

**COUNCILLORS' BULLETIN
14 SEPTEMBER 2005**

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**South
Cambridgeshire
District Council**

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COMMITTEE MEETINGS FROM: 19 September to 23 September 2005				Contact
Mon 19 Sep	10 am	Development and Conservation Control Committee Chairman's Delegation	Monkfield Room	Janice Fisher
	2 pm	Housing for Older People Advisory Group	Council Chamber	Carol Tyrrell
	2 pm	Licensing – John Barleycorn, Duxford	Mezzanine	Katrina Perry
Tue 20 Sep	10 am	Licensing – British Queen, Meldreth	Mezzanine	Katrina Perry
	2 pm	Licensing – Dog and Duck, Linton	Mezzanine	Katrina Perry
	2 pm	Windmill Estates Project Steering Group	Trinity Room, The Belfry, Cambourne	Carol Tyrrell
Wed 21 Sep	10 am	Licensing – The Bridge, Waterbeach	Mezzanine	Katrina Perry
Thu 22 Sep	9 am	Housing Portfolio Holder	Monkfield Room	Ian Senior
	2 pm	Council	Council Chamber	Susan May
Fri 23 Sep	9 am	Constitution Review Working Party	Monkfield Room	Susan May
	10 am	Licensing – Blue Lion, Fen Ditton	Mezzanine	Katrina Perry
	2 pm	Licensing – Tesco, Bar Hill	Mezzanine	Katrina Perry

SUPPORTING PEOPLE – PRESENTATION TO COUNCILLORS: Reminder

The Supporting People team is arranging a one-hour presentation to outline the current issues around Supporting People in Cambridgeshire. This will cover supported housing in general. Two background papers produced by the team were attached to last week's Bulletin.

The presentation will be on Monday 19 September at 1.00pm in the Council Chamber, followed by the Housing for Older People Advisory Group meeting, which is at 2.00pm. Members of the Advisory Group have been invited to attend, but other interested Members are also invited. Please note that because this session covers all Supporting People issues, South Cambridgeshire County Councillors have also been invited.

If you intend to attend, please contact Katrina Perry in Democratic Services (01954 713030 or katrina.perry@scambs.gov.uk) and let her know if you require a car parking space.

SOUTH CAMBS MAGAZINE - 2005 READERS' SURVEY RESULTS

87% of respondents to the 2005 South Cambs magazine readers' survey read 'every' or 'most' issues. This is just one of the positive findings from the survey, which was returned by nearly 2,500 residents.

Other headline results include:

- a) almost 80% claim to read over half the magazine
- b) each copy is seen by two people on average
- c) 61% of readers keep the magazine for one month or less. The percentage keeping their magazine for three months or more has risen from 20% to 31%
- d) 96% of readers use the waste collection timetable
- e) South Cambs magazine is seen as useful and informative
- f) South Cambs magazine's appearance and print quality are rated highly
- g) 78% think that South Cambs magazine is very good value

The full survey results are available now in the 'Communications and Media' section of the intranet. A reference copy is also available in the Members' Lounge.

If you have any queries about the survey or South Cambs magazine, please contact Sally Carroll, communications manager on (01954) 713262 or sally.carroll@scambs.gov.uk

CABINET MEETING 13 OCTOBER 2005

The Cabinet meeting programmed to be held on Thursday 13th October 2005 (**not** Thursday 6th October 2005 as previously notified) will now only consider Council Tax Capping - Proposed Savings Targets.

Cabinet at its meeting on 9th September 2005 resolved that all Members be specifically invited to attend this meeting.

All scheduled items due to be considered on the 13th October 2005 will now be held over until the next meeting of Cabinet on Thursday 10th November 2005.

HOUSING PORTFOLIO HOLDER MEETINGS

Councillor Mrs EH Heazell, the Housing Portfolio Holder would like to remind all Members that she would be pleased to welcome them to attend any of her portfolio holder meetings. The next meeting will be held on Thursday 22 September 2005 commencing at 9 a.m. in the Monkfield Room.

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 21 September 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 22 September 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.

DECISIONS MADE BY OFFICERS AND REPORTED FOR INFORMATION

Community Development Officer

Applicant	Decision and Reasons
Forward Gamlingay! Gamlingay Bikers CD07	Awarded a Community Development Projects' Grant 05/06 (CD07) of £940 to support an active young people's group to redevelop a derelict BMX track into a dual slalom track for off-road bicycles. This will enable young people to gain confidence and feel included in the community, by being involved in the decision making process of providing services for them. They will also have a new resource in the village that they have asked for and can be used by other young people in the community.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Cabinet held on
Thursday, 8 September 2005

PRESENT: Councillor SGM Kindersley (Leader of Council)
Councillor RT Summerfield (Deputy Leader of Council and Resources & Staffing
Portfolio Holder)

Councillors: Dr DR Bard Planning & Economic Development Portfolio Holder
JD Batchelor Information & Customer Services Portfolio Holder
Mrs JM Healey Conservation, Sustainability & Community Planning
Portfolio Holder
Mrs EM Heazell Housing Portfolio Holder
Mrs DP Roberts Community Development Portfolio Holder
Mrs DSK Spink MBE Environmental Health Portfolio Holder

Councillors RF Bryant, NN Cathcart, SM Edwards, Mrs A Elsby, Mrs SA Hatton, MP Howell,
Mrs CA Hunt, Mrs CAED Murfitt, NJ Scarr, J Shepperson, Mrs GJ Smith, Mrs HM Smith,
JH Stewart and Dr SEK van de Ven were in attendance, by invitation.

Procedural Items

1. MINUTES OF PREVIOUS MEETINGS

The Leader was authorised to sign the Minutes of the meetings held on 14 and 21 July 2005 as correct records, subject to the following amendments to the Minutes of 14 July:

Council Tax Capping (Minute 4)

Second paragraph to read:

2The Finance and Resources Director warned that, if capped, the Council would have 21 days to set a revised budget and Council Tax. New Council Tax bills had to be sent out as soon as possible and, because of potential delays in supply over the holiday period, Cabinet was asked to approve the ordering of rebilling software."

Provisional Outturn 2004-05 (Minute 15)

"lead" in the last line to be replaced with "contributed"

In relation to Minute 19 of 14 July, **Shire Homes Management Team Re-organisation**, the Housing and Environmental Services Director reported that one-off redundancy and retirement costs were now known to be £99,000, with the result that the pay-back period would be 1 year 4 months rather than 1 year.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. COUNCIL TAX CAPPING - PROPOSED SAVINGS TARGETS

The Chief Executive outlined the process by which Cabinet and Management Team, working together informally, had identified priorities among services and the translation of this into suggestions of percentage savings among cost centres and then into savings targets for each portfolio. He reminded Members that it was essential to make savings of

£2.6m and to achieve as much as possible of this in the current year. In considering savings, however, it was necessary to be mindful of the impact, for example on partnerships, and sensitive to what programmes could realistically be achieved. Discussions were continuing with partner organisations and representations to Government were being made.

The Leader reported that, in relation to the examination of overheads, the task group looking at the possibility of a front office/back office structure had met and appointed consultants to help identify as a matter of urgency whether this would achieve savings. The contract was designed with a break at the initial feasibility stage so that it could be terminated if it was apparent that no significant savings would be made by such a change. It was hoped that early indications would be available for the next Cabinet meeting.

The Leader urged that discussion at this meeting be confined to the process only, not the ability of portfolios to achieve the target reductions. Detailed discussions would be for the next meeting, when portfolio holders would be able to report what they could or could not achieve. In response to requests, he agreed that the savings targets should be considered at a dedicated meeting. Councillor Mrs DP Roberts urged that the target reductions for each portfolio should not be regarded as definitive at this stage.

Calls were made for non-executive Members to be as closely involved as possible, and Councillor SM Edwards asked that Members be provided with the more detailed priority listings. He was advised that these would be sent to Members with the Bulletin and would include information on which services were statutory. It was noted that the new issue of South Cambs Magazine contained FAQs on capping, which should be useful in Members' discussions with parish councils. There were, however, no plans for further specific consultations with parishes, the generality of views being already known. The Housing Portfolio Holder indicated that she was happy for non-executive Members to attend discussions on her portfolio as long as they kept information confidential.

Cabinet **RESOLVED**

- (a) To endorse the approach of setting target savings for each portfolio based on the mix of different level priority savings in them;
- (b) That the cash reduction targets to be achieved for each portfolio be:

Portfolio	05/06 Budget	Reduction	New Budget
Resources & Staffing	£2,191,030	£212,975	£1,978,055
Information & Customer Services	£1,745,050	£325,081	£1,419,969
Environmental Health	£5,287,400	£420,367	£4,867,033
Housing General Fund	£2,005,850	£182,500	£1,823,350
Planning & econ. Development	£4,225,880	£252,981	£3,972,899
Conservation, Sustainability & Com. Plg.	£893,230	£134,327	£758,903
Community Development	£1,916,880	£688,496	£1,228,384
Unallocated	-£7,000		-£7,000
Contingencies	£44,230		£44,230
Precautionary Items	£100,000		£100,000
	£18,402,550	£2,216,727	£16,185,823
Saving from IT/Other Recharges/Overheads Reductions		£450,000	

New Net Portfolio Expenditure			£15,735,823
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- (c) To require portfolio holders to work with relevant directors and senior managers to bring proposals for achieving the target reductions to the next Cabinet meeting together with a brief description of the impact on services;
- (d) To instruct the Chief Executive to lead examination of overheads and central recharges with a view to reducing them by £450,000;
- (e) That the proposals for achieving target reductions be considered at a dedicated Cabinet meeting, with all Members specifically invited.

4. TRAVELLER ISSUES: ANALYSIS OF 'LAND SWAP' CONCEPT

The Leader thanked officers involved in preparing the report setting out the advantages and disadvantages of the concept and reminded Members that no authority had yet undertaken a land swap of the type under consideration. In answer to queries, he indicated that "suitable" land would have to be both suitable for travellers and capable of gaining planning permission. This the Council was not believed to own and (a) in paragraph 32 of the report was amended to "the Council does not own any land of a suitable area and location....". It was, however, noted that a survey of the land owned by the Council was to be undertaken.

Non-executive Members indicated that they would be likely to have philosophical difficulties with compulsory purchase.

Concern was expressed about an article in the National Farmers Union magazine supplied by a Cottenham resident, which was mostly inaccurate. Advice was being taken on what action to take.

Cabinet, emphasising that accepting the officers' recommendations did not mean opting out of the problem,

RESOLVED that land swap be ruled out as an option for the Council to consider within its strategy on Traveller issues at this time; it may be reconsidered when the Local Development Framework has identified potential land for Traveller and the needs survey has identified the number of sites the Council may need to provide.

5. SUB-REGIONAL CHOICE-BASED LETTINGS SCHEME

The Housing Portfolio Holder reported on the Government's requirements for choice-based lettings and its wish that schemes should be on a regional or sub-regional basis. Funding was available for the development of schemes and the Council had been invited to join other housing authorities and registered social landlords in the sub-region to submit a bid.

On assurances that the Council would, should it choose to do so, be able to adopt its own allocation scheme for properties that were not to be included in the cross-boundary moves, it was generally considered that advantage should be taken of funding opportunities and Cabinet **RESOLVED**

- (a) In principle to work in partnership with other local authorities and RSLs in the Cambridge Sub-Region on a Sub-Regional Choice Based Lettings Scheme in order that a bid can be submitted to ODPM by the deadline of 7 October 2005;
- (b) To agree in principle to share associated costs subject to:

- i) costs being met within the Housing General Fund baseline budget after the Council Tax capping savings requirement target for the Housing Portfolio have been identified
 - ii) a formal cost-sharing agreement being brought back for consideration at a later date once the outcome of the bid is known and actual costs have been identified;
- (c) To agree that the proportion of stock and/or nomination rights that will be made available for cross boundary movement as follows:
 - i) a maximum of 10% of the Council's stock in line with other local authority partners and,
 - ii) 25% of the Council's share of nomination rights to existing and planned major developments eg Cambourne, Cambridge Northern Fringe (Arbury Camp), Northstowe and other fringe developments around Cambridge;
- (d) To introduce a CBL scheme for all lettings and nomination rights in South Cambridgeshire as part of the implementation of a Sub-Regional scheme in order to maximise the potential benefits of joint procurement and shared work;
- (e) That the ongoing costs of operating a CBL scheme be managed within the existing financial constraints on the Housing Revenue Account.

6. EQUITY SHARE LEASES FOR THE ELDERLY

Cabinet was advised that, because of the possibility that capital receipts from equity share sales would have to be pooled, new Equity Share Leases for the Elderly needed to be redrafted to prevent further financial liability, and **RESOLVED** that

- (a) The Equity Share Leases for the Elderly be redrafted with immediate effect for all future leaseholders:
 - (i) to give the Council the option to repurchase or nominate a purchaser, rather than give a commitment to repurchase whenever an equity share leaseholder wishes to dispose of their share of the property.
 - (ii) to give the Council greater flexibility in the provision of support by the use of Mobile Wardens or other options currently under consideration;
- (b) Consultation is undertaken with existing leaseholders with a view to extending the changes detailed above to existing leases.

7. LONGSTANTON - CONSERVATION AREA APPRAISAL

Cabinet

RESOLVED to approve the boundary changes to the Longstanton Conservation Area proposed in the Conservation Area Appraisal (including the amalgamation of the two existing Conservation Areas) and to adopt the draft Conservation Area Appraisal as Council Policy, subject to the incorporation of the changes outlined in the appendix to the report.

8. OAKINGTON - CONSERVATION AREA APPRAISAL

Cabinet, noting that the local Member, Councillor SM Edwards, was happy with the proposals,

RESOLVED to approve the boundary changes to the Oakington Conservation Area proposed in the Conservation Area Appraisal and to adopt the draft Conservation Area Appraisal as Council Policy, subject to the incorporation of the changes outlined in the appendix to the report.

9. WESTWICK - CONSERVATION AREA APPRAISAL

Cabinet

RESOLVED to approve the boundary changes to the Westwick Conservation Area proposed in the Conservation Area Appraisal and to adopt the draft Conservation Area Appraisal as Council Policy, subject to the incorporation of the changes outlined in the appendix to the report.

10. RAMPTON - CONSERVATION AREA APPRAISAL

Cabinet

RESOLVED to approve the boundary changes to the Rampton Conservation Area proposed in the Conservation Area Appraisal and to adopt the draft Conservation Area Appraisal as Council Policy, subject to the incorporation of the changes outlined in the appendix to the report.

11. IMPORTANT PERFORMANCE INDICATORS - THREE MONTH PERFORMANCE MONITORING REPORT APRIL-JUNE 2005

The Resources and Staffing Portfolio Holder commented that performance was generally good at present and Cabinet **AGREED** that Portfolio Holders and Directors

- (a) Use Appendix A and Appendix B (quarterly performance reports) to focus on PIs where end of year targets look uncertain to be met and to agree appropriate actions to address these PIs;
- (b) Consider the necessity for setting a revised target for SF707 (% variation General Fund outturn and the original Budget) for 05/06 and subsequent years;
- (c) Use this information at PFH meetings;
- (d) Utilise the information to help make informed decisions about the priorities and performance levels that need to be protected whilst making difficult capping decisions.

12. MILESTONES FOR 2005/06 - THREE MONTH PERFORMANCE REPORT APRIL-JUNE 2005

The Resources and Staffing Portfolio Holder asked portfolio holders to consider this report at their next meeting if they had not already done so, and Cabinet **AGREED** that Portfolio Holders and Directors:

- (a) Continue to focus on the achievement of milestones in order to make progress on the Council's priorities;
- (b) In portfolio holder meetings, address in particular the areas identified in paragraph 24 of the report as the milestones most at risk of being missed or

- the most important;
- (c) Use the information in the report to help make informed decisions about the priorities which need to be protected while making difficult capping decisions.

13. USE OF RESOURCES - SELF ASSESSMENT

Members noted the introduction by the Audit Commission of an annual use of resources assessment for all local authorities, part of which was a self-assessment of value for money, and that, apart from planning and community housing, the Council was in the fourth or lowest quartile for spending on services. Cabinet **AGREED**

- (a) The process for finalising the Council's value for money self assessment for despatch to external auditors by 27 September;
- (b) That the Chief Executive, Leader and Deputy Leader be given authority to approve the final self-assessment.

Portfolio Holders were asked to minute in their meetings examples demonstrating achievement of value for money.

14. WESTON COLVILLE - PROPOSED SALE OF LAND AT HORSESHOES LANE

Cabinet, noting that the site contained seven under-used lock-up garages,

- APPROVED** subject to consultation with local Members and the Parish Council, the sale of land at Horseshoes Lane, Weston Colville on the open market, and authorised officers to apply for outline planning consent and instruct the Council's valuers.

15. SWAVESEY - SALE OF AIREY HOUSES

Cabinet, noting with regret the reduction in the size of the redevelopment scheme due to the withdrawal of the offer of private land, the endorsement of the proposal by Councillor J Shepperson, the local Member, and the thanks of the Portfolio Holder for his help,

- APPROVED** the revised value of £175,000 for the transfer of the Airey houses at 3, 5, 6, 7 10 Whitton Close, Swavesey to the Guinness Trust, but with the disposal method changed to a 125 year lease on the same terms and conditions as those with Circle Anglia.

16. GIRTON - PROPOSED EXCHANGE OF LAND AT WELLBROOK WAY

Councillor Mrs JM Healey advised that she had not been involved in any discussions on this matter in view of a personal interest. Cabinet

- AUTHORISED** the proposed exchange of land with George Wimpey at Wellbrook Way, Girton, subject to comments from the local Members and the Parish Council; the land transferred to Wimpey to be maintained as non-commercial community use in perpetuity.

17. BARTON - SALE OF LAND REAR OF HIGH STREET

The Housing Portfolio Holder explained the background of offers to dispose of this land, held on licence as garden land, first to the occupiers holding the licences and latterly to Barton Parish Council as amenity land. In view of the complexities of the current arrangements under discussion with the Parish Council and the interest still apparently being expressed by the householders, it was suggested that the current offer should be withdrawn and alternative offers considered. It was noted that the local Member was opposed to any sale. Cabinet

RESOLVED that the current offer of the whole of the land rear of 11-17 High Street, Barton to Barton Parish Council be withdrawn; and instead

- (a) the 'half' garden plots (Area A) be re-offered to each of the residents of nos. 11 – 17 High Street, at the price of £3,000 each, subject to all plots being sold;
- (b) the offer of plots be extended to neighbouring occupiers if any licence-holder does not wish to purchase his/her plot;
- (c) if all 'half' plots are sold, the remaining land (Area B) be offered to Barton Parish Council at the price of £2,700 (based on the valuation of this area for amenity purposes) as public amenity land only, subject to planning permission for change of use;
- (d) if the 'half' plots are not sold, the whole site (Areas A and B) be offered to the Parish Council at the price of £5,000 as public amenity land only, subject to planning permission for change of use;
- (e) that up-lift clauses be included in the contracts for sale.

18. **COMMUNITY DEVELOPMENT ADVISORY GROUP**

Cabinet

AGREED that the Community Development Advisory Group comprise the following Members:

RE Barrett	Mrs SJO Doggett	R Hall
Mrs SA Hatton	Mrs HF Kember	DC McCraith
Mrs GJ Smith	Dr JR Williamson	

19. **LOCAL GOVERNMENT ASSOCIATION RURAL COMMISSION**

Cabinet

CONFIRMED the nomination of the Conservation, Sustainability and Community Planning Portfolio Holder as the Council's representative to the Local Government Association Rural Commission.

Information Items

20. **TREASURY MANAGEMENT**

Cabinet **NOTED** the performance of the treasury management function, which had a favourable result for the second year running, and congratulated the officers concerned.

It was agreed that copies of the report would be sent to the local Members of Parliament.

Standing Items

21. MATTERS REFERRED BY SCRUTINY AND OVERVIEW COMMITTEE

None

22. UPDATES FROM CABINET MEMBERS APPOINTED TO OUTSIDE BODIES

The Leader reported that Cambridgeshire Horizons were working hard on the Council's behalf concerning its financial position, being aware of the damage to the growth agenda. Acknowledgement was made of Councillor Mrs Spink's contribution in forming good relationships.

Councillor Mrs Spink reported that she had given her name in support of a big capital venture at Wysing Arts.

23. ICT SUPPORT OPTIONS REVIEW

In the light of the capping situation, the Information and Customer Services Portfolio Holder introduced the report on the savings that could be made in the ICT support service. Four options were considered, but Councillor Batchelor recommended bringing the service in-house as offering the greatest savings, the balance of benefits of out-sourcing having changed since the service was originally contracted to ITNET. Legal advice was that, because no new money was involved, it was unnecessary to recommend the proposed structure to Council.

The ICT Advisory Group supported the proposals, while noting errors in the on-costs in Appendix 2. The Finance and Resources Director advised that the net consequence of the errors was £30,000 over 5 years, which was within acceptable tolerance.

Cabinet **RESOLVED**

- (a) That the ICT support service be brought back in-house with effect from 1 April 2006;
- (b) That the Finance and Resources Director be instructed to advise SERCO of the Council's intention to terminate their contract and serve immediate notification to cease service delivery effective 31 March 2006;
- (c) To delegate full authority to the Portfolio Holders for Information & Customer Services and Resources & Staffing to agree any required variations to the staffing structure and gradings identified at paragraph 25 and Appendix 1 to the report;
- (d) To instruct the Finance and Resources Director and the Assistant Director (ICT) to proceed to an in-house provision, including the advertising and recruitment of the ICT Business and Operations Manager and, where required, further posts to provide the staffing complement as identified in Appendix 1.

24. ACQUISITION OF LAND AT SAWSTON

The Housing Portfolio Holder advised Cabinet of the efforts made to persuade a tenant who had been allocated a property on The Green Road, Sawston on a temporary basis, to move to permit the redevelopment of the site. All other affected tenants had moved. Councillor Mrs Heazell paid tribute to the time and effort expended by the local Members and officers. Cabinet

RESOLVED that officers be authorised to seek possession, if necessary, of a Council owned property at The Green Road, Sawston, subject to Secretary of State approval for the proposed redevelopment scheme affecting the property.

25. CONSULTATION FRAMEWORK DOCUMENT

Cabinet was advised of the re-rendering of the consultation framework contract by the Cambridgeshire consultation framework partnership and that the Council was not bound to use the successful tenderer. Cabinet **AGREED**

- (a) To support the partners entering into a three year consultation framework contract with RBA Research Ltd from September 2005;
- (b) To remind all services of the provisions of Standing Orders relating to the use of the framework contract.

**The Meeting ended at 12.40
p.m.**

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on
Thursday, 25 August 2005

Present: RT Summerfield

Officers:	John Ballantyne	Chief Executive
	Greg Harlock	Finance and Resources Director
	Geoff Keerie	Principal Environmental Health Officer
	Deborah Pearson	Human Resources Manager
	Bill Taylor	Offices Services Manager

Councillor SGM Kindersley was in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

None.

2. MINUTES OF THE MEETING HELD ON 27TH JULY 2005

The minutes of the meeting held on 27th July 2005 were accepted as a correct record.

3. MATTERS ARISING FROM THE MEETING HELD ON 27TH JULY 2005

Social Housing – minute 14

It was understood that Steve Hampson had agreed to examine ways in which capital receipts could be increased, although it was recognised that the ongoing restructuring exercise within the Housing department took precedence.

4. REQUEST TO APPOINT CASEWORKER

Geoff Keerie explained that the Council would be unable to offer an adequate frontline service without recruiting to this vacant post. It was understood that the team had been understaffed for over a year and a half.

The portfolio holder agreed to approve the request to appoint a Home Improvement Agency Caseworker on the understanding that, notwithstanding the additional costs associated with filling this vacancy, the relevant officers would identify the required savings in the Environmental Health portfolio's budget.

5. 3 MONTHLY REPORT ON PIS AND MILESTONES

The portfolio holder reviewed the milestones included in the Performance Plan 2005 that were relevant to his portfolio.

Contrary to the impression given in the report, the portfolio holder felt that it would not be necessary to change the 3% target for the % variation between the General Fund outturn and the original budget, as the Council had, in July, agreed a replacement original budget which it would expect to see achieved. The meeting noted that the portfolio holder had discussed this with the Policy and Performance Review Manager.

Staff Sickness

It was noted that the report needed to be amended to show that the monthly cumulative figure for staff sickness was 1.92 days by 13th June and 2.91 days by 15th July.

Employees Leaving Voluntarily

It was suggested that the annual target of 10% was unlikely to be met.

Fraud Investigations

It was understood that the target of 0.19 fraud investigations per 1,000 caseload was likely to be missed.

The portfolio holder stated that appendix 4 would have to be amended as the Council's response to CPA recommendations would have to be reviewed due to capping. Parts of appendix 5 would also have to be amended as it described July meetings in the future tense.

6. USE OF RESOURCES – AUDIT COMMISSION SELF ASSESSMENT

It was understood that the Council was required by the Audit Commission to carry out a Use of Resources self assessment.

The Council would attempt to achieve a score of 2, on a scale of 1-4, with 4 being the best. The Leader of Council suggested that, as there would be no penalty for scoring 1, scarce resources should not be allocated to this assessment. The portfolio holder noted this report.

7. RESOLUTION OF EMPLOYMENT DISPUTE

The Chief Executive stated that a settlement had been verbally agreed on 11th August. It was understood that the issue would be discussed with Councillor Dr DR Bard after the meeting to attempt to address Members' concerns about this matter.

It was understood that the Council had an excellent case but that the legal costs could amount to over £10,000. In view of this the payment of £1,000 to settle the case, without admission of liability, appeared to be sensible. The portfolio holder endorsed this approach.

8. PAY AWARD 2005/06

Given that the terms of the proposed pay award meant that it could be decided by the portfolio holder under the delegated powers provided in the Constitution, the portfolio holder resolved to exercise these powers by agreeing that the

Pay award for 2005/06 should be 2.9%.

The portfolio holder also agreed to recommend to Cabinet that:

1. future pay awards should be based on a range of pay data, including RPI, local government pay settlement and other public sector settlements, and
2. The payline should be reviewed every 4 years.

9. REQUEST TO ADVERTISE VACANT POSTS

The Finance and Resources Director presented a report which requested permission to advertise for the posts of Revenues Assistant and Recovery Assistant. He stated that due to staff sickness and a recent resignation, a Recovery Assistant was a necessity and a Revenues Assistant was required to maintain an adequate level of resources to ensure Council Tax is billed and collected accurately and promptly.

The portfolio holder agreed to approve the request to advertise for the posts of Recovery Assistant and Revenues Assistant, on the understanding that the relevant officers would

identify the required savings in the Resources and Staffing portfolio's budget.

10. CAPITALISATION OF PENSION AND REDUNDANCY COSTS

It was understood that the Council was not yet in a position to determine the cost of the forthcoming redundancies. However, the portfolio holder agreed that the Council should continue its dialogue with the Office of the Deputy Prime Minister regarding the possible capitalisation of pension and redundancy costs in the hope that the Council would be in a position to use capital funds to pay these costs at the appropriate time.

11. CHRISTMAS CLOSURE

The portfolio holder agreed that the Council would be closed between Christmas and New Year, on Tuesday 27th December to Friday 30th December inclusive. It was understood that the Contact Centre would receive phone calls during this time.

12. FORWARD PROGRAMME (STANDING ITEM)

The portfolio holder noted the Forward Programme

13. ACCOMMODATION (STANDING ITEM)

Heating

It was understood that SES had agreed to monitor the heating in the Council Chamber for a further 12 months, where they would resolve any problems.

Bill Taylor agreed to continue to request formal responses to the heating problems in the Chamber, Mezzanine and peripheral offices.

Disabled Access

Bill Taylor reported that an override switch would be installed to turn-off the disabled doors when windy, but still allowing them to be opened manually.

Floor tiles

It was noted that some floor tiles had become cracked and could need replacing. The portfolio holder noted that although this was proving to be a contentious issue, the Finance and Resources Director was pressing for the associated costs to be met by the developer.

Air-Conditioning Unit in the Comms Room

Bill Taylor stated that work would start on the installation of a second air conditioning unit in the Comms room on Friday 26th August.

14. ANY OTHER BUSINESS

New Income Management System

In response to a question asked by the Leader of the Council concerning income collection arrangements and performance levels claimed by a financial services provider, the Finance and Resources Director reported that the authority was at an advanced stage in implementing its new income management system. When the software had become established, the Authority would then be in a position to consider the advantages to be gained from submitting its payment card arrangements to competitive tender with a view to achieving financial and or service benefits.

15. DATE OF NEXT MEETING - TO BE ARRANGED

The next meetings will be held in the Finance and Resources Director's Office on:

- Tuesday 13th September at 9:30am
- Tuesday 25th October at 9:00am

The Meeting ended at 11.55 a.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP BOARD: NOTES

Date: **18 July 2005**

Time: **1400h – 1530h**

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**
D Kanka (substituting for S Standley) **South Cambridgeshire PCT**
R Needle **Cambridgeshire Constabulary**
K Nobbs **Cambridgeshire County Council**
Councillor J Reynolds (Chairman) **Cambridgeshire County Council**
R Rogers **South Cambridgeshire PCT**
S Smith-Rawnsley **Voluntary Sector Representative**
M Ticehurst (substituting for P Kilby) **Cambridgeshire Fire and Rescue Service**

In attendance: **E Cearns** **South Cambridgeshire District Council**
S McIntosh **South Cambridgeshire District Council**
G Prangnell **Cambridgeshire County Council**
S Rodriguez-Jimenez **Cambridgeshire County Council**
M L Rowe (Secretary) **Cambridgeshire County Council**
P Swift **South Cambridgeshire District Council**

Apologies: **D Ball** **Business Representative**
J Barker **Business Representative**
A J Cooper **Village College Representative**
P Kilby **Cambridgeshire Fire and Rescue Service**
Councillor S G M Kindersley **South Cambridgeshire District Council**
C D Newsome **Business Representative**
D Spreadbury **Voluntary Sector Representative**
S Standley **South Cambridgeshire PCT**

17. INTRODUCTIONS

The Chairman invited the Chief Executive of South Cambridgeshire District Council to update the Board on the budget situation currently facing the Council. Members noted that the Secretary of State had decided to cap the Council not at the original amount in the provisional notice but with the provision of an additional £1m. A draft Order had been laid before the House of Commons, demanding that the Council's budget requirement for 2005/06 should not exceed £11,350,000. The Government therefore expected the Council to cut spending on public services by £2.6 million this year, which amounted to nearly 20% of its total spend.

An emergency meeting of the District Council's Cabinet had been convened to consider this decision. Following consideration of

Counsel's opinion, the District Council had notified the Office of the Deputy Prime Minister (ODPM) that it would be making an application for a judicial review of the Government's decision to cap the Council's budget. The Judge considering the application and the ODPM's case had deferred a decision as to whether the District Council's name should be removed from the capping list until 19 July. Depending on the decision, the Order would need to be debated in Parliament week beginning 18 July before the recess. The Council expected Parliament to approve the list of nine capped authorities. It would therefore need to set a new Council Tax within 21 days. The council tax for a 'band d' property would reduce from £140 to £92.93.

The Chairman, on behalf of the Board, expressed his sympathies for the current situation facing the District Council. There was serious concern about the significant impact this would have on its ability to deliver services to local people and engage in any partnership working.

18. NOTES OF BOARD MEETING ON 14TH JUNE 2005 AND MATTERS ARISING

The notes of the meeting of the Board held on 14th June 2005 were agreed as a correct record subject to the following amendments:

Page 3 – Item 5, Development of the Voluntary Sector, replace "European Social Fund" with New Opportunities Fund.

Page 6 – Access to Information, Learning and Cultural Provision, delete "in" and add the following in bold "...opportunities to bid for funding from the CVS, **if the CVS bid to the LSC was successful, after September 2005**".

Matters Arising

Note 2 – Notes of Board Meeting on 19th April 2005 and Matters Arising

The Head of Community Services reported that a representative from Housing Association providers would be attending the next Board meeting.

Note 7 - Access to Information, Learning and Cultural Provision

The Head of Community Services reported that he had not taken forward the action to consider ways of improving cultural provision; this issue would need to be considered following the capping outcome.

S McIntosh

Note 8 – Parish Plans and South Cambridgeshire District Council

The Officer Group had discussed the arrangements for holding a Parish Plan promotion event in early 2006, which would be progressed by Alan Hampton, Cambridgeshire ACRE.

Note 11 – Performance Monitoring Report: Transport and Access

District Council officers had attended a meeting for the launch of a fund for the 'Bridge of Reeds' Project. However, it was possible that the Council and its partners might be submitting their own bid for funding to the East of England Development Agency (EEDA), which could create a possible conflict of interest.

Note 12 – South Cambridgeshire Strategic Partnership Newsletter

The Improving Health Partnership was taking proposals for a smoke-free South Cambridgeshire to Cambridge City Council to cover the cross-border issues. The possibility of obtaining legal advice regarding the legal obligations of employers for allowing people to smoke on their premises had therefore been deferred.

Note 14 – South Cambridgeshire Strategic Partnership Sub Groups

Tom Dutton was the temporary replacement for S Standley on the relevant Partnership Sub Group.

Note 15 – Any Other Business

The Head of Community Services reported that the Local Development Framework would need to be approved formally by the Partnership. The public participation process was currently underway and would conclude at 12.00 noon on 29 July. It was expected that the Board would be asked to approve the draft document for submission to the Secretary of State in January 2006 at its autumn meeting.

19. LIFELONG LEARNING AND WORKFORCE SKILLS DEVELOPMENT: COMMUNITY STRATEGY ACTIONS 11 AND 12

Councillor Healey, the Board Champion for the key priorities relating to Lifelong Learning and Workforce Skills Development, presented a position statement on the South Cambridgeshire Learning Partnership, of which she was a member, and its work programme.

She highlighted one particular obstacle to delivery, which related to the sustainability of funding. She explained that adult and community learning had originally been funded by the County Council through the Village Colleges. It currently received its funding from the Learning and Skills Council (LSC) who had responsibility for the funding of post 16 learning across the Country. Funding was then devolved through a service level agreement to Cambridge Regional College, who in turn managed delivery via Village Colleges.

The provision of adult community learning had historically been underfunded with Village Colleges meeting some of the shortfall. The LSC was now proposing to cut funding for this provision in 2005-6. Fortunately, the majority of classes would be able to continue for the coming academic year. However, there would be significant budget reductions in 2006/07 as a result of the LSC's decision to focus and target around the Skills for Life and the achievement of level 2 qualifications. Cambridge Regional College would consequently only be able to fund accredited courses. Councillor Healey reminded the

Board that Village Colleges had been set up to address the learning needs of the whole community. She was very concerned about the public perception of this cut.

The Board was informed of the need for all partners to be involved in the provision of adult and community learning. The Learning Partnership and the wider Community Strategy were committed to supporting the provision of lifelong learning. The importance of adult community learning was currently being promoted via Community Access Points (CAPs). Members were reminded of the risk to CAPs resulting from the District Council's current capping predicament. There would be a feature in the South Cambridgeshire magazine in the autumn promoting learning and training opportunities. It was noted that the LSC had a policy of not sitting on any LSP Boards. However, this might need to be reviewed given that one of its priorities related to economic development.

Members were very concerned about the proposed budget reductions in adult and community learning particular as community classes were often used as a 'stepping stone' to basic skills classes. It was important that the Partnership engaged with the Voluntary Sector, as it could access funding from the LSC for wider participation, which could possibly be diverted back to Village Colleges. The Faith Representative reported that she was involved in learning for people with disabilities at a national level, which was funded by the LSC. She offered her experience in relation to problems accessing funding for non-accredited courses.

The Chairman queried opportunities to access new funding streams for inclusion. It was noted that officers were currently investigating opportunities from the European Union Social Fund. Members were informed that funding had not yet been identified to replace the funding being removed from Village Colleges. A dedicated resource was needed to investigate all funding opportunities and to be creative in bidding for funding from Government. The Voluntary Sector representative reported that her sector was very good at redressing bids. She suggested investigating EEDA funding via the workforce agenda. It was noted that there might be an opportunity to access Investing in Communities funding from April 2006.

The Board endorsed the priorities of the Learning Partnership, and supported the promotion of priorities and developments of the Partnership within Board Member organisations. It also asked officers to look carefully at funding alternatives to support these priorities. Members were reminded that District Council support was subject to its financial position.

20. CAMBRIDGESHIRE'S SECOND LOCAL PUBLIC SERVICE AGREEMENT (LPSA)

(a) Update

Gill Prangnell, Policy and Review Officer, Cambridgeshire County Council, reported that Government expected to sign off Cambridgeshire's second Local Public Service Agreement (LPSA) by

the end of July. The start date of the agreement would be backdated to October 2004 and the end date would be March 2007. Members noted that as a result of the protracted negotiations, the original LPSA had been amended. There had been a couple of losses in relation to affordable housing due to the unreliability of the projected target of houses built, and improving young people's access to youth provision facilities and services because of the County's inability to achieve national targets.

The draft agreement comprising twelve topics had been substantially concluded. There was concern that the success of the anti-social behaviour and quality of life and access to services for older people topics were dependent on public perception surveys. The Cambridgeshire Constabulary representative acknowledged this concern and explained that the Constabulary was required to carry out an annual perception survey, which was undertaken by a private company. He was concerned that sensational news coverage could impact on actual performance. Other Members reiterated these concerns and highlighted the need to also measure actual performance to ensure that the public perception survey did not alter underlying work.

It was noted that the Reference Group had recently met to agree the process and to prepare the Partnership Agreement for signature as soon as the LPSA was signed off. The Chairman explained that a number of County Councillors were very concerned that the Government was setting the Council up to fail given its decision to backdate to October 2004. They could not understand why it had taken so long to reach an agreement. Although, work had commenced on some topics others were dependent on pump-priming grant.

b) Implications for South Cambridgeshire Strategic Partnership

Paul Swift, Policy and Review Manager, South Cambridgeshire District Council, presented a report summarising the resources that could be made available to the partnership upon achievement of LPSA targets, and possible arrangements for monitoring performance by the Board. Members noted the composition of the Partnership Agreement to be signed off by key partners. 50% of the total reward grant received would be distributed equally to the five LSPs, and the remaining 50% would be distributed to LSPs according to performance on locality topics. Members noted plans for using the reward money, which would involve the County Council's Cabinet allocating the monies as recommended. There was a process for handling disputes about the application of the Partnership Agreement.

The Board was reminded that the LSP could gain substantial reward money that would make a very significant difference to its capacity to deliver its priorities and to the proposals built into the second Community Strategy from April 2007. It was therefore in the interests of partners to direct resources to achievement of LPSA targets. Members were reminded that the impact of capping was likely to restrict the District Council's ability to contribute. Topic leaders would

be required to make quarterly monitoring reports on progress in relation to the targets and actions for each topic. It was proposed that the LPSA Reference Group should consider these reports with the Executive considering problem areas and the Board undertaking a strategic performance management role. It was suggested that the Agreement be circulated to Board Members for comment before being signed off.

The Chairman, with the agreement of the Board, proposed that the Board should consider exception reports and action plans only on one side of A4 electronically where it could drive up performance. It was also agreed that interim papers should be circulated electronically to Board members in between meetings.

There was concern that the partners involved in the Partnership Agreement did not include the Voluntary Sector particularly as there were a number of topic areas where the sector could be significantly involved. It was noted that the Voluntary Sector was represented particularly in relation to the quality of life survey where Age Concern was a key partner. The LPSA Reference Group included key partners only. Members highlighted the need to strengthen recommendations c & d as the theme groups would be required to carry out this work. It was suggested that a lead theme group should be identified for performance management and liaison purposes for topics where there was more than one theme group involved.

The Board agreed to instruct the theme groups to give priority to the development and monitoring of plans to support and achieve LPSA targets, and to require that clear monitoring and performance management arrangements be reported to the Executive and the Board.

21. LOCAL AREA AGREEMENT

The Board received a report detailing the key points of the Local Area Agreement (LAA) and the timetable for further work. The County Council had recently been selected as one of sixty-eight pilots to take effect from April 2006; every County Council would be expected to have an LAA in 2007. The LAA would build on the work of LSPs and their Community Strategies, and require the involvement of the Voluntary and Community Sector. The following four blocks would form the base of the LAA:

- Children and Young People
- Safer and Stronger Communities
- Healthier Communities and Older People
- Economic Development and Enterprise

County Council officers had recently attended a briefing with GO-East who had indicated that Community Strategies should form the starting point for this work. It was noted that there could be County Council secondments to GO-East to lead on the four blocks. LAAs were an

extension of the LPSA principles with the latter being the reward element of the LAA. The timetable for the LAA was extremely challenging with an initial submission to be sent to GO-East by the end of September. However, GO-East had indicated that it was prepared to be flexible regarding this deadline provided the Council met the March sign off. This was important as there could be delays given that two of the authorities in Cambridgeshire were subject to capping.

The Board would be central to the development of the LAA framework and the subsequent performance and governance arrangements. Members received a tabled draft of LAA outcomes from Cambridgeshire's Community Strategies, which would contribute to the framework. It was possible that an overarching County LSP would need to be established to fulfil governance arrangements. Members acknowledged the need for this given the difficulty of meeting the needs of five separate LSPs. Some Members were sceptical about the benefits of the LAA based on the protracted experience of agreeing the LPSA. It was noted that the LAA guidance was more flexible than the LPSA with the four blocks relating closely to local priorities. The LAA should also provide opportunities for substantial additional funding streams.

Members queried whether the Government had evaluated the pilots given that it was accelerating the programme. It was noted that there had been an initial evaluation of the process of the first pilots rather than outcomes, which was in the public domain. Members were informed that the focus of the objectives and targets in the Community Strategy would need to be revised.

22. PARTNERSHIP SELF-ASSESSMENT

The Board considered a proposal for conducting a partnership 'health check' and reviewing the partnership's work via a self assessment that used four of the core criteria underpinning effective joint working to improve quality of life in the local area. Members were reminded that they had agreed a Performance Management Framework in July 2004 to enable the Board to review delivery, conduct a Partnership review and self-assessment, and improve planning. Regular progress reports on each of the six strategic aims identified in the Community Strategy had been reviewed at meetings of the Board and Executive. A year on, it was now the appropriate time to conduct a review and self-assessment of the Partnership.

The Board and the Executive would be asked to complete a questionnaire to assess the Partnership's performance and operation in the following four areas: purpose and leadership; achieving outcomes; managing performance; and community engagement. The questionnaire would be circulated electronically to all Board members in July with a deadline for responses of early August. The results would be presented to the Board workshop scheduled for October. The Board, in endorsing the proposal, asked for the deadline for responses to be extended by one week to allow for the holiday season.

**S Rodriguez-
Jimenez**

23. AUTUMN REVIEW WORKSHOP

It was proposed to hold a workshop on Tuesday 25 October 2005 to consider the Partnership self-assessment, and the challenges and outcomes of the LPSA and LAA. The Chairman hoped that the District Council's financial situation would be resolved by then. The Chief Executive of the District Council commented that the timescale for judicial review remained uncertain.

24. PERFORMANCE MONITORING REPORT: ACCESS TO BROADBAND

The Board received a report on the progress of priority action 13, and commented as follows:

- welcomed the completion of the project ahead of timescale with over 99% access to broadband services in South Cambridgeshire.
- noted that a few Parish Councils had decided not to take part in the project.
- highlighted the need to publicise the success of the project with reference to the CAPs. Members were informed that there would be some press coverage after Cambourne and the immediate area had been completed.

25. PERFORMANCE MONITORING REPORT: TAKE UP OF BENEFITS

The Board received a report on the progress of priority action 14, and commented as follows:

- welcomed the success of the Benefit Take-Up Outreach Service funded by the County Council, which had resulted in 300 plus people accessing additional benefit. The Board requested a copy of the most up to date figures.
- acknowledged the importance of increasing welfare benefit take-up in relation to the formula spending assessments of local authorities.
- **noted that Cottenham, Fulbourn, Cambourne, Milton/Waterbeach/Landbeach had been identified as the villages having the greatest need for Benefit Take-Up Outreach Services. Unfortunately, funding was due to finish in March 2006.**
- **noted that the Children and Young People's Strategic Partnership had carried out some work in relation to family take up of benefits.**
- **highlighted the need for this work to continue in the light of the aging population. It was noted that there were other organisations such as Directions Plus, which had particular specialisms relating to this area. Directions Plus and CIAC had fully trained part-time people who could contribute to this project.**

K Nobbs

- **acknowledged the difference partnership working could make to this project. It was suggested that contact with the Community Legal Service Partnership was a good way of ensuring not for profit providers were involved.**

[S Smith-Rawnsley declared a personal interest in this item in her capacity as Chairman of Directions Plus.]

26. INVESTING IN COMMUNITIES

Investing in Communities (IIC) was an EEDA programme to encourage a long-term partnership approach to regeneration and renewal in communities. IIC sought to maximise existing funding by influencing how money and services were channeled, and it could help to deliver Local Strategic Partnerships' community strategies. The programme included long-term funding, which would be subject to negotiated areas of work rather than a competitive bidding process.

The Greater Cambridge Partnership was co-ordinating the process in Cambridgeshire, and would be producing a first draft of the framework paper by the end of September 2005. There were six priority areas for Cambridgeshire as follows:

- Rural Issues
- Social Inclusion
- Social Enterprise
- Information, Advice and Guidance
- Workforce Development
- 14+ Learning Areas

The following three areas had been identified for South Cambridgeshire:

- Learning Communities – targeting Village Colleges and the use of CAPs at outreach points
- Community Framework for New Communities – helping to develop social infrastructure in communities such as Northstowe
- Traveller Initiatives – to encourage greater integration via training and enterprise development

S McIntosh

It was noted that a Strategy had been agreed for implementation from March 2006. The Board would receive more information to enable it to shape the framework following the meeting.

27. DATE OF NEXT MEETING

Tuesday, 25 October 2005 at 2.00p.m.

All

**SOUTH CAMBRIDGESHIRE TRAFFIC MANAGEMENT AREA JOINT COMMITTEE – DECISION
SUMMARY FROM MEETING OF 12 SEPTEMBER 2005.**

The Decision Summary from the above meeting has now been published on the internet.

To access the summary, please click on the link below:

<http://www2.cambridgeshire.gov.uk/db/council2.nsf/031d5c68638196618025664000760871/bea7a05f97345abc80256fe80056191b?OpenDocument&Start=1&Count=30&Expand=6.1>

If you experience any problems opening the link, the Decision Summary can be found at the following:

<http://www.cambridgeshire.gov.uk/>

- Council and Democracy
- Democracy and Decision Making
- Agendas, Minutes and Reports
- Post meeting summary sheets