



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCILLORS' BULLETIN – ISSUE DATE 12 DECEMBER 2001

1. Decisions Made by Portfolio Holders:

Environmental Health

- i) A total grant allocation of £2206.64 be awarded to Duxford (max £850), Guilden Morden (£781.50), & Linton (£575.14). The Duxford grant is subject to a satisfactory plan and quotation being received.
- ii) The quantities of waste produced Schools and other community centres in South Cambridgeshire District are included in the kerbside recycling scheme at no charge.
- iii) A further 827 compost bins be provided in this financial year and that £8,600 is transferred from the kerbside promotions budget to pay for this.

Housing Executive Group

- i) that, subject to consultation with the local Members (and to no relevant objections being received from them) that the land be offered to the owner of 12 Joiners Road, **Linton** as a development plot at the valuation of £70,000.
- ii) that, should the owner of 12 Joiners Road, **Linton** decline to buy on those terms, the land be offered for sale on the open market as a development plot with the aim of maximising the capital receipt, which would accrue to the Council.
- iii) that SM would discuss with the Council's Legal department the implications of the Court of Appeal ruling in R v Braintree District Council ex parte Halls [2000] and of the Human Rights Act.
- iv) that, subject to consultation with the local Member (and to no relevant objections being received from him), sale of the land at the rear of 124 High Street, **Harston**, identified in the report, be confirmed in accordance with the Housing Committee decision of March 1995 at the valuation of £2,000 plus valuation fee of £100 , VAT and legal costs.
- v) Regarding Grant aid in respect of the mobile warden scheme. The Grants were agreed in respect of:
 - Cambridge Cyrenians (£2,500)
 - Cambridge SOFA (£2,000)
 - Cambridge Women's Aid (£6,770)
 - **Papworth** Housing Advice Service (PHAS) (£5,000)
 - Supported Housing Information Project (£2,000)
- vi) that an increased drawdown of £72,000 be approved for Granta Housing Society scheme to build two houses in **Dry Drayton**.
- vii) that sale of the land at Balsham Road, **Linton** to Granta housing Society be approved (thus allowing construction of six single-bedroom flats) supported by the approved LASHG programme, and subject to consultation with local Members (and to no relevant objections being received from them).

- viii) It was agreed that the most effective method of updating the Housing Needs Survey would be to carry out a detailed postal survey which fully complies with the DTLR Guidance.

2. Other Information items

Christmas and New Year:

South Cambridgeshire District Council at South Cambridgeshire Hall, 9-11 Hills Road, Cambridge will be closed from 4:30pm on Friday 21st December 2001 until 8:30am on Wednesday 2nd January 2002.

During this period, the telephone number (01223) 443000 will give details of contacts for emergency repairs to Council Houses, Homelessness, Dangerous Buildings, Environmental Health and other emergencies.

CHRISTMAS AND NEW YEAR REFUSE COLLECTION SERVICE

NO COLLECTION of refuse on the following days over the Christmas & New Year period:

Tuesday 25th & Wednesday 26th December 2001 and Tuesday 1st January 2002.

Routine collections during this period are as stated below:

Normal Collection Day		Actual Collection Day	
Monday	24th December	Monday	24th December
Tuesday	25th December BH	Thursday	27th December
Wednesday	26th December BH	Friday	28th December
Thursday	27th December	Saturday	29th December
Friday	28th December	Saturday	5th January
Monday	31st December	Monday	31st December
Tuesday	1st January 2002 BH	Wednesday	2nd January
Wednesday	2nd January	Thursday	3rd January
Thursday	3rd January	Friday	4th January
Friday	4th January	Saturday	5th January

Monday 7th January - Normal Collections Resume.

All householders are requested to have their refuse sacks available by 7.00 a.m.

Call in arrangements

The relevant Select Committee, either by the Chairman of that Select Committee or by 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 20th December 2001. All decisions not called in by this date will be implemented.

The call in procedure is set out in full in Part 4 of the Council's Constitution, 'Select Committee Procedure Rules', paragraph 16.

Code	Environmental Health Indicators	2001/02 Target	First six months performance	Estimated year end performance	Target likely to be achieved?	Comments
	Best Value Performance Indicators					
BV62	Proportion of unfit private sector dwellings made fit or demolished as a direct result of LA action.	0.3%	0.53%	0.6%		2000/01 figure 0.27%. Government is proposing to drop this indicator in 2002/03.
BV 82a	Total Tonnage of household waste arisings - % recycled	17.2%	14.5%	16.3%		Actual performance in 2000/01 10%. End of year performance expected not to meet target as less waste now being exported from District to other Recycling centres and being collected within the kerbside scheme.
BV 82b	Total tonnage of household waste arisings - % composted (excluding home composting)	<1%	<1%	<1%		Actual performance in 2000/01 0.1%. Home composting is not included within this indicator. Approximately 1500 free home composting bins have been delivered. Council has set target of 25% recycled or composted by April 2004
BV84	Kg of household waste collected per head	289Kg	289Kg	285Kg		Actual performance in 2000/01 297kg. The Council has a waste minimisation target of reducing waste by 4,500 tonnes (or about 33Kg per head) by 2005. DTLR

BV85	The cost per km of keeping relevant land for which the LA is responsible clear of litter and refuse.	To collect data on new indicator	Data now being collected to allow the calculation to be made	Not Available at this time	proposing to delete this indicator in 2002/03. Systems to collect data based on sampling verge and path widths now installed. SCDC cost very low compared to other authorities. DTLR proposing to delete this indicator in 2002/03.
BV86	Cost of waste collection per household	£35.79 (including recycling)	<£35.79	<£35.79	Actual performance in 2000/01 £25.46 including recycling. Kerbside collection went district wide in July 2001. Anticipate year-end costs to be less than budget estimates due to removal of costs associated with glass recycling boxes that will not now be incurred.
BV88	Number of collections missed per 100,000 collections of household waste	67 overall	38 overall (Refuse 17) (Recycling 103)	34 overall (Refuse 17) (Recycling 77)	Actual performance in 2000/01 88. Figures include both the refuse and recycling collections. Recycling missed collections performance anticipated to improve following the expected higher level of missed collections in the first few months of a new service and contract. DTLR are proposing to delete this indicator in 2002/03.

BV91	% of people served by a kerbside collection of recyclable or within 1Km of a recycling centre.	100%	100%	100%	Actual performance in 2000/01 85%. Kerbside scheme went district wide scheme in July 2001. DTLR proposing to amend the definition to this indicator in 2002/03 to % of population served by kerbside recycling. New indicator for 2001/02. Guidance produced in May 2001. Phased introduction of written policies and procedures will improve scores in this area. DTLR have stated their intention to move away from the checklist indicator in next 2-3 years.
BV166	Score against a checklist of enforcement best practice for environmental health.	Establish base line	Baseline estimated at 20%	Baseline estimate 26.6%	
EH – Local Indicators (included in performance Plan)					
ACJ1	% of highways that are either of a high or acceptable standard of cleanliness	85%	91%	85%	Actual 2000/01 performance 83%.
ACJ2	The average time to remove flytipped waste	3 days	3 days	3 days	Actual performance in 2000/01 5 days.
ACJ5	The % of food premises inspections that should have been carried out that were carried out for: (a) High Risk Premises (b) Other Premises	High risk 98% Other risk 85%	High risk 100% Other risk 100%	High risk 100% Other risk 85%	Actual performance in 2000/01 high risk 100% other 98%. Increased pressure from FSA an, HSE and Govt. for increased documentation and procedures.

ACD1	Does the Authority promote home composting by making available composting equipment to all relevant dwellings?	Yes 1500	Yes 1500	Yes 2000*	Actual performance in 2000/01 1500. Environmental Health Portfolio holder to decide in Nov. whether to expand the service to provide this number in 2001/02.
ACJ7	Net spending per head on Environmental Health and consumer protection	Less than national average in 2000/01	Budget estimate figure £6.96	Less than national average in 2000/01	Actual performance in 2000/01 £5.58. Target cannot be judged until revised budget and the CIPFA statistics for 2000/01 published. National figure in 99/00 was £8.36.
SE 200	% of missed collections put right the next working day	97%	73% (refuse 98%) (recycling 56%)	76% (refuse 98%) (recycling 61%)	Actual performance in 200/01 99.5%. Figures include both the refuse and recycling collections. Recycling performance has improved following the expected higher level of missed collections in the first few months of a new service and contract. However, this will not be able to alter final figure significantly.
SE 201	% of mechanical road sweeping carried out on time.	95%	90%	95%	New indicator for 2001/02.
SE 202	To be a lead player in the development of the joint municipal waste management strategy for Cambridgeshire	N/a	N/a	N/a	Environmental Health Portfolio Holder represents Council on CCA member forum. CEHO represents Council on Officer group

SE 203	The % response to environmental health complaints within 3 working days.	92%	Estimated >92%	Estimated >92%	and Paul Quigley and Don Haymes represent the Council on the sub-groups. Actual performance in 2000/01 96%. Estimates for the first six months have to be made due to unreliability of data from old legacy computer system. The new software solution in EH will collate this information for the second half of the year. Actual performance in 2000/01 97%. 4 missed out of 145 reports due to administration errors.
SE 204	The % of infectious disease/food poisoning notifications where the investigation commenced within 24hours of receipt.	100%	97.2%	97%	Actual performance in 2000/01 100%. One investigation late results in 3% failure in the first six months.
SE 205	The % of notifiable accidents under the Health & Safety at Work Act, where the investigation commenced within 24 hours of notification	95%	97%	98%	Figures can only be complied at the end of the financial year however indications are that the target will be achieved.
SE 206	By the end of March 2002 to achieve a 2% reduction in the number of food premises hazard rated A and a 2% reduction in the number hazard rated B.	2% in A 2% in B	N/a	2% in A 2% in B	
SE 207	By the end of March 2002 to have carried out a health & safety inspection of all residential homes with more than 5 residents to	Included in the indicator	18 out of the 36 inspections completed	All 36 inspected	

	reduce the risk of slip, trips and falls, and scalds.					
SE 208	The % of customers who received a full explanation of the outcome of their complaint/enquiry within 7 working days of the investigation being completed	90% by the end of March 2002	>90%	>90%		Actual performance in 2000/01 99%. Estimates for the first six months have to be made due to unreliability of data from old legacy computer system. The new software solution in EH will collate this information for the second half of the year.
SE 209	The % of food catering premises within the District with a risk assessment system to meet the requirements of the legislation.	40% by the end of March 2002.	N/a	40% by the end of March 2002.		Actual performance in 200/01 35%. Figures can only be compiled at the end of the financial year however indications are that the target will be achieved. 159 persons trained in 2000/01.
SE 210	In the year 2001/02 to increase the number of persons trained in basic food hygiene from the 2000/01 target of 79 to 99.	99	81	>99		
SE 211	To have completed the contaminated land strategy and obtained Member approval by end July 2001.	Strategy to be adopted by end of July	Adopted by Council 19th July	Adopted by Council 19th July		Target Achieved.
SE 212	By the end of June 2001 to have installed and run live the new EH software solution including the provision of training.	Run live in June 2001	Ran live on 17th Sept. 2001.	Ran live on 17th Sept. 2001.	**	Delays through the EH office move caused the failure to hit the June target date.
SE 213	Within 2001/02 to have organised	Included within	N/a	2 campaigns		New indicator

	and implemented two campaigns in HECA and Home Safety.	indicator		in each area by Jan 2002	
SE 214	Time taken to remove abandoned vehicles	4 weeks average	N/A	4 weeks average	Estimates for the first six months have to be made due to unreliability of data from old legacy computer system. The new software solution in EH will collate this information for the second half of the year.
SE 215	Number of written policies and procedure notes completed and approved.	24	7	22	
SE 216	To carry out a customer satisfaction survey with customers accessing services	1 sample survey in year	N/A	Survey in the winter of 2002	New software solution will assist in this task. Difficult target to achieve.
SE 217	The % of all entertainment licence applications determined and applicants advised prior to the planned event or activity (where documentation & response are provided appropriately).	100%	100%	100%	
SE 218	% of all taxi licence applications determined within 3 weeks of receipt of all relevant information.	90%	90%	90%	
SE 219	The % of applications for licences or registration determined within 5 weeks from receipt of all relevant information provided committee approval is not required.	90%	>90%	>90%	

SE 220	The unit cost of issuing licences for private hire vehicles, PHV drivers and operators.	Identify by end of March 2002	N/a	Deferred into 2002/03	**	Delay in going live with new EH software solution has meant that the licensing module will not go live until late winter 2002. Therefore insufficient data will be available to establish this.
SE 221	To have installed and run live the new licensing software, including training by Dec. 2001.	Run live by December 2001.	N/a	Estimated go live date March 2002	**	Delay in going live with new EH software solution has meant that the licensing module will not go live until late winter 2002.
SE 222	% of Awarded watercourses inspected annually.	20%	10%	15%	*	Exceptional wet weather has taken the Drainage Manager away from routine inspection work to investigative and other work
SE 223	Produce a document with recommendations for the introduction of a drainage infrastructure charge.	September 2001	Not completed	Produce by the end of March 2002	*	The exceptional wet weather has meant the drainage Manager has had to concentrate on reactive and other investigative work.
SE 224	The average net unit cost of dealing with a pest control problem.	Set baseline	Work in progress	Unlikely to be set in 2001/02	**	Delay in going live with new EH software solution has meant that the Pest control module will not go live until early in 2002. Therefore it is unlikely that sufficient data will be held by the end of the financial year to set the base line.
SE 225	The % of first treatments carried out within 4 working days.	65%	N/a	65%		Actual performance in 2000/01 55%. Estimates for the first six months have

SE 226	The % of pest control customers who are satisfied or very satisfied with the service.	Set baseline	Work in progress	Unlikely to be set in 2001/02	**	to be made due to unreliability of data from old legacy computer system. The new software solution in EH will collate this information for the second half of the year. Delay in going live with new EH software solution has meant that the Pest control module will not go live until early in 2002. Therefore it is unlikely that the software will be sufficiently developed within SCDC to carry out the survey.
Environmental Health Standards/Targets not included in Performance Plan						
EH-1	To produce a consultation on a policy document for the maintenance of the Swavesey Byeways	July 2001	Work in progress	Produce by the end of March 2002	*	The exceptional wet weather has meant the drainage Manager has had to concentrate on reactive and other investigative work.
EH-4	The % of Private water supplies sampled passing bacteriological standards and the number of supplies where the data has been upgraded.	95% pass Data upgraded on 25 supplies	100% Data upgraded on 0 supplies	96% Data upgraded on 20 supplies		Actual performance in 2000/01 95%. Wet weather may make this target hard to achieve.
EH-5	Change the in house Health & Safety rating system for businesses within 20% of	Included in indicator	Indicator superseded	Indicator superseded	-	Mandatory S18 guidance from the Health & Safety Commission has now made this indicator irrelevant.

Parishes in line with HELA
Circular 67/1

EH-8	The % of the authorisations under the Environmental protection Act 1990 Part 1 required to be reviewed in the year that were reviewed.	97%	Work programmed in	100%	Actual performance in 200/01 100%. 8 processes requiring review before end of March.
EH-9	The % of Authorised processes under Part 1 of the EPA 1990 inspected twice for compliance with conditions. Except petrol stations which shall be inspected once.	92%	75%	95%	Actual performance in 2000/01 83%. 21 of the 28 inspections have been carried out in the first six months.
EH-15	The % of planning referrals responded to within 7 working days of receipt into the Department.	75%	35%	50%	Action has been taken to improve on this poor performance by reminding officers of the importance in responding back to the planning Department as promptly as possible.

Key BV = Best Value Indicator

AC = local indicator based on old Audit Commission indicators and included within SCDC BV performance Plan.

SE = Local Indicator included within SCDC BV Performance Plan

EH = Departmental Performance Indicator

= Target achieved or likely to be achieved

= Target unlikely to be achieved.

* Targets not achieved due to exceptionally wet weather

** Targets not achieved due to knock on effects of delays in going live with EH software solution.