

Council

Wednesday, 6 March 2019

Supplementary Information Pack

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QUESTIONS

Questions were received under the following categories:

<u>PUBLIC PARTICIPATION</u>	
6. <u>Questions from members of the public</u>	
1.	<p>Question from Darrell Goodliffe</p> <p>To Councillor Seaton, Cabinet Member for Resources</p> <p>In light of the continual delays to a clear plan for repayment of the £23 million loan made to Empower LLP being produced and significant pressures on the Councils Budget, what reassurances can the Council provide that this money will be returned in full and when can residents expect a clear schedule to be provided for the repayment of this loan?</p>
2.	<p>Question from Terri Haynes</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Given the lack of parking at Sand Martin House could the relevant cabinet member tell me what measures are being taken to encourage council officers and contractors to use public transport to get to work?</p>
3.	<p>Question from Yasir Quershi</p> <p>To Councillor Cereste, Cabinet Member Waste and Street Scene</p> <p>My walk to the train station each morning is depressing.</p> <p>Peterborough should be trying to attract commuters to the city. I cannot recommend Peterborough as a commuter town when the place looks like a rubbish tip.</p> <p>Will the Cabinet member explain to me what action will be taken to improve the litter situation in the west town area which has got worse over the last three years and explain what plans if any there are to improve the situation in the streets in the residential area in which I live?</p>

COUNCIL BUSINESS

8. Questions on notice to:

- a) The Mayor
- b) To the Leader or Member of the Cabinet
- c) To the Chair of any Committee or Sub-committee

1. Question from Councillor Ali

To Councillor Walsh, Cabinet Member for Communities

A vast majority of local Taxi Drivers both Hackney and Private Hire provide an excellent service to our City, in recent weeks there has been numerous incidents of Taxi Drivers having been victims of crimes, including serious assaults on drivers, vandalism and damage to Private Hire vehicles. Can I ask the relevant Cabinet Member what steps will be taken by the authorities to protect and safeguard the welfare and livelihood of taxi drivers.

2. Question from Councillor Hogg

To Councillor Seaton, Cabinet Member for Resources

With speculation in the press regarding the possibility of the Peterborough United stadium being relocated to elsewhere in the city.

POSH fans across the city are duly interested in this issue, can the relevant cabinet member please update council on any discussion that PUFC has had with the council in this regard?

3. Question from Councillor Sandford

To Councillor Cereste, Cabinet Member Waste and Street Scene

Is there anything the relevant cabinet member can do to streamline the process for bulky waste collections and make it more customer friendly and less time consuming for residents? Recently when booking a collection, I had to have three separate telephone conversations with Council staff and Amey: an initial phone call to the Council, waiting a week to be phoned by Amey to get a quote for the cost and then had to phone the Council again to make a payment and arrange a collection date. Could we use the opportunity of the termination of the Amey contract to review and streamline processes such as this?

4. Question from Councillor Bond

To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development

Could the relevant cabinet member tell me how last years report by the UN Intergovernmental Panel on Climate Change (IPCC), which states the planet will reach the crucial threshold of 1.5 degrees Celsius (2.7 degrees Fahrenheit) above pre-industrial levels by as early as 2030, precipitating the risk of extreme drought, wildfires, floods and food shortages for hundreds of millions of people, has changed impacted council policy and activity?

5. Question from Councillor Shaheed

To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development

	<p>Given Peterborough's perceived 'green' credentials, what is being done to reduce the emissions from vehicles that are carrying out council business, please?</p>
6.	<p>Question from Councillor Shaheed</p> <p>To Councillor Seaton, Cabinet Member for Resources</p> <p>Are there any plans for solar panels to be installed on council owned buildings this year?</p>
7.	<p>Question from Councillor Barkham</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Does the administration believe that just "12.2% of dwellings granted full permission have been affordable homes" since 5th May 2015 is acceptable?</p>
8.	<p>Question from Councillor Murphy</p> <p>To Councillor Ayres, Cabinet Member for Skills and Education</p> <p>Following the decision at the joint scrutiny meeting to refer to cabinet concerns over the cut in the amount of funding per pupil anticipated in Peterborough and asking for action to be taken to lobby on behalf of Peterborough students and pupils what action has been taken?</p>
9.	<p>Question from Councillor Hogg</p> <p>To Councillor Walsh, Cabinet Member for Communities</p> <p>Can the relevant cabinet member please inform us of the number of fines issued for dog fouling across the city?</p>
10.	<p>Question from Councillor Bond</p> <p>To Councillor Walsh, Cabinet Member for Communities</p> <p>Residents from across Peterborough have told me that they are concerned that enforcement is overly focused on the city centre.</p> <p>Could the relevant cabinet member tell me how fines have been issued for parking related offences for non-city centre wards (All wards excluding Central, East, North and Park) during 2018?</p>
11.	<p>Question from Councillor Lillis</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Considering former Conservative Health Secretary Jeremy Hunt MP described rising rates of childhood obesity as a "national emergency." Does the administration believe it is important that residents have access to neighbourhood parks and open green spaces in line with the council policy in this area?</p>
12.	<p>Question from Councillor Saltmarsh</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p>

	<p>Could the relevant cabinet member tell me if the social housing waiting list has increased or decreased in the last 5 years and by how much?</p>
13.	<p>Question from Councillor Shaz Nawaz</p> <p>To Councillor Seaton, Cabinet Member for Resources</p> <p>As I understand it, the cabinet member for Resources, believes we will save or generate around £9m by moving to Microsoft 365. May I have a breakdown of the actual figure alongside the timeframe and underlying assumptions, predictions and projections.</p>
14.	<p>Question from Councillor Saltmarsh</p> <p>To Councillor Walsh, Cabinet Member for Communities</p> <p>Could the relevant cabinet member please advise me how many people have sadly died as a result of being homeless in the Peterborough area in the past 5 years?</p>
15.	<p>Question from Councillor Lillis</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Could the relevant cabinet tell me what is average time and longest time it takes to repair broken street lights once they are reported?</p>
16.	<p>Question from Councillor Ali</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Work is underway at the roundabout, in readiness for repairs and renovation of the iconic Rhubarb Bridge. Many residents of my North Ward and indeed across the City have expressed concerns that works being carried out at the roundabout with ground level footpath and new pedestrian crossing lights appear to be designed as a permanent feature. Can the Leader of the Council explain what is planned and assure me, residents of North Ward and indeed the City who campaigned so hard to force the administration into a u turn, that Rhubarb Bridge will be preserved in its entirety with access for pedestrian and cyclists.</p>
17.	<p>Question from Councillor Shaz Nawaz</p> <p>To Councillor Seaton, Cabinet Member for Resources</p> <p>At the time of writing this question the Change Programme Funds (usable reserves) estimated balance as at 31 March 2020 stands at just over £8m. The balance as at 31 March 2017 was just over £25m. Does the cabinet member have a plan to replenish the reserves which have been used over the preceding few years? If so, please share your plan detailing the projections.</p>
18.	<p>Question from Councillor Barkham</p> <p>To Councillor Walsh, Cabinet Member for Communities</p> <p>Could the relevant cabinet member tell me how many successful prosecutions for fly tipping offences in Peterborough were there in (1) 2017 and (2) 2018?</p>
19.	<p>Question from Councillor Rush</p> <p>To Councillor Seaton, Chairman of the Constitution and Ethics Committee</p>

	<p>It appears that a political group has been taking advantage of a clause in the constitution to have free acknowledgements sent to residents when they have responded to clearly political surveys. Can the chairman of the Constitution and Ethics Committee confirm the cost that the practise will stop and ask the group involved to refund the money.</p>
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<p>8. <u>Questions on notice to:</u></p> <p>d) The Combined Authority Representatives</p>
<p>None received.</p>

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COUNCIL	AGENDA ITEM No. 9(a)
6 MARCH 2019	SUPPLEMENTARY REPORT

Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	Peter Carpenter, Acting Director of Corporate Resources Kirsty Nutton, Head of Corporate Finance	Tel. 452520 Tel. 384590

SUPPLEMENTARY REPORT - MEDIUM TERM FINANCIAL STRATEGY 2019/20-2021/22- TRANCHE THREE

1. BACKGROUND

- 1.1 This addendum has been produced in order that Members receive the most up to date position regarding the Tranche Three Budget Consultation.
- 1.2 This document contains consultation feedback received, which we were unable to include within the main report due to the timing of publication.
- 1.3 The consultation concluded at 5pm on 4th March, as originally set out on the website and within the Medium Term Financial Strategy 2019/20-2021/22 Report which went to Cabinet on 4th February, and again on 25th February 2019.
- 1.4 No paper (hard copy) consultation responses were received at the reception desks or at the libraries.
- 1.5 The Addendum also includes a revised Appendix A- 2019/20-2021/22 MTFS Detailed Budget Position. The overall net budget remains the same, however the gross and income position has slightly changed due to a revised forecast in relation to the Housing Benefit Grant. The forecast Housing Benefit grant has reduced significantly due to the implementation of Universal Credit and transfer of claimant on to the new system.

2. CHANGES TO THE CONSULTATION RESPONSE

- 2.1 This update contains the following:
 - The 2 additional consultation responses received. These together with the 8 responses already reported takes the total amount of responses received via the online survey up to 10.

The following table outlines the additional consultation responses received via the online survey:

Do you have any comments to make about the tranche three budget proposals?	Having read the tranche three proposals document, how much do you now feel you understand about why the council must make savings of over £8.2million in 2019/20 and almost £20million by 2021/22? Tick the answer you agree with.	If you have any specific ideas about how the council can save money or generate additional income to protect services, please state these here:
I believe the priorities are right although I feel ill-equipped to make a definite judgement.	A fair amount	Noand I don't envy anyone having to take decisions on these matters!
How can you be spending money to promote Peterborough to businesses when you then spend a fortune on digging up the town centre over and over. You might also might want to deal with the lack of any sort of police response when crimes are reported	Nothing at all	Cancel the urban beach to start with. Stop digging up the city centre causing gridlock. Stop placing stupid flagpoles up outside the town hall . Try giving businesses in town a break so they can afford to be there .

Revised Appendix A – 2019/20-2021/22 MTFS Detailed Budget Position-Tranche Three

Appendix A- (a) 2019/20-2021/22 MTFS Detailed Position

	2019/20	2020/21	2021/22
	£000	£000	£000
NNDR	(48,944)	(49,485)	(50,253)
Revenue Support Grant	(10,246)	(10,246)	(10,246)
Council Tax	(78,248)	(81,441)	(84,968)
New Homes Bonus	(4,713)	(4,191)	(4,301)
Improved Better Care Fund	(5,345)	(5,345)	(5,345)
Additional funding for Adult Social Care	(3,271)	(2,150)	(2,150)
TOTAL CORPORATE FUNDING	(150,767)	(152,858)	(157,264)
PLANNED EXPENDITURE			
Chief Executives			
Chief Executive	243	244	244
Human Resources	1,097	863	882
Total Chief Executives	1,340	1,107	1,126
Governance			
Director of Governance	331	332	333
Constitutional Services	2,100	2,127	2,154
Legal Services	1,436	1,163	1,196
Performance & Information	202	206	210
Coroners Service	590	595	595
Total Governance	4,659	4,422	4,487
Growth & Regeneration			
Director, OP & JV	128	9	15
Development and Construction	158	189	220
Sustainable Growth Strategy	1,395	1,487	1,503
Peterborough Highway Services*	4,262	4,758	5,037
Waste, Cleansing and Open Spaces	13,658	13,841	14,501
Westcombe Engineering	115	126	138
Corporate Property	2,033	2,130	2,246
Resilience & Health & Safety	235	240	245
City Centre Management	269	150	155
Marketing & Communications	272	281	289
Parking Services	(2,089)	(2,067)	(2,046)
Regulatory Services	855	877	899
Service Director Environment & Economy	149	151	154
Total Growth & Regeneration	21,440	22,171	23,357
People & Communities			
Director	1,285	507	580
Communities	6,544	6,776	6,944
Adults	45,869	49,835	52,290
Children's & Safeguarding	10,840	11,857	12,101
Education	5,832	5,899	5,959
Commissioning & Commercial Operations	17,333	16,932	17,033
DSG	-	-	-
Total People & Communities	87,702	91,806	94,906
Public Health			
Children 0-5 Health Visitors	3,663	3,658	3,658
Children 5-19 Health Programmes	944	944	944
Sexual Health	1,938	1,938	1,938

	2019/20	2020/21	2021/22
	£000	£000	£000
Substance Misuse	2,269	2,227	2,227
Smoking and Tobacco	318	318	318
Miscellaneous Public Health Services	1,551	1,569	1,569
Public Health Grant	(10,620)	(10,620)	(10,620)
Total Public Health	62	33	33
Resources			
Director's Office	272	276	280
Financial Services	2,730	2,131	2,169
Programme Management Office	173	175	177
Corporate Items	3,151	5,555	5,617
Peterborough Serco Strategic Partnership	4,218	2,641	2,441
ICT	6,395	6,112	6,260
Energy	480	480	480
Cemeteries, Cremation & Registrars	(1,393)	(1,439)	(1,484)
Total Resources	16,027	15,931	15,941
NET SERVICE EXPENDITURE	131,230	135,470	139,851
Corporate Expenditure*	5,049	5,061	5,073
Capital Financing Costs	17,573	30,737	32,396
Use of Reserves	(3,084)	-	-
TOTAL PLANNED EXPENDITURE	150,767	171,267	177,320
REVISED DEFICIT/(SURPLUS)	-	18,409	20,056

**The Corporate Expenditure item includes a transport levy to the CPCA of £3.631m, which is returned to Peterborough City Council for the council to provide these services within the Peterborough Highways Service line*

Appendix A- (b) 2019/20 MTFs Detailed Position outlining the Gross, Income and Net Budget position

	2019/20			2020/21			2021/22		
	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000
NNDR	2,730	(51,674)	(48,944)	2,791	(52,276)	(49,485)	2,836	(53,089)	(50,253)
Revenue Support Grant	-	(10,246)	(10,246)	-	(10,246)	(10,246)	-	(10,246)	(10,246)
Council Tax	-	(78,248)	(78,248)	-	(81,441)	(81,441)	-	(84,968)	(84,968)
New Homes Bonus	-	(4,713)	(4,713)	-	(4,191)	(4,191)	-	(4,301)	(4,301)
Improved Better Care Fund	-	(5,345)	(5,345)	-	(5,345)	(5,345)	-	(5,345)	(5,345)
Additional funding for Adult Social Care	-	(3,271)	(3,271)	-	(2,150)	(2,150)	-	(2,150)	(2,150)
TOTAL CORPORATE FUNDING	2,730	(153,498)	(150,767)	2,791	(155,649)	(152,858)	2,836	(160,100)	(157,264)
PLANNED EXPENDITURE									
Chief Executives									
Chief Executive	353	(110)	243	354	(110)	244	354	(110)	244
Human Resources	1,446	(349)	1,097	1,212	(349)	863	1,231	(349)	882
Total Chief Executives	1,799	(459)	1,340	1,566	(459)	1,107	1,585	(459)	1,126
Governance									
Director of Governance	331	-	331	332	-	332	333	-	333
Constitutional Services	2,105	(5)	2,100	2,132	(5)	2,127	2,159	(5)	2,154
Legal Services	2,083	(647)	1,436	1,809	(647)	1,163	1,842	(647)	1,196
Performance & Information	202	-	202	206	-	206	210	-	210
Coroners Service	590	-	590	595	-	595	595	-	595
Total Governance	5,311	(652)	4,659	5,074	(652)	4,422	5,139	(652)	4,487
Growth & Regeneration									
Director, OP & JV	224	(96)	128	105	(96)	9	112	(96)	15
Development and Construction	2,098	(1,940)	158	2,129	(1,940)	189	2,161	(1,940)	220
Sustainable Growth Strategy	1,751	(356)	1,395	1,843	(356)	1,487	1,860	(356)	1,503
Peterborough Highway Services	9,385	(5,123)	4,262	9,660	(4,902)	4,758	9,943	(4,906)	5,037
Waste, Cleansing and Open Spaces	18,949	(5,291)	13,658	19,124	(5,284)	13,841	19,791	(5,291)	14,501
Westcombe Engineering	1,520	(1,405)	115	1,532	(1,405)	126	1,544	(1,405)	138
Corporate Property	5,786	(3,753)	2,033	5,882	(3,753)	2,130	5,999	(3,753)	2,246
Resilience & Health & Safety	300	(65)	235	305	(65)	240	310	(65)	245

	2019/20			2020/21			2021/22		
	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000
City Centre Management	1,004	(735)	269	988	(838)	150	995	(840)	155
Marketing & Communications	436	(164)	272	445	(164)	281	454	(164)	289
Parking Services	1,610	(3,699)	(2,089)	1,612	(3,679)	(2,067)	1,613	(3,659)	(2,046)
Regulatory Services	2,880	(2,024)	855	2,907	(2,030)	877	2,935	(2,036)	899
Service Director Environment & Economy	149	-	149	151	-	151	154	-	154
Total Growth & Regeneration	46,093	(24,653)	21,440	46,684	(24,512)	22,171	47,869	(24,512)	23,357
People & Communities									
Director	1,614	(329)	1,285	836	(329)	507	909	(329)	580
Communities	15,540	(8,995)	6,544	15,676	(8,900)	6,776	15,855	(8,910)	6,944
Adults	70,270	(24,401)	45,869	74,237	(24,401)	49,835	76,691	(24,401)	52,290
Children's & Safeguarding	15,093	(4,253)	10,840	16,110	(4,253)	11,857	16,354	(4,253)	12,101
Education	16,289	(10,457)	5,832	16,336	(10,437)	5,899	16,396	(10,437)	5,959
Commissioning & Commercial Operations	24,527	(7,194)	17,333	24,126	(7,194)	16,932	24,227	(7,194)	17,033
DSG	103,726	(103,726)	(0)	103,726	(103,726)	(0)	103,726	(103,726)	(0)
Total People & Communities	247,059	(159,357)	87,702	251,048	(159,242)	91,806	254,157	(159,252)	94,906
Public Health									
Children 0-5 Health Visitors	3,663	-	3,663	3,658	-	3,658	3,658	-	3,658
Children 5-19 Health Programmes	944	-	944	944	-	944	944	-	944
Sexual Health	1,938	-	1,938	1,938	-	1,938	1,938	-	1,938
Substance Misuse	2,364	(95)	2,269	2,322	(95)	2,227	2,322	(95)	2,227
Smoking and Tobacco	318	-	318	318	-	318	318	-	318
Miscellaneous Public Health Services	1,852	(301)	1,551	1,870	(301)	1,569	1,870	(301)	1,569
Public Health Grant	-	(10,620)	(10,620)	-	(10,620)	(10,620)	-	(10,620)	(10,620)
Total Public Health	11,078	(11,016)	62	11,049	(11,016)	33	11,049	(11,016)	33
Resources									
Director's Office	272	-	272	276	-	276	280	-	280
Financial Services	3,315	(585)	2,730	2,716	(585)	2,131	2,754	(585)	2,169
Programme Management Office	173	-	173	175	-	175	177	-	177
Corporate Items	3,201	(50)	3,151	5,605	(50)	5,555	5,667	(50)	5,617
Peterborough Serco Strategic Partnership	53,819	(49,601)	4,218	52,242	(49,601)	2,641	52,042	(49,601)	2,441
ICT	6,807	(412)	6,395	6,524	(412)	6,112	6,672	(412)	6,260

	2019/20			2020/21			2021/22		
	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000	Gross Exp. Budget £000	Income Budget £000	Net Exp. Budget £000
Energy	1,177	(696)	480	1,177	(697)	480	1,177	(697)	480
Cemeteries, Cremation & Registrars	1,511	(2,904)	(1,393)	1,525	(2,964)	(1,439)	1,540	(3,023)	(1,484)
Total Resources	70,276	(54,249)	16,027	70,240	(54,309)	15,931	70,309	(54,368)	15,941
NET SERVICE EXPENDITURE	381,615	(250,385)	131,230	385,660	(250,190)	135,470	390,110	(250,259)	139,851
Corporate Expenditure	5,049	-	5,049	5,061	-	5,061	5,073	-	5,073
Capital Financing Costs	29,532	(11,959)	17,573	42,695	(11,959)	30,737	44,355	(11,959)	32,396
Use of Reserves	(3,084)	-	(3,084)	-	-	-	-	-	-
TOTAL PLANNED EXPENDITURE	413,111	(262,344)	150,767	433,416	(262,149)	171,267	439,537	(262,218)	177,319
REVISED DEFICIT/(SURPLUS)	415,841	(415,841)	-	436,207	(417,798)	18,409	442,373	(422,317)	20,056

Appendix A- (c) 2019/20 MTFS Detailed Position outlining the subjective budget breakdown

Subjective Budget Analysis 2019/20	Employees	Agency Staff	Premises	Transport	Supplies & Services	Third Party Payments	Transfer Payments	Income	Capital Financing	Net Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Chief Executives										
Chief Executive	293	3	1	2	53	-	-	(110)	-	243
Human Resources	1,340	-	1	9	82	14	-	(349)	-	1,097
Total Chief Executives	1,633	3	2	11	136	14	-	(459)	-	1,340
Governance										
Director of Governance	207	-	-	6	119	-	-	-	-	331
Constitutional Services	652	19	12	23	1,399	-	-	(5)	-	2,100
Legal Services	1,863	4	-	9	207	-	-	(647)	-	1,436
Performance & Information	201	-	-	0	0	-	-	-	-	202
Coroners Service	-	-	-	-	590	-	-	-	-	590
Total Governance	2,923	23	12	38	2,315	-	-	(652)	-	4,659
Growth & Regeneration										
Director, OP & JV	377	2	5	31	(331)	140	-	(96)	-	128
Development and Construction	1,802	-	1	15	280	-	-	(1,940)	-	158
Sustainable Growth Strategy	956	-	-	10	786	-	-	(356)	-	1,395
Peterborough Highway Services	1,413	-	942	25	6,991	14	-	(5,123)	-	4,262
Waste, Cleansing and Open Spaces	285	-	2,383	56	7,770	8,455	-	(5,291)	-	13,658
Westcombe Engineering	648	-	68	-	805	-	-	(1,405)	-	115
Corporate Property	91	15	4,075	-	387	1,217	-	(3,753)	-	2,033
Resilience & Health & Safety	276	-	-	3	21	-	-	(65)	-	235
City Centre Management	393	-	225	0	386	-	-	(735)	-	269
Marketing & Communications	395	-	-	1	40	-	-	(164)	-	272
Parking Services	89	-	1,333	6	182	-	-	(3,699)	-	(2,089)
Regulatory Services	2,472	-	1	36	370	-	-	(2,024)	-	855
Service Director Environment & Economy	146	-	-	1	3	-	-	-	-	149
Total Growth & Regeneration	9,344	17	9,032	185	17,689	9,826	-	(24,653)	-	21,440
People & Communities										
Director	1,418	-	4	12	(96)	276	-	(329)	-	1,285
Communities	6,621	18	1,622	105	3,679	3,495	-	(8,995)	-	6,544
Adults	8,560	277	3	319	43,475	6,695	10,941	(24,401)	-	45,869
Children's & Safeguarding	9,709	714	145	213	2,339	1,656	318	(4,253)	-	10,840

Subjective Budget Analysis 2019/20	Employees	Agency Staff	Premises	Transport	Supplies & Services	Third Party Payments	Transfer Payments	Income	Capital Financing	Net Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Education	3,358	38	547	3,696	8,714	(64)	-	(10,457)	-	5,832
Commissioning & Commercial Operations	6,361	409	508	46	2,474	14,729	-	(7,194)	-	17,333
DSG	2,487	-	5	29	95,762	(73)	5,517	(103,726)	-	-
Total People & Communities	38,515	1,455	2,834	4,419	156,345	26,715	16,776	(159,357)	-	87,702
Public Health										
Children 0-5 Health Visitors	-	-	-	-	3,663	-	-	-	-	3,663
Children 5-19 Health Programmes	-	-	-	-	120	824	-	-	-	944
Sexual Health	-	-	-	-	76	1,862	-	-	-	1,938
Substance Misuse	-	-	-	-	-	2,364	-	(95)	-	2,269
Smoking and Tobacco	-	-	-	-	147	171	-	-	-	318
Miscellaneous Public Health Services	497	-	-	7	397	950	-	(301)	-	1,551
Public Health Grant	-	-	-	-	-	-	-	(10,620)	-	(10,620)
Total Public Health	497	-	-	7	4,403	6,170	-	(11,016)	-	62
Resources										
Director's Office	262	-	-	3	7	-	-	-	-	272
Financial Services	2,280	6	1,100	9	(130)	50	-	(585)	-	2,730
Programme Management Office	171	-	-	1	1	-	-	-	-	173
Corporate Items	359	-	-	-	1,692	1,150	-	(50)	-	3,151
Peterborough Serco Strategic Partnership	-	-	-	-	(1,595)	10,432	44,982	(49,601)	-	4,218
ICT	170	-	-	1	4,468	2,168	-	(412)	-	6,395
Energy	-	-	23	-	(86)	(1)	-	(697)	1,241	480
Cemeteries, Cremation & Registrars	948	-	314	12	237	-	-	(2,904)	-	(1,393)
Total Resources	4,190	6	1,437	26	4,593	13,799	44,982	(54,249)	1,241	16,027
Corporate Expenditure	-	-	634	-	112	4,303	-	-	-	5,049
Capital Financing Costs	-	-	-	-	50	-	-	(11,959)	29,481	17,573
Use of Reserves	-	-	-	-	(3,084)	-	-	-	-	(3,084)
TOTAL	57,102	1,505	13,951	4,685	182,560	60,827	61,758	(262,344)	30,723	150,767

Subjective Budget Analysis 2020/21	Employees	Agency Staff	Premises	Transport	Supplies & Services	Third Party Payments	Transfer Payments	Income	Capital Financing	Net Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Chief Executives										
Chief Executive	294	3	1	2	53	-	-	(110)	-	244
Human Resources	1,358	-	1	9	(170)	14	-	(349)	-	863
Total Chief Executives	1,652	3	2	11	(116)	14	-	(459)	-	1,107
Governance										
Director of Governance	208	-	-	6	119	-	-	-	-	332
Constitutional Services	679	19	12	23	1,399	-	-	(5)	-	2,127
Legal Services	1,895	4	-	9	(99)	-	-	(647)	-	1,163
Performance & Information	206	-	-	0	0	-	-	-	-	206
Coroners Service	-	-	-	-	595	-	-	-	-	595
Total Governance	2,987	23	12	38	2,014	-	-	(652)	-	4,422
Growth & Regeneration										
Director, OP & JV	383	2	5	31	(456)	140	-	(96)	-	9
Development and Construction	1,834	-	1	15	280	-	-	(1,940)	-	189
Sustainable Growth Strategy	973	-	-	10	861	-	-	(356)	-	1,487
Peterborough Highway Services	1,437	-	942	25	7,242	14	-	(4,902)	-	4,758
Waste, Cleansing and Open Spaces	290	-	2,383	56	7,940	8,455	-	(5,284)	-	13,841
Westcombe Engineering	659	-	68	-	805	-	-	(1,405)	-	126
Corporate Property	93	15	4,075	-	482	1,217	-	(3,753)	-	2,130
Resilience & Health & Safety	281	-	-	3	21	-	-	(65)	-	240
City Centre Management	400	-	225	0	363	-	-	(838)	-	150
Marketing & Communications	404	-	-	1	40	-	-	(164)	-	281
Parking Services	91	-	1,333	6	182	-	-	(3,679)	-	(2,067)
Regulatory Services	2,500	-	1	36	370	-	-	(2,030)	-	877
Service Director Environment & Economy	148	-	-	1	3	-	-	-	-	151
Total Growth & Regeneration	9,492	17	9,032	185	18,132	9,826	-	(24,512)	-	22,171
People & Communities										
Director	1,467	-	4	12	(923)	276	-	(329)	-	507
Communities	6,657	18	1,622	105	3,826	3,449	-	(8,900)	-	6,776
Adults	8,749	277	3	319	46,899	6,695	11,295	(24,401)	-	49,835
Children's & Safeguarding	9,889	714	145	213	3,092	1,656	402	(4,253)	-	11,857
Education	3,416	38	547	3,696	8,703	(64)	-	(10,437)	-	5,899
Commissioning & Commercial Operations	6,460	409	508	46	1,974	14,729	-	(7,194)	-	16,932
DSG	2,487	-	5	29	95,762	(73)	5,517	(103,726)	-	-

Subjective Budget Analysis 2020/21	Employees	Agency Staff	Premises	Transport	Supplies & Services	Third Party Payments	Transfer Payments	Income	Capital Financing	Net Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Total People & Communities	39,126	1,455	2,834	4,419	159,332	26,669	17,214	(159,242)	-	91,806
Public Health										
Children 0-5 Health Visitors	-	-	-	-	3,658	-	-	-	-	3,658
Children 5-19 Health Programmes	-	-	-	-	120	824	-	-	-	944
Sexual Health	-	-	-	-	76	1,862	-	-	-	1,938
Substance Misuse	-	-	-	-	(42)	2,364	-	(95)	-	2,227
Smoking and Tobacco	-	-	-	-	147	171	-	-	-	318
Miscellaneous Public Health Services	497	8	-	7	407	950	-	(301)	-	1,569
Public Health Grant	-	-	-	-	-	-	-	(10,620)	-	(10,620)
Total Public Health	497	8	-	7	4,366	6,170	-	(11,016)	-	33
Resources										
Director's Office	266	-	-	3	7	-	-	-	-	276
Financial Services	2,317	6	1,098	9	(764)	50	-	(585)	-	2,131
Programme Management Office	173	-	-	1	1	-	-	-	-	175
Corporate Items	2,695	-	-	-	1,756	1,153	-	(50)	-	5,555
Peterborough Serco Strategic Partnership	-	-	-	-	(3,504)	10,764	44,982	(49,601)	-	2,641
ICT	177	-	-	1	4,010	2,336	-	(412)	-	6,112
Energy	-	-	23	-	(104)	17	-	(697)	1,241	480
Cemeteries, Cremation & Registrars	962	-	314	12	237	-	-	(2,964)	-	(1,439)
Total Resources	6,590	6	1,435	26	1,639	14,320	44,982	(54,309)	1,241	15,931
Corporate Expenditure	-	-	646	-	112	4,303	-	-	-	5,061
Capital Financing Costs	-	-	-	-	50	-	-	(11,959)	42,645	30,737
TOTAL	60,344	1,513	13,961	4,685	185,529	61,302	62,196	(262,149)	43,886	171,267

Subjective Budget Analysis 2021/22	Employees	Agency Staff	Premises	Transport	Supplies & Services	Third Party Payments	Transfer Payments	Income	Capital Financing	Net Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Chief Executives										
Chief Executive	295	3	1	2	53	-	-	(110)	-	244
Human Resources	1,377	-	1	9	(170)	14	-	(349)	-	882
Total Chief Executives	1,671	3	2	11	(116)	14	-	(459)	-	1,126
Governance										
Director of Governance	208	-	-	6	119	-	-	-	-	333
Constitutional Services	706	19	12	23	1,399	-	-	(5)	-	2,154
Legal Services	1,928	4	-	9	(99)	-	-	(647)	-	1,196
Performance & Information	210	-	-	0	0	-	-	-	-	210
Coroners Service	-	-	-	-	595	-	-	-	-	595
Total Governance	3,053	23	12	38	2,014	-	-	(652)	-	4,487
Growth & Regeneration										
Director, OP & JV	389	2	5	31	(456)	140	-	(96)	-	15
Development and Construction	1,865	-	1	15	280	-	-	(1,940)	-	220
Sustainable Growth Strategy	990	-	-	10	861	-	-	(356)	-	1,503
Peterborough Highway Services	1,462	-	942	25	7,500	14	-	(4,906)	-	5,037
Waste, Cleansing and Open Spaces	294	-	2,383	56	8,603	8,455	-	(5,291)	-	14,501
Westcombe Engineering	671	-	68	-	805	-	-	(1,405)	-	138
Corporate Property	95	15	4,075	-	597	1,217	-	(3,753)	-	2,246
Resilience & Health & Safety	286	-	-	3	21	-	-	(65)	-	245
City Centre Management	407	-	225	0	363	-	-	(840)	-	155
Marketing & Communications	412	-	-	1	40	-	-	(164)	-	289
Parking Services	92	-	1,333	6	182	-	-	(3,659)	-	(2,046)
Regulatory Services	2,528	-	1	36	370	-	-	(2,036)	-	899
Service Director Environment & Economy	151	-	-	1	3	-	-	-	-	154
Total Growth & Regeneration	9,642	17	9,032	185	19,167	9,826	-	(24,512)	-	23,357
People & Communities										
Director	1,517	-	4	12	(900)	276	-	(329)	-	580
Communities	6,775	18	1,622	105	3,883	3,452	-	(8,910)	-	6,944
Adults	8,941	277	3	319	49,161	6,695	11,295	(24,401)	-	52,290
Children's & Safeguarding	10,073	714	145	213	3,092	1,656	462	(4,253)	-	12,101
Education	3,476	38	547	3,696	8,703	(64)	-	(10,437)	-	5,958
Commissioning & Commercial Operations	6,561	409	508	46	1,974	14,729	-	(7,194)	-	17,033
DSG	2,487	-	5	29	95,762	(73)	5,517	(103,726)	-	-

Subjective Budget Analysis 2021/22	Employees	Agency Staff	Premises	Transport	Supplies & Services	Third Party Payments	Transfer Payments	Income	Capital Financing	Net Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Total People & Communities	39,830	1,455	2,834	4,419	161,674	26,672	17,274	(159,252)	-	94,906
Public Health										
Children 0-5 Health Visitors	-	-	-	-	3,658	-	-	-	-	3,658
Children 5-19 Health Programmes	-	-	-	-	120	824	-	-	-	944
Sexual Health	-	-	-	-	76	1,862	-	-	-	1,938
Substance Misuse	-	-	-	-	(42)	2,364	-	(95)	-	2,227
Smoking and Tobacco	-	-	-	-	147	171	-	-	-	318
Miscellaneous Public Health Services	497	8	-	7	407	950	-	(301)	-	1,569
Public Health Grant	-	-	-	-	-	-	-	(10,620)	-	(10,620)
Total Public Health	497	8	-	7	4,366	6,170	-	(11,016)	-	33
Resources										
Director's Office	270	-	-	3	7	-	-	-	-	280
Financial Services	2,354	6	1,098	9	(764)	50	-	(585)	-	2,169
Programme Management Office	176	-	-	1	1	-	-	-	-	177
Corporate Items	3,120	-	-	-	1,352	1,195	-	(50)	-	5,617
Peterborough Serco Strategic Partnership	-	-	-	-	(3,504)	10,564	44,982	(49,601)	-	2,441
ICT	183	-	-	1	3,980	2,508	-	(412)	-	6,260
Energy	-	-	23	-	(104)	17	-	(697)	1,241	480
Cemeteries, Cremation & Registrars	977	-	314	12	237	-	-	(3,023)	-	(1,484)
Total Resources	7,080	6	1,435	26	1,204	14,334	44,982	(54,368)	1,241	15,941
Corporate Expenditure	-	-	658	-	112	4,303	-	-	-	5,073
Capital Financing Costs	-	-	-	-	50	-	-	(11,959)	44,304	32,396
TOTAL	61,774	1,513	13,973	4,685	188,472	61,318	62,256	(262,217)	45,545	177,320

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COUNCIL MEETING 6 MARCH 2019

**CABINET RECOMMENDATION – MEDIUM TERM FINANCIAL STRATEGY 2019/20 TO
2021/22 – TRANCHE THREE**

Amendment from Councillor Amjad Iqbal to be moved as follows:

We resolve that the budget be approved subject to the following amendments which will be cost neutral and as such does not propose a different level of council tax from the present Council Tax Resolution:

- 1. Set up an Investment Fund for Local Business of £10m to invest in technology in order to more fully leverage the digital economy (Job creation):**
 - b) Loans will provide capital investment in new buildings, plant and equipment;
 - c) Timespans will be limited to 3 years in length (5 by agreed exception) with a maximum loan level (to be agreed);
 - d) Interest will be a State Aid rate plus 1.5-3.0%. No Minimum Revenue Provision (MRP) payment is required as the loan would be short term and requires full repayment at the end of this period but will need to be made attractive to business;
 - e) Loans will be linked to security to mitigate the risk of default and protect taxpayers.
 - f) Fulfils the requirement of a loan set out in the TMS but will need to update the TMS for this use;

- 2. Invest in the purchase of a Technical Building - as an Invest to Save initiative (Job Creation):**
 - a) Evidence from the Allia centre is that there is a market for this type of accommodation;
 - b) Leverage the fast rail link and fibre network;
 - c) Investment and purchase price approximately £4 -£10m (or could lease);
 - d) Requirement to cover MRP and Debt charges (or lease charges) and make a return. Aim is a return of 3-5% after costs;
 - e) Requirement to source the right existing property or land/site close to the railway station to take advantage of this.

- 3. Increase the speed in moving to an HRA in order to meet the 600 house per year target (Housing).**
 - a) Leverage the £2.7bn being offered by central Government;
 - b) Assumption is there would be a range of funding sources, with HRA borrowing being the majority. To build 600 homes per year has a cost of circa £90m (including acquisition of land) per year;
 - c) As an example of income and expenditure, assuming tenants were receiving Housing Benefit at Local Housing Allowance Rates for 3 bed homes, this would

bring in an income of £4.2m per year. Of this, £2.3m would cover debt charges leaving £1.9m to manage the portfolio;

- d) Presently the city builds 1,000 homes per year. There would be the requirement to negotiate with developers and other providers to ensure this size of HRA development.
- e) Increase levels of Affordable Homes in the City significantly above present rates helping a number of initiatives like Temporary Accommodation.

4. Set up a Company to enable the Council to build and sell houses (Housing).

- a) The Company would develop and sell on a commercial basis and would need to be a company limited by guarantee or have a mechanism that allows all the profits to be remitted back to the Council.
- b) It is envisioned that 20-30 houses per year would be delivered by this route each year at an estimated profit level of approximately £20k per property.
- c) There would be the requirement to source land to build on as part of this process.

5. Movement of Council Services to digital delivery (to act as an example for other sectors) - here there is significant possibilities for cost reductions/efficiencies (Digital):

- a) Movement of appointments to digital (to replace face to face where appropriate) - still need face to face meetings but consider how PCC can minimise these;
- b) Development of a Public Sector Housing application.
- c) Investment requirement of £10k to £100k per application with revenue savings from channel shift away from present delivery method and the access to “live” information.

6. Investigate the opportunity of setting up a brokerage firm for transport - similar approach to Digital Platform (Localism)(Digital)

- a) This could replace what is being reduced in relation to bus routes and the wider concessionary fares budget but at minimal cost to the Council;
- b) Presently the Council offers Community Link/Dial a Ride services. This moves the offering to the next level with an application linked to a wider range of transport services delivered by a range of providers.
- c) Examples of councils using this technology for transport services include St Helens Council, Bristol, Manchester and Nottingham. Watford presently are advertising to technology companies to provide this sort of application to commuters across Watford.
- d) There would be the requirement of providing/buying expertise to develop an application that delivers this (which would require investment of up to £100k) and links to local transport providers.

COUNCIL	AGENDA ITEM No. 10
6 MARCH 2019	SUPPLEMENTARY REPORT

Cabinet Member(s) responsible:	Councillor David Seaton, Cabinet Member for Resources	
Contact Officer(s):	Peter Carpenter, Acting Director of Corporate Resources Kirsty Nutton, Head of Corporate Finance	Tel. 452520 Tel. 384590

SUPPLEMENTARY REPORT - COUNCIL TAX RESOLUTION

1. UPDATE

1.1 The following paragraphs within paragraph 3 of the Council Tax resolution (Appendix 1 of the original report) have been updated to reflect a change in the Housing Benefit Grant allocations. A revised forecast was made available after publishing which showed a significant change in the amount expected due to the implementation of Universal Credit, and claimants receiving this directly from the Department of Working Pensions.

(a) **£415,134,578** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act. (Gross expenditure including repayments of grants to government 31A(6) (a), Parish Precepts and Special Expenses 31A (6) (b))

(b) **£337,086,893** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act. (Revenue Income)

2. IMPLICATIONS

2.1 It should be noted that this change has no impact on the Council rates and values included within the resolution.

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COUNCIL MEETING 6 MARCH 2019

CABINET RECOMMENDATION – COUNCIL TAX SUPPORT SCHEME 2019/20

Amendment from Councillor Shaz Nawaz to be moved as follows:

IT IS RECOMMENDED that Council agree a local Council Tax Support Scheme for Peterborough that contains the following local components:

- a) The existing 30% reduction that is applied at the end of the benefit calculation is replaced with a 30% liability reduction applied at the start of the calculation
- b) Increasing the 30% liability reduction by 1% a year for 3 years, starting in 2019/20.
- c) Reducing the capital limit to £6,000 for non-passported claims
- d) To amend appropriate rates in line with annual upratings.
- e) To allow the use of Universal Credit Data Share documents as claims for Council Tax Support.
- f) All city councillors will be asked to take a 10% reduction in their member allowances for the 2019/20 financial year, on a voluntary basis, spread over a twelve-month period to help contribute towards the increase in the 30% liability.

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COUNCIL	AGENDA ITEM No. 11(c)
6 MARCH 2019	SUPPLEMENTARY REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(c) Constitution and Ethics Committee Recommendation - Member/Officer Protocol Update

At its meeting on 28 January 2019, the Constitution and Ethics Committee received a report in relation to the Member/Officer Protocol.

IT IS RECOMMENDED that Council agree the updated Member/Officer Protocol, subject to the deletion of wording under section 14 ‘Support Services Provided for Members’ in relation to acknowledging survey responses.

The updated Member/Officer Protocol follows as Appendix 1.

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Peterborough City Council Member / Officer Protocol

This document describes how city Councillors and employees should work together. Mutual respect and goodwill are important underlying themes.

The protocols apply to city councillors, employees and co-opted members of council committees. They recognise the contribution of politics and political groups, and complement other constitutional requirements such as Standing Orders, the Delegations Document and the Member and Officer Codes of Conduct.

There ~~is a~~ are separate protocols relating to *civic activity* and guidance provided on media/pre-election publicity activity.

1. USE OF TITLES IN CONSTITUTIONAL DOCUMENTS

<i>Chairman and vice-chairman</i>	The person chairing a meeting, and their deputy, whether male or female. The councillor holding office may choose their version of the title (eg. chairwoman or chair). Each chairman's choice of title should be respected.
<i>Mayor and Deputy Mayor</i>	The <u>Mayor presides over meetings of Full Council as the chairman, supported by the Deputy Mayor in the position of vice-chairman.</u> and deputy of the full council meeting. Further details in the Civic Protocol.
<i>Members</i>	Councillors. The naming convention for councillors is 'Councillor' followed immediately by surname. Some councillors insert an additional title such as 'Mrs' or 'Dr' before their surname. Their choice of title format should be respected.
<i>Officers</i>	Council employees.
<i>The Executive</i>	The cabinet members, supported by officers. They deliver the Council's services, and make any decisions necessary within the Council's approved budget and major policy framework.
<i>Cabinet members</i>	Up to 9 councillors appointed annually by the Leader of the Council, plus the Leader. Each makes decisions about their own service area.
<i>The Cabinet</i>	The cabinet members meeting to discuss and make decisions collectively.
<i>The Leader of the Council</i>	The leading councillor and the Cabinet's chairman. Appointed <u>every four years</u> annually by Council.
<i>A political group</i>	Most councillors, soon after election, sign up to a political grouping which may, but does not need to, bear the same name as a recognised political party. Each political group appoints a ' <i>leader</i> ' and a ' <i>group secretary</i> '. They may also appoint a ' <i>deputy leader</i> ' and make any other appointments which the group feels will help it conduct its affairs.
<i>A Shadow Cabinet</i>	A Shadow Cabinet may be formed by the second largest group by their nomination from amongst their Members of the Council and they shall notify the Council and the Chief Executive of the names of the Members nominated to form a Shadow Cabinet and of any changes in the membership of the Shadow Cabinet which may occur from time to time. Members will mirror those of the Cabinet, save that a single Member may cover more than one portfolio. A protocol on their role is attached at Appendix 1
<i>The Administration</i>	The political group with the most seats is generally known as the Council's Administration, although sometimes a coalition of groups may collectively take on this role. Administration members <u>usually</u> form the Executive and are <u>normally</u> the chairmen for many or all committees.
<i>Group representatives</i>	Councillors identified by their political group to act as their main point of contact, for information or consultation, in relation to a particular subject <u>and/or committee</u> .

<p><u>(Corporate/Executive)</u> <u>Directors</u></p>	<p><u>Members of the Corporate Management Team.</u> First-tier officers responsible for a <u>directorate department</u>; references to them in this protocol should also be taken to include the Chief Executive.</p>
<p><u>Service Directors</u></p>	<p><u>Report to a Member of the Corporate Management Team. Responsible for departments within a directorate. These roles are usually second tier officers.</u></p>
<p><u>Assistant Directors/Heads of Service</u></p>	<p>Second-tier-Officers responsible for a division within a department; <u>An AD has broad responsibility for a range of services and/or provides a service that impacts on the whole organisation</u> <u>A Head of Service is responsible for a narrower service or range of services that is relatively self sufficient and has no or limited impact on the whole organisation.</u> they may also be known as ‘assistant directors’. References in these protocols to heads of service <u>and</u> include assistant directors <u>include</u> and any other second <u>or third</u> tier officers acting in a senior management role.</p>

2. COUNCILLOR STRUCTURES

Each part of the Council's decision-making structure gets its authority from the law and the Council's Constitution. For more detail see the Delegations Document, Standing Orders and Procedural Rules. A summary of roles is:

The Council	All councillors collectively consider issues affecting Peterborough, and decide the major policy framework and the budget.
Ward members	Each councillor has a leading role and voice in their community, representing their constituents the Council and other public service agencies, and vice-versa.
The Executive	<p>Within the major policy framework and budget:</p> <ul style="list-style-type: none"> ● provides public services, whether directly or through partnerships or contracts; ● enforces regulations*; ● decides local policies for service delivery and enforcement; ● gives community leadership, a 'voice' for Peterborough. <p>(*Some enforcement matters are governed by regulatory committees instead of the Executive.)</p>
Overview and scrutiny committees / commissions	Contribute to policy development and review. Hold the Executive to account through scrutiny and challenge.
Regulatory committees	Decide quasi-judicial matters that are excluded by law from the Executive's remit (such as planning applications).
Officers	Provide services and carry out enforcement in accordance with the law and the Council's policies, using their delegated authority.

3. DECISION-MAKING PROTOCOLS

3.1 **The principles** of good decision-making are set out in Article 12 of the Constitution.

3.2 **Professional advice** should be taken before making a decision, including:

- relevant policy framework or previous decisions;
- who has been consulted and relevant outcomes;
- legal, financial/resource, equalities, community safety, human rights, etc implications;
- alternative options.

3.3 **Administration policy** The Executive is not bound by previous Administrations. When the Executive wishes to make a decision contrary to past practice, officers will advise:

- is the practice mandatory or discretionary?
- does current practice derive from a policy statement or precedent/an earlier decision?
- was it decided by the current or a previous Administration?

3.4 **Cabinet business:**

- A **timetable** of meetings is agreed in Council's annual schedule but the Leader of the Council may add, vary or cancel meetings to provide efficient conduct of business. He or she will try to determine an arrangement that suits most Cabinet members.
- Cabinet meetings deal mainly with cross-cutting, strategic issues. Democratic Services Officers, in consultation with the Leader of the Council and Chief Executive, draw up the **agenda** taking into account the Forward Plan, other items referred by Cabinet Members ~~Cabinet's work programme~~ and referrals from members, directors and committees. Any member who wants to put an item to Cabinet should contact Democratic Services who will liaise with the Leader of the Council and the member about how it should be placed on the agenda and whether the Leader agrees to include it, ~~this does not remove the member's constitutional right to place an item on the agenda.~~
- When a **committee reports** to the Executive the Leader of the Council may, for example, require preliminary consideration by the relevant cabinet member. This does not remove the committee's right to refer a matter to the Cabinet without modification. The committee chairman or other representative(s) may attend to hear the debate and Cabinet's chairman may invite them to explain the recommendations briefly to Cabinet.
- Officers will **brief each cabinet member** about any proposals relating to their service before the meeting. Their recommendations will be reflected within the relevant report.
- **Ward councillors** should be consulted about matters specific to their ward. Comments submitted by them are included in the Cabinet report or tabled at the meeting. If they attend, the chairman may ask them to put their views briefly to the Cabinet meeting.
- **Corporate Directors** usually attend all meetings. Other officers may attend for specific reports.
- The Leader of the Council may request a **chairman's briefing** before the meeting, generally provided by the Chief Executive or another director.
- With the Leader's agreement, an **informal Cabinet briefing** may discuss strategic issues faced by the Council. No decisions will be made at such briefings.

3.5 **Cabinet member business:**

- Individual members take **decisions following** ~~either at~~ briefings with directors/departmental management teams, or at any other time provided that appropriate notice of any 'key decision' has been given and that Democratic Services officers are informed.
- Senior managers and cabinet members will build up **regular contact** to keep each other informed about developments, especially issues which may be sensitive or contentious. Briefings can be conducted in a variety of ways, the method being agreed between the member and officer to suit the subject matter and time constraints. There should be regular meetings to discuss strategic issues.
- Members should **brief officers** about their work in partnership or regional meetings, discussions held with outside organisations and constituents, conferences attended and any relevant training received.
- Officers should **brief members**, to help them prepare for meetings and discussions.
- Where it is unclear which **cabinet member to brief** about an issue, Democratic Services officers will ask the Leader of the Council to highlight the appropriate member(s).
- The **Leader** of the Council will meet the Chief Executive and Democratic Services officers Team regularly.
- **Other cabinet members** may meet the Chief Executive or Democratic Services Officers as appropriate to discuss executive business.
- The Leader or other cabinet member may ask the relevant director to arrange a joint **briefing with group representatives**, particularly when developing proposals.

3.6 Overview and scrutiny protocols:

- The Democratic Services Scrutiny-Team maintains a **work programme** for each committee ~~/commission~~ including issues identified by the committee ~~/commission~~ for scrutiny or review, items on the Forward Plan likely to require consideration, requests from the Executive for policy development work, and items referred by Members or directors.
- An informal **bi-annual quarterly co-ordination meeting** of scrutiny chairmen and ~~group representatives~~ is convened by the Democratic Services Scrutiny-Team, ~~in consultation with Scrutiny group representatives~~. It may include briefing and training.
- The **agenda** for each committee meeting is prepared by the Democratic Services Scrutiny-Team from the work programme, mostly in conjunction with the group representatives. Any Executive or director's referral will usually be reported to the next ordinary meeting but the chairman and group representatives may agree to postpone it if they believe that the next meeting's agenda is already fully committed.
- Any individual **member referral** will be reported to the next ordinary meeting unless the member agrees to defer (for example, the group representatives may believe that the agenda is already full or the matter could be dealt with better another way). ~~This does not remove the Member's constitutional right to place an item on the agenda.~~
- **Group representatives' meetings** are convened and supported by the Democratic Services Scrutiny-Team for all Scrutiny ~~most committees /commission~~, in a regular cycle or when needed. They deal with agenda planning, adding/changing meeting dates, agreeing (where timescales are short) the final wording of a

recommendation/report, and any other matters referred to them by the committee. Other relevant officers may attend.

- **Scrutiny** aims to identify improvement and will be conducted constructively and courteously, so that anyone being questioned can make a positive contribution. When **questioning** officers the committee ~~/commission~~ should, as far as possible, confine itself to questions of fact and explanation, such as what policies are in force, the extent to which objectives are met and how services are being delivered. Officers may be asked to explain and justify their own decisions. Questions about the Executive's conclusions and political choices should be directed to the relevant Cabinet Member.
- A guideline process for **reviews** will be maintained by the Democratic Services ~~Scrutiny~~ Team and promoted in training sessions for officers and members. The review scope, objectives and timetable should be set realistically, with regard to organisational capacity (member and officer) to sustain the likely workload. Agreed reviews will be supported by the Democratic Services ~~Scrutiny~~ Team, a lead officer from the relevant service and any necessary corporate support services (financial, human resources, policy, etc).
- ~~The Democratic Services Research support for members can be co-ordinated by the Scrutiny Team related to a policy area or decision that a committee is examining. The Team can advise upon avenues of enquiry and help to identify useful contributors to~~ **research**. Other officers will provide support and briefings as necessary. If the Democratic Services ~~Scrutiny~~ Team or any other officer feels that an individual member request cannot be met without diverting time from priority work, they may through their director or head of service indicate to the requesting member that the research cannot be completed at present.
- It can arise that an activity is proposed where the director believes there is insufficient resource available. For example, there may be a **conflict of priorities**, or there may be no budget to carry out a survey or to commission an independent expert. In such cases the director should explain the situation to the committee or member. If priorities cannot be agreed, they should refer to the relevant cabinet member for guidance. If there is an **irreconcilable difference** between a committee or member's wishes and the relevant cabinet member's advice, this should be referred by the director to the Leader of the Council and Chief Executive for discussion.
- Members and officers participating must have **prior training** in scrutiny procedures and comply with the relevant legislation, codes of conduct and constitutional rules.

3.7 Regulatory committee business:

- Democratic Services officers may prepare **agenda plans**, and an agenda planning meeting for the chairman and group representatives if requested by the chairman. The date should suit the majority of participants. Directors will summarise each potential issue for report, to help the representatives consider its appropriateness and request any relevant information.
- The agenda will try to ensure an appropriate **length of meeting**, so that members can retain concentration for dealing with complex applications and evidence, and to minimise the risk of participants and observers being kept waiting for items for unreasonably long periods. The agenda may therefore include specific timings within it.
- These committees often deal with matters involving consideration of applications and evidence. Members and officers participating must have **prior training** in and comply with the relevant legislation, codes of conduct and constitutional rules.

- When determining an application or appeal, the **procedure** will allow speakers for and against to hear the arguments put by others, all questions put and the answers given. Committee members should avoid suggesting any pre-formed opinion, bias or lack of openness and even-handedness during the sitting. Any member voting upon the case should not vote if they have been unable to hear all of the discussion about the item.
- **Site visits** required for planning applications will be arranged by officers, and members should not visit the sites unaccompanied on other occasions. Further details are included within the Planning Code of Conduct. If a member believes any other committee site inspection or visit should be arranged it would need to be approved by the relevant committee, taking account of budgetary provision for any related expenses.

4. OPEN GOVERNMENT

The City Council believes in open government and makes its decisions in public wherever possible. In particular:

The Forward Plan	A timetable of <u>all key decisions</u> and <u>some non-key</u> decisions coming up in the next four months is published on the website and e-mailed to local media and other people upon request.
Council, Cabinet and committee meetings	<ul style="list-style-type: none"> ● Agenda, reports and minutes published on the web and can be inspected at the Council's <u>Town Hall</u> main office and at libraries. ● Public seating available at meetings. The press and public are only excluded when the topics discussed are defined in law as confidential or exempt. ● Public speaking is possible, within written guidelines, at Council and Planning & Environmental Protection Committee meetings. ● At all public meetings visitors may observe but not participate. The chairman has discretion to allow non-committee members to speak, if it would help the meeting, but not join in the debate. ● Where Microphones are used <u>for all public meetings</u>. <u>All public meetings</u> the meeting may be tape recorded Tape recordings are only usually taken for Council, Planning & Environmental Protection Committee, Cabinet and <u>may be published on the Council's website</u> Scrutiny Committee / Commission meetings. Verbatim notes or tape transcripts of meetings are not compiled or published. A <u>copy of transcribed extract</u> from a tape recording may be provided, within reason, upon request about a specific issue.
Cabinet member decisions	Every decision is published within two working days on the web and e-mailed to local media and others upon request. The decision record includes the reason for the decision and other options that were rejected.
Officer decisions and freedom of Information	Officers make many decisions, the majority of which are minor operational matters. When they make decisions of substance a file note is kept. Under freedom of information law, most Council documentation is opening to public inspection. The Council's scheme of documents open to the public is available on the web.

5. CONFIDENTIALITY

5.1 Personal data and exempt/confidential information:

- Councillors need information, explanation and advice to help them discharge their role. This may entitle them to information otherwise unavailable due to data protection restrictions (ie. personal data) and local government's access to information rules (ie. 'exempt' information). The Constitution's Access to Information Procedure Rules describe when a member may have a '**need to know**'. The Code of Conduct requires members to use any Council information properly, particularly confidential information.
- Officers may ask a member to explain their need to know information in accordance with the procedural rules. The **personal data flowchart** below also provides summary guidance. Advice can be sought from the relevant director or the Monitoring Officer, if anyone is not sure what can be released to whom, and how it can be used.
- When a meeting considers an **exempt report**, all members and officers without direct involvement with the report (except directors, heads of service, the lawyer and the democratic services committee officers) must leave. Only directors may access exempt or confidential reports that do not relate directly to their service area. Other requests for such information should be referred to the relevant director and, if not resolved, to the Monitoring Officer.

5.2 Confidentiality in briefings:

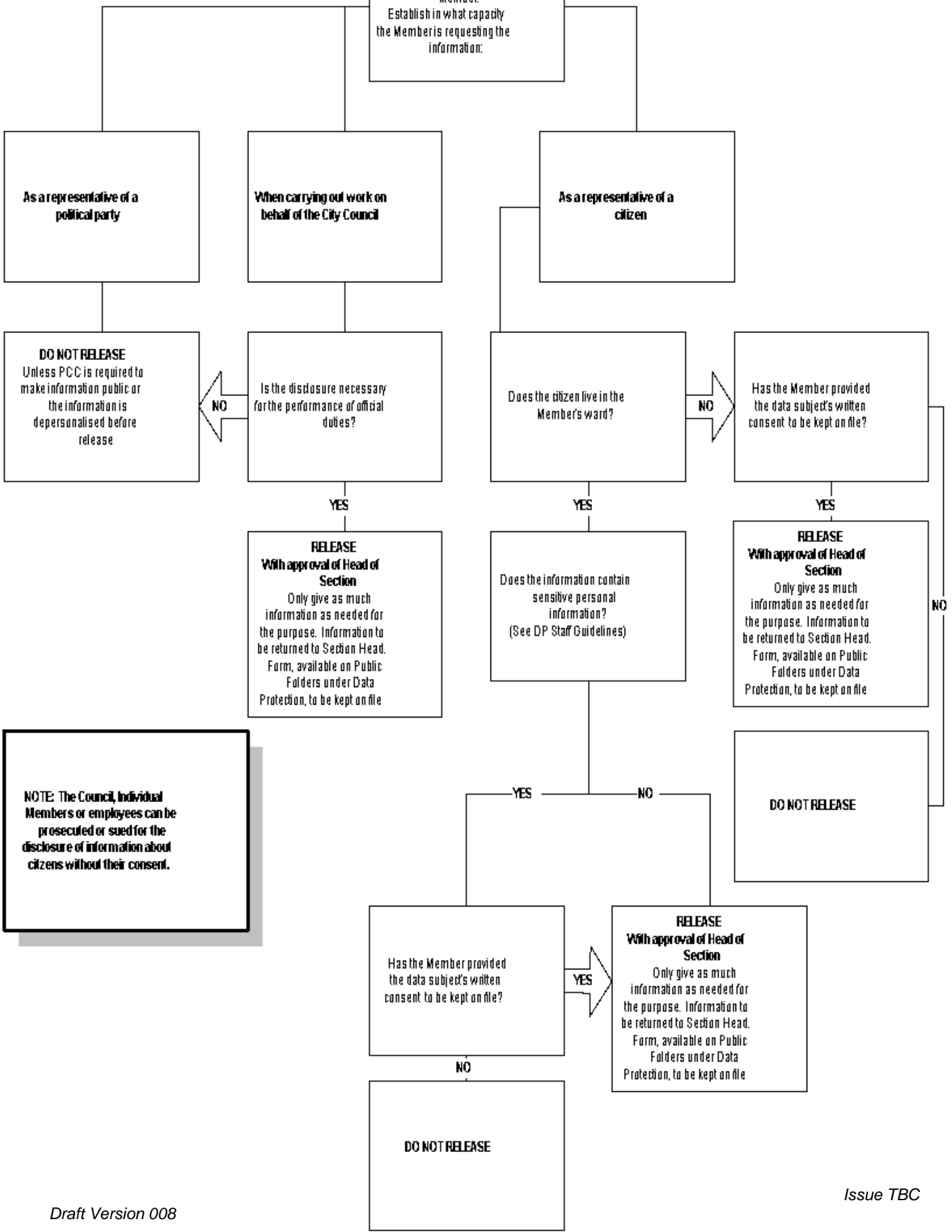
- Information **initiated** and volunteered by officers to members should be given to all political groups equally-even handedly.
- Information given **in answer** to specific member requests will not usually be shared with other members, unless the enquirer agrees. On occasions when an officer believes that information given to one member or political group should be shared with others, the officer will tell the requesting member or political group beforehand.
- Officers should not reveal their discussions with one member to another, including the relevant cabinet member, unless they have told the enquirer beforehand that they would and have received consent from the member.
- Members should recognise that they may be involved in the early stages of a project or developing ideas, when it would be unhelpful for the matter to be discussed in public. If confidentiality has been requested, this should be respected.

5.3 E-mail and letter confidentiality:

- ~~Member's~~ Because a member's peterborough.gov.uk e-mail account or calendar may not be routed automatically to a private e-mail account or calendar, it is important to protect the privacy of the member's account address which may appear if their e-mails are forwarded.
-
- Officers who receive an e-mail or letter from a member should generally not forward this to colleagues or other members without first checking with the originator that this is permissible. If the permission is not given, then a new e-mail may be created which contains a summary ~~the gist~~ of the original information. The reason for this is: firstly, the originator may not wish the content of the e-mail or letter to go further; secondly, they may not wish their originating e-mail address to be publicised.

DISCLOSING PERSONAL INFORMATION TO ELECTED MEMBERS

Request for personal information from an Elected Member.
Establish in what capacity the Member is requesting the information:



NOTE: The Council, Individual Members or employees can be prosecuted or sued for the disclosure of information about citizens without their consent.

6. ACCESS TO PREMISES

- 6.1 Officers may enter Council land and premises to carry out their work. Some officers are authorised by legislation and the Delegations Document to enter land and premises owned by other people or organisations.
- 6.2 Councillors have common law rights of access to Council land and premises to enable them to carry out their duties as a councillor, such as to attend a meeting they have been invited to. If a member wants access in other circumstances they should make arrangements in advance with the appropriate director or the manager of the premises.
- 6.3 **Insurance** The Council has personal accident cover for members who are injured while carrying out their official duties as a councillor, and public liability cover against claims by a third party against a member while the latter is undertaking official duties. However, a member visiting Council premises outside the scope of official duties is only covered by the public liability policy as a member of the public. Thus, to claim, it would be necessary to prove that the accident/injury arose due to negligence of the Council or its officers.
- 6.4 **Building work** At sites where building work is in process, the contract conditions in force will specify that the site is in possession of the contractor and only certain officers (eg the supervisor) have right of entry. Anyone else must make contact with the contractor (through the relevant director or head of service) before going on site.
- 6.5 **Planning application sites** If Members they want to inspect a planning application site, members should make arrangements with the relevant planning officer who has statutory rights under Town & Country Planning law to enter the site. There are various situations where an occupier may be liable for injury sustained by someone on his or her premises, but the liability is reduced if the person was not invited by the owner so could be termed a trespasser.

7. WORKING WITH GROUP REPRESENTATIVES

- 7.1 ~~Why?~~ It is helpful for each political group to appoint a 'group representative' for each main service/subject area to make clear, for each group:
- ~~• who officers should inform about policy/service developments~~
 - ~~• who officers should consult, for advice and views about a policy/service~~
 - ~~• which contact names may be given to the media, when news releases are issued or if a media request is received;~~
 - ~~• who will respond to the various informal processes related to decision-making (such as agreeing meeting dates), with fair involvement of all political groups.~~
- 7.1 ~~Who?~~ A group representative is usually appointed for each committee from each political group. The chairman is automatically their group's representative. Groups may organise their group representation in other ways. If the designated representative is not clear, officers should ask the group leader or secretary who to contact. For cross-cutting/corporate issues, officers will usually inform and consult group leaders, unless they are asked to do otherwise by the group.
- 7.2 ~~How?~~ Directors and heads of service should brief each ~~have regular contact with each~~ group representative for the committees that fall within their service area following a request from group representation or any significant development or change within the service. Where there is a vice-chairman relevant to the service area, they should also be kept informed, particularly if they are likely to cover for the chairman at a meeting. ~~The members should, in turn, ensure that they maintain regular contact with the relevant director/heads of service. Each should build up a regular working relationship with the other.~~ Confidentiality should be respected.

7.3 ~~When~~ Formal group representatives' meetings relating to scrutiny committees are usually arranged by Democratic Services. There should be regular briefings between group representatives and relevant senior managers, whether jointly or separately. They may include the cabinet member. The method chosen should be agreed between the director and representatives, to suit the subject matter and time and other constraints of all parties concerned.

8. SUPPORT FOR THE WARD MEMBER ROLE

All members play an important role in their ward, providing community leadership at local level and acting as advocates for their constituents. Officers should be open and supportive, providing information and briefings both upon request and through the officer's initiative.

Ward members are entitled to:

- Briefing about local issues to help them represent the Council to the community and vice-versa.
- Find out about new issues from the Council first, not the media or other local sources.
- Help and advice about their ward. If their request cannot be met, they should be told why and the officer should suggest an alternative approach to meet their aims where possible.
- Notice of any Council consultative exercise that affects their ward, with an opportunity to submit views in time to have an influence, and also to be informed of local responses.
- Notice of public meetings arranged by the Council affecting their ward.
- Draft reports or decision notices, from the author, and any views shown in the final report/notice.
- All final Cabinet or committee reports affecting their wards, sent by Cabinet/Scrutiny officers. ~~with an invitation to submit written comments directly to the meeting.~~
- Attend the relevant meeting, at which the chairman of the meeting may invite them to speak.
- Raise ward issues through question times at Council meetings and at Cabinet.
- Notice, from the officer organising the event, of any official engagements by the Mayor in their area where these are ward specific. This only applies to events arranged by the Council and not to the whole range of the Mayor's numerous engagements within the community, notice of which is publicly available on the mayors' page on the Council website.
- An invitation to any ward meeting or site visit initiated by officers - either one joint meeting for all the ward councillors, or an equal opportunity for each to have a separate meeting.

Ward members should:

- Tell officers about local concerns, perspectives and ideas.
- Take complaints or service requests from local people to officers informally first. The issue will often be a misunderstanding rather than service failure, which can be resolved without escalation through formal channels. If a member is not happy with the response received, they should then generally contact the relevant head of service or director.
- Refer any constituent's specific *formal* complaint straight to the central Complaints Officer so that it can be logged and the Council's response can be arranged.

- Not 'jump the queue' for service delivery, for their residents and enquirers. Members should respect the Council's policies and service procedures.
- If receiving a request for help from a resident outside their ward, tell the resident who their local councillors are and only take up the request if the resident still asks them to. Members will normally, as a courtesy, keep Ward Councillors advised of matters in the ward in which the resident they are dealing with lives. There may be circumstances where urgent or immediate action needs to be taken (such as safeguarding or health & safety issues) which means this communication/information sharing is retrospective.
- Not ask officers to attend a meeting or site visit in their ward where the public is expected to attend, without inviting the other local ward councillors. This does not apply to private meetings/site visits with officers or a ward 'walkabout' with an officer.

9. MEMBER AND OFFICER ROLES

Members
<ul style="list-style-type: none"> ● Responsible to the Peterborough electorate. Serve up to a four-year term of office. ● Give political direction for the Council's services. Determine policy for providing the Council's services. Carry out reviews of Council services. ● Scrutinise the effectiveness of Council and local health services, monitoring performance against plans and targets. Actively contribute valuable local knowledge and experience. ● Hear applications and appeals about Council services, where not decided by officers. ● Help residents, organisations or businesses to access services, acting as advocates for them. ● Lead the community, at Council-wide and local levels. Speak for Peterborough in regional, national and international arenas. ● Work together across political divides as far as possible, for the benefit of the Council's services and Peterborough's diverse community. ● Promote partnership working with other service providers and local organisations, where appropriate. ● May be appointed to represent the Council on external organisations, such as a local health service management board or a community centre management committee. Attend regularly and keep the Council briefed about the organisation ● More detail about the role of members who take on special responsibilities is shown in the member roles at Appendix A.

Officers
<ul style="list-style-type: none"> ● Employed by, and accountable to, the Chief Executive as 'head of paid service'. ● Serve all members, acting impartially. Support them in their work as ward members, as Executive or committee members and as Council representatives on other organisations. ● Make managerial and operational decisions about service delivery and enforcement, within delegated authority. Carry out the decisions made by members. ● Give professional advice about policy development and decision-making. Be aware of the political and sensitive nature of much of their work, and take steps to understand the political

and media implications of their recommendations.

- Support and advise the Administration. While all members must be treated equally, officers must support the Administration's objectives and implement the Executive's policies. This inevitably means that a considerable amount of officer time is spent upon Executive business.
- Day-to-day partnership working and liaison with service users, residents, communities, public service providers, businesses and organisations. Inform and consult about council services.
- Liaise with regional, national and international organisations, especially governmental organisations, in the interests of Peterborough.
- Advise appropriate cabinet member(s) of the results of the above consultations.

10. WORKING RELATIONSHIPS, IMPARTIALITY AND CONFLICT RESOLUTION

Dilemmas	Approaches
<p>Balancing time and priorities</p> <p>Members and officers have to balance many competing priorities, and may not always be able to respond to requests immediately</p>	<ul style="list-style-type: none"> ● Members should explain their preferred timescale at the time of any request, especially if it is urgent, so officers can make informed judgements about competing requests and priorities. ● Officers should take into account other demands (Council, work, other public appointments, etc) upon members. ● Officers should not swamp members with written material. ● Reports and <u>correspondence</u> letters should be concise and jargon-free. ● Officers should not expect members to routinely respond to requests at short notice. Reasonable deadlines should be set and highlighted on the front of correspondence.
<p>Familiarity</p>	<p>Members and officers need open working relationships, but should treat close personal familiarity with caution. It could cause difficulties in terms of conflicts of interest, inadvertently passing on confidential information, or giving rise to suspicions of influence or favouritism.</p> <p>Members should not apply undue pressure on officers to undertake work outside their normal duties, procedures or working hours.</p> <p>Officers should not use their working relationship with a member to influence a decision in their favour, raise personal matters connected with their job or make allegations about other employees.</p>
<p>Proper conduct</p> <p>Members and officers are expected to:</p>	<ul style="list-style-type: none"> ● perform their duties effectively and efficiently; ● give timely responses to enquiries and complaints; ● keep each other updated; ● participate in briefings and training, to keep up to date with changing legislation, circumstances and roles; ● understand and respect each others' roles and pressures; ● not use their position to advance personal interests or influence decisions improperly; ● comply with the Members' and Officers' Codes of Conduct.

Conflict resolution	<p>If a member feels they have not been treated with respect and courtesy, or their requests are being frustrated or dealt with inadequately, they should ideally first raise this with the officer concerned. If matter is not then resolved, they should then raise it with the director <u>or head of service</u>, (or, if <u>either</u> the director <u>or head of service</u> is the cause of the concern, the Chief Executive) either directly or through their group leader/group secretary. The senior officer will consider whether there has been a breach of the officer code of conduct, and any appropriate action.</p> <p>If an officer feels a member has been rude or placed unreasonable demands upon them, or a representative is not working with the lead officer, they should ideally raise this first with the member concerned. If the matter is not then resolved, they should raise it with their director (or the Chief Executive, if it is a director who is concerned), who will raise it with the member and/or the member's group leader, as appropriate. If it there may have been a breach of the members' code of conduct then the Monitoring Officer's advice will be taken.</p>
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11. MEETING PROTOCOLS

- 11.1 **Meetings schedule** Council sets an annual schedule of dates for Council, the Cabinet and standing committees. This is confirmed at each annual council meeting for the municipal year just starting. A draft version of this schedule is provided to full council in January each year, or as soon as possible afterwards, and is rolled forward to a provisional Year 2 schedule at the same time.
- 11.2 **Variations to the schedule, and other meeting dates** Variations to the schedule, and dates and times of other committees or working groups not listed in the schedule, will be determined by the chairman, after prior consultation with group representatives. (In the case of Cabinet, there is no need for such consultation). Democratic Services officers will consult the group representatives (or, if time is short, another member of that group if the representative cannot be contacted) and the relevant lead officers. Chairmen will try to ensure that meetings are timed to be accessible to all members and officers who are required to attend. The Mayor determines any variation to the Council schedule, in consultation with group leaders.
- 11.3 **Timing** For a committee meeting, if there is disagreement about timing between the chairman and group representatives, the meeting will start at the normal time for meetings of that committee as identified in the Annual Calendar of Meetings approved by Council. If there is an unresolved dispute for a working group this will be determined by the parent body.
- 11.4 **Meeting cancellation** Any meeting may be cancelled if there is insufficient business. For Council this will be determined by the Mayor in consultation with the group leaders; for Cabinet meetings, by the Leader of the Council; and for all committees and working groups, by the chairman in consultation with the group representatives.
- 11.5 **Meeting conduct** The chairman's role is to maintain order, a business-like approach, an atmosphere of respect and a good flow of debate, following constitutional rules and also the common law of meetings wherever the Council's procedural rules are silent upon an issue. The chairman will allow adjournments for comfort breaks where reasonable, especially during the hearing of applications or appeals when any member who leaves the meeting may not participate in the vote at completion of the hearing.
- 11.6 **The meeting room** Most meetings take place at the Town Hall, but other venues can be used with the committee's agreement. The layout of seats and tables may be varied to create a more or less formal atmosphere, depending upon the nature of the business. When

members of the public are participants (for example, at question and answer sessions or when speaking for or against an application), efforts will be made to ensure the layout is not intimidating. The aim is to help the person make a positive contribution.

- 11.7 **Refreshments** ~~Water is soft drinks are~~ made available at all meetings. Food will not be eaten at meetings which are open to the public and when decisions are being made, to avoid detracting or distracting from the seriousness of the business at hand. ~~Refreshments may be appropriate where participants have been asked to attend across a meal time.~~

12. ~~ALL PARTY POLICY PLANNING BRIEFINGS (APP)~~

- 12.1 These cross-party meetings are held regularly, usually on the last Thursday of each month excepting May, August and December. They allow the full Council membership to receive briefings, and ask questions and discuss points arising both informally and confidentially.
- 12.2 In general, one presentation per meeting will be arranged by Members Services Unit (in consultation with the ~~APPP~~ chairman) about contemporary, significant service and corporate issues. This may include external presenters.
- 12.3 Council will determine the date and time of ~~APPP~~ meetings, usually through the annual meetings schedule. The meeting itself will appoint its chairman.

13. OFFICERS' MANAGEMENT ARRANGEMENTS

- 13.1 **Corporate Management Team (CMT)** meets fortnightly to consider strategic issues affecting the Council. Formal meetings are serviced by Democratic Services, and chaired by the Chief Executive or a nominated director. The agenda is agreed with the Chief Executive or meeting chairman. ~~Action points/minutes are made available within the Council.~~ Typical issues discussed:
- draft Cabinet/committee reports and work programmes;
 - new initiatives from government or other agencies and the likely impact on the Council;
 - items requested by members, directors or heads of service;
 - the outcomes and expectations of best value and other inspections;
 - a workshop to discuss specific issues or as part of overall organisational development.

The Group usually sees all draft Cabinet reports before they are issued. It may request sight of draft overview and scrutiny committee reports based upon forward examination of the work programme. This allows strategic management of the authority's business.

- 13.2 **Departmental management teams (DMTs)** comprise the director and the heads of service for each division within a department, with other officers as necessary to give legal, financial, constitutional or other advice. They meet regularly to discuss strategic and operational matters. These meetings may include:
- meetings with the cabinet member and/or group representatives;
 - organised training sessions about specific issues;
 - feedback from the Executive, committee meetings and CMT;
 - inspection reports;
 - Cabinet/committee work programmes and draft reports;
 - service planning and employee related matters;
 - contributions to and responses to corporate initiatives.
- 13.3 **Communications:** Consistent two-way communication between members, managers and other employees, is important, avoiding duplication. Communication channels include:
- Chief Executive's regular briefings ~~via Insite open to all employees~~;
 - service specific briefings – as and when necessary;
 - ~~monthly~~ weekly Members' Information bulletin ;

- Weekly Bulletin provided and Members' Digests. Officers should use these to staff via email reduce the reading burden for members and printing and distribution costs;
- ~~newsletters for all employees and members per department;~~
- information passed from CMT to DMTs to team meetings;
- the 'ask Gillian' section of Insite;
- one to one meetings with employees or councillors;
- ~~shared computer databases.~~

13.4 **Politically restricted posts** All officer posts are impartial, but the following have a special political restriction by law: the Chief Executive; directors; the Monitoring Officer (~~i.e. the Solicitor to the Council~~); and officers on a list which the Council must maintain of all posts which *either* have annual pay equivalent to or above pay spinal column point 44, *or* involve the officer in regularly giving advice to Council, the Executive, a committee or sub-committee, *or* regularly speaking on the Council's behalf to journalists and broadcasters.

Officers whose posts are "politically restricted" may not:

- hold office in a political party, act as an election agent or canvas on behalf of a political party or candidate for election;
- stand for election to a local authority (except to a parish council);
- speak in public, give interviews or publish any written work with the intention of affecting public support for a political party.

These restrictions do not affect the employee's family. They do not prevent the officers from, for example, displaying an election poster in a window of their home if they so wish.

14. SUPPORT SERVICES PROVIDED FOR MEMBERS

The Council may only help members to discharge their role as councillors, and may not use its resources for party political activity. Members will not ask officers to publish material that appears to seek public support for a political party, or to do work that would compromise their impartiality. Any such requests are referred back to the member for them~~my~~ or their party office to undertake.

<p>Secretarial and administrative Support for ward casework Provided by the Members Services Unit (the Unit). Carried out strictly in <u>the form date order of guidance and information to Members receipt unless marked as to the appropriate department to direct their query.</u> ‘urgent’, and completed within three working days where possible.</p> <p><u>Any correspondence through Members Services must</u> May not refer to membership of/support for political parties. Local newsletter titles may be mentioned unless this places the impartiality of the Unit at risk. Political views may be expressed, if the correspondence includes a statement that it may not reflect the Council's views.</p> <p><u>Members Services</u> The Unit may interview constituents who phone or visit the Town Hall, take and record appropriate action on members' behalf. The constituent is kept informed of action taken and the member notified in writing, with copies of any correspondence instigated on their behalf. Correspondence is not be copied to another member, without prior consultation.</p>
<p>Member details Maintained by <u>Members</u> the Unit and Democratic Services. Published on the web, if the member's permission has been given.</p>
<p>Casework generated by surveys and feedback forms can be undertaken the Unit. Information such as service requests is taken from the survey form and forwarded to the relevant officer, to avoid circulating any material showing political bias. Officer replies are recorded and the ward resident contacted on the member's behalf. The Unit will not, however, produce or otherwise be involved in the implementation of the survey itself.</p>
<p>Ward profiles Available to members, on request to the Unit.</p>
<p>Members' post This will be placed in Members pigeon holes in their group rooms. Urgent items that need to be posted will be done so with the agreement of the Head of Constitutional Services</p> <p>Inappropriate items (advertising, political material and junk mail, etc) are logged and placed in Group Rooms for collection by members. Political groups' correspondence relating specifically to Council policy and business will also be posted in members pigeon holes.</p>
<p>Photocopying Each request judged on its merits. Maximum 250 copies per member per month or 3,000 per year. Members collect/distribute bulk copies; they are not mailed by the Council.</p>
<p>E-mail <u>A peterborough.gov.uk email address and calendar is provided for all members, for Council work. Emails or diary invitations to this address or calendar routed automatically where the member has a private e-mail facility available, and otherwise forwarded hard copy by the Unit. Hard copy forwarding should not be forwarded to any private email address or calendar in order to keep the information secure.</u> used to conduct personal or party political business.</p>

Ward surgeries Arranged by the member, but advertised by Members Services. Members Services the Unit. The Unit pays invoices for surgery venues. Officers are not expected to attend members' surgeries.

Office supplies Reasonable supplies of ~~letter head paper~~ business cards and basic office stationery Dictaphones, fax machines and replacement fax cartridges for Council use. ~~Provided in Group Roms, and for home use upon request from the Unit~~ Shredding available for council papers. (Allowances and ICT support are described in the Members Allowances Scheme.)

Car parking Amendment ~~An annual bulk request to~~ car parking details are the responsibility of individual members. Members Services will administer new ~~renew members'~~ car parking permits following the election process and any change to special responsibility status.

15. POLITICAL GROUPS

- 15.1 Councillors must ~~may~~ give notice of membership of a political group. Each group appoints a leader and secretary, may appoint a deputy leader and otherwise arranges its own affairs.
- 15.2 Private **political group meetings** may be held at the Town Hall. ~~Members Services Unit will arrange, providing a secretariat service if requested, up to one meeting each month. These~~ will usually follow the All Party Policy Planning meeting.
- 15.3 Officers may attend political group meetings on Council business. Any request for an officer to attend a Group meeting should be directed to the Chief Executive or relevant director, stating the subject matter. The Chief Executive or director will determine which officer(s) should attend, usually a second-tier officer or above. If they believe officer attendance would be inappropriate, they will discuss this with the group leader.
- 15.4 Officers must not advise group meetings about political or party business. Members and officers should avoid any conduct that could compromise officers' impartiality. Special care is needed if the meeting includes party representatives/observers who are not councillors. These people will not have signed the statutory Code of Conduct and do not have members' rights to information, so officers may not be able to provide the same level of advice. The meeting chairman will tell officers if there are observers present.
- 15.6 Confidentiality: the content of discussions will not be relayed directly or indirectly to members of another group or officers without the consent of the political group.
- 15.7 A **public political group meeting** may not be held at the Town Hall, to avoid any confusion in public perception as to the Council's official views about an issue.

16. SHADOW CABINET

- 16.1 Should the second largest Political Group on the Council wish to form a Shadow Cabinet they will need to notify the Council and Chief Executive of their nominated membership to a Shadow Cabinet
- 16.2 A Shadow Cabinet will be subject to the same rules and conditions as outlined in this Member/Officer Protocol.
- 16.3 A Protocol outlining the role and support to the Shadow Cabinet is outlined in Appendix 1 to this Member/Officer Protocol

17. MEMBERS' OFFICES

- 17.1 **Group Rooms** Most All-Members will have access to their 'political group room', which is not open to other members or officers. These are supported by Members' Services ~~Unit~~.
- 17.2 **Members' Lounge** This is open to all members. It can be used when meeting visitors to discuss ward related issues and other council business. It may also be used by members to hold small meetings where it is not appropriate to hold these within the group rooms.
- 17.3 **Leader's office** The Leader of the Council is provided with an office.

18. MEMBER APPRAISAL, TRAINING AND DEVELOPMENT

- 18.1 **Service-specific briefing and training** This is arranged and funded by the service department. Attendance at external events should be approved in accordance with the

Delegations Document. Any expenses incurred on behalf of an individual councillor must be notified to the Head of ~~Governance~~ Constitutional Services, both to track overall training provision and to ensure that legal requirements (see the Members' Allowances Scheme) are followed.

- 18.2 Members should receive appropriate training in order to sit on all ~~regulatory~~ committees and also to undertake best value reviews.
- 18.3 **Corporately arranged briefing and training** A central budget is provided for corporately arranged members' training, managed by Democratic Services. ~~and advised by the Organisational Development section within Human Resources Division.~~ The Head of Constitutional Services ~~Monitoring Officer~~ oversees the central funds to ensure that there is provision for the following categories: ~~executive development~~; overview and scrutiny development; generic/cross-party skills development; and individual member requests supported by their political group.
- ~~18.4 The Peterborough~~ **Guide to Training and Development** for City Councillors highlights the skills needed to be a ward councillor, carry out scrutiny or serve on the Executive. ~~It suggests a method for members to identify their training and development needs in a personal development plan. It can be used for a self-assessment with officers, on request.~~
- 18.4 Democratic Services ~~The Chief Executive~~ will maintain a database of members' training. This is used to develop an **annual training plan** for members.
- 18.5 Members attending an external training event/conference should feed back to the relevant director or head of service, to consider how the information learnt can be disseminated.
- ~~18.7~~ **Member roles** (Appendix A) have been drawn up to advise the independent remuneration panel. ~~These can be used alongside the training guide, to help clarify learning needs, and also help members of the public to know what they can expect of elected members.~~
- 18.6 The Council does not operate a formal **performance appraisal** scheme for members. ~~Standards Committee agreed that this would be impractical to operate.~~ Members are ultimately held accountable by their electorate through local elections. Residents can find out about their councillors by means of contact details and explanatory information ~~about members' roles provided in leaflets and on the Council's website.~~

19. OFFICER APPRAISAL, TRAINING AND DEVELOPMENT

- 19.1 The Council's learning policy recognises that all employees need to learn and develop. Each department is encouraged to have a training plan, reflecting the Council's and services' objectives and action plans. Officer attendance at briefings, courses, seminars and conferences is arranged and funded by the department's budget in line with their training plan and service plans.
- 19.2 Afterwards, the officer and line manager should evaluate whether the learning objectives were met and share learning, to maximise benefit from the investment in the event.
- 19.3 All employees should have a personal development plan reviewed at least annually through the appraisal process. Annual appraisal includes at least six-monthly meetings where the officer and manager review job description, achievements, progress with meeting current objectives, new objectives, learning needs and any other ways in which support could be given to improve the person's job and or performance.

SHADOW CABINET PROTOCOL

1. Composition

The Leader of the second largest Political Group may choose to form a Shadow Cabinet by their nomination from amongst the Members of the Council. If so they shall notify the Council and the Chief Executive of the names of the Members nominated to form a Shadow Cabinet and of any changes in the membership of the Shadow Cabinet which may occur from time to time.

The distribution of portfolios between and amongst Shadow Cabinet

Members will mirror the Portfolios of those of the Cabinet, save that a single Member may cover more than one portfolio.

2. Number of Members

The Shadow Cabinet shall comprise no greater number of Members than the number of members of the Cabinet.

3. Role

The Shadow Cabinet will have collective responsibility for providing an effective challenge to the controlling Executive and for constructive scrutiny of the achievement of the Council's corporate and service objectives and priorities.

4. Officer Support

4.1 On request the Chief Executive, or senior officers acting under their direction, shall attend private meetings of the Shadow Cabinet. At such meetings, the Chief Executive (or nominee) shall brief the Shadow Cabinet on:

- (a) proposals that are to be considered by the Cabinet and that have been published; and
- (b) other matters identified by the Shadow Cabinet.

4.2 Officer briefings at private Shadow Cabinet meetings shall be factual and professional and non-political in nature and shall not extend to the evaluation of policy options, justifying or defending proposals of the Executive, or revealing information and advice that is properly confidential in nature

4.3 Officers shall not speak or answer questions at Shadow Cabinet meetings that are open to the general public or anyone who is not a Member of Peterborough City Council, save for any properly appointed Political Assistant and any officer present at the request of the Chief Executive.

4.4 Individual shadow Portfolio Holders are not holders of office within the Council. However, shadow Portfolio Holders may receive advice and support from the Chief Executive or senior officers acting under their direction. All such advice and support will need to comply with the Member/Officer protocol contained in part 5 of the Council's Constitution.

5. Powers

1. For the avoidance of doubt the Shadow Cabinet will not have any Executive powers and in this respect officers cannot be instructed to act on behalf of the Shadow Cabinet or individual Members of the Shadow Cabinet in any way

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COUNCIL MEETING 6 MARCH 2019

**CABINET RECOMMENDATION – GOVERNANCE OF COUNCIL COMPANIES,
PARTNERSHIPS AND CHARITIES**

Amendment from Councillor Sandford to be moved as follows:

IT IS RECOMMENDED that Council:

- 1) Note the Leader of the Council's approval of the revised Executive Procedure Rules, Executive Delegations, and related structure chart as set out Appendix A and B to the report for the purposes of formal oversight of the Council's companies partnerships and charities which comprise of additions to the delegations to Cabinet and the setting up of a Shareholder Cabinet Committee, subject to the correction of numbering and inclusion of Vivacity in Appendix B.
- 2) Recommend that the Leader of the Council include provision in the Executive Procedure Rules that political group leaders can join the debate at any meeting of the Shareholder Cabinet Committee in a non-voting capacity.
- 3) Approve the revised Audit Committee Terms of Reference set out in Appendix A of the report.

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