



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL COUNCILLORS' BULLETIN – ISSUE DATE 30th JULY 2003

CONTENTS

IMPORTANT INFORMATION FOR COUNCILLORS

1. Forthcoming Committee Meetings
2. Re-direction of Footpath No. 6 at Barlow to be Determined by Secretary of State
3. Training Courses:
 - Recruitment and Selection Interviewing Techniques
 - Discipline and Grievance Issues

SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDERS MEETING

- Minutes of 9th July 2003

CABINET 24TH JULY 2003

Recommendations to Council

3. **CONTACT CENTRE UPDATE**
4. **CAPITAL PROGRAMME OUT-TURN 2002/03 AND FIRST REVISED 2003/04 TO 2005/06**

Decisions Made By Cabinet

5. **FINANCIAL AND POLICY REVIEW 2004/05**

DECISIONS MADE BY COMMUNITY DEVELOPMENT PORTFOLIO HOLDER

1. Awarding of a £11,300 Voluntary Organisations Grant to Cambridgeshire ACRE

DECISIONS MADE BY FINANCE, RESOURCES AND STAFFING PORTFOLIO HOLDER

1. Release of £60,000 of Precautionary Funds for Bed and Breakfast Accommodation
2. Release of £100,000 Precautionary Funding for Disabled Facilities Grants
3. The Schedule of Budget Rollovers

INFORMATION ITEMS

1. Grants Awarded by Community Development Partnerships Manager:
 - £100 to the Open Minded Art and Craft Project
 - £1000 to Sawston Village College to host: Chicago - Drive in Movie
2. Call-in Arrangements

IMPORTANT INFORMATION FOR COUNCILLORS



COMMITTEE MEETINGS

FROM 4th AUGUST – 8th AUGUST 2003



**WEDNESDAY 6TH
AUGUST 2003**

AT 10:00 AM

**DEVELOPMENT &
CONSERVATION
CONTROL COMMITTEE**

COUNCIL CHAMBER

Training Courses:

Name of Course	Description	Date and Venue
Recruitment and Selection Interviewing Techniques	May be of particular interest to members of the Employment Committee, but is open to all members. There is a maximum of 12 members for each course. Places are available but preference will be given to members of the Employment Committee.	Friday 8 th August from 10am in the Council Chamber
Discipline & Grievance Issues	May be of particular interest to members of the Employment Committee, but is open to all members. There is a maximum of 12 members for each course. Places are available but preference will be given to members of the Employment Committee.	Tuesday 12 th August from 10am in Committee Room 1

If you are interested in either of the above courses please contact Patrick Adams on (01223) 443408 or patrick.adams@scams.gov.uk

Cambridgeshire County Council (Public Footpath no. 6 Bartlow) Definitive Map Modification Order 2003

Due to outstanding objections, this Order has been forwarded to the Secretary of State for the Environment for determination.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

SUSTAINABILITY AND COMMUNITY PLANNING PORTFOLIO HOLDER MEETING

At a meeting held on Wednesday, 9th July 2003 at 10.00am

PRESENT:

Councillor RF Collinson (in the Chair)	Portfolio Holder
Cameron Adams	Strategic Development Officer
Chris Bethell	Planning Policy Officer(Tourism and Monitoring)
Iain Green	EHO (Projects and Campaigns)
Nick Grimshaw	Conservation Manager
Maggie Jennings	Committee Administrator
Simon McIntosh	Ast Director of Housing & Community Services
Clare Roberts	Tourism Officer
Councillor DSK Spink	Leader of the Council
Jane Thompson	Community Partnerships Manager

Also in attendance was Councillor SA Harangozo.

1. MINUTES

- 1.1 The Minutes of the meeting held on 10th June 2003 were approved as a correct record, subject to the following amendment.

Minute 6.3 (B&B Brochure) - ...accommodation next year and **South Cambs** were offering £70 towards ...

2. MATTERS ARISING

- 2.1 Minute 2.2 (Libraries) – SM reported that the views of the County Council had not yet been received. However he had had discussions with Swavesey concerning grants, and Bassingbourn may be using The Limes Community Centre as a possible location and funding may be required for storage purposes. (**SM to progress**)
- 2.2 Minute 2.3 (Cambs Wildlife Trust) – CA had yet to follow up the liaison with the Wildlife Trust regarding the installation of solar panels on their new HQ (**CA to action**)
- 2.3 Minute 4.2 (Local Strategic Partnerships Draft Strategy) – A number of meetings had been held and SM would report at a later meeting (**SM to action**)
- 2.4 Minute 5.3 (Climate Change Menu Programme Workshop) – The workshop had been re-scheduled to take place on 1st September.

3. TOURISM UPDATE

- 3.1 CR informed the meeting of the following:

Trumpington Park and Ride

- 3.2 Information signs had been included on the existing M11 and A10 signs and 40 enquiries, resulting in two bookings had been received on the first day following their inclusion. Books, souvenirs and stamps were selling well at the site and opening times had been extended to 10am-5pm. However CR expressed concern that enquiries resulting from the information signs during the winter months would not be actioned due to the closure of the tourist office during that time.

- 3.3 The Portfolio Holder informed the meeting that he intended to visit the site the following week and would seek publicity to be included in the next edition of the South Cambs Magazine and the local press.
- 3.4 DS suggested that travel agents in and around Cambridge and the CAB be contacted to advertise the facility. **(CR to action)**

Brochure

- 3.5 A brochure containing walks in the Cambridge area had been ordered and a sample would be brought to the next Portfolio Holder meeting. **(CR to action)**

B&B Brochure

- 3.6 The brochure had been mailed to all tourist offices. The facility to book accommodation was now available through the Tourism Website. All establishments had been informed of the subsidy available for premises included in the gradings brochure and a new brochure would be compiled in November ready for publishing in March 2004.

Leaflets

- 3.7 SM enquired about a leaflet containing walks. CR informed the meeting that it was in the final proof stage. A copy of that leaflet, together with a cycle route leaflet would be sent to SM. **(CR to action)**
- 3.8 NG offered to send a copy of a brochure containing conservation walks within the district to CR. **(NG to action)**
- 3.9 The Portfolio Holder informed the meeting that the Friends of the Roman Road were in the process of publishing a leaflet on walks. NG reported that this was due for discussion at the next meeting of the Conservation Advisory Group, together with one in respect of Fleam Dyke and requested that the information to be made available at the tourist office.

4. PARISH PLANS PROPOSAL

- 4.1 The report setting out details of a Parish Plans initiative was considered and the following issues raised by Members:
- Parish Councils needed to be aware of the constraints of District Councils, particularly in respect of the preparation of Local Plans
 - A structured consultation process would be required
 - Officer support would be required in the preparation process
 - A manageable framework would be needed
 - Availability of pre-training courses by Cambridgeshire ACRE or the Countryside Agency
 - Concern that the three agencies involved in the target priority villages would be overstretched
 - Equity and accessibility to villages varied
- 4.2 Although not directly related to Parish Plans, but in the context of equity and accessibility, Councillor Harangozo stated that facilities at Comberton Village College were costly and excluded many South Cambs residents
- 4.3 In response the officers reported:

- Cambridge Rural Forum had been approached about the selection process and a response was awaited
- Rural deprivation would be considered
- It was envisaged that targeting would not take place during the first year, however guidance would be given to those villages already undertaking Parish Plans
- Training courses were an important aspect in the preparation process
- Comberton Village College had been requested to advertise a 'Pay and Play Scheme' to encourage more users of the facilities

4.4 Following discussion, it was **RECOMMENDED** that:

- (a) The approval of the South Cambs Local Strategic Partnership be sought for Cambridgeshire ACRE to be appointed to undertake Parish Plans development in South Cambs, in accordance with the report and subject to a review each year on the outcomes achieved.
- (b) That £3,000 be approved from the Partnership budget to match other funding to support the initiative.

5. PARTNERSHIP FUNDING PROJECTS

5.1 Two proposals were considered:

(a) Health Policy/Land Use Planning

5.2 South Cambs Primary Care Trust had highlighted the need for a post that would focus on the integration of health policy with land use planning. It had been suggested that contributions towards the cost of the post could be gained from various agencies, including this Council. The possibility of filling the post via a secondment from this Council's Planning Policy Department had been considered and denied due to lack of capacity. It was noted that no budget was available from the Environmental Health Portfolio and that a job description had not been drawn up.

5.3 IG gave background information on the post-holder's duties and in particular the advice needed by the PCT that affected the community or service provision.

5.4 It was suggested by DS that Jane Green, the New Town and Special Projects Manager be approached as she had gained experience during the Cambourne development.

5.5 In conclusion, the Portfolio Holder was supportive of the request to fund a joint post in respect of Health Policy/Land Use Planning, subject to further investigation requiring that:

- (a) Jane Green be approached as a possible candidate for the post
- (b) The Portfolios for Planning and Economic Development, Environmental Health and Community Development be requested to consider a contribution from their budgets to jointly fund the post
- (c) Subject to agreement by (a) and (b) above, the proposal to be considered by Cabinet.

(b) Exercise Referral Schemes

5.6 The Portfolio Holder, having noted the report, **AGREED** that £5,000 be approved from the Partnership budget for expanding the Exercise Referral Scheme.

6. LOCAL STRATEGIC PARTNERSHIPS UPDATE – VERBAL REPORT

6.1 SM reported the following:

- The first full Board meeting would be held the following week
- Cambridge CVS were looking for a nominee to attend
- An Officer Steering Group meeting was held the previous week and a draft Community Strategy agreed. A consultation exercise would follow. Key issues were included in the strategy that the Board would oversee
- The Strategy included 12 initiatives
- Future Board meetings would be held in September and October to finalise the Strategy

7. SOLAR WATER HEATING IN SOUTH CAMBRIDGESHIRE: A PRELIMINARY ASSESSMENT

7.1 CA presented a report he had commissioned from Ian Bradley of the National Energy Foundation and commended the benefits of the system. The Portfolio Holder was reminded that two successful workshops had been held to train members of the public to construct and fit the solar systems and it was anticipated that a third workshop would be held in October/November this year.

7.2 NG expressed his concern about the requirements of planning consent for the schemes, particularly in Conservation Areas and also guidance on adapting the panels aesthetically into the street scene. He informed the Portfolio Holder that planning consent would be required for the installation of solar systems in respect of Listed Buildings. In response, CA maintained that the systems were very flexible; the panels could be inserted into adjacent buildings, for example, outbuildings, and different designs were available, ie either bolted on or installed within the roof. The buildings would, however, need to be south facing and close to a hot water tank.

7.3 It was noted that the solar systems would only be installed when existing systems required replacing, however installation of the systems were to be encouraged particular in new housing developments. **(CA/DSKS/DBH/NG to liase on this issue)**

7.4 An internal workshop would also be arranged in the near future in respect of this Council's housing stock.

7.5 At the suggestion of Councillor Harangozo, it was agreed that an article be included in the next issue of the South Cambs magazine advertising the benefits of solar water heating. **(CA to action)**

8. OTHER BUSINESS

(a) Proposed Installation of a Rainwater Harvesting System for the Cambourne Office

8.1 A report to be considered by future meetings of the NOW Group and Cabinet was tabled at the meeting. The report requested approval of the installation of a rainwater harvesting system in the new Cambourne office. It was noted that the system would only be used for flushing toilets in the new building and in the event of there being insufficient rainfall, the storage tank would be supplemented using mains water.

8.2 The concept was welcomed and supported by the Portfolio Holder and a request that in the event of the approval of the installation of the harvesting system, it be publicised in the local media. **(CA to action)**

(b) Photo Voltaic System

8.3 The Portfolio Holder noted that CA would re-submit a bid to the DTI in respect of funding for a PV system. Grants up to 50% could be given and in this instance would be worth £15,000 if successful.

(c) Cambridgeshire Real Nappy Network

8.4 The quarterly report to June 2003 of the County Wide Free Trials Scheme relating to the Cambridgeshire Real Nappy Network was circulated at the meeting and noted.

8.5 The following points were raised:

- £1000 funding provided to CRNN for 2003/04
- 16 nappy kits were purchased by South Cambs last year
- the kits were loaned to South Cambs residents for a 2 week period to enable to try out different types of reusable nappies prior to placing an order with Eco Babes (a local supplier of reusable nappies based in Downham Market, Norfolk).
- the £1000 funding was used to cover courier costs for delivery and collection of the kits to South Cambs residents
- the scheme was proving to be a victim of its own success
- for the period 2003/04, 37 kits had been delivered to South Cambs residents and 7 of these had started using reusable nappies as a direct result of trying out the kits
- a further 19 people were currently awaiting delivery of the trial kit
- the scheme had had to put on hold because the £1000 funding had already been spent
- a meeting had been arranged with Tami Brown from CRNN and Sally Carroll the following week to discuss how best to proceed
- it was proposed to explore sponsorship from a local company
- Tony Croft, Recycling Officer was unable to provide any funding from his budget likewise no funds were available from the Sustainability Budget
- the importance that this scheme continued as it was working well and given the demand for the kits must try to resolve funding difficulties

8.5 At the suggestion from IG, the Portfolio Holder agreed that given the importance and success of the trial scheme, that further discussions take place with the Environmental Health Portfolio Holder, Tony Croft, Sally Carroll and CA in order to explore the possibility of reducing the courier costs by either finding an alternative courier or obtaining local sponsorship for the scheme. **(IG/CA to action)**

(c) GM Debate

8.6 A debate on GM crops and food had been held the previous evening at the University Arms Hotel, Cambridge and had been well attended. The debate had been jointly organised between this Council, the City and County Councils with the Contact Centre used in St Ives to handle the registration. The event had been widely publicised via the local media, websites and posters etc.

8.7 Four speakers attended the debate and the event offered residents an opportunity to air their views. All attendees were invited to complete a feedback form that would be processed by GM Nation, the organisation overseeing the national debate and all views would be fed back to the Government.

8.9 CA undertook to write an article covering the debate for the next issue of South Cambs Magazine. **(CA to action)**

9. DATE OF NEXT MEETING

9.1 The next meeting will be held on Wednesday, 17th September 2003 at 10am in CR1.

The meeting closed at 12.07 pm

CABINET

At a meeting of the Cabinet held on
24th July 2003 at 10.00 am.

PRESENT:	Mrs DSK Spink RT Summerfield	Leader and Conservation Portfolio Holder Deputy Leader and Finance and Resources Portfolio Holder
Councillors:	Dr DR Bard CC Barker JD Batchelor RF Collinson Mrs EM Heazell Mrs DP Roberts	Planning and Economic Development Portfolio Holder Environmental Health Portfolio Holder Information and Customer Services Portfolio Holder Sustainability and Community Planning Portfolio Holder Housing Portfolio Holder Community Development Portfolio Holder

Councillors RF Bryant, R Hall, Mrs SA Hatton, SGM Kindersley, Dr JPR Orme and Mrs BE Waters were also in attendance, by invitation.

Procedural Items

1. DECLARATIONS OF INTEREST

None

2. CHANGE OF MEETING DATE

In view of the absence of the both the Leader and Deputy Leader on the 11th September, it was

AGREED that the meeting programmed for Thursday, 11th September 2003 be deferred to Friday, 19th September at 10.00 a.m.

Recommendations to Council

3. CONTACT CENTRE UPDATE

The Information and Customer Services Portfolio Holder updated Cabinet on the progress of the Contact Centre and sought approval for additional expenditure. There were two spending issues:

- The capital costs had been reduced from the £1.8 million originally approved by Council as part of the ITNET contract, to £1 million, a sum which had been approved, but £191,000 had inadvertently been omitted from the capital programme approved in the 2003/04 budget and the budget therefore needed adjusting. The £1 million did not take account of the possibility of recovering some capital costs from other district councils who decided to join the project.
- The Statement of Work from the County Council revealed additional revenue costs previously unforeseen, of approximately £40,000 in the current year and £120,000 in future years. Negotiations were continuing on what was really required, but the District Council had to issue a letter of intent to the County

Council in order for the service to be running in December, so budgetary provision was necessary.

Members, on being assured that the omission from the capital programme was a clerical error and that the understanding since October 2002 had been that the project would cost £1 million, were ultimately prepared to accept that adjustment. Cabinet consequently

RECOMMEND TO COUNCIL

that an additional £191,000 be approved for the capital programme 2003/04 for the Contact Centre, to correct an oversight in last year's budget setting.

Greater concern was expressed about the additional revenue costs, which were partly equipment, software and licence costs and partly for additional staff (team leader and business support analyst). It was explained that the wheeled bin team were currently being managed by County Council staff, but that when the contact centre project began in earnest in December, there would be some 12 or 13 staff dealing with South Cambridgeshire queries and the ratio calculated was one team leader to approximately 10 agents. The function of the analyst was to collate information about calls and their handling to feed back to the Council in order to keep the service under review and adjust as necessary. Forecasts had been based on figures provided by the County Council but they themselves had been learning what was needed. Further savings might be available in the longer term.

Some costs might be recovered if other districts joined the contact centre, but it was not at this stage certain whether they would, and Members expressed their worries that it would not provide the county-wide service originally envisaged.

Apparently contradictory statements about the switchboard function were highlighted, but the Finance and Resources Director explained that the capital costs were expected to be covered by not providing a switchboard at the Cambourne offices. The cost of calls should be financially neutral, but he gave an assurance that that no agreement would be given to the transfer of switchboard handling if further costs were involved, without further report to Members.

Discussion of experiences of the wheeled bin hotline indicated that problems occurred when calls were taken by agents other than those specifically trained in this area, which raised concerns about the organisation of the centre when further services were added.

It was recognised that the Contact Centre was an essential part of the modernisation process, but Members were not prepared to recommend the increase in revenue costs without further information, particularly a breakdown of these costs, information about the switchboard, and negotiation with the County Council, and

DEFERRED consideration of the additional revenue costs until the next meeting for further information.

4. CAPITAL PROGRAMME OUT-TURN 2002/03 AND FIRST REVISED 2003/04 TO 2005/06

The Resources and Staffing Portfolio Holder presented a statement on the Capital Programme showing the provisional out-turn for 2003/03, the effect of the abolition of the Local Authority Social Housing Grant (LASHG) Scheme, and the impact of the Shire Homes Full Refurbishment Programme being ahead of schedule.

In addition, Members were asked to consider how the estimated £960,000 negative housing subsidy transfer, currently reserved for expenditure on LASHG, should be spent. The Housing and Community Services Director asked that this sum should be reserved in the capital programme pending the Housing Corporation's announcement of which of the current housing projects it would fund as some might not succeed. This information was unlikely to be known until September. Councillor Summerfield was happy with this request, but suggested that there should be a fall-back position of funding the first three years of additional expenditure on Council priorities.

The Housing Portfolio Holder, supported by some Members, urged that housing should be the first priority given the waiting list crisis. She mentioned two particular projects which had been agreed with the respective parish councils but which might be in jeopardy. It was also pointed out that use for other than housing purposes was a change in policy requiring Council agreement.

Other Members argued that the £960,000 should not be earmarked for one service alone, particularly as the money could no longer be recycled, suggesting that it might form a fund for which any new project might bid. It was also suggested that the sum available would not fund any complete housing scheme.

The Leader suggested that the money be held in reserve in the General Fund until September, when it should be known whether there was a good housing scheme needing funding. No final decision could be made until the Council meeting in September, and Cabinet

NOTED

- (1) the Capital Programme provisional out-turn for 2002/03;
- (2) the revisions to the Capital programme implied by the cessation of the LASHG scheme from April 2003; and

RECOMMEND TO COUNCIL

that the revised Capital Programme to 2005/06, as shown at Appendix A to the report, be approved, with the exception of the £960,000 included in respect of the negative housing subsidy transfer, which should be retained in the General Fund for future use.

Decisions made by the Cabinet and reported for information

5. FINANCIAL AND POLICY REVIEW 2004/05

The Resources and Staffing Portfolio Holder invited Cabinet to give direction to planning for 2004/05, in terms of Continuous Improvement Plans (CIPs) and budgets, by reviewing the Council's annual priorities, the medium term financial strategy and how it could support the service priorities, and the budget preparation process.

The Policy and Review Manager reminded Members of the draft priorities for the next two years, suggesting that there were too many and could perhaps be reduced by focussing on those which were outward looking, new or in the Community Strategy and deleting those which would happen anyway. One problem was that the Community Strategy would have a big impact on priorities but would not be ready until September. Also, all Members should be involved in the selection, and a meeting in September was proposed. The Policy and Review Manager highlighted

those draft priorities he thought might be deleted, and the Housing and Community Services Director was invited to comment on the possible deletion of the review of Supporting People. He advised that he had had no consultation on this, but felt it still to be vitally important.

Suggestions were made that:

- specific reference to the Community Strategy should be retained, perhaps combining it with a priority on partnership, consultation and democratic involvement
- developing arrangements to work with village communities would have serious resource implications and that any priority in this area should not raise expectations unduly

Cabinet was supportive of reducing the number of priorities, however, mindful of the need to involve all Members in deciding on the priorities

AGREED to defer further consideration of the draft priorities to the meeting of the whole Council to be arranged in September.

Councillor Summerfield then turned to the financial issues, advising that the table at paragraph 14 should include an underspend of £75,972 negative housing subsidy transfer and that in paragraph 17(a), the estimated capital receipts by 31st March 2006 should read £14.5 million. It was noted that the Council had in fact the fourth lowest district Council Tax in the country (paragraph 17(c)), the 11th lowest including parish council precepts and with the County Council precept included, the lowest apart from the Isles of Scilly.

Before consideration of the options for the medium term financial strategy, Councillor Summerfield recommended that the proposed level of Council Tax for 2004/05 should be set out in order to avoid the difficulties experienced the previous year. He had previously been in favour of a phased increase in Council Tax, but as this was the second year at £70, he proposed that it be retained at that figure for a third year. Cabinet unanimously

AGREED that the financial strategy be based on an expected district Council Tax for 2004/05 at Band D of £70.

The proposed budget/CIP process was expected to be similar to that of the previous year, the main differences being the earlier consultation of all Members and of the public. Members queried elements of the process, in terms of streamlining and of meaningful consultation. The public should be consulted as early as possible. It was

AGREED

- (1) that all members of the Council be consulted on the priorities for 2004/05 and 2005/06 and the financial strategy proposed by Cabinet, at a meeting in the latter part of September;
- (2) that public consultation on priorities and the financial strategy be brought forward to as early a date as feasible.

Concern was expressed about the element of the resource strategy set out in the Corporate Strategy to include £300,00 a year of additional budgetary provision to contribute to the priorities in the strategy, because of the cumulative effect over several years. However, it was suggested that the Council's record of underspending meant that this decision was unlikely to have an effect on expenditure

in practice. The Chief Executive pointed out that, although an intent to commit expenditure for future years could be indicated, it was not possible to tie the hands of a future Council and that the decision must be made each year. He saw the problem being to manage the demands down to £300,000.

The financial strategy options were considered, and Cabinet

SUPPORTED a medium term financial strategy, as a basis for the preparation of Continuous Improvement Plans and the budget, based on Option A (1), £300,000 pa new money for new initiatives in support of Council objectives and a third year of a £70 Council Tax (giving a projected expenditure estimate for 2004/05 of £17.167 million); and

INVITE proposals for the new money through the CIP process and by consultation with all Members and stakeholders on the basis that priority should be given to the annual priorities when decided.

It was suggested that, to assist public consultation, further comparisons of Council Tax levels and service levels and expenditure should be undertaken with like authorities, and

AGREED that the Finance and Resources Director report back on the Council Tax levels of other like authorities.

Cabinet further **NOTED** the 2002/03 provisional out-turn, and

CONFIRMED the previous decision to review the level and nature of the Council's spending on community services in the current year in the light of the published Community Strategy.

Information Items

5. HOUSING REVENUE ACCOUNT PROVISIONAL OUT-TURN 2002/03

Cabinet **NOTED** the early indications of the Housing Revenue Account provisional out-turn figures for 2002/03.

6. BROADBAND FUNDING BID

The Information and Customer Services Portfolio Holder reported that that the Council's bid to EEDA for funding was one of two in Cambridgeshire awarded, although the amount was not yet known. The funding award was conditional on continued market failure in the area, which was thought likely to remain the case. Councillor Dr DR Bard complimented all concerned with the bid.

The meeting closed at 12.40pm

DECISIONS MADE BY PORTFOLIO HOLDERS

Decision Made By Community Development Portfolio Holder

Subject	Decision	Reason
Cambridgeshire ACRE	To award a Voluntary Organisations Grant of £11,300 to Cambridgeshire ACRE	The grant will be used to support the core activities of ACRE such as the development of new projects, the community resource centre and the village hall service.

Decisions Made By Finance Resources and Staffing Portfolio Holder

Subject	Decision	Reason
Release of precautionary funds re: Bed and Breakfast accommodation	To release £60,000 previously notified as a precautionary item in relation to Bed and Breakfast accommodation costs	There is a budget of £192,000 for temporary accommodation costs for the homeless included in the current year's estimate. Unfortunately there has been more demand for bed and breakfast accommodation than was anticipated at estimate time. It is expected that the amount within the budget allocated for private sector leasing will be needed, therefore, to meet expected Bed and Breakfast costs this precautionary amount is now required.
Release of Precautionary Funding for Disabled Facilities Grants	To release £100,000 (£40,000 net of Government Grant) previously notified as a precautionary item in relation to Disabled Facility Grants	About 80% of the budgeted sum for Disabled Facility Grants, of £400,000, has already been committed on grants which have been approved, assuming that all those approved go ahead and are spent this financial year.

ROLLOVERS FROM 2002-2003 TO 2003- 04 ESTIMATES

The following items in the 2002-2003 budget were underspent at the end of the 2002-03 financial year but the expenditure will now fall within 2003-04. The relevant estimate provisions are to be rolled forward into 2003-04. Each of these rollovers has been approved by the relevant Chief Officer and Portfolio Holder and finally, the Resources and Staffing Portfolio Holder, in accordance with the Constitution of the Council.

GENERAL FUND REVENUE BUDGETS

	Budget Booklet		
Resources and Staffing Portfolio	Ref	£	£
Chief Executive's Department (Human Resources)			
Professional and Consultants Fees	B.3/L.2	6,250	
Central Expenses - Corporate Training	B.14	6,000	
Corporate Management - PWC consultants	C.3	40,000	
Land Charges - computers/microfilming	C.4	6,500	
	-		58,750
Information and Customer Services Portfolio			
ICT - Professional and Consultancy:			
Disaster Recovery	B.4/L.5	30,000	
Website development and application of Metadata Standards	B.4/L.5	33,500	
Replacement of legacy financial systems	B.4/L.5	44,500	
Electronic Service Delivery (CASCADE)	B.4/L.5	24,000	
Chief Executive's Department (Public Relations):			
Computer Software - media evaluation	B.4/L.2	930	
Public Relations - Newsletters	D.4	4,420	
	-		137,350
Conservation Portfolio			
Conservation Service Design Guide	E.1	10,000	
	-		10,000

Environmental Health Portfolio

Environmental Health Department:

Professional and Consultants Fees - House Condition Survey	B.6/L.3	44,000	
Communications and Computing	B.6/L.3	1,740	
Awarded Watercourses - contractor - non scheduled works	F.2	13,740	
Refuse Collection and Street Cleansing - DSO/Contractor	F.4	5,000	
Miscellaneous Services - Health Promotions	F.8	4,800	
	-		69,280

Housing Portfolio**Planning and Economic Development Portfolio**

Planning Service - Design Guides (G.T.)	H.2	5,000	
Economic Development Strategy	H.5	5,000	
Planning Policy and Local Plan Inquiry:			
Consultants	H.2	10,000	
Publication of Modifications	H.2	1,000	
Publication and Adoption	H.2	40,000	
	-		61,000

Sustainability and Community Planning Portfolio

Tourism Initiatives:

South Cambs Walking Maps	I.2	5,000	
Volume and Value Research	I.2	1,500	
	-		6,500

Community Development Portfolio

0

Total General Fund Revenue budget rollovers from 2002-03 to 2003-04**342,880**

HOUSING REVENUE ACCOUNT

Waiting List Update	G.5	7,340	
	-		7,340

Total HRA budget rollovers from 2002-03 to 2003-04			7,340
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GENERAL FUND CAPITAL PROGRAMME**Resources and Staffing Portfolio**

Waterbeach Depot Works	K.3	13,820	
New Cambourne Offices	K.3	827,720	
	-		841,540

Information and Customer Services Portfolio

ICT Development:

GIS and Planning Systems Programme	K.3	54,250	
Replacement of legacy financial systems	K.3	71,350	
Document Imaging Processing and Workflow	K.3	14,900	
Electronic Service Delivery (CASCADE)	K.3	102,500	
	-		243,000

Total CAPITAL PROGRAMME budget rollovers from 2002-03 to 2003-04			1,084,540
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TOTAL REVENUE AND CAPITAL ROLLOVERS HRA & GENERAL FUND			1,434,760
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GENERAL INFORMATION ITEMS

Grants Agreed by Community Development Partnerships Manager

Applicant	Description	Reason
Turning the Red Lights Green	Awarding of a £100 Arts Performance Grant (AP03) to Open Minded Art and Craft Project	Open Minded are a group of people who suffer from mental illness. They will produce a screen for the waiting room at Ida Darwin in Fulbourn.
Sawston Village College	Awarding of a £1,000 Arts Performance Grant (AP04) for the showing of Chicago as a Drive in Movie	This film screening is happening as part of the Cambridge International Film Festival and will benefit residents from across the district as well as raise the profile of the rural aspect of the festival and the work that Sawston are putting into cinema.

Call-In Arrangements

The Chairman of the Scrutiny Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Committee Manager must be notified of any call in by **Wednesday 6th August 2003 at 5pm**. All decisions not called in by this date may be implemented on **Thursday 7th August 2003**.

Any member considering calling in a decision made by Cabinet is requested to contact the Committee 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 Committee Procedure Rules', paragraph 12.