

CABINET: MINUTES

Date: 21st April 2009

Time: 10.00 a.m. – 12.noon

Present: Chairman Councillor J M Tuck

Councillors: M Bradney, S. Criswell, M Curtis, D Harty, L W McGuire R Pegram and F H Yeulett

Apologies: Councillors Sir P Brown and J Reynolds

Also in Attendance

Councillors: P Downes, G Griffiths, D Jenkins, G Kenney, S King, T Orgee and M Williamson.

754. MINUTES 24th MARCH 2009

The minutes of the meeting of the Cabinet held on the 24th March 2009 were approved as a correct record.

755. DECLARATIONS OF INTERESTS

The following member declared a personal interest under Paragraph 8 of the Code of Conduct.

Councillor J Tuck declared a personal interest as an executive member of the East of England Regional Assembly (EERA) with regard to any issues / references to EERA that appeared in reports on the agenda.

756. PETITIONS.

None received.

757. ISSUES ARISING FROM SCRUTINY COMMITTEES

A) Corporate Services Scrutiny Committee Report – Use of Technology Review and the response

Councillor Williamson, the chairman of the Corporate Services Scrutiny Committee, introduced the report thanking Cabinet for the positive responses set out in the following suggested response report also included on the agenda.

Cabinet noted that the review was conducted by the Use of Technology sub-group of the Corporate Services Scrutiny Committee, which had been set up to scrutinise the use of technology at the County Council and had focused on the themes of leadership, culture and

strategy for the effective use of technology at the Council. In undertaking the review issues that had come up repeatedly was the essential need for a vision and strategy for the use of IT, in order to make the best use of technology within the Council.

Two other issues highlighted were:

- the need for clear and rigorous process analysis to be a component of all change projects to ensure all relevant data (the example given was ensuring VAT was included when appropriate) was captured when moving from manual to electronic systems
- the installation of new Information Technology (IT) systems should be on the basis of those identified as being the highest priority as a result of the overall Council vision and strategy and not related to the ability of any individual department to finance them.

Cabinet thanked the Scrutiny Committee for the work undertaken in the review, especially in the short time available to carry it out. Cabinet supported the recommendations set out in the Response Report to help improve the future provision of IT, which was recognised as being integral to improved efficiency and ensuring consistent standards across the County Council. It was also recognised that the rapid growth in IT had not always been able to be matched by corresponding levels of investment.

In answer to a question raised, assurances were provided that officers were already actioning / exploring possible future options regarding recommendation 11 in respect of 'Resilience / Disaster Recovery Business Continuity Planning', especially as there were now other potential options available since a previous report to Cabinet that could be pursued. These included the possibility of sharing facilities with other partners. Cabinet recognised that this was an urgent issue that required to be addressed, having received information on current weaknesses set out in detail on page 27 of the scrutiny report. A further report would be presented in due course on possible options, following scoping work currently being undertaken. This would include seeking the views of County Council employees, who it was recognised, could provide valuable knowledge regarding options for targeting increased investment.

It was resolved:

- i) To thank the Scrutiny Committee for the work undertaken in the review and;
- ii) Agree the responses set out in reply to the recommendations of the Corporate Services Scrutiny Committee contained in the report "Review of the Council's Use of Technology" as set out in Appendix 1 to these Minutes.

B) Corporate Services Scrutiny Committee Report – Member Led Review of Integrated Planning Process and the response

The chairman of the scrutiny committee Councillor Williamson presented to Cabinet the final report and recommendations from a Member Led Review of the Integrated Planning Process (IPP).

Cabinet noted that the review had assessed the extent to which the IPP enabled Members to make informed decisions about the allocation of Council resources, through particular focus on the following four key themes:

- The presentation of IPP information to Members
- IPP work being undertaken with partners
- The mechanisms for involving non executive Members in the IPP
- Member training and development requirements.

In response to the proposed recommendations in the report, the chairman of the scrutiny committee expressed disappointment regarding the wording in some of the recommendation responses in terms of using the phrase “the above recommendation is the aim of the published Integrated Plan”. He also believed that not agreeing the proposal recommendation 10 of the scrutiny committee (to replace private member briefings in November and January with formal scrutiny sessions), did not address the issue that member involvement at these sessions had not been as positive as it should have been, and therefore required a different approach. In response, reference was made to the proposals to canvass Members on their reasons for not participating in the IPP briefings. In further discussion on this issue, it was agreed that it might be better to target the views of those who did not attend (who were still the majority). The points raised by the scrutiny Chairman would be raised with the Cabinet Member for Finance, Property, Performance, People, Policy and Law who was unable to attend the current meeting.

There was also discussion of a point made by the chairman of the scrutiny committee in relation to recommendation 11 (that it was important that scrutiny committees were able to scrutinise policy as well as technical changes and the need to be able to focus on policy decisions made by Cabinet Members), as scrutiny Members had sometimes considered that officers had been very assertive in responding to members’ budget questions when it should, in their opinion, have been the relevant Cabinet member to respond. In reply, the Deputy Leader noted the points being made, stating that it was important for Cabinet Members to consider, but to also to be content with whether to take on any suggestions made at budget consultation meetings. He acknowledged that it was scrutiny’s right to review officers’ contributions at meetings.

A correction was made on page 3 in respect of the response to recommendation 5 so that the first line deleted the word ‘performance’ and replaced it with the word ‘importance’ so that the line now read “Linking of plans is of increased importance.”

It was resolved:

- i) To thank the Scrutiny Committee for the work undertaken in the review and;
- ii) To agree all the responses to the recommendations of the scrutiny committee as set out in the report and appended as appendix 2 to these minutes, subject to the correction referred to at the meeting and the response to recommendation 7 being reviewed in terms of targeting feedback from those Members who did not attend the private IPP briefings.

758. AIMING HIGH FOR DISABLED CHILDREN AND YOUNG PEOPLE

Cabinet noted that following the publication of the Department of Children, Schools and Families (DCSF) / Treasury report 'Aiming High: Better Services For Disabled Children in May 2007, there had been significant developments, including both the introduction of a National Core Offer and an investment in 'short breaks'. The Cambridgeshire development of Aiming High reflected an understanding that universal services should be the starting point when thinking strategically about how disabled children and young people could access positive experiences independently of their families and was also important in terms of the Every Disabled Child Matters (EDCM) agenda. In terms of being able to access new funding for Implementing Aiming High during 2009/10, Cambridgeshire had successfully met the necessary nine readiness criteria by the March 2009 deadline.

It was noted that the effective investment of the available short break resource was dependent upon having clear eligibility arrangements for Aiming High funding as well as other funding streams intended to benefit disabled children and their families. In addition to Aiming High, this included Social Care funding as well as SureStart funding streams. The report included recommendations for the eligibility criteria recommended to be applied for Social Care and Aiming High funding, which reflected the needs matrix set out in Appendix 1 to the Cabinet report. Additionally, through Aiming High implementation by Local Authority Pathfinders and discussion through the EDCM Strategy Group, it was acknowledged that it would be a positive step to provide some limited short break support without the need for additional or multiple assessments.

Reference was made to the text in the fourth bullet point under Resources and Performance significant implications paragraph (on page 5 of the report) stating that the Government had announced that Primary Care Trusts (PCTS) had received funding to be "equal partners" but as PCT funding was not ring fenced it was still unclear how much they would be contributing in Cambridgeshire. In response, it was indicated that officers were in ongoing discussions with their PCT counterparts to ensure a contribution was made from their general NHS funding allocation. An additional recommendation was agreed in order to add weight to the current ongoing discussions that officers should write to the Primary Care Trust to clarify both their proposed use of Aiming High Funding and the amount of funding they were receiving.

In response to a question to spend on Carers participation, which was set out as being £5,000 in Appendix 2 of the report, it was explained that there was also an additional contribution of £25,000 from Carers Grant as part of a one year contract with Pinpoint helping to support area based networks across the County. The Carers grant funding was available up to 31 March 2011. In relation to the same appendix a further question was raised regarding the minus £30k entry for income from freed Social Care Funds. It was explained that the £30,000 contribution to the Aiming High budget for 2009/10 came from funding that would be released from existing social care spending commitments due to the fact that some children currently funded through Social Care would in future be supported through Aiming High funding. Additionally it was explained that by aligning the two funding streams it was possible to meet the needs of a range of disabled children, both through introducing new services and working to transform existing provision.

Cabinet agreed that there was a need to carefully monitor Aiming High Funding throughout 2009/10 as this would inform any future decisions on amending the criteria as the additional funding for 2010/2011 investment became available.

In reply to an e-mail request that morning from the local member for Market seeking to speak on the report, the Chairman of Cabinet, who had a discretion whether to allow non Cabinet members to speak on a report for which there was no specific local interest identified, (as identified in paragraph 14 - Rules of Procedure Cabinet Procedure Rules page 5 of the County Council Constitution) ruled that as the report was strategic in nature, Cabinet was not the appropriate forum for public cross party debate, but that the opportunity for such discussion would be at the Full Council meeting when considering the Cabinet report from the current meeting (which would include a summary of this report).

It was resolved:

- i) To approve the proposed Implementation Plan.
- ii) Endorse the application of eligibility criteria for social care services as Tiers 3 and 4.
- iii) Approve the eligibility criteria for Aiming High Funding as Tier 2.
- iv) To ask officers to write to the Primary Care Trust to clarify both their proposed use of Aiming High Funding and the amount of funding they were receiving.

759. NETWORK SERVICES PLAN 2009 AND REVISED HIGHWAY POLICIES

Cabinet received a report seeking approval for The Network Service Plan 2009 as well as a number of changes to Highways policies:

The Network Service Plan (NSP) set out the:

- Objectives
- Budgets for capital and revenue
- Programmes for next year, and
- Performance monitoring of key indicators.

It was noted that an additional £2 million had been approved to be spent over the next two years with the funding having been allocated to specific areas of business in the Network Service Plan and with £1 million to be delivered in the 09/10 financial year, with the funding to contribute to improvement in as many areas of the county as possible. As a result, a programme of small schemes was being developed in the areas of Road Safety, Speed Management, Traffic Schemes, Residential Road Maintenance and Footway Maintenance and a delegation was sought to ensure no undue delay.

Cabinet noted that Highway policies and standards were reviewed annually to ensure that they were fit for purpose, viable in the context of the budget forecasts for the highways service in the foreseeable future and consistent with any changes in legislation and guidance.

It was reported that an annual review had been undertaken with all party member consideration prior to the report to Cabinet with pages 4-8 of the report highlighting the main changes / clarification to existing policy being set out relating to Policy Exemptions,

Advance Cycle Stop lines, Mirrors on the highway, access protection markings, parking controls in newly adopted roads, school crossing patrols, 20 Mile per hour limits, interactive speed signs, sign posts signs to business and retail premises and new developments, temporary traffic restrictions, trees on the highway, safety inspections, skid resistance and highways charges.

Details were also noted regarding two future reviews on Winter Maintenance Policy and on Environmental Weight Restrictions which were to be undertaken in the spring / summer as set out on page 9 of the report.

In response to a question it was confirmed that although staff shortages had resulted in slippages to the existing four year review of all speed limit reviews over 30 mph in 2008/09 causing them to be carried forward, as set out on page 32 of the Network Services Plan document, it was expected that as a result of additional resource input, the programme would be on track by the middle of the year.

In response to a clarification request on the use of interactive speed signs, it was confirmed that the current general policy still applied in terms of the application of the criteria for granting permission, in order to avoid a proliferation of signs and concerns that the impact of the signs would be diminished should many more be erected in the County. However in relation to the original refusal to the request from Granchester Parish Council (as detailed on page 6 of the Cabinet report) who had wished to fund an interactive speed sign but whose accident record did not satisfy policy requirements, as it was recognised that the current policy was subjective and there was no clear evidence available to demonstrate that a proliferation of signs had undermined driver compliance, it was suggested that Grantchester Parish Council should, on an exception basis, be permitted to install a sign as requested. This was suggested and agreed on the basis of them meeting all the life costs associated, including routine maintenance, and that the site should be used for extensive before and after monitoring to help inform a further review next year on whether the proliferation of such signs should remain a factor in the current policy.

It was resolved:

- i) To agree the Network Service Plan 2009 and the revised Highways Policy document provided separately for Cabinet Members.
- ii). To agree to delegate approval of the programme for the first £1m of additional funding to the Executive Director of Environment Services in consultation with the Cabinet Member for Growth, Infrastructure and Highways.

760. G2G CARD: FUTURE ARRANGEMENTS

Cabinet received a report providing proposals for the future of the g2g card.

Cabinet noted that the g2g card scheme had been launched in April 2008 as a Government funded pilot with the scheme established in order to assess whether participation in positive activities outside school improved the confidence and achievement of disadvantaged students. The g2g card had provided a mechanism to increase the number of

disadvantaged young people taking part in positive activities and provided access to positive activities for 2000 young people, including children looked after and young people in receipt of free school meals. It was reported that Government funding had ended in March 2009 and despite considerable lobbying, it was clear that the Department for Children, Schools and Families (DCSF) would not fund the scheme beyond this date. Any continuation of the scheme had therefore fallen to the County Council to finance. It was further noted that the scheme as currently configured was not sustainable (providing a £40 a month subsidy) as this had been based on what was available from DCSF through the pilot programme and was not affordable without that support.

Cabinet fully supported the continuation of the innovative scheme which was likely to be seen by others as best practice, in order to continue to deliver positive outcomes on the basis of a reduced subsidy of £15 per month or £360,000 per year. This was seen as being a good use of resources. It was noted that the full cost of the scheme would be in the region of £600,000 (£300 per eligible person). At the reduced subsidy level it was unfortunately seen as necessary to reduce the range of activities available with the view to ending funding for cinema trips and other more leisure related activities.

Officers were asked to also look at reducing current administration costs (one third of the current cost of the scheme) with regular reporting on progress to relevant member meetings and also looking into future funding options (including sponsorship) beyond the current one-year approval. There was also discussion supporting ensuring the increased take up from those eligible and looking into the possibility of integrating the card with transport payments with the need to work with other County Transport providers. (Councillor Tuck declared a personal interest being recently been appointed to the Fenland Association of Community Transport Management Group Board)

It was clarified in respect of a question raised that the Government only allowed unspent balances on cards issued in 2008/09 to be used for three months from April to June and therefore these balances could not count towards any new spend for 2009/10. In respect of the figures set out in paragraph 3.4 of the report not equating to £600k, this was due to the figures focussing on the major costs of running the scheme in 2009/10. In addition, £50k was needed to resource the necessary project work on the options for the development and expansion of the scheme. This work would include consideration of options to overcome the current transport issues that were a barrier to people using the scheme.

It was resolved:

- i) To agree the continuation of the g2g card, with a reduced level of subsidy for a further year as set out in the report, with funding of up to £500k to be provided from the Corporate Invest to Transform Fund, and £100k from Children and Young People's Services reserves.
- ii) That officers investigate possible alternative funding plans for the continuation of the card to follow the cessation of Invest to Transform Funding.

761. PROPERTY ISSUES

Cabinet received a report suggesting an innovative way in which the County Council working in partnership with Fenland District Council and Chatteris Town Council could

support the Chatteris Community Centre Association to further develop the King Edward Centre, Chatteris.

Cabinet noted that the primary school had previously been declared surplus and that in April 2005 it was agreed to grant a two and a half year lease to a tenant Community Association at a discounted rent to give them the opportunity to put together a funding package on the basis that the lease would not be extended for any further period. Cabinet had also originally agreed that a 25-year lease at full market rent could be granted if within two and a half years the Association had sufficient funds and ability to complete a programme of refurbishment. A further extension of the lease was subsequently granted in May 2008 for a further 2½ years at a peppercorn rent.

It was reported that the Association had expressed its continued interest in acquiring the freehold or a lease with Chatteris Town Council being supportive of a freehold bid and with the possibility of being able to match-fund up to £150,000 towards the cost of purchase and renovation. More recently Fenland District Council had also indicated that they would be willing to provide up to £100,000 towards the purchase and development of the centre. It was confirmed in answer to a question that the site referred to in the report was the full site and there were no other property holdings in relation to the schools (e.g. there were no playing fields at an adjoining site / identified elsewhere).

Cabinet further noted that the Association had provided a recent business plan that showed that by 2011/12 income would exceed cost with no reliance on Local Authority grants. Although the business case was sound, if the County Council were to levy a lease charge or if some of the capital earmarked for maintenance and improvement were required by the Association to purchase the freehold, then the business case would be marginal and dependent on securing further grants and financial support.

Taking into consideration the above, and to ensure that the immense community interests /benefits were protected and that public monies and assets were used jointly and to maximum effect, Cabinet fully supported the proposal to offer a 99-year leasehold on the property at a peppercorn rent to the Association, with maintenance and upkeep obligations being transferred to the Association and for other necessary safeguards to be put in place. This approach would allow all the funding promised by Chatteris Town Council and Fenland District Council to be applied to improving the property and supporting its operation.

It was orally reported that the County Council Members for Chatteris and Forty Foot fully supported the proposals.

It was resolved:

To approve the granting of a 99-year lease at peppercorn value in support of the further development of community facilities in Chatteris on terms to be agreed by the Corporate Director of Finance, Property and Performance.

762. SUPPORT FOR VOLUNTARY SECTOR DURING THE ECONOMIC DOWNTURN

Cabinet was reminded that on the 15th January it had agreed an emergency funding package of £500,000k to support the voluntary sector during the economic downturn with the current report providing an update report on the progress in relation to the agreed

distribution. The extra funding was in order to provide additional outcomes and ensure that those who were currently poorly served would have access to Third sector support through the credit down turn.

Cabinet received an update in respect of the following three authorised funding streams:

- **Work stream 1** - £200,000 (split between 08/09 and 09/10) targeted at preventing residents losing their jobs or homes. Appendix 2 of the report outlined the target caseload.
- **Work stream 2** - £100,000 in 09/10 for rental holidays, rent-free office space and technical support. (It was indicated that a list of organisations who had received support would be distributed to Cabinet following the meeting once the decisions had been taken).
- **Work stream 3** - £200,000 in 09/10 to provide extra support in poorly served areas, this funding to be drawn from Invest to Transform reserves. Since the previous report, a proportion of the funding had now been set aside to support increased demand or anticipated demand around joblessness and associated mental health issues targeting helping with the provision of counselling and mediation support that might help prevent an individual develop acute mental health issues. Provision was also being made to help support volunteering and individuals needs to develop new skills and competencies.

There was discussion regarding the status of the support given in relation to the posts identified under paragraph 3.6 of the report, due to a Member's concern that the County Council should not be funding other organisations shortfalls or where organisations had made decisions to stop funding / agreed service reductions. It was clarified that the support offered by the County Council was to fund an identified gap / time lag between the ending of one funding stream and the commencement of a new funding stream in order to ensure the service continued without any break.

An additional recommendation was agreed to reflect changes in responsibilities following the recent restructure of the County Council's Corporate Leadership Team.

It was resolved:

- i) To note the contents of the report.
- ii) To agree that the original delegation authority for the distribution of funds given to the Deputy Chief Executive for Environment and Community Services (in consultation with the Cabinet Member for Communities) should now move to the Executive Director, Community and Adult Services (in consultation with the Cabinet Member for Communities).

763. SUB REGIONAL ECONOMIC STRATEGY FOR THE GREATER CAMBRIDGE AREA

Cabinet received a report providing an overview of the revised Sub Regional Economic Strategy (SRES) for the Greater Cambridge area, setting out the key economic development goals and priorities for the whole of the Greater Cambridge area and looking beyond the initial three-year delivery focus.

Cabinet noted that the current Economic Strategy for the Greater Cambridge area which covered the period 2005 to 2008 had been produced by the Greater Cambridge Partnership (GCP), at a time of great optimism about continued growth prospects and buoyant economic conditions. As a result of the recession and economic downturn there had been the need for a review to reflect the current changed climate. The vision, goals and priorities developed within the SRES had been aligned with those in the East of England Plan and the Regional Economic Strategy published by the East Of England Development Agency in 2008, which set a vision for a globally competitive region. The SRES aimed to balance the immediate impact of the recession with an ambition for renewed economic growth once a more favourable global climate returned. It would also provide a framework that informed the priorities and activities of key delivery partners across the Greater Cambridgeshire Area.

In respect of concerns expressed by Cabinet Members on Learning Skills Council (LSC) funding and its potentially serious impact on relocation/ building projects at regional colleges in Cambridgeshire (set out on pages 8 and 9 of appendix 2), officers indicated that the funding for the addition of a wing to Cambridge Regional College was believed to be secure, but funding regarding the relocation and new build of Huntingdonshire Regional College and the relocation and new build of the College of West Anglia (March) was currently less certain. An oral update indicated that it was expected that there would be a Government announcement the following day on future national level LSC funding as part of the presentation of the Budget. Cabinet was reassured that the appropriate officers were continuing to ensure that the County Council's voice was heard regarding sixth form funding / college capital funding.

It was resolved:

To endorse the Greater Cambridge Partnership Sub Regional Economic Strategy (SRES) for the Greater Cambridge area.

764. SAFETY OF SPORTS GROUNDS POLICY

Cabinet received a report providing details of the Safety at Sports Ground Policy for Members' relating to the safety of sports grounds function, administered for the County Council by the Trading Standards Service.

Cabinet noted that the County Council had been responsible for administering safety of sports grounds legislation since 1975 in relation to Designated Sports Grounds and from 1987 at other sports grounds containing Regulated Stands. (In the County's case Cambridge United Football Club). Following a series of high profile disasters, most notably the fire at Bradford and the Hillsborough tragedy, the manner in which the legislation was administered had been nationally reviewed with Safety Certificates being made mandatory. Cabinet noted that the County Council were responsible for issuing the said certificate, without which, a qualifying sports ground was unable to operate lawfully.

The Safety of Sports Grounds policy outlined how the Council was required to discharge its advisory, regulatory and enforcement roles for the safety of sports grounds function, having due regard to its moral, legal and community obligations. Much of the policy's content was based on existing practice and the adoption of best practice.

In addition Cabinet noted that in his final report (published 1989) following the Hillsborough

disaster, Lord Justice Taylor had recommended that local authorities needed to set up Safety Advisory Groups, comprising relevant professionals to provide specialist advice to the local authority. Following a full review of the Safety of Sports Grounds function carried out by the Trading Standards Service, it was considered appropriate to formalise the arrangements that were in place to administer the function. Cabinet noted that the terms of reference for Safety Advisory Groups formed an integral part of the overall package to provide a framework and guidance to the Council and all constituent members in the delivery of the safety of sports grounds function at a practical level.

It was resolved:

- i) To agree the details of the Safety of Sports Grounds Policy together with the associated Terms of Reference for Safety Advisory Groups. (Attached as Appendix A to the Cabinet report).
- ii) To delegate approving amendments to Safety of Sports Grounds Policy to the Cabinet Member Economy, Environment and Climate Change, in consultation with the Executive Director, Environment Services.

765. CAMBRIDGESHIRE ARCHIVES AND LOCAL STUDIES COLLECTING POLICY

Cabinet received a report providing details of the revised and updated Collecting Policy of Cambridgeshire Archives and Local Studies (CALS) which provided details of the criteria for agreeing acquisitions as material being worthy of permanent preservation, as well as those to be excluded and also guidance regarding disposal.

Cabinet was reminded that at its meeting on 28th October 2003, adopted the Historical Manuscripts Commission's '*Standard for Record Repositories*' and in doing so, committed the County Council to follow best practice for archives. At the same meeting Cabinet also agreed to adopt a Collecting Policy for both Cambridge and Huntingdon Record Offices with 2008 originally being set as the review date for this policy. The current report was the review of that policy.

It was resolved:

To approve and adopt the revised and updated Statement of Collecting Policy of Cambridgeshire Archives and Local Studies as set out in Appendix B of the Cabinet report.

766. REVIEW OF THE APPLICATION OF REGULATION OF INVESTIGATORY POWERS ACT (RIPA)

Cabinet received a report advising it of the results of the Deputy Leader's review of the Council's use of the Regulation of Investigatory Powers Act and to seek Cabinet approval for recommended changes in procedure.

Cabinet noted that the Regulation of Investigatory Powers Act 2000 (RIPA) regulates a number of investigative procedures with its main purpose being to ensure that surveillance undertaken was a justified infringement of Article 8 of the European Convention on Human Rights (ECHR). RIPA was a pro-human rights law that, rather than 'giving' powers, controls

activities that need to be regulated providing the proper mechanism to consider the key issues of necessity and proportionality.

It was recognised that there were genuine public concerns that public authorities should only use investigative powers where this was proportionate to the matter being investigated and that the information required could not be obtained through other less invasive means. It was important that the Council was able to respond positively to such concerns and for this reason, the Council meeting on the 9th December had been informed that the Deputy Leader of the Council, Councillor Mac McGuire, would conduct a review of the Council's compliance with RIPA.

Cabinet noted that the Review findings showed that the Council's current use of investigatory powers authorised through RIPA had been limited, compared to a number of other authorities as detailed in the Cabinet report. The analysis showed a rate of only around 8 cases per annum, of which more than half related to Trading Standards investigations. The cases examined showed significant public benefits as set out in paragraph 4 of the Cabinet report. However, as it was considered important that elected members had an appreciation of how often RIPA was applied, a number of recommendations were made as set out in the report, including one to reduce the number of authorising officers from 23 to 9.

It was resolved:

To approve the following changes to current procedures:

- i). The provision of an annual monitoring report to the Council's Standards Committee.
- ii). That the number of RIPA Authorising Officers be reduced to 9.
- iii). That all Authorising Officers undertake a training programme before the 4th June.
- iv). That a training programme is initiated for investigating officers.
- v). That authorisations for the interception of communications are in future added to the central RIPA Register.
- vi). That another Single Point of Contact Officer is nominated.
- vii). That the role of the RIPA Monitoring Officer is strengthened to improve quality assurance.
- viii). That an annual RIPA reminder is issued to all staff through Daily Briefing.
- ix). That Authorising Officers should refer concerns about 'proportionality' to the Chief Executive or Executive Directors.
- x). That a communications strategy is developed to help raise the level of public understanding as to why the Council undertakes investigations.

767. QUARTERLY UPDATE REPORT ON KEY PARTNERSHIPS

Cabinet received the quarterly update report of the main issues / actions being undertaken by the following key partnerships in the County:

- A) Cambridgeshire Together
- B) The Children and Young People Partnership
- C) Cambridgeshire Care Partnership
- D) Cambridgeshire Horizons
- E) Community Safety Strategic Partnership
- F) Greater Cambridge Partnership

It was resolved:

To note the contents of the report.

768. DELEGATIONS FROM CABINET TO CABINET MEMBERS / OFFICERS

Cabinet received a progress report on matters delegated to individual Cabinet Members and/or to officers to make decisions on behalf of the Cabinet up to March 2009.

It was resolved:

To note the progress on delegations to individual Cabinet Members and/or to officers previously authorised by Cabinet to make decisions/take actions on its behalf.

769. DRAFT CABINET AGENDA FOR 5TH MAY 2009

The agenda was noted with the following amendments:

Item 6 'Section 106 Deferral' being moved to a later meeting and the deletion of items 8 'Revisions to Persistent Complaints Policy' and 11 'Cambridgeshire Archives and Local Studies Collecting Policy'.

770. PRIVATE AND CONFIDENTIAL REPORT - EXCLUSION OF THE PRESS AND PUBLIC

It was resolved:

That the press and public should be excluded from the meeting during the consideration of the following report on the grounds that it was likely to involve the disclosure of exempt information under paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding the information)) and paragraph 5

(information in respect of which a claim to legal professional privilege could be maintained in legal proceedings) of Part 1 schedule 12A of the Local Government Act 1972 and that it would not be in the public interest for the information to be disclosed.

771. GUIDED BUSWAY: CONTRACT UPDATE

Cabinet received a confidential update on the current contractual position on the Guided Busway.

It was resolved:

To note the report.

Chairman
5th May 2009

RESPONSE TO SCRUTINY COMMITTEE REVIEW : USE OF TECHNOLOGY REVIEW

Recommendation	<p>Recommendation 1: Vision</p> <p>The Council must develop a clear high-level vision for the effective use of technology. This vision should reflect strategic objectives and service principles from the IPP and provide a clear, simple direction about the sort of organisation we want to be in terms of technology. Senior officers are encouraged to lead on the vision by example.</p> <p>Who: Corporate Director (Customer Service and Transformation) When: By May 2009</p>
Response	<p>It is agreed that a clear strategic vision is highly important for the effective use of technology in this organisation.</p> <p>It is proposed that this be developed alongside the work to structure the new Customer Service and Transformation Directorate with a view to launching the vision in July in line with the commencement of the new Council.</p>
Recommendation	<p>Recommendation 2: Strategy</p> <p>The Council must develop a joined-up approach to Information and Technology strategy, based on the vision.</p> <ul style="list-style-type: none"> • This strategy must set internal direction with regard to business as usual technologies and also to the development of new solutions. • The strategy should consider outward facing issues, for example accessibility of data, communication channels, network resilience in Cambridgeshire, etc. <p>CS Scrutiny [or the equivalent] should be given the opportunity to review and input into this strategy in light of the current review.</p> <p>Who: Corporate Director (Customer Service and Transformation) When: By September 2009</p>
Response	<p>It is agreed that Information and technology strategies must be linked. However they should not be one and the same strategy as there is a risk that an information strategy will be seen to refer only to electronic information.</p> <p>The IT strategy must address resilience more widely, to cover not just the network, but all IT resilience. It should also include resilience of partners' systems where the Council relies on their systems in joint service delivery.</p>

Recommendation	<p>Recommendation 3: Compliance/governance</p> <p>The Council must develop clear processes to cover business as well as technical compliance issues in new IT systems. The committee endorses the notion that these processes be put in place and governed by a Change Advisory Board (possibly the Strategic Information Management board (SIM) in dialogue with programme boards).</p> <p>Who: IT, Web and Business Change services in collaboration When: By September 2009</p>
Response	This recommendation is supported, although the governance arrangements may need further clarification.
Recommendation	<p>Recommendation 4: Lines of ownership</p> <p>Lines of ownership of system/technology/project compliance processes must be rationalised and publicised. Standards of data collection, storage, access and security must be set, publicised and enforced. The Council should put in place a 'Chief Information Officer' (CIO) whose overall responsibility it will be to ensure data standards and standards of compliance of processes are met. The committee endorses the notion of the director of Customer Service and Transformation acting as the CIO.</p> <p>Who: Corporate Director (Customer Service and Transformation) When: By September 2009</p>
Response	This recommendation is supported in principle. As part of the work to develop a staffing structure for the Directorate of Customer Service and Transformation, the role of CIO will be assigned, ensuring no conflict of interest.
Recommendation	<p>Recommendation 5: Prioritisation</p> <p>The authority should put in place a system for assessing all technological requirements which are to be funded, hosted or supported internally to create a prioritised forward schedule of works. Emphasis should be placed on realistic/accurate estimation of cost and time for projects. Members endorse the notion of this prioritisation and estimation being owned by a Change Advisory Board and ultimately by a Chief Information Officer.</p> <p>Who: a new Change Advisory Board When: By September 2009</p>
Response	This recommendation, is supported, in principle. Strategic prioritisation across the organisation could yield great efficiencies in time and cost. The governance arrangements will be considered as part of a wider current review of Quality Improvement Areas.

Recommendation	<p>Recommendation 6: Business Process Analysis</p> <p>Rigorous business process analysis should be a standard component within all change projects. Policy on the roll-out of new systems should reflect the need for this. Resource for business process analysis should be provided to services, to project managers and to project sponsors. Where funding is required, the ITT could have a sub-fund for business process analysis, requiring a different style of business-case to current ITT bids.</p> <p>Who: IT, Web and Business Change services in collaboration When: By September 2009</p>
Response	<p>It is agreed that business process analysis must be standard as part of the wider transformation in change projects. Necessary resources will need to be quantified and, where appropriate, ITT funding sought. This work will be taken forward within the new Corporate Directorate.</p>
Recommendation	<p>Recommendation 7: Change Management</p> <p>Change management processes need to be fully understood and appreciated by the authority. Policy on the roll-out of new systems should reflect the need for strong change management methodology and provision should be made for central governance of change management compliance.</p> <p>Who: IT, Web and Business Change services in collaboration When: By September 2009</p>
Response	<p>This recommendation is supported. This work will be taken forward within the new Directorate and in conjunction with a wider culture change programme.</p>
Recommendation	<p>Recommendation 8: Traded Services</p> <p>The authority should review the traded nature of the Applications Development and the Applications Support teams, with a view to ensuring development and support work by these teams is done according to corporate priority.</p> <p>Who: Corporate Director (Customer Service and Transformation) When: By September 2009</p>
Response	<p>This recommendation is agreed in principle. The cost recovery models for the teams mentioned will be reviewed as part of the wider restructure of the new Customer Service and Transformation Directorate and in the context of the Integrated Plan.</p>

Recommendation	<p>Recommendation 9: Self challenge</p> <p>Services are to be encouraged to examine their own processes for possible efficiencies on a rolling basis. Resource is to be provided to aid/enable services to do this. The authority must put in place some mechanism of challenge to system owners with a view to raising awareness, skills and therefore usage.</p> <p>Who: Culture to be set by Corporate Director (Customer Service and Transformation) When: Mechanisms in place by September 2009</p>
Response	This recommendation is supported in principle. This approach needs to be owned by SMT and CLT and the Director will take this forward and seek to develop appropriate mechanisms that support self challenge.
Recommendation	<p>Recommendation 10: IT for Members</p> <p>Members' computing facilities should be of the same standards (security, PC refresh, operating systems, locked-down configuration) as officer computing facilities.</p> <p>Who: Culture to be set by Corporate Director (Customer Service and Transformation) When: Mechanisms in place by September 2009</p>
Response	This recommendation needs to be further investigated to ensure that members' needs are assessed against organisational risk and constraints.
Recommendation	<p>Recommendation 11: Resilience/Disaster Recovery/Business Continuity Planning</p> <p>The administration should consider the current IT resilience with a view to creating a more robust back-up in the event of disaster or loss of network.</p> <p>Who: The Administration When: Review to be complete by January 2010</p>
Response	Some funding has been made available in 2009/10 for IT Resilience. This funding will be used to research and inform appropriate proposals.
Recommendation	Corporate Services Scrutiny Committee or its equivalent will call upon the relevant officers to give progress reports at future meetings.
Response	This recommendation is accepted.

RESPONSE TO MEMBER-LED REVIEW OF THE INTEGRATED PLANNING PROCESS (IPP)**THE PRESENTATION OF INTEGRATED PLAN INFORMATION****Recommendation 1**

The principal IPP information for Members should consist of a succinct, strategic overview of the Council's priorities and linked income and expenditure and performance measures, using graphs and other visual aids for clarity wherever possible to clearly identify the key policy choices.

Response

The above recommendation is the aim of Section 1 of the published Integrated Plan. Therefore officers will be pleased to look at the presentation for future years to ensure it contains all relevant top-level information using appropriate presentation techniques.

Recommendation 2

Detailed information that is consistent in the use of terminology, style and the level of information should be provided as appendices.

Response

The above recommendation is the aim of Sections 2 and 3 of the published Integrated Plan. Therefore officers will be pleased to look at the presentation for future years to ensure it contains all relevant detailed information supported by a glossary if required.

Recommendation 3

IPP documentation should clearly set out how changes to service funding will affect the overall quality of service provided, relative to the previous year and distinguishing between inflation, demographics, genuine service improvements and cross referencing revenue and capital expenditure where appropriate.

Response

The above recommendation is the aim of the investment / saving form that supports the integrated plan and which were shared with members in November. Certainly officers will examine that form and the tables showing summary changes to resources by services in Section 3 of the Integrated Plan to ensure clarity.

Recommendation 4

Use should be made of the IPP Standing Sub Group to test the quality of IPP documentation.

Response

The Integrated Planning documentation should be appropriate for all audiences and therefore seeking The Corporate Scrutiny IPP Standing Sub Group's views would be sensible.

IPP WORK WITH PARTNERS

Recommendation 5

Improving links between the IPP process and our partners' plans through Cambridgeshire Together is of vital importance. To achieve this the Council should engage in early, transparent discussions within a less bureaucratic process.

Response

Linking of plans is of increased importance. This is already well advanced in respect of the pooled budgets and other specific areas of joint activity. Widening this approach in future years to ensure all partners use their resources in concert to meet agreed objectives and priorities is sensible. There will be a need to ensure a broadly common timetable to planning and that information is shared at a similar level of detail. The differences in the relative scale of spend and variety of services provided should be noted.

Recommendation 6

IPP documentation should explicitly identify where the Council will be working with partners in aligning and pooling funding to achieve National Indicator targets or other common objectives. The contribution of these partners should be identified, wherever possible.

Response

The most significant co-investment is alongside health in respect of pooled budgets and this is signposted in the Integrated Plan documentation. Currently other co-funding of priorities is limited but likely to expand through the Cambridgeshire Together mechanism. It is also appropriate to indicate in the Integrated Planning documentation the Authority's formal role overseeing all joint investment such as Local Public Service Agreement (LPSA) reward grants, most Area Based Grants and the core funding for Horizons.

MEANS OF ENGAGING MEMBERS

Recommendation 7

All Members should be canvassed to find out why so few participated in the IPP briefings and what changes they would like to see in the IPP process. Ideally, the information provided to Members should enable them easily to answer questions posed by, for example, Parish Councils. To ensure the best possible response, those Members who do not respond should be interviewed, on a confidential basis, during lunchtime and after the last council meeting on 19th May.

Response

In previous years feedback has informally been gathered from members and changes have occurred as a result in the Integrated Plan documentation and the presentations at workshops. A further gathering of views on the 19th and subsequently with other key stakeholders being asked for their opinions would be a useful addition to the informal gathering of views. Cabinet agreed that canvassing should focus those who had not attended the workshops.

Recommendation 8

Use should be made of the IPP Standing Sub Group to develop this questionnaire for Members as soon as possible.

Response

Involvement of the IPP Standing Sub Group to develop this questionnaire for Members would be welcomed.

Recommendation 9

A clear, early timetable for the key stages in the IPP process should be made available so that Members are able to plan how they will be involved in the process.

Response

Timetables for the Integrated Planning process are published and the timetable for 2010/11 is in preparation now. Key points on the timetable wherever possible remain fixed, particularly in respect of member meetings. However particularly in these challenging economic times and increasingly as we work with partners some flexibility around this timetable will be needed.

Recommendation 10

The public scrutiny meetings in November and January provide a better opportunity to examine the IPP proposals than the private IPP briefings. The Council is recommended to replace these briefings with formal scrutiny sessions.

Response

The current blend of private briefings and formal scrutiny arrangements allow more detail to be shared with members at an earlier point and provide other opportunities for briefing and understanding. The continuation of both approaches would seem to increase the opportunity for understanding and challenge rather than diminishing it, therefore this recommendation is not accepted.

Recommendation 11

It is important that Scrutiny Committees scrutinise policy as well as technical changes. It is recommended that part of the formal IPP scrutiny sessions should focus on scrutiny of the policy decisions being made by Cabinet Members.

Response

The recommendation is within the gift of Scrutiny and considering policy, resource and performance issues together is the main aim of the Integrated Planning process.

MEMBER TRAINING AND DEVELOPMENT

Recommendation 12

IPP training should be prioritised within the post election Member Development programme. This should include working with District Councils to develop joint financial training sessions to maximise the use of resources and expertise.

Response

There are already training slots set aside for planning and resource issues and care will be taken to ensure Members gain sufficient information to allow them to engage with the 2010/11 Integrated Planning process. The Chief Financial Officers of public bodies in Cambridgeshire already meet and planning is a regular agenda item. Consideration will be given to some joint training initiatives, e.g. in respect of understanding research data, impact of housing growth etc.