

CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE

**TUESDAY 26 JULY 2011
7.00 PM**

Forli Room - Town Hall

AGENDA

	Page No
1. Apologies for absence	
2. Declarations of Interest and Whipping Declarations	
<i>At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.</i>	
3. Minutes of Meeting Held on 13 June 2011	1 - 6
4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions	
<i>The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of a Scrutiny Committee or Scrutiny Commissions. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee or Commission.</i>	
5. Single Equality Scheme Consultation	7 - 50
6. Single Delivery Plan	51 - 56
7. Safeguarding Notice to Improve Update	57 - 74
8. Forward Plan of Key Decisions	75 - 88
9. Work Programme	89 - 92
10. Date of Next Meeting	
Monday 12 September 2011	



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Committee Members:

Councillors: S Day (Chair), Harper (Vice Chairman), F Benton, Nadeem, Elsey, B Saltmarsh and Shearman

Substitutes: Councillors: P Kreling, J R Fox and E Murphy

Education Co-optees: Jane Austen (Roman Catholic Church Representative), Mr Frank Smith (Church of England Representative), Alastair Kingsley (Parent Governor Representative), Brian Opie (Parent Governor Representative)

The Revd Canon Tim Elbourne, (Director of Education & Training), Diocese of Ely

Further information about this meeting can be obtained from Paulina Ford on telephone 01733 452508 or by email – paulina.ford@peterborough.gov.uk

**MINUTES OF A MEETING OF THE
CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE
HELD IN THE
BOURGES & VIERSSEN ROOMS, TOWN HALL, PETERBOROUGH
ON 13 JUNE 2011**

Present: Councillors S Day (Chairman), Benton, Elsey, Kreling, JR Fox and E Murphy

Also present Alistair Kingsley Parent Governor Representative
Cllr John Fox Representing the Leader of the Peterborough
Independent Forum
Councillor Scott Cabinet Member for Children's Services
Lynn Chesterton Service Manager, Safeguarding Team
Zain Awan Peterborough Youth Council

Officers in Attendance: John Richards Executive Director, Children's Services
Andrew Brunt Assistant Director, Family and Communities
Paulina Ford Senior Governance Officer, Scrutiny
Ruth Griffiths Lawyer

1. Apologies

Apologies had been received from Councillors Harper, Sanders, Saltmarsh and Shearman and Brian Opie, Parent Governor Representative. Councillor Elsey was in attendance as substitute for Councillor Harper, Councillor Kreling was in attendance as substitute for Councillor Sanders, Councillor John Fox was in attendance as substitute for Councillor Saltmarsh and Councillor Murphy was in attendance for Councillor Shearman.

2. Declarations

Declarations of interest were received from Councillor Murphy who declared that he was an elected Governor of Peterborough and Cambridgeshire Foundation Trust and was also a resident who lived next to Vawser Lodge. This declaration was with regard to the Forward Plan of Key Decisions item 10 on the agenda where there was mention of Vawser Lodge.

3. Minutes of the meeting held on 21 March 2011

The minutes of the meetings held on 21 March 2011 were approved as an accurate record.

4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions

There were no requests for Call-in to consider.

5. Introduction to Children's Services

The Executive Director of Children's Services introduced the report and then presented a video to the Committee about the Needs of the City. The video put into context the needs of children and young people across the City. Key points of the video were:

- The population of Peterborough had grown by around 40,000 people in the last 30 years.

- The current population was estimated at 171,200 people of whom 44,300 were aged 0 to 19.
- England was divided in to 32,482 super output areas and each area was ranked according to their index of child deprivation score where 1 was the most deprived. One part of Dogsthorpe was in the 10% most deprived areas of the country and was ranked 297. However one part of Orton Waterville was in the 10% most affluent areas of the country and was ranked 31,884.
- Child poverty was determined by families:
 - suffering high levels of worklessness
 - living in deprived neighbourhoods
 - living in Cities where local economies lacked quality of life
 - living in Cities with a legacy of low attainment and low skills
- 24% of Peterborough Children were living in poverty, this equated to around 8000 children.
- 94% of pupils living in the City Centre were from ethnic minority background yet in Barnack it was 5.3%.
- 27% of pupils had English as their second language compared to 16% in 2005. This meant that over 8000 children and young people in our schools did not have English as their main language. There were 99 different languages spoken in Peterborough schools.
- On average 169 young women become teenage mothers every year.
- Currently there were 300 children in care.
- Seven years ago 2% of the Peterborough school population were Eastern European, it was now 9%.
- 1.2% of children in Peterborough had multiple or complex disabilities which equated to approximately 514 children.
- There were around 2400 young carers aged 5 to 16.
- The average in-house foster placement cost £240 per week. On average there were 138 foster carers at any one time totalling £33,120 per week. In comparison an agency placement cost £767 per week. Due to the high level of needs the top five residential placements cost £1,205,568 per year.
- During 2009/10 - 5,130 15 to 24 year olds were screened for Chlamydia compared to 3,500 in 2008/09.
- 66% of young people receiving substance misuse support had alcohol as their primary substance.
- Young people surveyed felt that:
 - 64% of girls aged 15 wanted to lose weight compared to 35% of 15 year old boys
 - 18% of secondary school pupils surveyed, believed cannabis was safe when used correctly
 - 35% knew someone personally who took some form of drugs
 - 23% said they were uncomfortable talking to their doctor
 - The top three things young people worried about was school work and exams, the way they looked and career decisions
- Despite the challenges Peterborough had many successes:
 - In 2010 87% of children in Peterborough had accessed dental services in the last two years compared to 70% nationally
 - 43% of babies aged 6-8 weeks were still being breastfed which was amongst the highest within the statistical neighbour group
 - In 2010 1165 children achieved the expected level in Early Years Foundation Stage tests compared to 907 in 2009 this showed significant improvement between 2008 and 2010
 - Reception age obesity reduced to 9.65% in 2009 from 12.6% in 2008, the equivalent of 75 children.

- In 2010 GCSE results rose significantly for the second year running. 1694 young people achieved 5 or more A*-C grades of which 1067 had English and Maths included
- Ofsted had rated 280 of the services as being Good or better, 28 had been rated as Outstanding
- Caverstede Early Years Centre won an award at the 2010 Nursery World Awards

The Executive Director for Children's Services informed the Committee about the range of services available within Children's Services. This covered Early Years, Schools in the City, Young Peoples Service, Youth Offending Services, Children's Social Care, relationships with partners and resources. Every service was wrapped around children and families in order to resolve their needs and also around schools and settings. The Journey to Excellence approach had changed to the Making Every Day Count approach to achieve the best outcomes for all children. The Executive Director for Children's Services informed the Committee that he and his department were passionate about getting it right for all children and welcomed being scrutinised. By April 2012 it was the intention that all interventions would be evidence based in practice and work was being done with a national organisation to help provide interventions that worked. There would be a focus on pathways for children so that every provider would know exactly what was expected of them and targeting services in community neighbourhoods and early intervention. The Executive Director of Children's services informed the Committee that his role was both challenging and rewarding. Children's Services were going through a great deal of change and he looked to Members and his staff for support in achieving successful outcomes for all children and young people across the City.

Observations and questions were raised and discussed including:

- With the high influx of children into the City would there be enough school places. *Places were available in some Primary Schools even though some others had waiting lists. An idea had been put forward to federate schools and link schools that had places and those that had waiting lists. Children and young people who had applied for places in the first round for this coming September had all been placed. Last year between July and September there were 500 additional requests for admission 300 of which came from people outside of the City mainly from Eastern Europe. A paper had been produced on the pressures in the school system and how it was being tackled and could be provided to members electronically.*
- What was the forward thinking in closing various schools like John Mansfield knowing that there would be an influx of people from Eastern Europe? *The Executive Director of Children's Services informed Members that he was unable to answer this as he had not been employed by the Council at the time the decision was made. His understanding was the initial planning was that young couples would move to the new townships into the and eventually start families the population of children would then gradually increase. However the private rental market had increased and families with young children had been moving into the area. The increase in population had not just been due to an influx of people from Eastern Europe. To take account of the future shortage of school places in the City Centre the old Hereward School had been reopened as the City Academy. There had also been an increase in places at schools like Stanground, Ormston Bushfield and Orton Longueville. Everything possible was being done to plan for the future.*
- Was there anything that could be done to encourage more people to adopt? *Some foster carers would be willing to adopt but had found that it would not be financially viable and also had heard that the biological parents would still have access rights over the children. Was there anything that could be done to address these issues? In terms of adoption the personal and financial circumstances of the prospective adoptive parents were looked at and the particular nature of the children was taken into consideration. Sometimes post adoption allowances were applied which recognised loss of income for fostering and that it was a permanent solution for the children and young people. In terms of contact every*

individual case was looked at by the Adoption Panel and Court to decide what type of contact should be made by the child and the natural parents.

- Councillor Scott, Cabinet Member for Children's Services addressed the Committee informing them that there was no compromise by the Council for the children that needed protection and safeguarding.
- The paperwork for people wishing to become foster parents was immense could this be reduced. *This could not be reduced. People who wished to become Foster Parents had to work through a portfolio of tasks.*
- How many of the children in care were in different types of placements? *The co-hort of children in care were made up of different types of placements – internal foster care placements, external foster care placements, kinship placements with families and friends, residential care and 3% to 4% who were placed at home prior to rehabilitation.*
- Children's Centres were excellent. How can we ensure that families who are on the lower income scale and really need the facilities can get access to them? *The initial idea behind Children's Centres was to provide a universal offer. The new government thinking was that the Children's Centres should be used much more for targeted families. Under the new targeted operating model there would be advice on what Children's Centres could and could not be used for.*
- Over 90% of young people living within the Central Ward were from a minority ethnic background. Do you feel that there is an effective and efficient service for them? *Members were informed that whilst a lot was being done for this group there was always more that could be done. The Executive Director of Children's Services had recently met with youth workers from the Central Ward who engaged with many young people, the primary schools provided extended services and the Gladstone Children's Centre also provided many services within that area.*
- With the high influx of the Eastern European people into this community what was being done for young people from this community. *Many of the families were not know and the main support was currently coming through the Health Service. The Executive Director of Children's Services felt that it would be a good idea to bring back to the Committee at a future date a report on how Children's Services were responding to those children with diverse needs.*
- Can you give an update on the progress of Children's Social Care? *By the end of April all targets set by government had been met. However the Notice to Improve would remain until there had been another safe guarding inspection at which time if there were no further issues it would be removed. The actual issues at the time of being put into Notice to Improve were regarding the referral and assessment part of the service and to do with how initial assessments and core assessments were dealt with. Whilst it was still a challenge there was a continued drive to strive for consistency of approach with regard to timeliness and quality.*
- Councillor Scott advised that it had been a difficult time for the department over the past year however the improvements that had been made by the Social Care team had meant that there had been huge progress and this needed to be sustained.

The Chair thanked the Executive Director of Children's Services for a comprehensive and informative presentation.

ACTION AGREED

- That a report be presented to the Committee at a future meeting on how Children's Services were responding to those children with diverse needs.

6. Children's (Social Care) Services Statutory Complaints Process (Children act 1989) Annual Report 2010/11

The report was an annual report that informed the Committee about the statutory complaints process and referred to complaints presented by or on behalf of 'children in need' or 'looked after' children meaning those children who were in receipt of social care services.

Understanding the nature of complaints was critical in understanding the quality of the service. It formed part of the continuous improvement framework for social care. The process of complaints in terms of timeliness and response and how that was adhered to was important for a number of reasons. An early response meant you got a more satisfied customer and greater potential of getting the right service in response to the need and it also helped to sort out any deficiencies within that service. In July of last year it was decided that complaints would be dealt with corporately and a simple guide was also produced for Managers on how complaints should be dealt with.

Observations and questions were raised and discussed including:

- In the report there were 31 complaints about staff attitude and conduct, what did this mean. *Staff attitude could be anything from someone who did not reply to a telephone call, or did not turn up when they were expected or if someone had not liked what was said to them.*
- When the complaints process moved across to the corporate team how much of the change potentially in the statistics related to being directed to the new team. Was there a correlation between complaints about staff attitudes and lack of specific skills from staff now receiving these complaints? *The complaints were being recorded much more accurately and this had resulted in an increase. It was not clear if this was because people were less happy with the service or the fact that the response was more robust. It had been recognised that staff had not been sufficiently trained in dealing with complaints and last December the Local Government Ombudsman was brought in to train all team managers. A quick guide was produced to support this training.*
- When complaints are frozen due to legal proceedings how long can these take to resolve. *This was not a common occurrence and often the issues of the complaint were dealt with during the court proceedings.*
- What percentage of staff reductions did you have in the last financial year and would this have attributed to an increase in complaints. *The complaints that were covered in the report related to an area where there had been an investment in staff not a reduction.*
- Were most of the complaints simply about responding in time? *The complaints process was a statutory process and one issue was about the impact of how quickly complaints were responded to therefore customer needs were being enforced in staff.*
- In the report six children had complained about accessibility. Was this due to excess of beaurocracy involved in the complaints procedure or because they were not actually aware that they could challenge the service that they were receiving. *Young people and children were made aware of how to make a complaint and help and support was given to them to enable them to complain should they wish to. Young people and children were continually asked for feed back on how services could be improved.*

ACTIONS AGREED

To bring back to the Committee a further update report on the statistics and categories of complaints in six months time.

7. Review of 2010/2011 and Work Programme for 2011/2012

The report provided information on the work undertaken by the Committee during 2010/2011 and recommendations made. The Committee were asked to identify items for monitoring during 2011/2012 and any new items for the work programme.

Items identified for inclusion into the work programme were:

- Child Poverty Strategy
- Educational Attainment of Minority Groups and New Arrivals
- Provision of School Places for early years foundation and secondary school

The Chair suggested that Education Attainment could be the theme for the Committee for the coming year.

8. Forward Plan of key Decisions

The Committee received the latest version of the Council's Forward Plan, containing key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the following four months. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Committee's work programme.

ACTION AGREED

The Committee noted the Forward Plan and agreed that there were no items to bring to the Committee.

9. Date of Next Meeting

The Senior Governance Officer advised the Committee that she had identified that there was a clash of meetings on the date of the next scheduled meeting which was 11 July 2011. The committee agree that the meeting should be rearranged to a more suitable date. The Committee agreed to this change and asked the Senior Governance Officer to arrange this and inform the Committee as soon as possible.

The meeting began at 7.00 and ended at 8.55pm.

CHAIRMAN

CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE	Agenda Item No. 5
26 JULY 2011	Public Report

Report of the Executive Director of Adult Social Services

Contact Officer(s) - Denise Radley

Contact Details - 01733 758444

SINGLE EQUALITY SCHEME - CONSULTATION

1. PURPOSE

- 1.1 The report is being presented to Scrutiny Committee so that members can consider and comment on the Single Equality Scheme as part of the consultation process.

2. RECOMMENDATIONS

- 2.1 Members are asked to consider, and comment on, the Single Equality Scheme at the attached Appendix.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The Single Equality Scheme links directly with the City Council's corporate objective "creating opportunities and tackling inequalities" embedded in the Sustainable Community Strategy and linked with the current development of the Greater Peterborough Partnership Single Delivery Plan.

4. BACKGROUND

- 4.1 The council has legal responsibilities to ensure that equality and diversity is integrated into its service planning and delivery. This Single Equality Scheme underpins the council's strategic plans and demonstrates how it will meet those legal responsibilities. It also demonstrates how the council will deliver on its vision that every person should have equal access to services and to opportunities.
- 4.2 The scheme brings together the equality schemes the council previously had in place into one document. It sets out how we will meet our obligations under current equalities legislation and guidance.
- 4.3 The scheme outlines:
- The council's vision and commitments to promoting equality and diversity and challenging discrimination in service delivery and employment functions;
 - Guidance to staff and councillors about the promotion of equal opportunities and opposing discrimination, both as an employer and a service provider; and how we will tell the community and partners about our approach to equalities;
 - Key actions for 2011 to 2014;
 - Our equality impact assessment procedures;
 - Our statutory duties;
 - Related employment policies and procedures; and
 - The profile of Peterborough's population and workforce.
- 4.4 The scheme will be reviewed every three years and the action plan revised and updated annually.

5. KEY ISSUES

In addition to general comments and feedback, the council's Equality and Diversity Steering Group is particularly interested for comments on the following:

- 5.1 Does the scheme cover the breadth of work in which the City Council is involved? Are there pieces of work which are not referenced?
- 5.2 Does the scheme, and action plan, balance internal facing (staffing) and external facing (services) issues?
- 5.3 Is the action plan SMART enough? Are actions specific, measurable, achievable, realistic and with timescales?
- 5.4 Have we been ambitious enough in our action plan? Should we be more challenging? Or more realistic?
- 5.5 How should we measure ourselves? What performance targets can you suggest?

6. IMPLICATIONS

6.1 This Single Equality Scheme has implications for:

- Users of the council's services and visitors to its sites
- Councillors
- Employees
- Any person on secondment from another organisation who works within the council
- Volunteers
- Freelance and temporary staff representing the council
- Contractors and sub-contractors

7. CONSULTATION

- 7.1 The formal consultation period started towards the end of April and ends on 15 July 2011. However, as today's meeting of the Scrutiny Committee was postponed from 11 July, comments from today's meeting will be fed into the formal consultation process.
- 7.2 The Single Equality Scheme consultation document has been published on the city council's website and has been distributed to key partners, voluntary organisations, housing providers, schools, colleges and various Partnership Boards inviting comments. It has also been presented to the Diversity Forum, Cohesion Board, the Customer Service Focus Group and various groups within children's services.

8. NEXT STEPS

- 8.1 The final draft of the Single Equality Scheme will be presented to Cabinet in September 2011.

9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 9.1 None.

10. APPENDICES

- 10.1 Single Equality Scheme

**PETERBOROUGH CITY COUNCIL
SINGLE EQUALITY SCHEME 2011 to 2014**

CONSULTATION DRAFT - MARCH 2011

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1 FOREWORD BY THE LEADER OF THE COUNCIL AND THE CHIEF EXECUTIVE

- 1.1 This is our first Single Equality Scheme (SES) and we have brought all our policies and plans together within one document to ensure that all aspects of diversity are addressed.
- 1.2 “Creating Opportunities and Tackling Inequality” is one of Peterborough City Council’s corporate objectives, embedded in its Sustainable Community Strategy. We firmly believe that every person should have equal access to services and to opportunities, and this scheme, together with its action plan, will help us to achieve that.
- 1.3 We will revise the scheme itself every three years but the action plan will be revised and updated annually to maximise our opportunities to make a real difference to the lives of people living and working in Peterborough.
- 1.4 In developing this scheme we used feedback from consultation with partners, stakeholders and our local communities. We will continue to work closely with them to ensure that we both build upon the work and achievements to date and meet our statutory requirements.
- 1.5 We will personally promote this scheme and work with our officers and elected members to ensure that equality is an essential consideration in everything that we do.

Councillor Marco Cereste
Leader

Gillian Beasley
Chief Executive

2 INTRODUCTION AND PURPOSE OF THE SINGLE EQUALITY SCHEME

- 2.1 The council has legal responsibilities to ensure that equality and diversity is integrated into its service planning and delivery. This Single Equality Scheme underpins the council's strategic plans and demonstrates how it will meet those legal responsibilities; but it goes further than that and demonstrates how the council will deliver on its vision that every person should have equal access to services and to opportunities.
- 2.2 The scheme brings together the equality schemes the council previously had in place into one document. It sets out how we will meet our obligations under current equalities legislation and guidance.
- 2.3 "Creating opportunities and tackling inequalities" is one of Peterborough City Council's corporate objectives, embedded in its Sustainable Community Strategy and linked with the current development of the Greater Peterborough Partnership Single Delivery Plan. This scheme, together with the action plan, is a guide to our work in opposing discrimination and recognising the benefits of a diverse community. The Sustainable Community Strategy sets out how we see Peterborough growing and how we intend to make sure that everyone can benefit from the opportunities provided by this growth. The scheme outlines:
- The council's vision and commitments to promoting equality and diversity and challenging discrimination in service delivery and employment functions;
 - Guidance to staff and councillors about the promotion of equal opportunities and opposing discrimination, both as an employer and a service provider; and how we will tell the community and partners about our approach to equalities;
 - Key actions for 2011 to 2014;
 - Our equality impact assessment procedures;
 - Our statutory duties;
 - Related employment policies and procedures; and
 - The profile of Peterborough's population and workforce.
- 2.4 Who does it apply to?
- 2.4.1 This scheme applies to:
- Users of the council's services and visitors to its sites
 - Councillors
 - Employees
 - Any person on secondment from other organisations who work within the council
 - Volunteers
 - Freelance and temporary staff representing the council and
 - Contractors and sub-contractors

3 OUR EQUALITY COMMITMENTS AND VALUES

- 3.1 We recognise that people may experience different forms of disadvantage depending on their age, ethnicity, race, gender, gender reassignment, religion and belief, sexual orientation, marital or civil partnership status and whether or not they have a disability. We want to ensure that everybody can share in the opportunities within Peterborough and our Single Equality Scheme also covers other reasons why people may face disadvantage e.g. through economic disadvantage or through caring responsibilities. We value and will continue to promote the rich cultural diversity that Peterborough enjoys and will work positively with all sectors of our community.
- 3.2 One of the council's key strategic priorities is "tackling inequality and creating opportunities". This requires us to try to ensure that everything we do is accessible to everyone and identify, and where possible remove, the barriers which stop people accessing our services. Equality of opportunity requires us to recognise that not everyone starts from the same position and that to create a fairer society we must recognise different needs. We also need to know who uses our services and design our services so that they meet the needs of users.
- 3.3 Creating equality of opportunity not only enables individuals to reach their potential, it creates a more cohesive society and may help to create a more prosperous economy.
- 3.4 As an employer we will promote equality in the workplace to keep it free of harassment, bullying and all forms of discrimination. We will achieve this through effective and appropriate employment policies and procedures.

4 PROFILE OF PETERBOROUGH CITY

- 4.1 Peterborough is a rapidly expanding city in the East of England to the north of Cambridgeshire that has seen significant growth in the last 40 years, growth that continues and expands as the M11 corridor develops.
- 4.2 A Brief Demographic Overview
- Peterborough has an official resident population of around 164,000 people (mid 2008 population estimates based on 2001 census).
 - Population growth forecasting indicates that Peterborough will have a population of approximately 175,000 people by 2011, 189,000 by 2016 and 204,000 by 2021.
 - Local information suggests that the true population is higher, at least 175,000 (there are more than 180,000 patients registered with a GP in Peterborough).
 - Peterborough is more ethnically diverse than most areas in the East of England, with 1 in 14 people coming from Asian ethnic groups. The largest Asian ethnic group is the Pakistani population, with around 7,100 people living in Peterborough.

- The Office for National Statistics (ONS) categorises Peterborough as a "new and growing town" along with several other local authority areas.
 - Peterborough City Council has a higher population density than found on average in the East of England and in England, at 4.8 people per hectare.
 - Peterborough has relatively high levels of deprivation compared with many areas and is ranked amongst the third of English local authorities with the greatest levels of deprivation.
 - Levels of income deprivation are higher than the England average. One child in four lives in a household dependent on means tested benefits.
 - The rate of reported crime is higher than the England average.
- 4.3 Our Joint Strategic Needs Assessment (available on the city council's website www.peterborough.gov.uk) sets out a lot of detail about the health and wellbeing of our population.
- 4.4 Population Growth
- 4.4.1 Peterborough is a growing city with an expected population growth of over 25% by 2021. The make up of the population is changing with new ethnic groups coming to the city and initially settling in the most deprived areas. This presents new and continuously shifting challenges when designing local services sensitive to the needs of the population.
- 4.4.2 Population estimates show that Peterborough's registered population has grown from 157,400 in 2001 to 170,700 in mid-2007 (Cambridgeshire County Council Research Group) and the latest registered population figure is 178,134 for January 2009. Around one third of the increase is estimated to be due to natural change (more births than deaths) and a further half is due to international migration, more recently from eastern European countries. The increase in population is evident despite significant numbers of people moving from Peterborough to the rest of the UK.

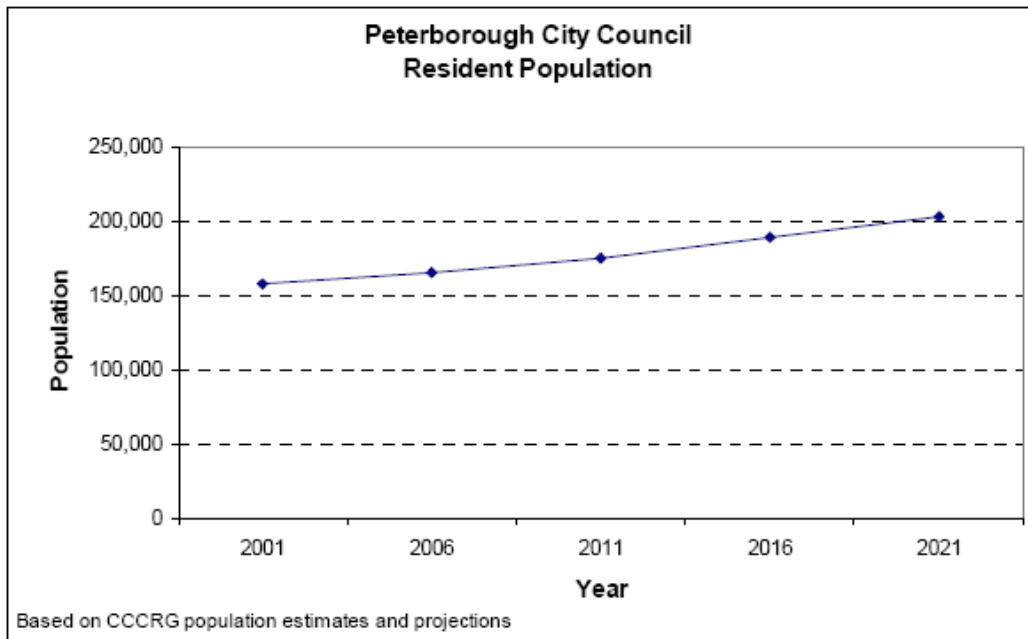


Figure 1: Peterborough City Council Resident Population

Population growth is forecast to be greatest among those aged over 65; this is consistent with national population ageing trends.

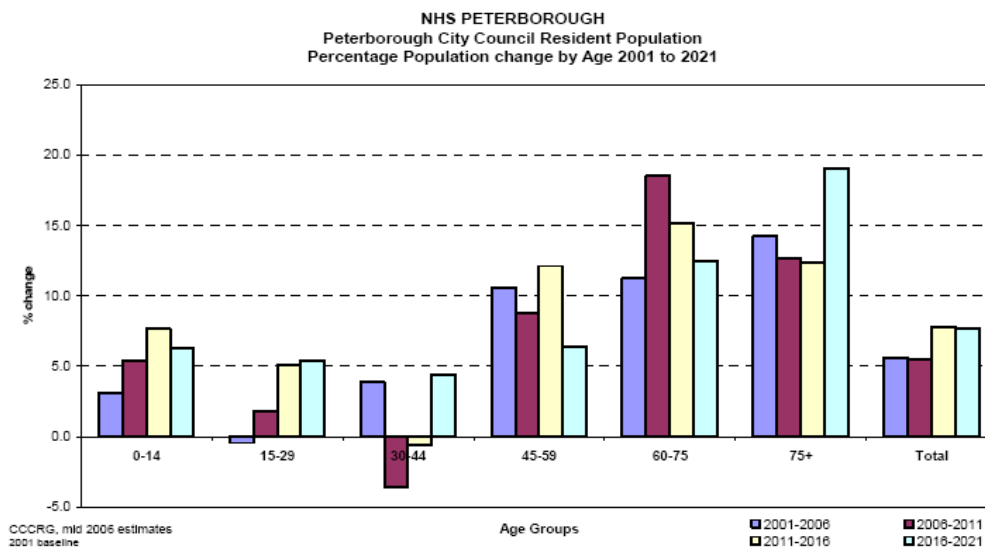


Figure 2: Peterborough City Council Resident Population Percentage Population change by Age

4.5 Ethnicity

4.5.1 The majority of Peterborough's population is white British, although it has experienced an increase in the proportion of residents who come from black and minority ethnic communities. A higher proportion of Peterborough's population is from black and minority ethnic communities compared to similar areas in England and the East of England average.

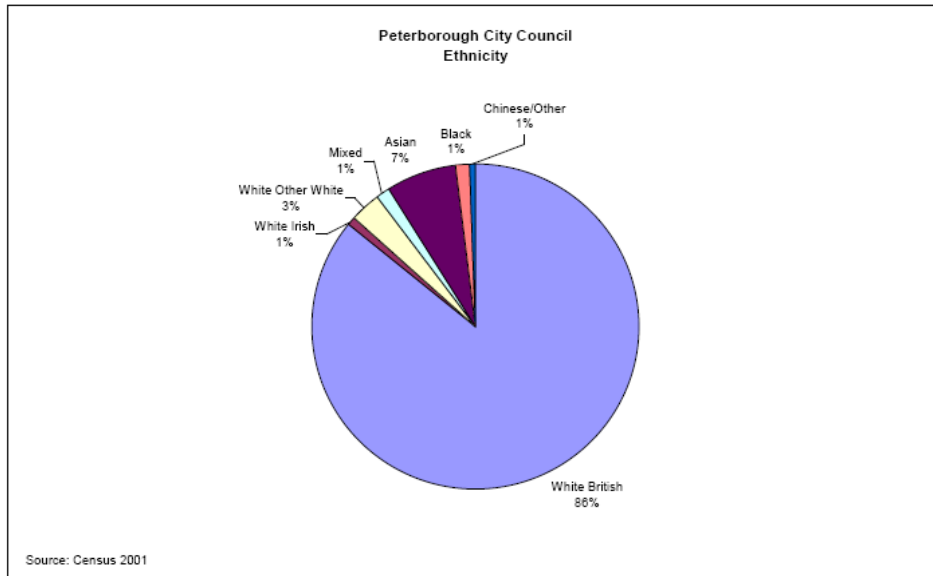


Figure 3: Ethnicity of Peterborough City Council Residents

4.5.2 The level of international migration into Peterborough has increased in recent years, particularly since 2004, when the accession states from Eastern Europe joined the European Union. Analysis of existing data sources, including the Worker Registration Scheme, National Insurance Number registrations and GP registrations, shows that people from Eastern Europe now form the largest group migrating into Peterborough, particularly those from Poland, Lithuania, Slovakia and the Czech Republic.

4.5.3 Peterborough has a large and growing migrant population, particularly from Eastern Europe. Data from the 2001 Census is the latest officially available, but the situation has changed considerably since then and will not be officially updated until after the 2011 Census. Ipsos Mori for UK Borders Agency in January 2010 estimated the migrant population is around 25,000 (although unofficially commented that it could be as high as 35,000). National Insurance registration data suggests a migrant population of just over 25,000. Of these 76% are from A8 + A2 countries (the biggest single group being Polish at 45%), 4% other EU and 19% non-EU.

4.5.4 A 'most likely' scenario, based on a consideration of what is known about patterns of migration in different continents, would suggest that in 2008 approximately 6,000

additional migrants now form part of Peterborough's resident population compared to 2001.

4.5.5 Peterborough has a diverse and multi-cultural society with some population groups facing social exclusion and marginalisation. These groups include:

- People living in more deprived areas.
- Homeless and other groups facing social exclusion.
- People with less robust social networks.
- Black and minority ethnic (BME) groups including new arrivals and Gypsies and Travellers.
- People who are unemployed and/or in receipt of long-term incapacity benefit.
- People in contact with the criminal justice system.
- Children affected by any of the above.

4.5.6 There has been a significant rise in the number of black and minority ethnic pupils attending Peterborough schools from an average of 23.1% in 2003 to 29.7% in 2007. There are at least 24 different languages which are the first language for students within our schools.

4.6 Gypsies & Travellers

4.6.1 These are a recognised ethnic group for the purpose of the Race Relations Act (1976) but there is no accurate data for Gypsies and Travellers as this information was not requested in the last census. Best estimates suggest that Peterborough has around 2,000 Gypsies and Travellers.

4.6.2 Following the abolition of the Regional Spatial Strategy the council will be reviewing the need for Gypsy and Traveller sites in Peterborough based on genuine local, rather than regional, evidence and demand.

4.7 Faith groups

4.7.1 Peterborough has a large number of different faith groups, with most major faith groups represented. The Peterborough Inter-faith Council has over 30 years of history and a newly formed Faith and Cohesion Network is working to encourage different faith groups and denominations to work together closely on cohesion matters. A Cohesion Manager works across partners based within the Greater Peterborough Partnership.

4.8 Deprivation

4.8.1 There are a number of deprived wards across Peterborough and national indices of deprivation ranks Peterborough as the 90th most deprived (out of 354) local authority areas, with 26% of the population of Peterborough living in the 10% most deprived Super Output Areas in England.

4.8.2 Super Output Areas are national, artificial geographical units used to measure deprivation at two levels. Lower Super Output Areas of approximately 1,500 people, and Middle Super Output Areas of approximately 7,500 people. Super Output Areas do not relate to electoral wards, but are used to monitor deprivation and inequalities.

- 4.8.3 Some parts of the Dogsthorpe ward are within the 3% most deprived Super Output Areas in England. A further seven areas in Peterborough are deemed to have high levels of deprivation. These areas are characteristically linked to health inequalities, barriers to higher education and employment opportunities and higher incidences of crime and disorder.
- 4.8.4 In contrast, six areas are within the 10% least deprived Super Output Areas in England.
- 4.9 People with a Disability
- 4.9.1 Learning disability is the most common form of disability in Britain, affecting around 1.2 million people. It is estimated that there are 339 people in the Peterborough resident population aged 15 to 64 with profound learning disability, and a further 3,803 with mild to moderate learning disability. Some people live relatively independently, hold down jobs and have busy social lives. At the other extreme, where people have profound and multiple disabilities, round-the-clock support can be necessary. "Valuing People Now" sets out the framework to ensure that everyone with a learning disability is supported to achieve good outcomes and live the life they want.
- 4.9.2 There are an estimated 17,774 people aged 16 to 64 with mental health problems in Peterborough, based on the Mental Health National Service Framework prevalence estimates.
- 4.9.3 NHS Peterborough maintains a register of people with sensory impairments and 388 people with sensory impairments were supported by community based social care services in 2008, covering 26.1% of those registered.
- 4.9.4 Approximately 10% of the population of Peterborough provide unpaid care to family members, friends and neighbours - their role and contribution to society and the people they care for needs to be recognised and valued. Without unpaid carers, formal services would be unable to cope with demand.
- 4.9.5 Children make up approximately 25% of the total population of Peterborough, and as at 2010 it is estimated that there are 1,245 (0.77% of total population) children with disabilities, 1,283 (0.79%) children with special educational needs, and 287 (0.17%) with a social care need. It is difficult to identify the total cohort of children with a disability (this is a national problem, not specific to Peterborough) but this is the best estimate of children with a disability.
- 4.9.6 It is universally recognised that there are increasing numbers of children and young people with disabilities, and a growing number of individuals being diagnosed with a rising number and range of disabilities, impairments and conditions. Many of these individuals have eligible needs for services across health, social care and education. An estimated 35,000 people have a long-term disability in Peterborough.

4.10 Working with local neighbourhoods

The city council has been working hard to develop neighbourhood working and close links with voluntary and community groups to ensure we understand and know our communities better. This enhanced understanding will enable us to ensure our services incorporate the needs of the most vulnerable and excluded individuals and groups. Neighbourhood Committees provide over-arching infrastructure for this work and the council will continue to develop services around neighbourhoods whenever possible. A social inclusion manager post has been included in the council's neighbourhood structures to ensure that all communities are included financially, socially and politically.

5 ABOUT THE COUNCIL

5.1 Peterborough is a unitary authority bordered by Cambridgeshire, Northamptonshire and Lincolnshire. Its role is to protect and enhance the community's social, economic and environmental well being. As a unitary authority, Peterborough City Council is responsible for delivery of all local authority services within its boundaries. The council follows the Strong Leader and Cabinet model of executive arrangement. This means that full council is responsible for approving the constitution, and the policy and budget framework, and the Leader and Cabinet are responsible for implementation of the council's budget and policy framework by managing all services. Promoting equality of opportunity is an important issue which will be taken into consideration throughout all the council's decision making activities.

6 LEGAL CONTEXT – STATUTORY DUTIES

6.1 The council is required to meet a wide range of statutory equalities duties. This section outlines our legal responsibilities. The core provisions of The Equality Act 2010 came into force on 1 October 2010, but with the change in government the timetable for implementation of the remainder of the act is uncertain. This section therefore deals with law as it stands at January 2010, whilst anticipating the remainder of The Equality Act. It will be amended if the legal position changes. For the avoidance of any doubt, if the legal position changes during the life of this scheme, the council will, at all times, commit to complying with the relevant legal provisions.

6.2 The Equality Act 2010 simplifies and brings into one act existing discrimination law. It prevents discrimination against persons with "protected characteristics" and must be complied with by employers and all organisations providing services or undertaking public functions.

6.3 Protected characteristics are:

- Race
- Disability
- Sex
- Religion or belief
- Age

- Sexual orientation
 - Gender reassignment
 - Marriage or civil partnership
 - Pregnancy and maternity
- 6.4 All types of discrimination, whether direct or indirect discrimination, harassment or victimisation, are prohibited.
- 6.5 It is important that Peterborough City Council can demonstrate that it has arrangements in place for ensuring:
- compliance with established policies, procedures, laws and regulations,
 - activities are conducted in accordance with proper standards of conduct, and
 - efficient and effective management of resources.
- 6.6 This scheme sets out how the council will meet its statutory obligations, and includes an action plan setting out our timetable for doing so. As the action plan will be reviewed annually, it covers a one year period.
- 6.7 Some of the council's commitments to prevent discrimination for specific groups are set out below.
- 6.8 Race
- 6.8.1 The council will promote race equality by:
- eliminating unlawful racial discrimination.
 - promoting equality of opportunity between persons of different racial groups, and
 - promoting good relations between persons of different racial groups.
- 6.8.2 "Institutional racism" was defined in the MacPherson Report (1999), as: "The collective failure of an organisation to provide an appropriate professional service to people because of their colour, culture or ethnic origin. It can be seen in processes, attitudes, behaviour which amounts to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people".
- 6.8.3 The report stated that "Institutional racism persists because of the failure of organisations to openly and adequately recognise or address its existence and causes, due to their values, policies, practice and leadership. Without recognition and action to eliminate such racism it can prevail and thrive as part of the ethos or culture of the culture of the organisation".
- 6.8.4 The council adopts this definition of institutional racism and through its Single Equality Scheme, commits to ensuring that it is not allowed to exist in the council.

6.8.5 The council monitors by racial group the numbers of:

- applicants for employment, training and promotion, and
- staff in post.

6.8.6 In addition, as it employs more than 150 full-time staff, it must also monitor by racial group staff who:

- benefit or suffer detriment as a result of performance assessment procedures.
- cease employment.
- are involved in grievance procedures.
- are the subject of disciplinary procedures, and
- receive training.

6.8.7 The results of the above monitoring are analysed, with action taken if differences identified and are published annually. The data collected is used to show that the council is actively meeting the general duty in employment functions.

6.9 Disability

6.9.1 The council will promote equality for people with disabilities. This means that, in carrying out its services and functions, it will have due regard to the need to:

- promote equality of opportunity between disabled people and others;
- eliminate unlawful disability discrimination;
- eliminate harassment of disabled people that is related to their disabilities;
- promote positive attitudes towards disabled people;
- encourage participation by disabled people in public life; and
- take steps to take account of disabled people's disability, even where that involves
 - treating the disabled person more favourably than other people;
 - conduct equality impact assessments to assess the likely impact of policies and practices or proposed policies and practices on disabled people;
 - show what actions are taken in the scheme, and what appropriate outcomes are achieved; and
 - report on progress and revise the scheme.

Guidance on what is meant by a disability is attached at **Appendix 1**.

6.10 Sex

6.10.1 The council will actively consider the ways men and women are treated and make sure they are treated equally. This does not necessarily mean treating them the same but looking at their needs and addressing them. The council will have due regard to the need to:

- eliminate discrimination and harassment;

- promote equal opportunities between men and women;
- In formulating its overall objectives, consider the need to include objectives to address the causes of any gender pay gap;
- gather and use information on how its policies and practices affect gender equality in the workforce and in the delivery of services;
- consult stakeholders (that is, employees, service users and others, including trade unions) and take account of relevant information in order to determine its gender equality objectives;
- assess the impact of its current and proposed policies and practices on gender equality;
- implement the actions set out in its single equality scheme action plans;
- publish equality impact assessments of all major policy developments.

6.11 Religion and belief

6.11.1 The council will eliminate discrimination and harassment either directly or indirectly, against anyone on the grounds of religion or belief. It will also offer protection to people who do not have a faith. It will ensure equal treatment both in the workplace, and in relation to goods, facilities and services. The council will have due regard to the need to:

- eliminate discrimination and harassment;
- gather and use information on how its policies and practices affect religion and belief in the workforce and in the delivery of services;
- assess the impact of its current and proposed policies and practices on religion and belief;
- implement the actions set out in its single equality scheme action plans;
- publish equality impact assessments of all major policy developments.

6.12 Age

6.12.1 The council recognises the importance of retaining valuable employees and will not use age, or age-related criteria in recruitment and selection. The age profile of the workforce is monitored and this information will not be used in relation to employment decisions, but used for monitoring purposes only. The council will have due regard to the need to:

- eliminate discrimination and harassment;
- gather and use information on how its policies and practices affect age in the workforce and in the delivery of services;
- assess the impact of its current and proposed policies and practices on age;
- implement the actions set out in its single equality scheme action plans;
- publish equality impact assessments of all major policy developments

6.13 Sexual orientation

6.13.1 From January 2011, the council started monitoring sexual orientation as part of recruitment monitoring and will also review options to collect this data for existing staff during 2011/12. It will then consider how to eliminate discrimination and

harassment on this basis, as part of the action plans associated with this single equality scheme.

6.14 Gender reassignment

6.14.1 From January 2011, the council started monitoring gender reassignment as part of recruitment monitoring and will also review options to collect this data for existing staff during 2011/12. It will then consider how to eliminate discrimination and harassment on this basis, as part of the action plans associated with this single equality scheme.

6.15 Marriage or civil partnership

6.15.1 The council will eliminate discrimination and harassment either directly or indirectly, against anyone on the grounds of marriage or civil partnership. It will ensure equal treatment both in the workplace, and in relation to goods, facilities and services. The council will have due regard to the need to:

- eliminate discrimination and harassment;
- gather and use information on how its policies and practices affect those who are married or in a civil partnership, and those who are not, in the workforce and in the delivery of services;
- assess the impact of its current and proposed policies and practices on marriage and civil partnerships;
- implement the actions set out in its single equality scheme action plans;
- publish equality impact assessments of all major policy developments.

6.16 Pregnancy and maternity

6.16.1 The council will actively consider the ways women are treated in relation to pregnancy and maternity and make sure they are treated equally. This does not necessarily mean treating them the same but looking at their needs and addressing them. The council will have due regard to the need to:

- eliminate discrimination and harassment;
- promote equal opportunities;
- gather and use information on how its policies and practices affect pregnancy and maternity in the workforce and in the delivery of services;
- consult stakeholders (that is, employees, service users and others, including trade unions) and take account of relevant information in order to determine its pregnancy and maternity policies;
- assess the impact of its current and proposed policies and practices on pregnancy and maternity;
- implement the actions set out in its single equality scheme action plans;
- publish equality impact assessments of all major policy developments

6.17 Socially disadvantaged groups

6.17.1 There are no formal requirements to give consideration to socially disadvantaged groups as part of equality legislation. However, the council recognises that there are groups who are socially disadvantaged from mainstream society. These include those on low pay, those in poverty and those with limited mobility. The council aims to address the particular needs of these groups in all its activities.

7 EQUALITY IN SERVICE PROVISION.

7.1 Equality is an important vehicle for delivering improvement in the effectiveness and efficiency of public services. It helps to ensure that investment in public services is targeted to those who are intended to benefit from them. It is not about providing the same service to all, but about providing services that are sensitive to difference. A fundamental objective of the continued development of this scheme will be to identify where this could be happening and to put measures in place to address it in the action plan.

7.2 To ensure equality in service provision, the council is committed to the following:

- Interaction with the public – staff will be fully trained to understand the principles, practices and policies related to equality and diversity
- Access to council buildings – the council will work to ensure that as far as is reasonably practicable buildings from which a public service is delivered are accessible to people with disabilities
- Service delivery – the council will seek to ensure equality of access and will strive to meet people’s specific needs
- Monitoring take-up of services – wherever practical the take-up of services will be monitored to ensure that no-one is disadvantaged because of any of the protected characteristics
- Access to information – information about services, policies and practices will be available in a range of different formats so as not to disadvantage any group or individual
- Charges for services – when charges are made for services the council will recognise this may have an impact on people on low incomes and will consider offering concessions where appropriate
- Community engagement – the council will, where appropriate, consult with organisations and individuals who are able to represent their community in order to help develop policies and services.

7.3 To improve the way in which services are delivered, the council has adopted a set of Corporate Customer Service Standards. Furthermore, it is committed to providing accessible, responsive services for all of its customers. The aim is to ensure that customers will not have difficulty accessing services because of disability, understanding or language. The Customer Service Standards provide guidelines on how the right level of assistance can be provided to those who may need additional help, for whatever reason. This will ensure that all people in the area have equal access to services. As part of its commitment to equality and diversity, the council seeks to meet the communication needs of all its stakeholders. In recognition that printed English is not always the most

appropriate means of consultation, efforts will be made to communicate in different ways to people whose first language is not English (although the council will not routinely translate all of its communications). The council will consider, where appropriate, all measures that might be used to ensure effective communication of relevant information to all members of the community. This includes web-based support services. Information about and support in accessing council services will be made available on request in appropriate formats. The council will continually and rigorously monitor access to information and services to ensure equality of opportunity.

- 7.4 The council will actively promote a welcoming and harmonious environment, equality of opportunity and good relations between all sections of the community in Peterborough in all its offices, especially those open to the public. It will work to secure a fully accessible environment for the benefit of all, and in particular those with mobility difficulties.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The council has a legal requirement to consider the impact of some aspects of its work on those having the protected characteristics. In order to meet this requirement it undertakes Equality Impact Assessments (EqIAs). An impact assessment is a systematic way of finding out whether a policy (existing or proposed) or a service (existing or proposed) has a differential impact when applied to different groups or individuals. It considers all the strands of equalities, and allows a full account to be taken of the needs and experiences of those affected by policies and:

1. achieve better results generally;
2. identify actual and potential inequalities; and
3. respond appropriately to these inequalities.

- 8.2 The purpose of an EqIA is to improve the council's work by making sure it does not discriminate and, that where possible, it promotes equality. It is a way to make sure that careful thought is given to the likely impact of its work on people in the community and action is taken to improve strategies, policies and projects, where appropriate. It involves anticipating the consequences of strategies, policies and projects on these groups and making sure that, as far as possible, any negative consequences are eliminated or minimised and opportunities for promoting equality are maximised.

- 8.3 All new policies plus those under review should undertake an EqIA. A two-stage process has been developed which is outlined at **Appendix 2**. In stage one the project or policy goes through a screening process, and in stage two it undergoes a more thorough assessment with the relevant departmental management team responsible for this. Elected members are involved in the process as appropriate. This demonstrates corporate engagement and commitment in the equality impact assessment process. The full EqIA form is included in the appendix. (A full

impact assessment may not be necessary in every case). Services are responsible for undertaking a risk assessment and identifying which areas of their work require an EqlA. The compliance and ethical standards team will maintain a web-based copy of all completed EIAs.

9 EQUALITY IN EMPLOYMENT

- 9.1 The council is one of the largest employers in Peterborough, and aims to provide an example of best practice to other employers in ensuring employment opportunities are available to all without prejudice or discrimination.
- 9.2 All employment processes such as recruitment, selection, appraisal, training and career progression, together with disciplinary processes, are based solely on the individual's ability and suitability for the work. An anonymous system of shortlisting of job applicants has been introduced to assist in this process. Managers strive to ensure the workplaces are free from all forms of discrimination and unacceptable behaviour. Workforce monitoring of our incoming staff is carried out, although existing staff are not regularly monitored. There are policies in place which recognise the family commitments that employees may have, including flexi-time, a home working policy, and the right for all staff to request flexible working.
- 9.3 All employment policies will be reviewed as part of the action plan, to ensure that they are consistent with the law and emerging best practice. Once this has been done they will be kept under regular review.
- 9.4 The council is proud to display the two tick symbol which shows that it is positive about the recruitment of disabled people. Job details are available in different formats if requested. Disabled applicants are identified through the Equal Opportunities Monitoring Form, and will be guaranteed an interview (for which special arrangements can be made if necessary) if they meet the essential criteria. On appointing a disabled person, the line manager is responsible for carrying out any necessary reasonable adjustments, and will be given support to enable this to be done.

10 EQUALITY IN PROCUREMENT

- 10.1 The council will adhere to its principles of non-discrimination and equality in all its procurement decisions. Similarly, it expects those supplying services on its behalf to adhere to its principles of equality and diversity. It will ensure that all contracts are delivered in a way that is non-discriminatory and promotes equality of opportunity for staff, the public and businesses. The contract regulations state that all written contracts must contain clauses requiring the contractor to comply with current equalities legislation.

11 WORKING WITH PARTNERS

- 11.1 The council works in partnership with a number of other organisations. Key partnerships include the Local Strategic Partnership (Greater Peterborough Partnership), town and parish councils, other councils, voluntary organisations

and community groups. The council is committed to promoting diversity and equality of opportunity in all such arrangements.

11.2 The council regularly consults with the community on a wide range of issues, to ensure our services are meeting the community needs. In carrying out consultations it will:

- ensure consultation methods are accessible for all groups, including under-represented groups whenever reasonably practicable
- ensure exercises are well managed with clear aims and timetable
- consult service users when developing policies
- publish results in an open and accessible way

12 IMPLEMENTING THE SCHEME

12.1 The scheme is wide ranging, and therefore relies on a number of sources to deliver it successfully.

12.2 Elected members: in their role as community leaders, all councillors need to be aware of the council's equalities policies, and the different needs of the communities that they represent

12.3 Cabinet: responsible for approval of equality policies

12.4 Human Resources: responsible for equality monitoring and delivery of employment policies that reflect the SES and the council's commitment to it

12.5 Corporate Management Team (CMT): responsible for overall management of the SES and work that relates to it

12.6 Heads of service: responsible for ensuring that the SES is implemented within their teams both for their employees, and the services that they provide

12.7 Creating Opportunities and Tackling Inequalities Scrutiny Committee: holding the cabinet to account for the progress of equality performance and scrutinising Equality Impact Assessments

12.8 Peterborough Diversity Forum: responsible for liaising with partner organisations and interested groups to ensure the council continues to meet local needs.

13 RESPONDING TO INCIDENCES OF DISCRIMINATION

13.1 The council is committed to eliminating all aspects of discrimination from its services, but recognises that they may occasionally occur, or that individuals may perceive that they have occurred. It therefore needs to maintain policies that ensure that they are dealt with in a fair, equitable and sensitive manner.

- 13.2 Complaints from employees will be dealt with under the grievance and disciplinary policies. Complaints from members of the public will be dealt with under the complaints procedure.
- 13.3 The council has implemented a Single Status Agreement in respect of pay and conditions, and a common job evaluation scheme is used to assess the grade of each post.

ANNEXE 1: DEFINITION OF “DISABILITY”

This is taken from the Statutory Codes of Practice linked to the Equality Act 2010 and is intended to aid understanding of who is regarded as disabled for the purpose of equalities legislation

A person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Impairments include sensory impairments such as those affecting sight or hearing. People who have had such a disability are protected even if they have since recovered.

Mental impairments cover a wide range of impairments relating to mental functioning, and include learning difficulties.

“Substantial” means something that is more than minor or trivial. It is something that goes beyond the normal differences in ability which might exist among people.

“Long-term” impairment is one which:

- has lasted at least 12 months, or
- is likely to last for more than 12 months in total, or
- which is likely to last for the rest of the life of the person affected.

If the effect comes and goes, it is treated as continuing if it is likely to recur, that is, if it is more probable than not that it will do so.

“Normal day to day activities” are those carried out by most people on a fairly regular and frequent basis, the broad categories of which are as follows:

- ability to lift, carry or otherwise move everyday objects
- continence
- manual dexterity
- memory or ability to concentrate, learn or understand
- mobility
- perception of the risk of physical danger
- physical co-ordination,
- speech, hearing or eyesight.

Treatment that alleviates the effects is ignored, except for the impact of spectacles or contact lenses on vision.

People with severe disfigurements are covered and do not have to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day to day activities.

People with the following are automatically treated as disabled:

- HIV infection

- cancer
- multiple sclerosis
- registered blind or partially sighted

“Progressive conditions” are covered from the point at which the condition has some effect on the ability to carry out day to day activities, even if it is not a substantial effect, providing the progressive nature of the condition is eventually likely to lead to a substantial adverse effect on such ability.

“Exclusions” include dependency to alcohol, nicotine, or any other substance; exhibitionism; seasonal allergic rhinitis; tendency to physical or sexual abuse of another; tendency to set fires; tendency to steal; voyeurism.

ANNEXE 2: EQUALITY IMPACT ASSESSMENT PROCESS (This document has four appendices marked A1, A2, A3 and A4)

MANAGEMENT GUIDELINES:- Framework for Equality Impact Assessments

These guidelines are to provide you with helpful information to assist you in undertaking Equality Impact Assessments and are not intended to amount to legal advice.

1.0 Purpose of this guide

Peterborough City Council requires that all policies, functions, strategies or projects^① are developed in full recognition of the diverse needs, circumstances and concerns of the people who will be affected by them. This guidance has been designed to help staff conduct Equality Impact Assessments (EqIA) on behalf of the council. Bear in mind when writing these documents that anything written may become available to the public.

2.0 What is an Equality Impact Assessment (EqIA)?

An EqIA is a way of systematically assessing the effects that a function, strategy, project or policy is likely to have on groups or individuals in respect to the equality categories set out below:

- Race
- Gender
- Disability
- Age
- Sexuality
- Religion or belief

The assessment extends to monitoring any proposed changes and consulting with the affected groups and individuals on these changes.

The main purpose is to pre-empt the possibility that the policy could affect some groups unfavourably and to consider alternative ways of achieving the same ends in a way that will cause no, or less adverse impacts.

It is vitally important that the EqIA is carried out before any strategy, policy etc. is adopted. An EqIA is designed to be a challenge process, which leaves a paper trail of evidence that could be used to justify decisions.

① Henceforth the term 'policy' will be used as an umbrella term that includes functions, strategies and projects.

3.0 Legislation

Since the Race Relations Amendment Act (2000) all public authorities have had a duty to conduct Race Equality Impact Assessments. Since 2006 this duty was expanded to include six other equality groups –
gender, disability, age, sexual orientation and religion or belief.

The Equality Act 2010 may extend this further to include gender reassignment and may also include a public sector social-economic duty.

“The Act creates a new public sector duty on public authorities, when making decisions of a strategic nature to *“have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.”* For the council this is likely to have most relevance in design and implementation of services.

4.0 The benefits of EqlAs

An EqlA will ensure that as far as possible, policies are developed in recognition of the diverse needs, circumstances and concerns of the people who will be affected by them. The process will assist in:

- Identifying direct and indirect discrimination;
- Considering alternative policies or measures that might address any adverse impact or unmet need;
- Mainstreaming equality and diversity into policies and practices across all levels.

5.0 The EqlA Process

There are two levels of EqlA, an initial assessment and a full assessment. All policies will be subject to an initial assessment. If the subsequent outcome suggests that any groups will be differentially affected by the policy, a full assessment must be completed.

Two points to note regarding carrying out EqlAs are to:-

- Ensure these are carried out **before** any decisions have been made or implemented
- Actively involve key internal and external stakeholders and community members, including those who are vulnerable and marginalised to ensure they are integrally involved in and consulted on equalities issues and are able to challenge performance on equality issues, share experiences and evaluate the Council's progress.
- Share information in the initial and full assessments with the appropriate trade union(s)

The proformas for both levels of assessment are included as Appendix A1 and A2.

Appendix A1

Equality Impact Assessment:

Initial assessment

What are the proposed outcomes of the policy?

--

Which individuals or groups are most likely to be affected?

--

Now consider whether any of the following groups will be disproportionately affected:
[See Appendix A3 for further information](#)

Equality Group	Note any positive or negative effects
Particular age groups	
Disabled	
Male/Female	
Those undergoing gender reassignment	
Married couples or those entered into a civil partnership	
Sexual orientation	
Pregnant women or women on maternity leave	
Particular ethnic groups	
Those of a particular religion or who hold a particular belief	
Socio-economically disadvantaged	

group(s)	
----------	--

What information is available to help you understand the effect this will have on the groups identified above?

Who will be the beneficiaries of the policy?

Has the policy been explained to those it might affect directly or indirectly?

Can any differences be justified as appropriate or necessary?

Once implemented, how will you monitor the actual impact?

Policy review date	
Assessment completed by	
Date Initial EqIA completed	
Signed by Head of Service	

Appendix A2

Equality Impact Assessment:

Full assessment

Name/title of the policy area/strand or programme with which this assessment is concerned

Description/summary of the policy area/strand or programme

[See Appendix A4 for further guidance](#)

The evidence base (list the principal sources of relevant evidence, both quantitative and qualitative. [See Appendix A4 for further guidance](#))

What the evidence shows – key facts [See Appendix A4 for further guidance](#)

Challenges and opportunities

(indicate the policy's potential to reduce and remove existing inequalities)

Summary of Equality Impact Assessment

[See Appendix A4 for further guidance](#)

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Next steps [See Appendix A4 for further guidance](#)

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Policy review date	
Assessment completed by	
Date Full EqlA completed	
Signed by Head of Service	

APPENDIX A3

Protected Characteristics

Age

Where this is referred to, it refers to a person belonging to a particular age (i.e. 32 years old) or a range of ages (e.g. 18-30 year olds)

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment

The process of transitioning from one gender to another.

Marriage and civil partnership

Marriage is defined as a 'union between a man and a woman.' Same-sex couples can have their relationships legally recognised as 'civil partnerships.' Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and maternity

Pregnancy is the condition of being pregnant. Maternity refers to the period of 26 weeks after the birth, which reflects the period of a woman's ordinary maternity leave entitlement in the employment context.

Race

Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins. The following categories are currently used on recruitment application forms.

Group	Type	Group	Type
White	British/English/Scottish/Welsh Irish Italian Portuguese Other European Traveller Other White background	Asian or Asian British	Bangladeshi Indian Kashmiri Pakistani Other Asian background
Black or Black British	African Caribbean Other Black background	Other ethnic group	Chinese Other background
Mixed	White and Asian White and Black African White and Black Caribbean Other Mixed background		

Religion and belief

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Religious groups

Christian	Muslim
Hindu	Sikh
Jewish	Other

Sex

A man or a woman.

Sexual orientation

Where a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Gay man	Bisexual
Gay woman/lesbian	Heterosexual

Appendix A4

Describing a policy area, strand or programme

Write a summary of the policy, bearing in mind that what you write is a public document, not a file note for yourself or an internal memo for colleagues.

It follows that people reading the description will not necessarily be familiar with educational acronyms and abbreviations. All acronyms and abbreviations should therefore be spelled out in full the first time they are used.

Although they may not be specialists in your area of expertise, the people reading the description may well have specialist knowledge relating to equality issues. Your purpose, in these paragraphs about your policy, is to provide such people with sufficient preliminary information for them to follow the discussion that will follow.

You probably do not need to write more than about 300 words altogether – three or four short paragraphs.

Other things being equal, it will be appropriate to outline the following:

- the policy's rationale and purposes
- how it operates, or will operate, in practice
- the historical background, for example when it began or will begin, and reference to any pilots or trials
- how the policy fits in with other policies, for example whether it is a strand within a larger policy area
- an indication of the size of the budget
- sources of further information.

With regard to sources of further information, please make sure you give sufficient details for them to be easily followed up – paragraph or page references within a document, and URLs for documents that can be accessed online.

Types and sources of evidence

An EqIA should name, with full bibliographical details as appropriate, the principal sources of relevant evidence which have been consulted. The principal types of relevant evidence are summarised below.

Please note that the word 'evidence' is used here in the broad sense. There are many kinds of evidence, that is to say, ranging from substantial academic research to accounts of personal experience and viewpoint by individuals and groups.

It is relevant to note and use the familiar distinction between quantitative evidence and qualitative. The term **quantitative** refers to a type of information based in quantities or else quantifiable data (objective properties) —as opposed to **qualitative** information which deals with apparent qualities (subjective properties). There are further notes on the distinction below.

Quantitative evidence

Quantitative evidence is mostly about relative levels of participation, involvement and take-up, or else about outcomes, successes and failures.

Quantitative evidence is derived from administrative data collected, for example, from local authority returns, census data etc.

In addition to quantitative evidence about participation and outcomes, it may be relevant to cite also the results of opinion surveys of various kinds.

Qualitative evidence

The principal **types** of qualitative evidence include:

- case studies and project evaluations
- literature reviews
- interviews and focus groups i.e. statements of concern and opinion from stakeholders
- inspection reports
- views, proposals, recommendations and good practice guides
- responses to Green Papers and White Papers
- responses to draft equality impact assessments.

The principal **authors** of qualitative evidence include:

- research centres and units based in universities (academic research)
- specialist consultancy organisations
- the three equality commissions (CRE, DRC and EOC) and, more recently, the Equality and Human Rights Commission (EHRC)
- other government departments
- interest and advocacy groups, including trade unions and professional associations, specialist organisations, and associations and alliances representing concerns around any of the protected characteristics.

What the evidence shows

This should detail:-

- which diverse groups have been identified as being disadvantaged by the proposals together
- what consultation has taken place
- a summary of the negative impacts
- the proposed changes as a result of the research and or consultation
- whether the changes to the policy lower the negative impact
- whether the changes provide opportunities to promote equality of opportunity and improve relations between diverse groups?

Summarising an assessment of impact

In the light of evidence make an assessment.

We suggest you copy and paste one of the following statements into your document, and then expand and explain it as appropriate.

- A. A positive impact is explicitly intended and very likely.
- B. An adverse impact is unlikely, and on the contrary the policy has the clear potential to have a positive impact by reducing and removing barriers and inequalities that currently exist.
- C. An adverse impact is unlikely. On the contrary there is potential to reduce barriers and inequalities that currently exist. There is insufficient evidence, however, for this assessment to be made with as much confidence as is desirable.
- D. Adverse impact is unlikely, but positive impact is also unlikely.
- E. Adverse impact is probable or certain, since certain groups will be disadvantaged, either proportionately or absolutely, or both. Remedial action is therefore necessary.
- F. Adverse impact is probable or certain for certain groups but the policy as a whole can nevertheless be justified.

PLEASE NOTE

If you select the last of these assessments it will be necessary to obtain legal advice.

Next steps

An EqIA should conclude by indicating clearly the ways in which it will be followed up and kept under review i.e. progress detailed in a project plan, objectives set in an employees PDR/appraisal etc.

So far as is appropriate, the statements about next steps should reflect SMART principles – the measures should be:

- specific
- measurable
- achievable
- realistic
- time-bound

The statement of next steps should also emphasise the equality impact assessment as a whole is a living document and that, accordingly, it will be revised and updated, as appropriate, in the light of further evidence, discussions and representations.

You are likely to mention some or all of the following:

- plans that are already under way or under active consideration to address challenges and priorities you have highlighted
- arrangements for monitoring, and for periodic reports to certain groups
- arrangements for ensuring that monitoring systems are in place to ensure regular checks are undertaken on the effects of the policy
- arrangements for ensuring that evaluations of any pilot projects take account of the concerns and discussions outlined in your assessment
- arrangements for discussing with other agencies and regulatory bodies the scope for taking account of the concerns and discussions in your assessment
- arrangements for ensuring that your assessment is brought to the attention of all relevant colleagues, and in this contributing to reviews of the Department's single equality scheme
- arrangements for disseminating information about your assessment to local authorities and other stakeholders
- arrangements for improving the information base
- intentions for drawing up a detailed action plan.

ANNEXE 3: RELATED EMPLOYMENT POLICIES AND PROCEDURES

This section should refer to related employment policies & procedures, including:

- Disciplinary
- Grievance
- Annual leave
- Attendance & sickness
- Conduct & standards
- Employee relations
- Equality & diversity
- Flexible working
- Managing change
- New starters
- Retirement
- Secondment
- Special benefits
- Special leave

And other employee related policies & procedures

In the formulation of all employee related policies and procedures, the Council will have regard to its obligations under its Single Equality Scheme, and will regularly review them to ensure they remain compliant with both the scheme and the general law.

ANNEXE 4 - EQUALITY ACTION PLAN - 2011 -2012

Action	Reason for Action	Accountability	Timescales	Success measures	Equality strand	Progress
Leadership & Awareness (Note that a number of these actions were included in previous equality schemes and remain relevant)						
1 Raise visibility and awareness of equality and diversity within the council. Promote the Single Equality Scheme (SES) and Single Equality Action Plan (SEAP).	Need for council to demonstrate its commitment	Equality and Diversity Group leads	Ongoing	More visible information about equalities and wide awareness of the SES and how all teams and individuals contribute.	ALL	Insite intranet is developing and regular staff briefings.
2 Review branding with a view to embedding equality in council literature	Need for outside “audiences” to understand council’s commitment	Communication Team	Ongoing	More visibility for equalities issues in council literature.	ALL	
3 Consider measures to promote equality and diversity at the council including an awareness day, activities around Ban Bullying at Work day, International Women’s Day, LGBT History Month, Black History Month, Holocaust Day	Need to promote equalities	Led by HR with involvement from other departments and partners	Ongoing	Minimum of two events delivered during the year and awareness raised	Depends on event focus	

Action	Reason for Action	Accountability	Timescales	Success measures	Equality strand	Progress
4 Improve the equalities pages on the council's website	Feedback indicates that improvement is needed and the volume of information published is currently limited	Communication team – website lead + HR lead	Ongoing	Increase in quantity of information on the website, increased number of hits on site, less Freedom of Information requests since information easily available	All	
5 Work with new and existing councillors to raise awareness of equality and diversity issues (an action in the previous race equality scheme which remains relevant)	The leadership role of city councillors is important to champion equalities	Helen Edwards	End September 2011	Awareness sessions held and feedback received on impact	All	
Workforce and Human Resources						
6 Maintain “two ticks” scheme and encourage adherence to its principles	Explicit commitment to a standard - demonstrates the council's commitment to equalities in recruitment	HR – Chris Taylor	Ongoing	Scheme accreditation maintained	Disability	Accreditation maintained in 2010
7 Review of procedures for sharing and disseminating support information for staff with disabilities amongst staff and review support	Enhancing staff disability awareness; maximising support.	HR – Chris Taylor	By end September 2011	Review complete and new systems in place	Disability	

Action	Reason for Action	Accountability	Timescales	Success measures	Equality strand	Progress
available						
8 Further explore interest for a staff network (consult partners and other local authorities given previous lack of interest – an action in the previous race equality scheme and disability scheme)	The council does not have any staff networks linked to minority groups	HR – Chris Taylor	By end June 2011	Feedback obtained and decision taken on the way forward	Depends on views of those consulted	
9 Undertake “Tracking of Posts Project” – review a sample of vacancies	Ensure legislative requirements being met and that there is good practice in recruitment	HR – Chris Taylor	By end June 2011	Review completed.	All	
10. Ensure that equalities issues are included in induction processes.	To make clear the council’s commitment to all new staff	HR – Colin Wilson	Ongoing	Equalities issues included in induction	All	
11 Consult on and consider the specific needs of staff who work flexibly, including part-time and term-time only staff to identify appropriate support mechanisms	Ensure options meet needs.	HR - Chris Taylor	By end December 2011	Consultation undertaken. Recommendations made on support needed.	Gender	
12. Ensure conduct prohibited under	Ensure compliance with statutory duties	HR – Chris Taylor	By end June 2011	Updated policy with communication to	All	

Action	Reason for Action	Accountability	Timescales	Success measures	Equality strand	Progress
Equality Act 2010 is embedded in Disciplinary Policy and sanctioned and monitored accordingly				staff		
Policies & Procedures						
13. Report quarterly on progress against Single Equality Scheme	To provide visibility of progress against the plan	Equality and Diversity Group – Denise Radley	Quarterly	Reports available on website	All	
14. Ensure completion of impact assessment where needed, and follow up action taken	To continue to improve the usefulness of equalities impact assessments	Equality and Diversity Group leads	Ongoing	All impact assessments published in accessible place on website and further increase in the quantity and quality of assessments	All	
15. Audit all policies to ensure compliance with the Equality Act 2010	Ensure compliance with statutory duties	HR – Chris Taylor	Rolling prog 2010/11	Updated policies and procedures	All	
16. Publish an annual workforce monitoring report	To track trends in the workforce and inform Single Equality Scheme in relation to workforce matters	HR – Chris Taylor	Annual	Report published and used to inform 12/13 action plan	All	
17. Identify capacity within the council to	To address the limited capacity	Denise Radley	End September	Additional capacity identified and in	All	

Action	Reason for Action	Accountability	Timescales	Success measures	Equality strand	Progress
support the updating of the Single Equality Plan, its action plan and other over-arching equalities documents	available to do this through departmental leads		2011	place		
18. Audit all projects to ensure Equality Impact Assessments (EqIAs) completed	Ensure compliance with statutory duties	Democratic Services – Helen Edwards	By end June 2011	More robust monitoring system in place linked to council decisions for improved tracking	All	
19. Develop and implement a geographical database ('neighbourhood window') to share information and data across partners	To bring together information and data collected across a range of partners in order to make better use of this for reviewing the characteristics of neighbourhoods, making decisions, resolving issues, predicting the future, monitoring the effectiveness of plans and identifying opportunities	Strategic Improvement – Helen Todd	Ongoing	Number of hits, number of reported users, data used to inform a range of plans and the 12/13 Single Equality Scheme action plan.	All	The neighbourhood window is now live with sign up from PCC, Serco, Cambridgeshire Fire & Rescue and Cambridgeshire Constabulary.
20. Monitor the implementation of the policy on translation	The city council budget consultation identified concerns	Helen Edwards	End September 2011	Report on monitoring and recommendations for	Race	

Action	Reason for Action	Accountability	Timescales	Success measures	Equality strand	Progress
and interpretation and report back to scrutiny panel (development of translation and interpretation was an action from the previous race equality scheme)	about the level of spend in this area and the council needs to ensure it meets its statutory requirements and that people can access these services as needed			action		
Access						
21. Open the new Changing Places disabled toilet in the Car Haven and publicise improved disabled access	Feedback from partners and service users identified a need for this facility in the city	Communication team	By end May 2011	Launch event has taken place and usage of and feedback on this facility	Disability, carers	The building is nearing completion
22. Review physical access to council owned buildings	To improve access where reasonably possible	Property team	Rolling prog 2011/12	Clear prioritisation of possible improvements supported by consultation	Disability	
23. Work with partners to open a new community hydrotherapy pool in Peterborough	Feedback from the public about lack of a facility	Paul Phillipson	End May 2011	Community facility open and in use	Disability, carers	Pool ready for use
24. Deliver a conference and workshops on financial inclusion	To ensure financially excluded individuals and groups are given information and	Neighbourhood Services – Leonie McCarthy	End June 2011	Number of attendees, take-up of benefits, implementation of new policy	Economic Disadvantage	

Action	Reason for Action	Accountability	Timescales	Success measures	Equality strand	Progress
	access to services to increase opportunities for welfare and work					

CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE	Agenda Item No. 6
26 JULY 2011	Public Report

Report of the Executive Director of Children's Services

Contact Officer(s) – John Richards
Contact Details – 863601

PETERBOROUGH'S SINGLE DELIVERY PLAN AND ITS RELATIONSHIP TO THIS COMMITTEE

1. PURPOSE

- 1.1 This report describes the development of Peterborough's new Single Delivery Plan, and sets out detail about how it will be managed. The report then discusses in more detail the specific aspects of the Single Delivery Plan that fall within the scrutiny responsibility of this committee.

2. RECOMMENDATIONS

- 2.1 To agree comments and feedback relating to the overall Single Delivery Plan approach, these comments then being available to the Greater Peterborough Partnership to enable the further development of the Plan.

To scrutinise the programmes relating to those aspects of the Plan that fall within the scrutiny responsibility of this committee, namely:

1. Programme 2: Supporting the most vulnerable families and tackling the causes of poverty
2. Programme 3: Safeguarding adults and children

In addition project 1 (Improving skills and raising standards in schools) of programme 1: Creating jobs through growth and improved skills and education, also applies.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The Single Delivery Plan provides a framework for delivering the overarching priorities contained within the Sustainable Community Strategy. The Sustainable Community Strategy is the long term agenda for Peterborough, whilst the Single Delivery Plan sets out the actions that are required to achieve that agenda over the next 3-5 years.

4. BACKGROUND

- 4.1 In previous years, Peterborough, as with other local authority areas, has been working towards outputs and outcomes contained within the Local Area Agreement (LAA). The LAA was a formal agreement between Peterborough and central government, and described what priorities Peterborough delivery partners needed to work on to improve people's lives and wellbeing as well as our economic conditions.

- 4.2 The LAA was a three-year agreement which ended in March 2010. Since then, the council, alongside all other key public and voluntary sector partners, has been developing a new Single Delivery Plan which sets out the ambitious, stretching outcomes that are required to deliver a bigger, better Peterborough.
- 4.3 The development of the Single Delivery Plan is overseen and co-ordinated by the Greater Peterborough Partnership (GPP). The GPP is Peterborough's Local Strategic Partnership, and is the body that 'unites representatives from the public, private, faith, community and voluntary sectors together to work collectively together towards the vision and priorities of the Sustainable Community Strategy'.¹

The work of the GPP is governed by an Executive Board, chaired by the council's Chief Executive and comprising chief executive level representation from public, voluntary and private sector partners across Peterborough.

- 4.4 The detail contained within the Single Delivery Plan, although iterative by nature, has been developed through extensive discussion and consultation across GPP partner organisations. The Plan has no fixed end date, and will continue to develop and evolve as Peterborough's priorities change, but it is expected that it will begin to deliver across its diverse projects with immediate effect.
- 4.5 The Single Delivery Plan enables agencies responsible for developing and delivering services in Peterborough to work together more collaboratively, through 'whole systems thinking' approaches – in other words, rather than looking agency by agency at individual problems and issues, the Plan will enable agencies to work together to look across issues more holistically, changing one part of a process or service to impact on another.

The potential with this approach is significant. The opportunity for example to share or pool resources across organisations, to share data and information, and to combine different legislative powers more creatively will have a huge impact on our abilities to tackle some of the most significant challenges in Peterborough.

5. KEY ISSUES

- 5.1 The current high level summary of the Single Delivery Plan is attached at **appendix 1**.

It takes its direction from the four overarching objectives set out in the Sustainable Community Strategy, namely to create a bigger and better Peterborough by:

- Creating Strong and Supportive Communities
- Creating the UK's environment capital
- Creating opportunities – tackling inequalities
- Delivering substantial and sustainable growth

The Plan itself is structured around seven broad programme areas (described in appendix 1 as 'A list programmes').

These seven programme areas are:

1. Creating jobs through growth and improved skills and education
2. Supporting the most vulnerable families and tackling the causes of poverty
3. Safeguarding adults and children
4. Helping people and organisations live more healthy and sustainable lives and reducing energy consumption
5. Empowering people and creating cohesive communities
6. Reducing crime and tackling anti-social behaviour

¹ The GPP web site <http://www.gpp-peterborough.org.uk/>

7. Using our resources more efficiently, effectively and innovatively

In turn, each programme area has a small number of specific projects identified to help achieve the outcomes required. Across the whole Single Delivery Plan there are 27 such projects, and these are listed as part of appendix 1.

5.2 Each of the 7 Single Delivery Plan programmes has a programme lead officer, and each of the 27 projects has a project lead officer. These lead officers have been developing outline action plans for each of the 27 projects.

5.3 There are two Single Delivery Plan programmes that fall entirely within the scrutiny responsibility of this committee:

- Programme 2: Supporting the most vulnerable families and tackling the causes of poverty
- Programme 3: Safeguarding adults and children

In addition project 1(Improving skills and raising standards in schools) of programme 1: Creating jobs through growth and improved skills and education, also applies.

6. IMPLICATIONS

6.1 The Single Delivery Plan presents Peterborough with a unique opportunity to bring about significant improvements and developments to enhance the wellbeing, vibrancy, and economic outlook for the city, and the pride and aspirations felt by the people who live and work here.

7. CONSULTATION

7.1 Extensive consultation has been ongoing for some considerable time across a range of agencies in Peterborough, led by the Greater Peterborough Partnership, prior to the presentation of the Single Delivery Plan to the committee.

8. NEXT STEPS

8.1 Following the committee meeting, comments and suggestions made will be fed back through the appropriate management and governance structures in order for changes and improvements to be made specifically to programme 2 and programme 3.

9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 Not applicable.

10. APPENDICES

10.1 Appendix 1: Summary of the Single Delivery Plan

Appendix 1: Summary of the Single Delivery Plan

Our long-term agenda	A List Programmes
To create a bigger and better Peterborough by: Creating Strong and Supportive Communities Creating the UK's environment capital Creating opportunities – tackling inequalities Delivering substantial and sustainable growth	<ol style="list-style-type: none">1. Creating jobs through growth and improved skills and education2. Supporting the most vulnerable families and tackling the causes of poverty3. Safeguarding adults and children4. Helping people and organisations live more healthy and sustainable lives and reducing energy consumption5. Empowering people and creating cohesive communities6. Reducing crime and tackling anti-social behaviour7. Using our resources more efficiently, effectively and innovatively

A list –Priority Programmes	Programme Leads	Key projects [tbd – we may have to prioritise within these lists]	Project leads
1. Creating jobs through growth and improved skills and education	Neil Darwin, Opportunity Peterborough	1. Improving skills and raising standards in schools	Gary Perkins
		2. Gain inward investment through a proactive marketing campaign	Steve Bowyer
		3. Delivery of key infrastructure projects	Andrew Edwards
		4. Create a safe, clean and vibrant city centre	Annette Joyce
		5. Create homes for a growing population	Simon Machen
2. Supporting the most vulnerable families and tackling the causes of poverty	Tim Bishop, Adult Social Care	6. Family recovery project	Joanne Melvin
		7. Family poverty project	Sian Peer
		8. Living my life project	Nick Blake
		9. Helping people back into work	Christina Malle
3. Safeguarding adults and children	Andrew Brunt, Children’s Services	10. Helping people to safeguard themselves	Judy Jones & Mark Howe
		11. Risk enablement	Allison Sunley & Iain Easton
4. Helping people and organisations live more healthy and sustainable lives and reducing energy consumption	Sue Mitchell, NHS Peterborough Rachel Huxley, PECT	12. Encouraging regular exercise and active travel Sustainable transport/TravelChoice	Jon Marsden Teresa Wood
		13. Healthy eating/local food	Janine Starling
		14. Tackling fuel poverty to improve health	Age UK name yet tbc
		15. Encouraging production & use of renewable energy	Trevor Gibson
		16. Reducing smoking	Rob Newman
17. Reducing alcohol consumption	Nikki Griffiths		

5. Empowering people and creating cohesive communities	Adrian Chapman, Peterborough City Council	18. Delivering the localism agenda	Leonie McCarthy & John Cunningham
		19. Tackling the causes of hate crime and community tension	Jawaid Khan & MJ Ladha
		20. Building VCS capacity to deliver local services	Leonie McCarthy & Sarah Fletcher
6. Reducing crime	DCI Gary Goose, Cambs Constabulary	21. Integrated Offender Management	Karen Kibblewhite
		22. Tackling Domestic Abuse	Chris Balmer
		23. Targeting vulnerable locations	Julie Rivett, Cate Harding and Lisa Emmanuel
7. Using our resources more efficiently, effectively and innovatively	Heather Darwin	24. Partnership People	Louise Barnett
		25. Partnership Property	Andrew Edwards
		26. Financial planning and value for money	Stephen Pilsworth
		27. Citizen Power	Graeme Clarke

CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE	Agenda Item No. 7
26 JULY 2011	Public Report

Report of the Executive Director of Children's Services

Contact Officer(s) – John Richards,
Contact Details – john.richards@peterborough.gov.uk

Safeguarding Notice to Improve Update

1. PURPOSE

- 1.1 For the Creating Opportunities and Tackling Inequalities Scrutiny Committee to scrutinise Children's Services performance in respect of work to deliver against the DfE Notice to Improve for Safeguarding Services.

2. RECOMMENDATIONS

- 2.1 Members are asked to scrutinise the appendix to this report and to make recommendations to assist continuing improvement.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report links directly to the Sustainable Community Strategy in which safeguarding is a critical component.

The National Indicators contained in the appendix are those being monitored by The Department for Education.

4. BACKGROUND

- 4.1 Members receive a regular update at each Scrutiny Committee. This consists of the report which has been provided to the Improvement Board.

5. Progress in meeting DfE Notice to Improve

- 5.1 The annexed report presented to the Safeguarding and Children in Care Project Management Board, dated 22 February 2011 sets out the full picture. Key highlights include:

- The three key targets for December (completing 70% of Initial Assessments within timescale; completing 75% of Core Assessments within timescale; and, ensuring no social worker within Referral and Assessment has more than 30 cases allocated to them) have all been met.
- Monthly performance in delivering Initial and Core Assessments within timescale remains strong and on course to meet the key Notice to Improve targets for end March 2011.
- Work to ensure a maximum caseload of 25 for Referral and Assessment social workers remains challenging. Work to ensure effective case transfer; close down of cases and recruitment to fill remaining vacancies should ensure a continued reduction of case loads towards targets.
- Whilst the overall social worker vacancy rate stands at 19%, including agency staff, this figure is only 9%, just above the March 2011 target. However, a number of permanent positions have been filled and, once these new staff take up their positions, this figure will drop to 2%. Significant recruitment and retention activity is underway to ensure

- vacancy rates continue to reduce.
- Significant progress is being made in the procurement of a new Integrated Case Management System. This is of key importance in supporting staff to improve the recording and efficiency of their work. It is expected that roll-out of the new system should start in June/July 2011.
 - New approaches to evaluating the impact of the Common Assessment Framework (CAF) are being rolled out. A key focus is now on ensuring that these evaluative processes are fully embedded into the work of professionals who use the CAF.

6. IMPLICATIONS

- 6.1 This report is specifically about key indicators relative to the notice to improve.

7. CONSULTATION

- 7.1 No consultation is required for this item

8. NEXT STEPS

- 8.1 Following consideration of this report by Members, Officers will act on any recommendations made.

9. BACKGROUND DOCUMENTS

- 9.1 None

10. APPENDICES

- 10.1 Key Metrics Report June 2011

June 2011

Safeguarding and Children in Care Project Management Board



Key Metrics Report

Performance Management and Information

Key Metrics

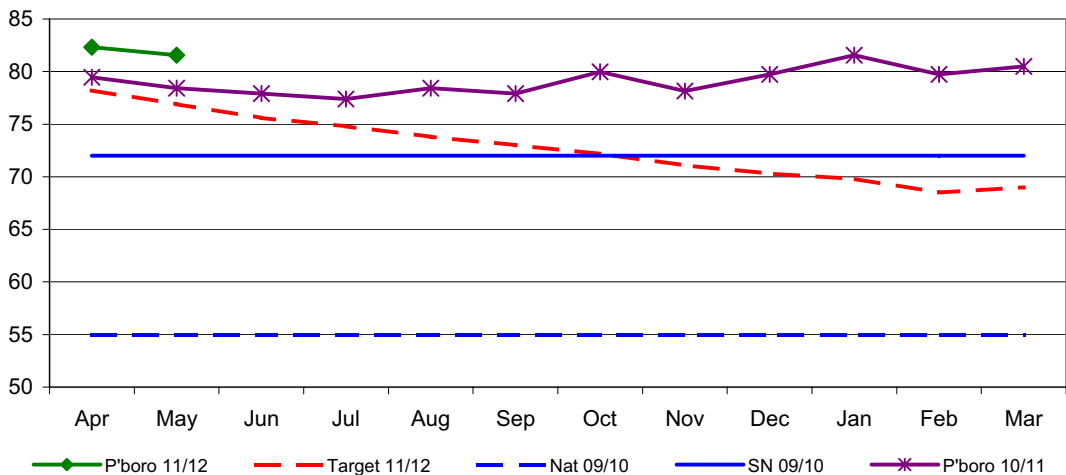
Page	Contents
3	Number of Children in Care (CiC) per 10,000 of the local population (aged under 18)
4	Number children becoming the subject of a Child Protection (CP) Plan per 10,000 of the local population (aged under 18)
5	Number of Children with a current Child Protection Plan and the proportion of CP per 10,000 of the local population (aged under 18)
6	Child Protection Plans lasting 2 years or more
7	The percentage of children referred to children's social services departments whose cases go on to initial assessments
8	Initial Assessments completed within seven working days of Referral
9	Initial Assessments completed within ten working days of Referral
10	Core Assessments completed within 35 working days of the end of the Initial Assessment or Trigger Event
11	Emotional and behavioural health of Children in care
12	The number of Children in Care with three or more placements during the year
13	Children in Care aged under 16 who had been in Care for at least 2.5 years, who were living in the same placement for at least 2 years, or are placed for adoption.
14	Vacancy Rate of Social Care Staff
15	Social Worker Case Loads - Referral & Assessment

Please Note - The targets in this document listed as 2011/12 are the targets that were previously set in 2010/11. Final targets for 2011/12 are in the process of being agreed.

Key Metrics Report

Number of Children in Care (CiC) per 10,000 of the local population (aged under 18)

Month	2010/11		2011/12			
	No. CiC	Proportion	No. CiC	Pop. <18	Proportion	Target No.
Apr	305	79.5	316	38380	82.3	300
May	301	78.4	313	38380	81.6	295
Jun	299	77.9				290
Jul	297	77.4				287
Aug	301	78.4				283
Sep	299	77.9				280
Oct	307	80.0				277
Nov	300	78.2				273
Dec	306	79.7				270
Jan	313	81.6				268
Feb	306	79.7				263
Mar	309	80.5				265



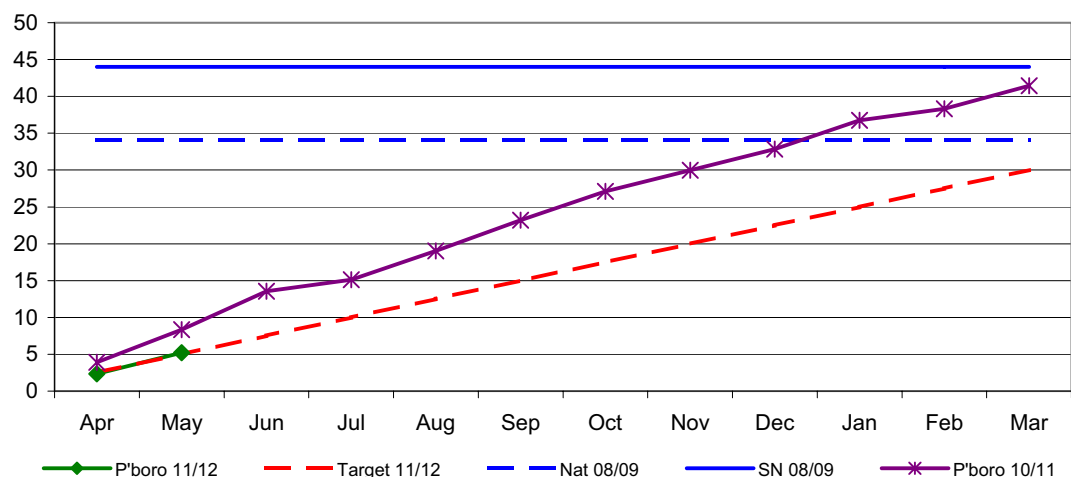
The number of children currently in care with Peterborough City Council shown as a proportion against the local population who are aged less than 18 years old.

This is a snapshot report as at the end of each month.

Key Metrics Report

Number of children becoming the subject of a Child Protection (CP) Plan per 10,000 of the local population (aged under 18)

Month	2011/12				
	CP Starters	Pop. <18	Proportion	Target No. (Cumulative)	Number per month
Apr	9	38380	2.3	10	9
May	20	38380	5.2	20	8
Jun				29	
Jul				39	
Aug				48	
Sep				58	
Oct				67	
Nov				77	
Dec				87	
Jan				96	
Feb				106	
Mar				115	



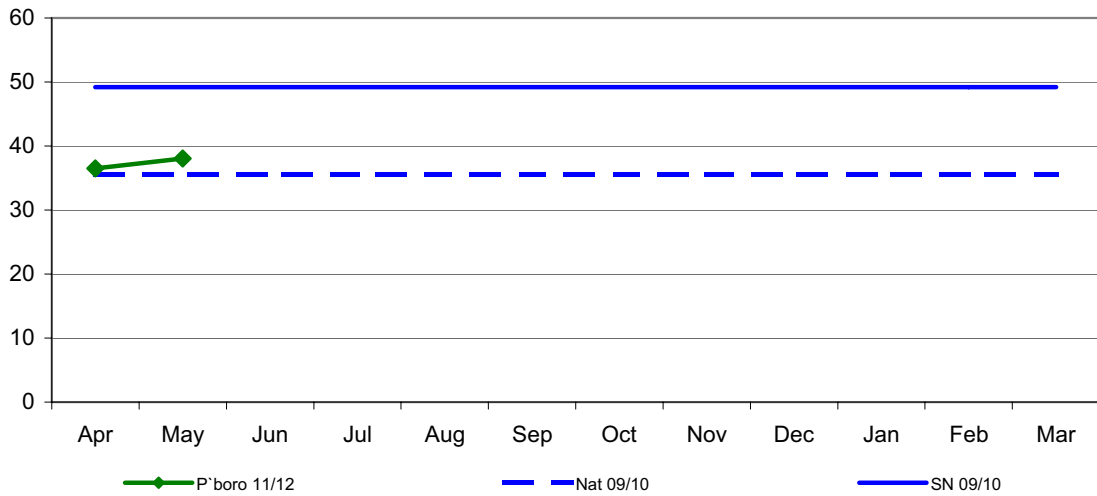
The number of children who became the subject of a Child Protection Plan with Peterborough City Council (whether they have been the subject of a plan previously or not) shown as a proportion against the local population who are aged less than 18 years old. Where a child is the subject of a child protection plan, and then ceases and begins again to be the subject of a child protection plan by the same local authority within the year ending 31 March, both episodes of being the subject of a child protection plan are counted. This is a count of all children rather than families.

The target for number of children starting to have a Child Protection Plan is 115.

This is a cumulative report throughout the financial year.

Number of Children with a current Child Protection Plan and the proportion of CP per 10,000 of the local population (aged under 18)

Month	2010/11		2011/12		
	No. with CP Plan	Proportion	No. with CP Plan	Pop. <18	Proportion
Apr	112	29.2	140	38380	36.5
May	114	29.7	146	38380	38.0
Jun	122	31.8			
Jul	125	32.6			
Aug	124	32.3			
Sep	129	33.6			
Oct	132	34.4			
Nov	135	35.2			
Dec	138	36.0			
Jan	135	35.2			
Feb	136	35.4			
Mar	139	36.5			



The number of children with a Children Protection Plan with Peterborough City Council shown as a proportion against the local population who are aged less than 18 years old.

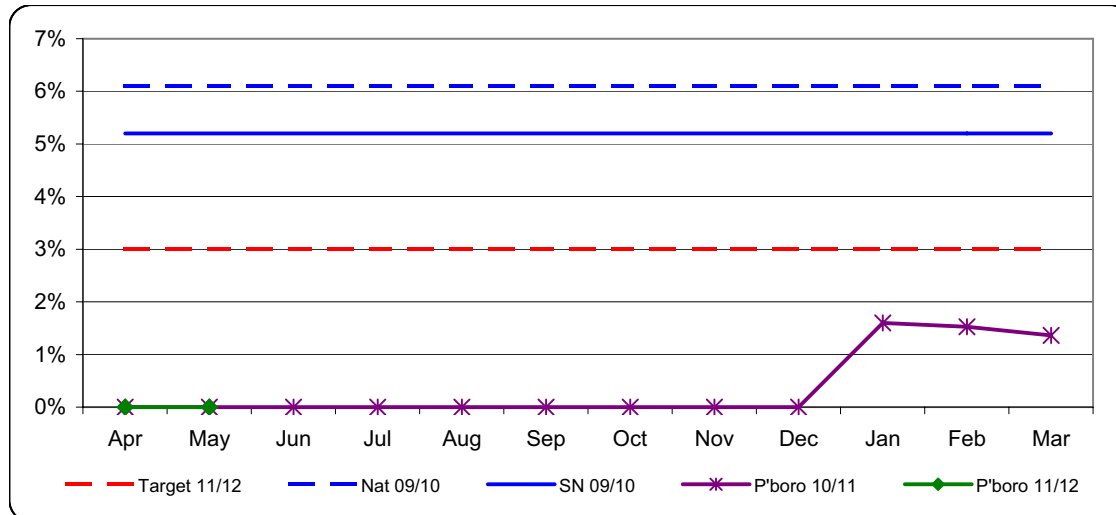
Peterborough's aim is to be within their statistical neighbour and national averages for the previous year.

This is a snapshot report as at the end of each month.

Key Metrics Report

Child Protection (CP) Plans lasting two years or more

Month	2010/11			2011/12		
	No. of De-regs	On reg 2+ yrs	%	No. of De-regs	On reg 2+ yrs	%
Apr	17	0	0.0%	9	0	0%
May	37	0	0.0%	23	0	0%
Jun	50	0	0.0%			
Jul	52	0	0.0%			
Aug	67	0	0.0%			
Sep	79	0	0.0%			
Oct	91	0	0.0%			
Nov	99	0	0.0%			
Dec	107	0	0.0%			
Jan	125	2	1.6%			
Feb	131	2	1.5%			
Mar	147	2	1.4%			



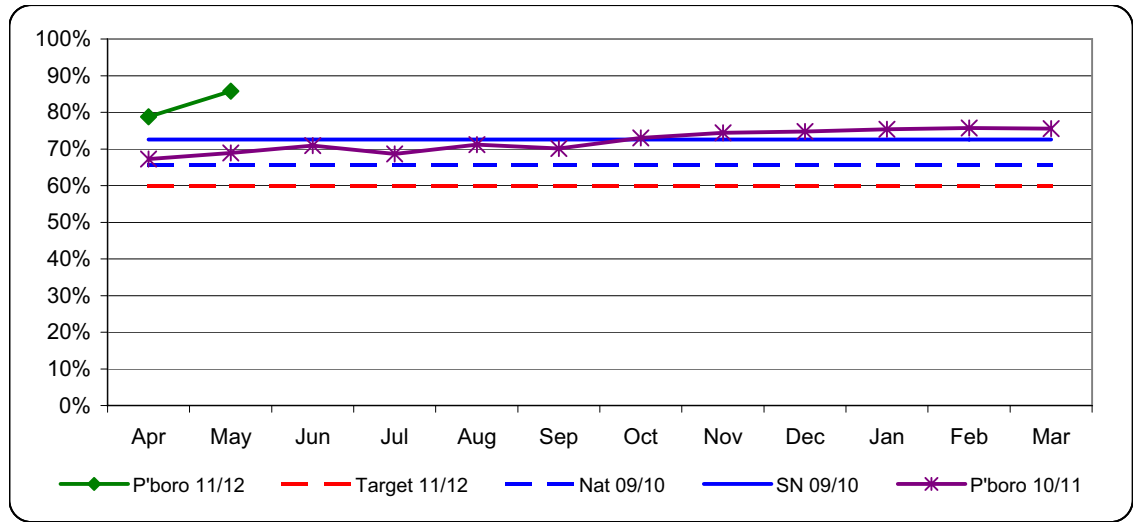
Of the children ceasing to be the subject of a Child Protection Plan during the year ending 31 March, the percentage who had been the subject of a Child Protection Plan continuously for 2 years or longer.

This is a cumulative report throughout the financial year.

Key Metrics Report

The percentage of children referred to childrens social care which went onto initial assessment

Month	2011/12 (Monthly)			2011/12 (Cumulative)		
	Referrals started	IAs Completed	%	Referrals started	IAs Completed	%
Apr	118	93	78.8%	118	93	78.8%
May	205	174	84.9%	309	265	85.8%
Jun						
Jul						
Aug						
Sep						
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						



All Initial Assessments completed within the reporting period shown as a percentage of all Referrals started within the same period. Please note that this therefore does mean that the Initial Assessments that are completed necessarily correspond with the Referrals that were started. However, it is the definition prescribed by Government.

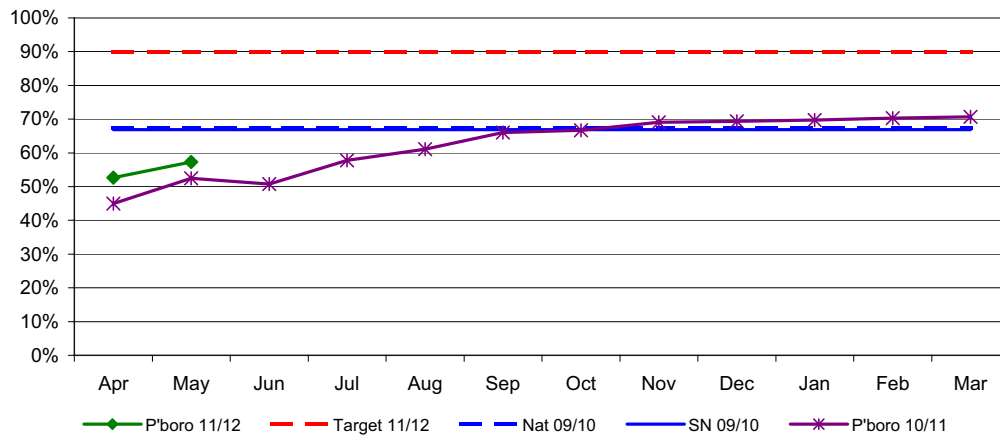
This is a cumulative report throughout the financial year.

Key Metrics Report



Initial Assessments completed within seven working days of Referral

Month	2010/11	2011/12 (Cumulative)			2011/12 (Monthly)		
	%	Completed	Completed within time	Year to Date %	Completed	Completed within time	Mthly %
Apr	45.0%	74	39	52.7%	74	39	52.7%
May	52.5%	185	106	57.3%	109	66	60.6%
Jun	50.7%						
Jul	57.8%						
Aug	61.1%						
Sep	66.1%						
Oct	66.7%						
Nov	69.1%						
Dec	69.3%						
Jan	69.7%						
Feb	70.3%						
Mar	70.7%						



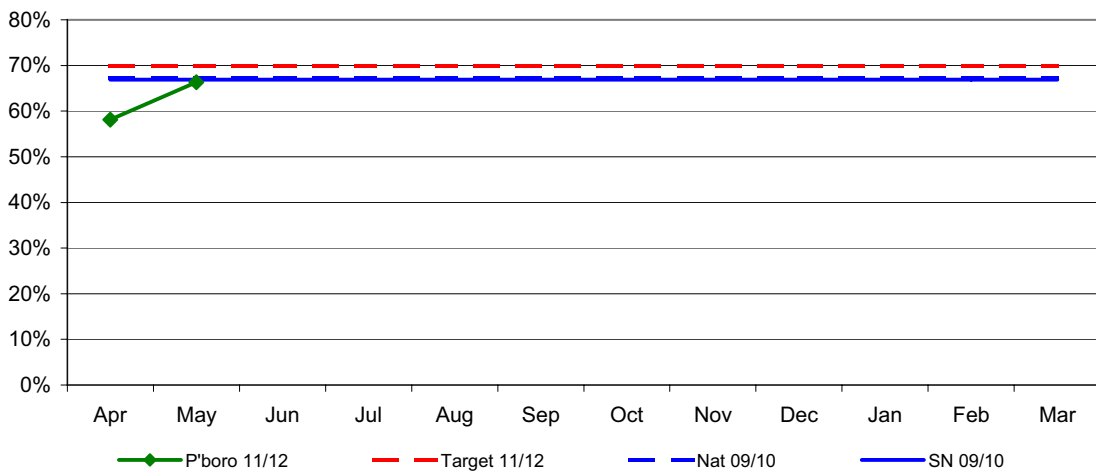
All initial assessments completed within seven working days of the referral as a percentage of all initial assessments completed within the reporting period. This report shows both the cumulative figures throughout the financial year plus the data on a monthly basis. The higher the percentage the better the result.

COMMENT

In May 2011, a new process for managing social care referrals was implemented with social care referrals being taken within the Peterborough Direct call centre. This change was anticipated to impact on performance until the process is settled. Management work is in place to support this transition.

Initial Assessments completed within ten working days of Referral

Month	2011/12 (Cumulative)			2011/12 (Monthly)		
	Completed	Completed within time	Year to Date %	Completed	Completed within time	Mthly %
Apr	74	43	58.1%	74	43	58.1%
May	185	123	66.5%	109	79	72.5%
Jun						
Jul						
Aug						
Sep						
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						



All initial assessments completed within ten working days of the referral as a percentage of all initial assessments completed within the reporting period.

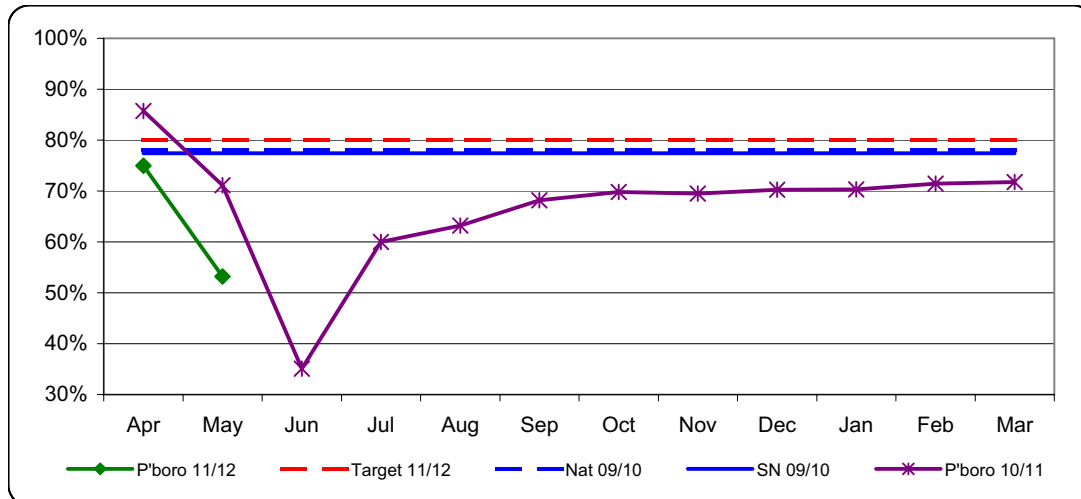
This report shows both the cumulative figures throughout the financial year plus the data on a monthly basis.

The higher the percentage the better the result.

Key Metrics Report

Core Assessments completed within 35 working days of the end of the Initial Assessment or Trigger Event

Month	2010/11	2011/12 (Cumulative)			2011/12 (Monthly)		
	%	Completed	Completed within time	Year to Date %	Completed	Completed within time	Mthly %
Apr	85.7%	12	9	75.0%	12	9	75.0%
May	71.1%	47	25	53.2%	35	16	45.7%
Jun	35.1%						
Jul	60.0%						
Aug	63.2%						
Sep	68.2%						
Oct	69.8%						
Nov	69.5%						
Dec	70.3%						
Jan	70.3%						
Feb	71.5%						
Mar	71.8%						



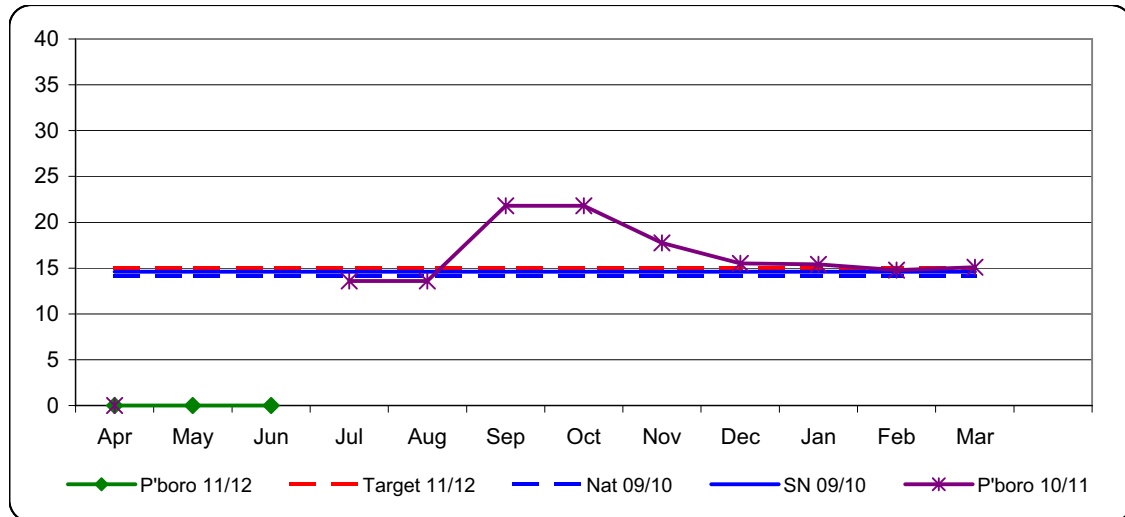
Of the core assessments completed within the reporting period, the number that had been completed within 35 working days of their commencement. A core assessment is deemed to have commenced at the point at which the initial assessment ended; or a strategy discussion decided to initiate enquiries under section 47 of the Children Act 1989; or new information obtained on an open case indicates that a core assessment should be undertaken.

This is a cumulative report throughout the financial year. The higher the percentage the better the result.

Key Metrics Report

Emotional and behavioural health of Children in Care

Month	2011/12		
	Sum of All SDQ Scores	No. SDQs completed	Average Score
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			

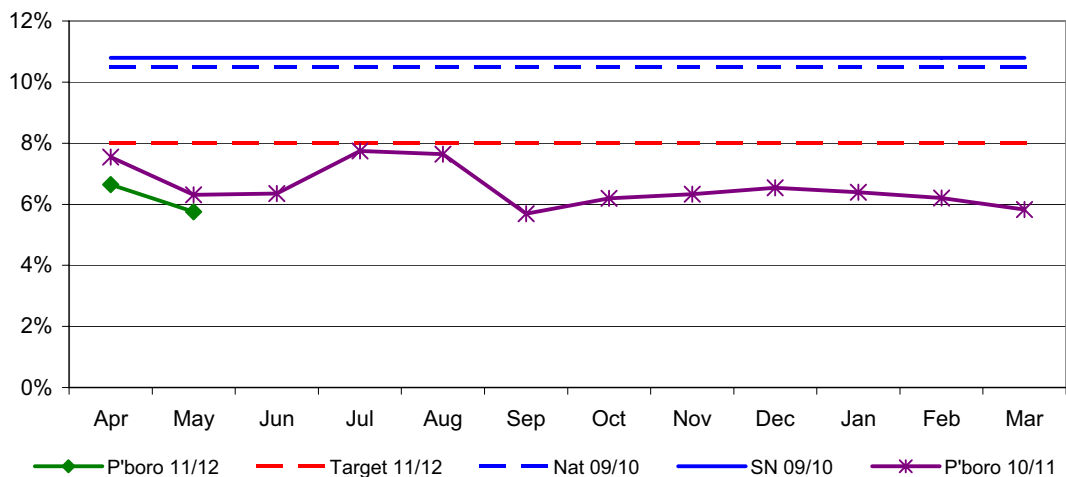


The indicator result is the average of the Strengths and Difficulties Questionnaire (SDQ) score for children aged between 4 and 16 years old at the end of each month and who had been in Care for 12 months or more at that time and have had a completed SDQ. Lower performance is better, with a target of an average score of 15.

Key Metrics Report

The number of Children in Care (CiC) with three or more placements during the year

Month	2010/11			2011/12		
	CiC	3 or more places	%	CiC	3 or more places	%
Apr	305	23	7.5%	316	21	6.6%
May	301	19	6.3%	313	18	5.8%
Jun	299	19	6.4%			
Jul	297	23	7.7%			
Aug	301	23	7.6%			
Sep	299	17	5.7%			
Oct	307	19	6.2%			
Nov	300	19	6.3%			
Dec	306	20	6.5%			
Jan	313	20	6.4%			
Feb	306	19	6.2%			
Mar	309	18	5.8%			



The percentage of children looked after at the end of each month with three or more separate placements during the year. All placements of 24 hours or more are counted, regardless of duration. Any placements that were already open at the beginning of the year, and any which were open at the end of the year are included.

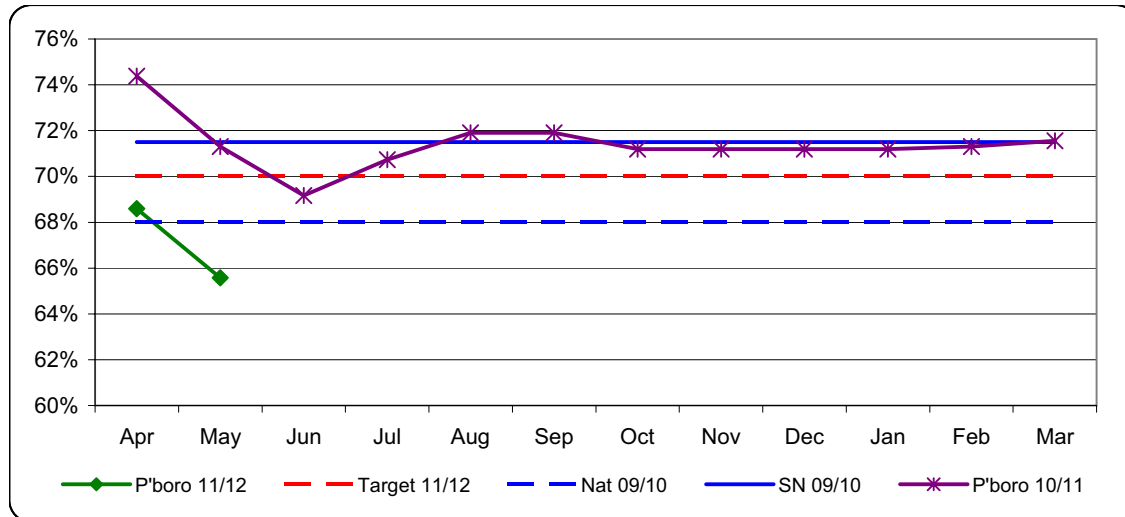
All placements regarded as 'temporary' are included; the only exceptions being temporary periods on holiday or in hospital where the child then returned as planned to the previous placement

This is a snapshot report of the current state of play as at the end of the appropriate month. The smaller the percentage the better the result.

Key Metrics Report

Children in Care aged under 16 who had been in Care for at least 2.5 years, who were living in the same placement for at least 2 years, or are placed for adoption.

Month	2010/11			2011/12		
	CiC <16yrs old	Place 2+ yrs/ adoption	%	CiC <16yrs old	Place 2+ yrs/ adoption	%
Apr	121	90	74.4%	121	83	68.6%
May	122	87	71.3%	122	80	65.6%
Jun	120	83	69.2%			
Jul	123	87	70.7%			
Aug	121	87	71.9%			
Sep	121	87	71.9%			
Oct	118	84	71.2%			
Nov	118	84	71.2%			
Dec	118	84	71.2%			
Jan	118	84	71.2%			
Feb	115	82	71.3%			
Mar	116	83	71.6%			



Of the Children in Care aged under 16 years old who had been in care for at least 2.5 years (excluding respite) those who had been in their current placement for at least 2 years or are placed for adoption.

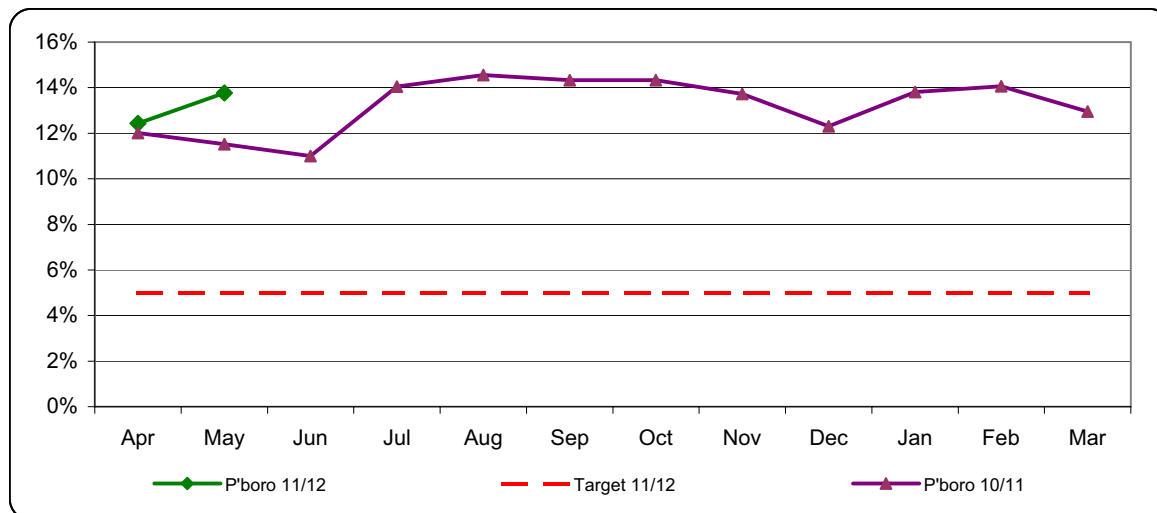
This is a snapshot report as at the end of each month.

The higher the percentage the better the result.

Key Metrics Report

Vacancy Rate of Social Care Staff

Month	2010/11			2011/12		
	Staff Complement	Vacant Posts	%	Staff Complement	Vacant Posts	%
Apr	179	21.5	12.0%	193	24	12.4%
May	177.9	20.5	11.5%	188.8	26	13.8%
Jun	172.8	19	11.0%			
Jul	185	26	14.1%			
Aug	189	27.5	14.6%			
Sep	192	27.5	14.3%			
Oct	192	27.5	14.3%			
Nov	193	26.5	13.7%			
Dec	191	23.5	12.3%			
Jan	192	26.5	13.8%			
Feb	192	27	14.1%			
Mar	193	25	13.0%			



The number of vacant posts in the fieldwork teams (all staff) as a percentage of all roles within these teams.

This is a snapshot report as at the end of the month.

The lower the percentage the better the result.

These figures include vacancies which may be currently covered by agency staff.

Key Metrics Report

Referral and Assessment - Social Care Caseloads

09-Jun-11				
Social Worker	Individual Cases	Previous Individual Cases (8 May 11)	Family Groups	Previous Family Groups (8 May 11)
Adeyinka Aina	26	19	14	N/a
Debbie Dickson	4	N/a	4	N/a
Deborah Gaunt	30	30	24	N/a
Fatima Haji	28	23	21	N/a
Helen Johnson	21	22	20	N/a
Helen Sharpe	30	37	27	N/a
Janes Van Vollenstee	18	17	15	N/a
Josephine Oakey	1	1	1	N/a
Joy Edwards	30	32	21	N/a
Karen Beeke	24	21	20	N/a
Kathryn Lilley	28	16	21	N/a
Louise Mason	10	N/a	8	N/a
Mandy Huskisson	8	11	6	N/a
Nicola Ross	6	N/a	5	N/a
Patricia Pearce	1	N/a	1	N/a
Ross Gowers	23	21	20	N/a
Stephney Fogarty	24	13	20	N/a
Susan Holmes	24	N/a	14	N/a
TOTAL	336	281	262	

Target Caseload - 25

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CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE	Agenda Item No. 8
26 JULY 2011	Public Report

Report of the Solicitor to the Council

Report Author – Paulina Ford, Senior Governance Officer, Scrutiny

Contact Details – 01733 452508 or email paulina.ford@peterborough.gov.uk

FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Creating Opportunities and Tackling Inequalities Scrutiny Committee outlining the content of the Council's Forward Plan.

2. RECOMMENDATIONS

- 2.1 That the Committee identifies any relevant items for inclusion within their work programme.

3. BACKGROUND

- 3.1 The latest version of the Forward Plan is attached at Appendix 1. The Plan contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) will be making over the next four months.
- 3.2 The information in the Forward Plan provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.
- 3.4 A new version of the Forward Plan will be issued on 15 July and copies will be tabled at the meeting.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan.

5. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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**PETERBOROUGH CITY
COUNCIL'S FORWARD PLAN
1 JULY 2011 TO 31 OCTOBER 2011**

FORWARD PLAN OF KEY DECISIONS - 1 JULY 2011 TO 31 OCTOBER 2011

During the period from 1 July 2011 To 31 October 2011 Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. The dates detailed within the Plan are subject to change and those items amended or identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to alexander.daynes@peterborough.gov.uk or by telephone on 01733 452447.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the papers listed on the Plan can be viewed free of charge although there will be a postage and photocopying charge for any copies made. All decisions will be posted on the Council's website: www.peterborough.gov.uk. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this plan.

NEW ITEMS THIS MONTH:

St Michael's Primary School, Cardea - KEY/01JUL/11

Amendment to terms of the Affordable Housing Fund Allocation for Stanground South phases, 3E, 3F, 3G, 3H and 3I - KEY/02JUL/11

Energy Services Company - KEY/03JUL/11

Expansion to Hampton College - KEY/04JUL/11

Traffic Signals LED Project - award of contract - KEY/03SEP/11

JULY

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Delivery of the Council's Capital Receipt Programme through the Sale of Land and Buildings - Vawser Lodge Thorpe Road - KEY/04DEC/10</p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Vawser Lodge</p>	<p>July 2011</p>	<p>Cabinet Member for Resources</p>	<p>Sustainable Growth</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate</p>	<p>Sandra Neely Temp Capital Projects Officer Tel: 01733 384541 sandra.neely@peterborough.gov.uk</p>	<p>A public report will be available from the governance team one week before the decision is taken</p>

<p>Security Framework Contract - lot 2 - KEY/09DEC/10 Award lot 2 of framework contract; cash collection and cash in transit services, delivering services for the council such as collecting cash from parking meters and banking it securely.</p>	July 2011	Cabinet Member for Resources	Sustainable Growth	Internal and external stakeholders as appropriate	Matthew Rains P2P Manager Tel: 01733 317996 matthew.rains@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is made
<p>Section 75 Agreements with Cambridgeshire Community Services, NHS Peterborough and Cambridge & Peterborough Foundation Trust - KEY/12FEB/11 Approval of s.75 Agreements with Cambridgeshire Community Services for the provision of Adult Social Care; with NHS Peterborough for the provision of Learning Disability Services; and with Cambridge & Peterborough Foundation Trust for the provision of mental health services.</p>	July 2011	Cabinet Member for Adult Social Care	Health Issues	Relevant internal and external Stakeholders	Denise Radley Executive Director of Adult Social Services Tel: 01733 758444 denise.radley@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.

<p>Adult Drug Treatment Plan 2011-2014 - KEY/04MAR/11 To approve the plan.</p>	July 2011	<p>Cabinet Member for Community Cohesion and Safety</p>	Strong and Supportive Communities	Safer Peterborough Partnership Board; SPP Delivery Board; SPP Adult Joint Commissioning Group for Drugs; local service providers; and the local service user group, SUGA	<p>Karen Kibblewhite Safer Peterborough Manager - Cutting Crime Tel: 01733 864122 karen.kibblewhite@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken</p>
<p>Social Work Practice Pilot - KEY/01APR/11 Agree arrangements for the procurement and provision of Social Work Practice Pilots for children in care.</p>	July 2011	<p>Cabinet Member for Children's Services</p>	Creating Opportunities and Tackling Inequalities	Social work staff; children in care; corporate parenting panel members and Trade Unions	<p>Andrew Brunt Assistant Director - Families and Communities andrew.brunt@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is made.</p>
<p>Museum Redevelopment Project - part 2 - KEY/02MAY/11 To approve the contract award for the fit-out and exhibition display element of the redevelopment works</p>	July 2011	<p>Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning</p>	Strong and Supportive Communities	Consultation will take place with relevant internal stakeholders as appropriate	<p>Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken</p>

<p>Collaboration agreement with Registered Providers of Affordable Housing - KEY/06JUN/11 Authorise the Chief Executive in consultation with the Cabinet member for Growth, Strategic Planning and Economic Development and the Cabinet member for Housing, Neighbourhoods and Planning to negotiate final terms allowing the Council to enter into a non-binding collaboration agreement with Register Providers of Affordable Housing</p>	July 2011	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	Strong and Supportive Communities	Internal and External Stakeholders as appropriate	<p>Andrew Edwards Head of Peterborough Delivery Partnership Tel: 01733 452303 andrew.edwards@peterborough.gov.uk</p>	<p>A public report will be available from the governance team one week before the decision is taken.</p>
<p>Key Theatre - Phase 3 Extension - KEY/07JUN/11 To award the contract for the extension to house the following:- changing rooms, office accommodation, storage, rehearsal area and rewire to original building.</p>	July 2011	<p>Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning</p>	Strong and Supportive Communities	With Vivacity, Enterprise and City Council officers	<p>Steven Morris Partnership & Procurement Commissioning Manager Tel: 01733 384657 steven.morris@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>Termination of Transitions Contract - KEY/08JUN/11 To terminate the transitions contract due to budget constraints - the total contract value is over £500k.</p>	July 2011	Cabinet Member for Children's Services	Creating Opportunities and Tackling Inequalities	Consultation has been carried out with the Assistant Director for Education & Resources, Legal Services and the 8-19 service.	Jonathan Lewis Assistant Director - Resources, Commissioning and Performance jonathan.lewis@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken
<p>Extension of Home to School Contracts - KEY/10JUN/11 To extend the current home to school contracts.</p>	July 2011	Cabinet Member for Education, Skills and University	Creating Opportunities and Tackling Inequalities	Internal departments as appropriate.	Cathy Summers Team Manager - Passenger Transport Contracts and Planning cathy.summers@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p>Orton Longueville School and Stanground College - KEY/13JUN/11 To vary the Ormiston Bushfield Academy (OBA) Design and Build Contract with Kier Regional Ltd (trading as Kier Eastern) to allow for the design and build of Orton Longueville School and Stanground College</p>	July 2011	Cabinet Member for Education, Skills and University, Cabinet Member for Resources	Creating Opportunities and Tackling Inequalities	Executive Director Children Services, Executive Director Resources, Solicitor to the Council, Ward Councillors	Brian Howard PFI Project Manager Tel: 01733 863976 brian.howard@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken

<p>St Michael's Primary School, Cardea - KEY/01JUL/11 To authorise payment for building St Michael's Primary School to the Diocese of Ely</p>	July 2011	<p>Cabinet Member for Education, Skills and University</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal stakeholders as appropriate</p>	<p>Alison Chambers Asset Development Officer alison.chambers@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
<p>Amendment to terms of the Affordable Housing Fund Allocation for Stanground South phases, 3E, 3F, 3G, 3H and 3I - KEY/02JUL/11 To approve conversion of the tenure of rented units to be provided on this site from 'social rented' tenure to 'affordable rented' tenure.</p>	July 2011	<p>Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning</p>	<p>Sustainable Growth</p>	<p>Relevant internal Departments and external stakeholders.</p>	<p>Anne Keogh Housing Strategy Manager anne.keogh@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Energy Services Company - KEY/03JUL/11 To consider potential future developments of energy related products.</p>	July 2011	<p>Cabinet Member for Environment Capital, Cabinet Member for Resources</p>	<p>Environment Capital</p>	<p>Internal and External Stakeholders</p>	<p>John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>Expansion to Hampton College - KEY/04JUL/11 To approve the forward build of phase 2 of Hampton College.</p>	<p>July 2011</p>	<p>Cabinet Member for Education, Skills and University, Cabinet Member for Resources</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders</p>	<p>Jonathan Lewis Assistant Director - Resources, Commissioning and Performance jonathan.lewis@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
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AUGUST

There are currently no Key Decisions scheduled for August

SEPTEMBER

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
Draft Housing Strategy - KEY/04JUN/11 To approve the draft Housing Strategy 2011-2014 for the purposes of public consultation.	September 2011	Cabinet	Strong & Supportive Communities	Internal and External as appropriate	Richard Kay Policy and Strategy Manager richard.kay@peterborough.gov.uk	A public report will be made available from the governance team one week before the decision is made.
Manor Drive Managed Service – Procurement through the Services Competitive Dialogue Process - KEY/01SEP/11 To approve contract award to preferred bidder.	September 2011	Cabinet Member for Resources	Sustainable Growth	Internal departments, Unions, Staff	Andrew Cox Senior Category Manager andy.cox@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken
Single Equality Scheme - KEY/02SEP/11 To approve the final scheme following consultation	September 2011	Cabinet	Creating Opportunities and Tackling Inequalities.	Public consultation via stakeholders and partnerships.	Denise Radley Executive Director of Adult Social Services Tel: 01733 758444 denise.radley@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken.

<p>Traffic Signals LED Project - award of contract - KEY/03SEP/11 Contract to replace all traffic signal head lamps in Peterborough with LED as LED Heads are more efficient brighter, safer and have a much longer life.</p>	<p>September 2011</p>	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>Environment Capital</p>	<p>Internal and external stakeholders as appropriate</p>	<p>Amy Wardell Team Manager - Passenger Transport Projects Tel: 01733 317481 amy.wardell@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
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OCTOBER

There are currently no Key Decisions scheduled for October.

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**CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE
WORK PROGRAMME 2011/12**

Meeting Date	Item	Progress
13 June 2011 <i>Draft report 26 May</i> <i>Final report 2 June</i>	Introduction to Children's Services To receive a report on aspirations and challenges within Children's Services. Contact Officer: Executive Director of Children's Services	
	Children's (Social Care) Services Statutory Complaints Process (Children act 1989) Annual Report 2010 To scrutinise the Children's (Social Care) Services Statutory Complaints Process (Children act 1989) Annual Report 2010 and make any necessary recommendations. Contact Officer: Lynn Chesterton	Update report to come back to Committee in six months time.
	Review of 2010/11 and Future Work Programme To review the work undertaken during 2010/11 and to consider the future work programme of the Committee. Contact Officer: Paulina Ford	Items identified for scrutiny to be programmed into the work programme.
26 July 2011 <i>Draft report 8 July</i> <i>Final report 15 July</i>	Single Delivery Plan To scrutinise the Single Delivery Plan and identify areas for scrutiny which fall within the remit of the Committee. Contact Officer: Executive Director of Children's Services	
	Single Equality Scheme To scrutinise and comment on the Single Equality Scheme as part of the consultation process and make any recommendations. Contact Officer: Denise Radley	

Meeting Date	Item	Progress
	<p>Safeguarding and Children in Care – Progress report on the Children’s Service Development Plan</p> <p>To scrutinise and monitor the actions being taken in the Children’s Service Development Plan and its impact.</p> <p>Contact Officer: Executive Director of Children’s Services</p>	
<p>12 September 2011</p> <p><i>Draft report 25 Aug</i> <i>Final report 1 Sept</i></p>	<p>Presentation of 2011 Examination Results, EYFS – Key Stage 4 – A Level</p> <p>To scrutinise the 2011 examination results, assess the impact of the action plan to improve educational results and make any necessary recommendations.</p> <p>Contact Officer: Executive Director of Children’s Services</p>	
	<p>Portfolio Progress report from Cabinet Members relevant to the committee:</p> <ul style="list-style-type: none"> • Cabinet Member for Children’s Services • Cabinet Member for Education, Skills and University <p>To Scrutinise and comment on the progress of the portfolio of the Cabinet Member for Education, Skills and University and Cabinet member for Children’s Services.</p>	
	<p>Peterborough Safeguarding Children Board Annual Report 2010-2011</p> <p>To Scrutinise the Peterborough Safeguarding Children Board Annual Report 2010-2011 and make any recommendations</p> <p>Contact Officer: Executive Director of Children’s Services</p>	
<p>15 November 2011</p> <p><i>Draft report 27 Oct</i> <i>Final report 3 Nov</i></p>	<p>Academies</p> <p>To scrutinise the development and impact of Academies across the City.</p> <p>Contact Officer: Executive Director of Children’s Services</p>	

Meeting Date	Item	Progress
	<p>Educational Attainment of Minority Groups and New Arrivals</p> <p>To scrutinise the educational attainment of minority groups and new arrivals across the City.</p> <p>Contact Officer: Executive Director of Children's Services</p>	
	<p>Children's (Social Care) Services Statutory Complaints Process Annual Report 2010/11 – Mid year Progress Report</p> <p>To receive and scrutinise an update report on statistical data and category of complaints received since the Annual Report.</p> <p>Contact Officer: Belinda Evans</p>	Requested at the meeting on 13 June 2011.
<p>5 January 2012 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2012/13 and Medium Term Financial Plan</p> <p>To scrutinise the Executive's proposals for the Budget 2011/12 and Medium Term Financial Plan.</p> <p>Contact Officer: John Harrison/Steven Pilsworth</p>	
<p>16 January 2012 <i>Draft report 29 Dec</i> <i>Final report 5 Jan</i></p>	<p>Children in Care</p> <p>Contact Officer: Executive Director of Children's Services</p>	
<p>12 March 2012 <i>Draft report 23 Feb</i> <i>Final report 1 March</i></p>		

To be programmed in:

- School Developments across Peterborough – requested at Group Representatives meeting in June
- Child Poverty Strategy – requested at June meeting
- Provision of School Places for Early Years Foundation and Secondary Schools – Requested at June meeting

2012/2013 Work Programme

June 2012

Children's (Social Care) Services Statutory Complaints Process (Children act 1989) Annual Report 2011

To scrutinise the Children's (Social Care) Services Statutory Complaints Process (Children act 1989) Annual Report 2011 and make any necessary recommendations.