Cambridgeshire Scrutiny and Overview Committee. Alternatively, it was suggested that the countywide Health and Social Care Scrutiny Committee might be a more appropriate body. It was therefore agreed that the Board commit to working in partnership over the next five years to enable South Cambridgeshire to move towards becoming smoke free. The Chairman acknowledged the need for tough challenging targets. Members endorsed the proposed way forward as outlined in paragraph two of the report subject to amendments suggested at the meeting. It was agreed that R Rogers and J Barker should be invited to join the Advisory Group to represent the voluntary and business sectors. Members also suggested inviting a representative of the Licensed Victuallers Association or hotel industry where smoking was prevalent.

The Board acknowledged that it would be difficult to engage the business and voluntary sector without resources. However, it was suggested that an article be included in all Board Member newsletters with signposts indicating where people could access support to quit smoking. There was an issue about what was meant by a smoke-free organisation, and it was noted that the National Clean Air Award standard would be used as a measurement. The Chairman suggested that the Board receive an update on this topic in 9 to 12 months.

E Cearns

## **5. COMMUNICATIONS PLAN**

The Board received a report detailing a framework and action plan for improving communications with all stakeholders. It was intended to support existing communication mechanisms and to complement the objectives of the Community Strategy. Members noted the Plan's objectives and the key audience for communications. It was proposed to produce a quarterly newsletter to highlight the work of the Partnership. The newsletter could be used to promote smoking cessation and the Physical Activity Strategy. A first draft would be available for the June meeting. A pack of information was currently being produced relating to the partnership to be made available to new County Directors and Elected Members. The pack would also be of interest to existing Board Members, and would be available in May. Members acknowledged that there was a particular need to improve communication between the Partnership's sub groups.

S Rodriguez-  
Jimenez

Opportunities for community feedback included improved communication and consultation with local Parishes. It was proposed that a series of presentations from Board Members to Parish Councils or a presentation to the Cambridgeshire Association of Local Councils would support Parishes in developing an understanding of the Partnership, its purpose and role in

strategic community planning. Members were reminded that the Partnership had adopted a framework for reviewing Parish Plans with a view to considering local concerns and how these might be addressed. The Partnership could use Parish Plans Steering Groups to report back to the community on progress towards local and wider objectives.

The Board welcomed the report, which would help improve the delivery of the Community Strategy amongst theme groups. Theme group Chairs would be able to identify any cross cutting issues affecting two or more theme groups and raise it at meetings of the Executive for discussion. Members highlighted the need for the Chairman to clear press releases in conjunction with the press offices of the various organisations represented on the Partnership. It was noted that the delivery of the plan would require very little additional resource. Members suggested the possibility of dovetailing consultation arrangements with the new Police Neighbourhood Panels. Superintendent Needle explained that there were likely to be five panels for South Cambridgeshire. Any decision to dovetail arrangements would need to involve clarity about what was being discussed. The representative of Faith Organisations reported that magazine editors would accept articles from the Partnership.

## **6. LOCAL PUBLIC SERVICE AGREEMENT/LOCAL AREA AGREEMENTS**

Members were reminded of the background to the Local Public Service Agreement (LPSA). The agreement comprised 13 topics with a potential reward grant of approximately £12m. Pump priming grant of £100,000 was available per topic. The targets reflected the actions in the Community Strategies of all the LSPs. The main role of the LSPs would be to monitor and evaluate progress against targets in order to achieve at least 60%, which would trigger performance reward grant to be redistributed by the LSPs. Officers had recently met with the Office of the Deputy Prime Minister (ODPM) to progress the LPSA. The ODPM had agreed the majority of the topics and it was hoped that the remainder could be agreed by June 2005. It was noted that only one pilot authority had agreed its second LPSA. The start date for the LPSA would remain October 2004.

The Board considered an LPSA position statement tabled at the meeting. The target area for young people achieving accredited awards for South Cambridgeshire in relation to priority 4 would be Fulbourn. The affordable housing topic had proved particularly difficult despite agreement with ODPM that this was an innovative area of work and one they would like to see developed. The ODPM was more inclined to have a target without Housing Corporation funding.

There was concern about measuring targets using surveys. The target relating to quality of life for older people in relation to preventative services would be measured using a Quality of Life Survey circulated in GP practices. The LSPs were encouraged to suggest any ideas, which would help achieve the targets particularly in relation to surveys. It was suggested that officers liaise with Shirley Simpson, Cambridgeshire Constabulary, who had undertaken an Age Concern Survey last year in relation to public perception of crime. The LSPs would receive regular updates against each topic starting in June/July and be asked to offer their support. The Executive would also be able to monitor performance.

K Mallinson

The aim of Local Area Agreements (LAA) would be to simplify funding streams, join up public services and give councils and other local delivery

partners more flexibility. They would be structured around three key themes: children and young people; safer and stronger communities; and health and older people. Authorities and their partners would negotiate clear targets and outcomes for these areas with central government, but then would have the freedom to decide locally how best to achieve them.

LPSAs would form a key part of the Agreements, offering reward grants for performance. There were currently 21 pilot authorities, and Go-East would be inviting other authorities including Cambridgeshire to express an interest to take part in the second pilot by 20 May.

South Cambridgeshire representatives expressed concern about the possible time likely to be taken to negotiate clear targets with central government given the experience of the LPSA. It was noted that the negotiation process was likely to be quicker as all pilot authorities in the region would negotiate LAAs with GO-East. Members also expressed concern about the resource commitment associated with LAAs. It was noted that the proposal had yet to be considered by the County Council's Cabinet.

## **7. IMPROVING HEALTH PARTNERSHIP PERFORMANCE MONITORING REPORT**

The Board noted the performance monitoring and management report from the Improving Health Partnership in relation to Actions 4, 20 and 24. It was based on the template agreed at the July meeting. More progress was needed in relation to healthy eating and officers were working with Bottisham and Comberton Village Colleges on school meals.

## **8. WASTE MINIMISATION (PRIORITY 23)**

The Board received a tabled report on increasing the recycling of waste and promoting waste minimisation, which was one of the priority actions in the Community Strategy. Members noted the action to date, which included the production of "The Joint Waste Strategy for Cambridgeshire and Peterborough" in 2002. There had been a number of bids to Government for significant projects, which had included £1.9m for the District Council to implement an alternate weekly refuse and recycling service in 2003. This had resulted in an increase in the recycling rate from under 20% to nearly 47% in 2004/05.

Cambridgeshire County Council as Waste Disposal Authority had a 2006/07 target to reduce household waste to landfill. An LPSA target on improving performance was due to be agreed soon. The stretch target provisionally agreed with ODPM was for the County Council to landfill no more than 54% of household waste i.e. a stretch of 2% on the existing target. Pump priming funding would be used to raise awareness and build on district recycling initiatives to increase participation and capture rates. It was noted that the focus was currently on recycling kitchen waste.

Members queried the possibility of introducing a kitchen bin with three receptacles for different types of kitchen waste. It was acknowledged that schemes needed to be user-friendly and they were concerned about emptying a split container. The methods of recycling were determined by the available methods of collection. All in one waste collection was not generally considered successful due to contamination. Officers would continue to consider the most cost effective ways of achieving the targets.

The District Council's Planning Design Guide included a section on building-in

recycling. Members highlighted the need to provide local residents with a new sticker for their bins to encourage discarded cooked foods to be recycled in green bins. They queried whether the District Council planned to introduce kerbside collections for plastics and were informed that it was difficult to collect high volume/low weight items from the kerbside. There was also a need to provide incentives for local businesses to recycle commercial waste. It was acknowledged that building sites were one of the biggest waste producers.

## 9. POSITION STATEMENT ON HOUSING OPTION APPRAISAL

The Board received an update on the Housing Option Appraisal considered at the meeting on 28 July 2004. Tenants were currently being asked their opinion on the implications of each option. The outcomes of the alternative choices were:

- **Arms Length Management Organisation + PFI** would not bring in any extra money and would not provide whole stock solutions.
- **Partial/Mixed Solutions** would deal with some smaller estates but would not produce a whole stock solution.
- **Retention** would require a cut in revenue expenditure of £516k in 2006/07 or corresponding increases in income or a combination of the two. Although reduction in capital expenditure – government target would be met, Decent Homes could not be maintained beyond 2012, the needs identified in the stock condition survey could not be met and there would be no improvements.
- **Transfer** to a Housing Authority would meet all identified needs and allow for improvement and a net gain to the General Fund.

Members noted that retention would jeopardise the Community Strategy objectives. The impact of the objectives was therefore being considered as part of the evaluation of the options. There had only been a 22% response to the consultation, which was probably due to the complicated nature of the process. 84% had voted for retention and 16% for transfer with a higher response from elderly tenants; 32% of young tenants had voted in favour of transfer. Members noted the next steps, which would involve consideration by the District Council's Council on 23 June. There were a number of critical issues around retention and transfer. The formal process for moving towards transfer was likely to cost £0.75m and the tenants could still vote no at the end of the process.

## 10. ANY OTHER BUSINESS

The Chief Executive of South Cambridgeshire District Council reported that the Council had formally challenged the Council Tax capping proposed by the ODPM. The proposed capping limit would reduce the Council's budget by £3.6m, 25% of General Fund Revenue Expenditure. The Council was challenging the proposal on the basis that it ignored the results of the local public consultation in which 60% supported a Council Tax of £140 or more and took no account of a number of key considerations:

- the Council's planned expenditure for 2005/06 was only 6.2% above the figure for 2004/05. Last year the Council allocated £3.8m from reserves to support spending, in 2005/06 this had been reduced to approximately £450,000.
- the District's population was rising and there were pressures for future

growth.

- the capping limit would seriously impact on core services and the delivery of the growth agenda and other key priorities.
- the proposed capping limit was £82.82 per head of population. In 2004/05, the Council's spending level at £104.36 per head ranked 182nd out of 238 districts.
- the external support from Government over recent years had reduced by 33% when inflation and population were taken into account.
- the capping action was perverse when the ODPM's own assumption was that the District Council's Council Tax would generate £9.963m based on a Council Tax of £181.93.

The Chief Executive welcomed any support partners could give. He highlighted the fact that significant cuts in services would make partnership working very difficult.

The Assistant Director – Housing Community Services reported that the Community Strategy Projects Officer was only on a twelve-month contract. He highlighted the importance of this post to continue to deliver the Partnership's objectives and welcomed support from partners, as well as contributions to help fund it. The PCT representative reported that they support the continuation of the post, but that it would not be possible to assist within current budgets. The County Council representative reported that the Council already provided officer support to the LSP.

#### **11. DATE OF NEXT MEETING**

Tuesday, 14 June 2005 at 2.00p.m.

All

## **CAMBRIDGESHIRE COUNTY COUNCIL – AGENDA FOR 17 MAY 2005**

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