

COUNCILLORS' BULLETIN
25TH AUGUST 2004

CONTENTS



**South
Cambridgeshire
District Council**

INFORMATION ITEMS

1. [Committee Meetings](#)
2. [Use of Portfolio Holder Office](#)
3. [Councillor Business Cards](#)
4. [Contact Details for Councillors](#)
5. [Papworth Hospital; Non-Executive Director required](#)
6. [Tenants Open Day](#)
7. [Call in](#)

DECISIONS MADE BY THE HOUSING PORTFOLIO HOLDER

1. [Housing Allocation Appeals and Management Transfers](#)

DECISIONS MADE BY THE RESOURCES AND STAFFING PORTFOLIO HOLDER

1. [Local Authority Business Growth Incentive Scheme](#)
2. [Transitional Relief](#)
3. [Benefit Take Up Campaign](#)
4. [Car Loan Interest Rate](#)
5. [Small Business Rate Relief Scheme](#)

DECISIONS MADE BY THE PLANNING & ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

1. [Economic Development Grant – Cambridge ITEC Ltd](#)
2. [Economic Development Grant – Cambridge Women's Resource Centre](#)
3. [Economic Development Grant – Silver Fern Trust Ltd](#)
4. [Economic Development Grant - Qest](#)
5. [Economic Development Grant – Prince's Trust](#)
6. [Economic Development Grant – Cambridge Jobsearch/Connexions](#)
7. [Economic Development Grant – Invest East of England](#)
8. [Economic Development Grant – Greater Cambridge Partnership](#)
9. [Economic Development Grant – Global Grants](#)
10. [Economic Development Grant – GET Group](#)
11. [Economic Development Grant – Cambridgeshire Enterprise Services](#)
12. [Economic Development Grant – Cambridge Cooperative Development Agency](#)
13. [Economic Development Grant – Castle Project](#)
14. [Economic Development Grant – Cambridgeshire Learning Partnership](#)

DECISION MADE BY OFFICERS

1. [Little Gransden Village Hall – Community Facility Grant](#)

MINUTES

1. [Minute from the Information and Customer Services Portfolio Holder meeting held on the 14th of July 2004](#)
2. [Minutes from the South Cambridgeshire Local Strategic Partnership meeting held on the 28th of July 2004](#)

COMMITTEE MEETINGS FROM: 30th August – 3rd September 2004

Monday 30th August 2004		Bank Holiday	
Tuesday 31st August 2004		Planning Inspections	
Wednesday 1st Sept 2004	10 am	Development and Conservation Control	Council Chamber
Thursday 2nd Sept 2004			
Friday 3rd Sept 2004			

Use of the Portfolio Holders Office

In order to provide working space for councilors whilst at South Cambs Hall, Cabinet members have agreed that all members of the Council can use the room previously allocated for the use of portfolio holders.

It is intended that this room should be for working use. Four computers are available, from which you can access the Intranet, Internet, Office (e.g. Word and Excel) and emails from your home email address via the Web (you may need to check with your internet service provider that this is possible). A printer and a photocopier are also available. However, it should be noted that the room is intended for occasional rather than regular use.

Members are reminded that part of the members' allowance was calculated to recompense you for the use of your own home, phone and electricity for ward and council work. If you have any further questions, please contact Mrs. Susan May, Democratic Services Manager Tel: 01954 713016 or by email susan.may@scambs.gov.uk

Councillor Business Cards

Councillors' will of recently received a draft proof of their business card. If you require any amendments to be made to this proof, please urgently let Mrs Janet Pentney, Tel: 01954 713261 or email janet.pentney@scambs.gov.uk know by 10 am on Friday 27th August. If no comments have been received from you by this time we will assume that no changes are required and the cards will go to print.

Contact Details for Councillors

Please note that the following Councillors do not have email and that any correspondence with them needs to be in writing or by phone. Email that is sent to these Councillors currently routes to Democratic Services.

Brian Burling
Sandra Doggett
Michael Mason
Robin Page
Sam Ziaian-Gillan

Please note that Councillor Manning has a new phone number: 01954 261235, his fax number 01954 206015 remains unchanged, please update your records accordingly.

Papworth Hospital; Non-Executive Director required

Papworth Hospital is a centre with a national and international reputation, providing specialist cardiothoracic services principally to the 3 million people in Norfolk, Suffolk, Cambridgeshire and Bedfordshire. The Trust became an NHS Foundation Trust on 1 July 2004. We are now looking for someone who can contribute to the improvement of their local health services by serving as a non-executive director on the Board of Directors of this Trust. This is a position of leadership at the highest level in a large, complex organisation.

You need to have a strong personal commitment to the NHS and live in the area served by the Trust. We would welcome applications from all sections of the multi-racial community served by the organisation. You will need to demonstrate the following:

- *genuine interest in healthcare issues and a commitment to the needs of the local community
- *ability to contribute effectively at board level - to think strategically, to understand complex issues and make decisions
- *good communication skills.

Applications from women, who are currently under represented on this board, would be particularly welcome, as would applications from candidates with senior level experience in PR, marketing and/or communications. This post is remunerated at the rate of £5,673 pa for five days a month. Flexibility in terms of hours during the day and sometimes in the evening may be required.

If you think you have the qualities we require and want to apply for a post please call 0870 2403802 during office hours, quoting the reference number, for an information pack and an application form (which is also available in large type or Braille). Interviews will be held at Papworth Hospital. Closing date: **02 September 2004** Interview: Thursday, 16 September 2004

Tenants Open Day – Saturday 4th September 2004
10am - 3pm at Sawston Free Church, High Street, Sawston

Dear Councillors,

I am writing to invite you all to the above event. This year we have two halls, one for the exhibition and the other for refreshments and the tombola stall. The exhibition will include housing, environmental health, rents and housing benefits. Tenant representatives and the independent tenant advisor will also be present to answer any queries from tenants concerning the housing options appraisal.

Sandwiches and cakes will be served by the WI between 12 and 2pm and tea and coffee will be available all day. A tombola stall will be running again this year, with proceeds going to the East Anglian Air Ambulance (any donations for prizes would be appreciated). Tenants have been advised that they can contact me for transport if they have difficulties getting to the event. Following on from last year we will be having a prize draw for tenants, by way of completing and handing in a questionnaire on the day.

If you have any queries please do not hesitate to contact me on 01954 713271 or via my email tracey.cassidy@scambs.gov.uk.

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 Democratic Services Manager must be notified of any call in by **Thursday 2nd September 2004 at 5pm**. All decisions not called in by this date may be implemented on **Friday 3rd September 2004**.

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 Committee Procedure Rules', paragraph 12.

DECISIONS MADE BY HOUSING PORTFOLIO HOLDER

Applicant	Decision
Mr and Mrs C require a transfer to facilitate redevelopment. Ref W/04/012	Agree request for Management Transfer
Mrs and Mrs C require a transfer to sheltered accommodation for medical reasons. Ref S/04/023	Agree request for Management Transfer

DECISIONS MADE BY RESOURCES AND STAFFING PORTFOLIO HOLDER

Reason	Decision
<p><u>Local Authority Business Growth Incentive Scheme</u> This scheme encourages Billing Authorities to be proactive in helping businesses move into their area and allows the community to benefit from the additional revenue that brings in. The initial proposal to base payment on monthly estimates of what might be achieved is far too complex and should be based on details of what had actually been achieved</p>	The Resources and Staffing Portfolio Holder supports the proposed scheme to allow Billing Authorities to retain a proportion of the increased Local Business Rate revenue to spend on their own priorities, and believes this should be paid as a lump sum payment in the 3 rd quarter of the financial year
<p><u>Transitional Relief</u> Ratepayers facing large increases in their Non Domestic Rate Liability following the 2005 revaluation require protection to enable them to plan ahead financially. Phasing in reductions is the best way of funding this scheme, as it would be unfair to involve ratepayers who were not seeing any benefit from the revaluation process.</p>	The Resources and Staffing Portfolio Holder supports the proposed four-year transition scheme for Non Domestic Rate payers which comes into effect on 1 st April 2005 and agrees this should be funded by downward phasing over the same period.
<p><u>Benefit Take Up Campaign</u> If funding is forthcoming from the DWP, this initiative will improve benefit take up in Cambridgeshire and will forge partnership links between all agencies involved resulting in an infrastructure through which hard to reach groups will be encouraged to claim benefits and seek benefit advice.</p>	The Resources and Staffing Portfolio Holder supports the Council's Officers in this Benefit Take Up Initiative.
<p><u>Car Loan Interest Rate</u> To reduce the rate to 3.3% could prove detrimental as the national trend is moving in an upward direction</p>	Agree to retain the current rate of interest for the car loan scheme at a rate of 3.6%
<p><u>Small Business Rate Relief Scheme</u> These proposals bring forward the Governments' promise to help small business for whom business rates is a heavier burden than for larger businesses. The introduction of the buffer zone however complicates the scheme and will require bespoke software to enable Billing Authorities to cope with it.</p>	The Resources and Staffing Portfolio Holder welcomes the introduction of relief from payment of Non Domestic Rates for small businesses but urges the ODPM to adjust the allowance made to Billing Authorities for the cost of collection to reflect the additional workload as a result of these proposals.

DECISIONS MADE BY PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

Reason	Decision
Economic Development Grant – Cambridge ITEC Ltd	Award a grant of £3,400 so that it may continue to provide advice, support and training to overcome barriers to employment
Economic Development Grant – Cambridge Women's Resource Centre	Award a grant of £5,525 to support the organisation that provides information, support and training to women in Cambridgeshire
Economic Development Grant – Silver Fern Trust Ltd	Award a grant of £1,000. To enable Silver Fern to provide training and employment opportunities for adults with learning difficulties
Economic Development Grant - Qest	Award a grant of £7,712.90 to the agency so that it may continue to provide guidance, employment preparation and access into work for the long term unemployed with mental health difficulties, learning or physical disabilities. Grant subject to receipt of satisfactorily audited accounts.
Economic Development Grant – Prince's Trust	Award a grant of £1,700 to the agency so that it may continue to offer grants, loans and business advice for young people to establish new businesses.
Economic Development Grant – Cambridge Jobsearch/Connexions	Award a grant of £8,075 so that they may continue to assist people to enter/re-enter the labour market or find appropriate training. Grant subject to receipt of satisfactorily audited accounts.
Economic Development Grant – Invest East of England	Award a grant of £3,000 to cover South Cambridgeshire's membership subscription. Invest East support companies considering investing in the area. Grant subject to receipt of satisfactorily audited accounts.
Economic Development Grant – Greater Cambridge Partnership	Award a grant of £5,000, to support GCP goal to “Encourage and facilitate a balanced framework for the structural, economic, environmental and cultural development of the Greater Cambridge area well into the 21 st century”. Grant subject to receipt of satisfactorily audited accounts.
Economic Development Grant – Global Grants	Award a grant of £5,000 to the charity so that it may continue to attract EU money for smaller groups in the region. Grant subject to receipt of satisfactorily audited accounts.
Economic Development Grant – GET Group	Award a grant of £467.50 to the agency so that it may continue to bring together a network of organisations to promote guidance, employment and training.
Economic Development Grant – Cambridgeshire Enterprise Services	Award a grant of £7,421 so that it may continue to provide free business advice and counselling to existing business and people wanting to start up new businesses.
Economic Development Grant – Cambridge Cooperative Development Agency	Award a grant of £2,125. This will allow it to continue to provide support to cooperatives. Grant subject to receipt of satisfactorily audited accounts.
Economic Development Grant – Castle Project	Award a grant of £6,813.60. This will allow it to continue to provide training for people with mental health problems.
Economic Development Grant – Cambridgeshire Learning Partnership	Award a grant of £2,000

DECISION MADE BY OFFICERS

Reason	Decision
To make improvements to Little Gransden Village Hall including repairs to the roof	Award a Community Facility Grant of £1,300. The improvements will ensure the hall can continue to be used.

INFORMATION AND CUSTOMER SERVICES PFH
At a meeting held on the 14th July 2004 at 10.00 a.m.

PRESENT Councillor JD Batchelor Councillor Mrs DSK Spink
 GJ Harlock SC May
 S Rayment

1. Apologies for absence were received from JS Ballantyne, S Carroll and J Fowler

2. MINUTES

Minutes of the meeting held on the 14th June 2004 were confirmed as a correct record.

3. MATTERS ARISING FROM LAST MEETING

3.1 Members' Pensions (Min3.1)

Confirmed that pensions would be backdated to 1st April 2004 for those in office at that time.

It was suggested that a reminder be sent to members annually or at SCM each election.

3.2 Who does What Guide (min 3.2)

Still ongoing SCM/SC

3.3 Signage (min 4.8)

GJH was confident that funding could be found if requested. **SC**

3.4 Election Update (min 7.4)

The programme of future elections had been issued and it was noted that elections for single member wards were staggered over the three years.

3.5 Forward Programme (Min 9.1)

The Electronic Service Delivery Strategy was yet to appear on the Forward Programme, but the timing was not yet known. **SR**

4. COMMUNICATIONS UPDATE

4.1 A written summary had been circulated

4.2 Corporate Identity

SR had no knowledge of the reported problem of putting templates onto PCs, but commented on the problem of a lack of ready corporate availability of logos etc. JB queried whether the full package had been received from the consultants and understood there were problems over colours. SC to report to the next meeting. SC

4.3 Grapevine

Noted that Grapevine RIP was the title of the next issue, the last in paper form. Proofs were ready, awaiting SC's approval.

5. CASCADE UPADTE

5.1 Recruitment

Recruitment of 4 full time equivalent posts was continuing, 4 conditional

offers having been made. Mid August still appeared achievable for their joining the Contact Centre, but two week's training would be needed.

Interviews were to be held the following week for the part time post of Cascade Project Manager.

5.2 **Performance**

Housing calls were still being diverted to the office at peak Monday morning times, and enquiries were being made on why performance had fallen away. Someone from Environmental Health was still going to the Contact Centre one or two days a week.

Efforts had been made to minimise the extra calls going to the Contact Centre (e.g. Council Tax final demands). The next batch of reminders would give the Contact Centre number, but issue was to be staggered.

5.3 **Expenditure**

This was an ongoing issue and a meeting was to be held the following week.

5.4 **Integration**

A workshop had been held the previous week and a presentation was to be given to the Council imminently on the new software and options for the Council.

5.5 **Statistics**

SR had chased these and was now being bombarded.

5.6 **ESD Board**

Meeting to be held on the 21st July.

5.7 **Contract**

This had not yet been signed; the delay being with the County Council. **GJH**

6. **ICT UPDATE**

6.1 **Recruitment**

The three Business Analysts had started work looking at the business case for integration. GJH stated that he was looking to them to achieve savings and improve efficiency. JB expressed the wish to take an initial interest in them and the project. SR to set up a meeting with himself and Geoff Sissons. **SR**

A member of staff was transferring from Environmental Health on a 2 year contract to take over the DIP project.

The Web Services Officer had started, the ultimate aim being to achieve a fully interactive web site

A Land and Property Gazetteer Assistant had been appointed to help with this project, but the Council would be losing the LPG Officer.

6.2 **Network**

Additional works to the network had been completed and it would now be possible to complete the CCN interface. There was still some fine tuning to be done to the Virtual Private Network so that this could be rolled out to all councillors. Additional software was needed on

councillors' PCs but SR hoped this could be achieved by self loading from CD. So the Intranet should be available bar the fine tuning.

6.3 **Phone System**

Work was ongoing and a software upgrade was scheduled for early August, which would offer some enhanced services.

6.4 **Cambridge Office**

Video conferencing was to be installed the following day.

The Cambridge office received 30-40 visits a day, on the lower end of expectations.

Signage was acknowledged to be poor, but action was currently on hold because of the possible redevelopment of the accommodation.

6.5 **PCs for Councillors**

12 laptops and 5 desk top PCs had been ordered for new councillors. They were in the building and being configured. It was up to the councillor to organise Broadband access.

The next stage was to look at the equipment being used by existing councillors.

All former councillors were able to purchase their PCs except Messrs Regan and Porter, because their equipment was less than two year's old.

Reference was made to reported disturbance from one councillor using a laptop during meetings, but GJH pointed out that the Council Chamber had specifically been wired to allow network connection so that all councillors would be able to bring their laptop to a meeting.

6.6 **Freedom of Information Act**

Local authorities were subject to this Act the following January. The Information Management Officer would be doing presentations to councillors and officers. SR to advise DH of Cllr Mrs Joan Smith's interest in this subject.

SR

6.7 **ITNET Annual Review**

JB gave a reminder that it had been agreed he was to be involved. The review had already taken place this year. SR to find the notes.

SR

JB referred to problems with the help desk out of office hours, but SR explained that, although agents on the help desk should help if they could, they might not be in a position to do so as they might not be familiar with the particular software affected. The Council paid for a problem logging service out of hours, so that the system automatically picked up the reference in the morning.

6.8 **Financial Review**

JB requested a three monthly financial review and tables were circulated. GJH reported that the portfolio would not feature in monitoring reports to Cabinet unless there were problems and that he was encouraging other portfolio holders to seek regular reviews. The issue was the usefulness of the figures in their present form: they could be refined.

GJH/SR

6.9 Audit Report

GJH gave an assurance that the “limited assurance” given by the internal auditors on information risk management was not a cause for alarm. This appeared mainly where separation was not considered sufficient by the auditors or where there was no double checking, so that there was a reference in the unlikely event of fraud.

7. BROADBAND UPDATE

7.1 GJH reported on a meeting to be held the following Monday. Andrew Lansley, MP was trying to get BT to take a more enlightened attitude.

7.2 A press release was needed when the first resident was connected to Broadband through the Council supported scheme. JB to contact SC.

JB

8. FORWARD PROGRAMME

There were no issues arising.

9. ANY OTHER BUSINESS

Roll-over requests were signed for:

Web site development	£18,500
Additional FMS licences	£20,000
Computers for members	£10,500
Member training	£ 3,200
Committee administration system	£39,150

10. DATES OF NEXT METINGS

Wednesday, 11th August 10.00 am
Tuesday 7th September 10.00 am
Wednesday 13th October 10.00 am
Wednesday 10th November 10.00 am
Wednesday 8th December 10.00 am

The meeting closed at 11.40 a.m.

SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP BOARD: NOTES

Date: 28 July 2004

Time: 1400h – 1625h

Place: South Cambridgeshire Hall, Hills Road, Cambridge

Present:

J Ballantyne	South Cambridgeshire District Council
J Barker	Business Representative
P Barlow	Faith Representative
Councillor J Healey	South Cambridgeshire District Council
S Hind	South Cambridgeshire PCT
K Lloyd	Youth Parliament
Councillor J Reynolds	Cambridgeshire County Council
R Rogers	South Cambridgeshire PCT
S Smith-Rawnsley	Voluntary Sector Representative
Councillor D Spink	South Cambridgeshire District Council
D Spreadbury	Voluntary Sector Representative
I Stewart	Cambridgeshire County Council

In attendance:

E Cearns	South Cambridgeshire District Council
A Hampton	Cambridgeshire ACRE
P Kilby	Cambridgeshire Fire & Rescue Service
K Nobbs	Cambridgeshire County Council
S McIntosh	South Cambridgeshire District Council
S Rodriguez-Jimenez	Cambridgeshire County Council
S Smith	Cambridgeshire County Council
M L Rowe (Secretary)	Cambridgeshire County Council

Apologies:

D Ball	Business Representative
C Brown	Business Representative
M Campbell	Cambridgeshire Constabulary
S Traverse-Healy	CALC Representative

ACTION

1. ELECTION OF CHAIRMAN

It was resolved unanimously:

- that Councillor J E Reynolds be elected Chairman of the Board for 2004/05.

2. INTRODUCTIONS

The Chairman thanked Councillor Spink for chairing the first two years of the Board. He also welcomed Councillor Healey, P Kilby and E Cearns to their first meeting.

3. NOTES OF BOARD MEETING ON 6TH APRIL 2004 AND MATTERS ARISING

The notes of the meeting of the Board held on 6th April 2004 were agreed as a correct record.

Matters Arising

Note 2 - Aim 6: Building New Communities

A report on the civic governance arrangements for Northstowe would be programmed for a future meeting.

S McIntosh

Note 2 - Programme of Topics for Future Meetings

Members reported that they had not received the make up and work plans for each theme group circulated with the minutes of the last meeting. It was agreed that the information should be circulated again.

M Rowe

Note 2 - Aim 4: Improving Access to Services and Transport

It was noted that a copy of the Sustrans report on the creation of new cycleways in the County had been circulated to the Board. J Barker offered to provide another six copies for new members.

J Barker

Note 4 – The Community Strategy for South Cambridgeshire

In the absence of an LSP website, Members asked for the Community Strategy to be available via a link to the County and District Councils websites.

S McIntosh/
S Rodriguez-
Jimenez

Note – 4 – Aim 3: A Prosperous District

The Head of Economic and Community Development, Cambridgeshire County Council, reported that he still needed to draft an action plan based on the County Council's Education Development Plan.

S Smith

Note 6 – The Local Development Framework for South Cambridgeshire

Councillor Spink updated the Board on the Local Development Framework (LDF) for South Cambridgeshire. South Cambridgeshire District Council's Council had agreed that public consultation should take place on the basis of three options for the Northstowe site. As a consequence the consultation was expected to commence around 1 November. The provisional LDF would then be sent to the Secretary of State in June 2005 with the Inspector's report expected to be received in October 2006. It was noted that the timetable for the Area Action Plans had been put back considerably. The Chairman hoped that the delay would not have any adverse implications for the LSP.

Note 7 – Progress Report from South Cambridgeshire Improving Health Partnership

Members were informed that the Physical Activity Strategy had been completed and would be circulated to the Board.

S Hind

4. APPOINTMENT OF VICE-CHAIRMAN

It was resolved unanimously:

- that Councillor D S K Spink be appointed Vice-Chairman of the Board for 2004/05.

5. REVIEW OF ORGANISATION AND STRUCTURE OF THE SOUTH CAMBRIDGESHIRE LOCAL STRATEGIC PARTNERSHIP (LSP)

The Board received a report detailing a review of the Partnership's organisation and structure. Members were reminded of its aims and objectives. It was noted that the current focus was on implementing the Community Strategy through the strategies and work programmes of all partners (Objective b). It was also important that the actions on partners' existing action plans were co-ordinated (Objective c) in order to realise the wider aims of the LSP.

Members were aware of the Partnership's agreement to work with a 'light touch' by connecting with existing partnerships. The LSP had therefore operated with existing staff from partner organisations, and with minimal establishment of new groups. It was proposed to adopt in South Cambridgeshire a 'Best Practice' example of an LSP with an effective structure given at a recent national LSP conference. This involved an Executive Group comprising the Chairs of the theme groups to ensure strong links between the parts of the LSP. It was also proposed that a small Lead Officer Group comprising local authority, PCT and Cambridgeshire ACRE representatives be established to support the Executive. These Groups would replace the current Officer Steering Group. A template detailing the role of the groups would be prepared for the next meeting.

S McIntosh

Members were concerned about the lack of resources available to the LSP to implement the Community Strategy and highlighted the need for a dedicated resource. The PCT representative reported that she was unlikely to be able to find additional funding during a budget cycle but could release more time for a representative to support the Executive Group. The Head of Community Services, South Cambridgeshire District Council, welcomed this offer. He explained that the County Council had appointed S Roderiguez-Jimenez to support the LSP. She also had responsibility for supporting other LSPs in the County. South Cambridgeshire District Council had recruited E Cearns as a temporary Community Strategy Project Officer. These officers, with Alan Hampton of ACRE, would comprise the Lead Officer Steering Group. Members felt it was important to have a representative of the voluntary sector in attendance.

The Board highlighted the need to appoint a representative to the Executive Group with responsibility for ensuring the work of the LSP was delivered. It was suggested that this role be undertaken by the Chair of the Executive Group. It was proposed that two or three Board members attend Executive meetings. Members highlighted the need for clear guidelines between the

Board and Executive to avoid duplication. It was suggested that the process be reviewed to ensure Board members who were not part of the Executive were involved in the decision making process. Members also proposed holding a development session in the future.

S McIntosh

It was resolved unanimously to:

- approve the replacement of the current LSP Officer Steering Group by an Executive Group, supported by a Lead Officer Group, and to consider nominating two or three members to attend the Executive meetings once the roles were clarified.

6. PERFORMANCE MANAGEMENT FOR LOCAL STRATEGIC PARTNERSHIPS – A SUGGESTED APPROACH

The Board received details of a draft performance management framework for the Partnership. It was divided into the following sections: partnership self-assessment; reviewing delivery; and improving planning. The draft template contained only a review of delivery at this stage, which would provide a straightforward and focused reporting mechanism for the clear presentation of accountabilities, information and analysis of data on the achievement of objectives, actions and targets. It was noted that GO-East, at a recent meeting of regional LSPs, had welcomed this framework.

The Chairman highlighted the need to press on with the delivery elements identified in the template. He queried how stakeholders would pick up information and feedback to Board meetings. It was noted that the reporting mechanism had not yet been tested. Members were advised that officers would work with theme groups to gather data and offer support. The Board requested an explanation of each LPSA target to be included in the template. It was also important to be clear about who was accountable for the targets by including the name of each person and the sponsoring organisation under each target.

S Rodriguez-Jimenez

Some Members were concerned that there was too much emphasis on measuring performance and not enough on creating new initiatives. The Chairman acknowledged the need to test the framework and review it in 12 months.

S Rodriguez-Jimenez

The Board considered a template of the delivery review framework, which included a practical example using priorities identified by stakeholder groups within SCSP, and raised the following issues:

S McIntosh

Action 4 Promote Healthier Lifestyles

- the need to encourage employers particularly in the entertainment industry to ban smoking in the workplace in order to meet health and safety requirements relating to the protection of employees. It was suggested that employers be warned about the legal dangers of allowing smoking. The PCT representative reported that the PCT was keen to support employers. She would therefore ask one of her officers to explore with the LSP the possibility of encouraging licensed premises to encourage healthy choices and options.

S Hind

Action 5 Quality Learning and Play Opportunities

- the need to record the number of after school, breakfast and holiday clubs and compare against future need. Members highlighted the need for decent childcare facilities based around schools. The Board

was informed that the County Council had compiled a directory of all childcare facilities in the County.

Action 14 Take-Up of Benefits

- noted that the County Council had received £200,000 to fund the promotion of welfare benefits take-up, which would be divided across the districts. Local charities would be invited to bid for this work. Members were informed that the Community Legal Services Partnership had submitted a bid for funding to the Department of Work and Pensions. The outcome of the bid, which included the work of local authority Housing Departments, would be known in three to four months. It had also received a small amount of funding from Cambridge City Council. Members were reminded that the take-up of welfare benefits had a direct influence, as a factor in funding formulae, over the funding levels received by statutory organisations.
- noted that the new Cambourne library would have a Citizens Advice Bureau on site.

Action 16 Community Transport Schemes

- the need for the Access and Transport Group to include a representative of a disability organisation.

Action 17 'Community Access Points'

- queried how 'Community Access Points' could be preserved over a long time. There was concern that local schools might be forced to remove community facilities on site e.g. pre-schools in order to focus on primary activities. It was noted that organisations proposing to host 'Community Access Points' would need to commit to the long-term. One proposal was to use communal rooms in sheltered housing.
- the need for access points to be compatible with countywide IT and have access to broadband.

Action 18 Increase Cycling between Villages and Services

- the need to measure the miles of cycleway. It was noted that the County Council had established measuring points for recording the number of journeys. Members asked for the number of people cycling on roads instead of the cycleway to be counted in order to encourage cyclists to use cycleways. It was noted that cyclists had priority over side roads if cycling on the road. There was also concern that cycleways were not maintained to a high enough standard for some cyclists. Members highlighted the need for safe off road cycleways in the countryside for commuter and recreational use.

Action 19 New Affordable Housing

- noted that Government funding was available for affordable housing in growth areas and it was important that this area received its fair share.
- queried why the LPSA target did not include Social Housing Grant from the Housing Corporation. It was noted that the Government had withdrawn the Local Authority Social Housing Grant and that, in the future, local authorities would need to submit needs statements,

investment programmes and bids to the Regional Housing Board on a sub regional basis. It was anticipated that the Board would allocate funds against regional strategic priorities which would include support for the growth areas. In the Cambridge sub region, the partner agencies were seeking to establish the best possible investment case for grant to the Board. Under this case the partners would be seeking to demonstrate that they had worked to maximise the development of affordable housing without grant. This work was to be taken forward under the proposed LPSA target.

Action 20 Enable Older People to Continue to Live Independently at Home

- requested a target for the number of people enabled to live at home. Members also requested a target to encourage the provision of Mobile Warden Schemes, which the District Council was trying to achieve. Members were informed that the Care Network had submitted a bid to increase the number of schemes.

Action 23 Recycling of Waste

- noted that there were 20 sites in the District for the collection of plastics, and kitchen waste could now be collected in green bins. The Board congratulated the District Council on achieving one of the highest recycling rates in the country. It was noted that all new houses had to have accommodation for wheelie bins.

The Chairman suggested that future Community Strategy progress reports be presented to the Board on an exception basis. S McIntosh

7. LOCAL PUBLIC SERVICE AGREEMENT

The Board was informed of the progress being made in relation to preparations for Cambridgeshire's second Local Public Service Agreement and noted a timetable for further work. Members noted the proposed performance indicators that would measure outcome improvements in each topic areas submitted to ODPM in June. In its response, Government had indicated that it was interested in measurable performance indicators. There was concern whether it would be prudent to proceed with one or two topics, which were very complicated. Baseline data was currently being established to negotiate stretch targets.

Members noted details of the development of a Partnership Agreement to agree the distribution of pump priming money and the performance reward grant. It would also outline the role of the LSP Boards in monitoring and evaluating progress against targets and agree in principle ongoing management arrangements.

The Chief Executives Liaison Group had recommended that each topic should receive £100,000 pump priming. Members were informed that the majority of stakeholders were supporting the re-investment of the performance reward grant into public service development (Option 2) with the five LSP Boards to receive an equal share of the reward money. South Cambridgeshire PCT had suggested refining the option set of district targets in order to reward partners on the basis of the 'distance travelled' to target. It was noted that further consultation would take place on whether six to eight topics were acceptable as district based targets.

8. JOINT WORKING ON NEW COMMUNITIES ON THE FRINGES OF CAMBRIDGE

The Board endorsed the joint working on new communities on the fringes of Cambridge. This included a proposal to hold a joint briefing session for the Cambridge and South Cambridgeshire LSPs in September to enable partners to comment on the two Local Development Frameworks. It also included a proposal to hold a workshop event in October. Members were informed that the timescales might need to be reviewed in the light of the delay to the District Council's revised consultation timetable, although the City Council had not changed its LDF consultation timetable.

9. HOUSING OPTION APPRAISAL

The Board received a presentation on the Housing Options Appraisal from Steve Hampson, Director of Housing & Environmental Services. (A copy of the presentation was attached to the agenda). He highlighted the importance of the appraisal to the work of the LSP as it would determine the shape of social housing in the future.

In discussion, points raised in relation to the issues covered in the presentation included:

- queried how the District Council planned to attract the support of its tenants to the proposed option. It was noted that the views of tenants on the options would be tested in the summer. However, it was acknowledged that people did not like change.
- suggested that tenants be asked to identify and prioritise the criteria for the housing options as it was important to establish what mattered to them. It was noted that the consultation would involve asking tenants what was important to them.
- the need to publicise the benefits of the appraisal process. It was important to provide information on the pros and cons of each option.
- highlighted the benefits of a good tenants association.
- noted that Birmingham City Council had spent £1.5 m on a proposed stock transfer, which had not received the support of its tenants and hence did not proceed. The Board was informed that elected Members were involved closely in the process.
- requested an update at a future meeting.

10. PARISH PLANS AND SOUTH CAMBRIDGESHIRE STRATEGIC PARTNERSHIP

The Board received an update on progress being made by communities in South Cambridgeshire towards the development of Parish and Action Plans. The report highlighted the links that existed between these and the Community Strategy emphasising the need to integrate both initiatives in order to improve the quality of life in South Cambridgeshire.

It was noted that 42 communities had shown an active interest in Parish Plans with 3 already completed and a further 8 due for completion in the next 6 to 9 months. Unfortunately, the Countryside Agency Parish Plans Grant Scheme

was now closed to all new applicants. However, it was hoped that a new funding stream would be announced in 2005. Support for the programme could be continued by contributions from each District Council and PCT for a period of two years. There was some confusion regarding the commitment to future funding from the PCT, which would need to be investigated. It was suggested that officers might wish to explore other funding options.

S Hind/
A Hampton

Members were advised that over 60% of the actions identified in Plans were achievable at the local level. They also contained actions around the themes included in the Community Strategy. It was important that the link with the LSP was strengthened. Therefore it was proposed that the priorities identified in Parish Plans be considered and reviewed alongside the review of actions identified in the Community Strategy. Members noted a draft template detailing a two way process of integration and feedback.

Members highlighted the importance of linking Parish Plans with the LSP as local people were best placed to provide information about local issues e.g. housing. Locally set objectives would make it easier for the Partnership to meet the aspirations of local people. Members were advised that the schemes proposed in the plans were generally small and realistic. It was important that Members received an example of a link between the LSP's targets and those of a Parish Plan. It was agreed that a copy of a Parish Plan be circulated

A Hampton

11. ANY OTHER BUSINESS

Cambridgeshire Fire & Rescue Service – Application to Join the Board

The Board was informed that Cambridgeshire Fire and Rescue Service had submitted an application to become a member of the Board. It was noted that the Service had now been divided into District based working teams. The Chief Fire Officer was keen for his officers to join the LSPs to reflect the service's new way of working, which would involve being more proactive to prevent fires through the social inclusion agenda and crime reduction. It was suggested that the Executive Group should be asked to give a steer on this issue.

S McIntosh

Community Strategy Front Cover

The Board received a draft front cover of the Community Strategy. Comments were requested by 30 July 2004. Members suggested that it should include the period covered by the Strategy.

All
S McIntosh

Partnership Area of Interest

A member queried the remit of the Partnership and whether it included wider issues such as electricity failure, quality of schools and MRSA, which would have a direct impact on quality of life in the district. It was suggested that the Board should invite the Chief Executive of the Infrastructure Partnership to a future meeting to discuss utilities. There was concern from some Members that extending the remit would increase the workload pressure on the Partnership. However, it was acknowledged that the Board could receive reports on issues of interest. Members suggested using LSP Board membership as a conduit to raising "intelligence" about issues for South Cambridgeshire. It was agreed that a contact sheet should be circulated to all Members.

S McIntosh

S Hind/
M Rowe

12. DATES OF FUTURE MEETINGS

The Board agreed dates and times of future meetings as follows:

All

Thursday 14 October 2004 at 2.30p.m.

Friday 7 January 2005 at 2.00p.m.

Tuesday 19 April 2005 at 2.00p.m.

Tuesday 14 June 2005 at 2.00p.m.