

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE

**THURSDAY 5 SEPTEMBER 2013
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.

3. Minutes of Meetings held on 12 June and 11 July

3 - 20

- 12 June 2013
- 11 July 2013

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

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.

5. Human Resources Monitoring Report

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6. Environment Capital Update

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There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Paulina Ford on as soon as possible.

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8.	Community Asset Transfer Strategy	63 - 78
9.	Notice of Intention to Take Key Decisions	79 - 92
10.	Work Programme 2013/2014	93 - 98
11.	Date of Next Meeting	
	<ul style="list-style-type: none">• Tuesday, 15 October 2013 – Extraordinary Meeting• Thursday, 7 November 2013	

Committee Members:

Councillors: S Allen (Chair), N Arculus (Vice Chairman), J Peach, Y Maqbool, S Martin, N Thurlbourn and J A Fox

Substitutes: Councillors: D McKean, L Forbes and C Ash

Further information about this meeting can be obtained from Paulina Ford on telephone or by email –

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**MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH AND ENVIRONMENT
CAPITAL SCRUTINY COMMITTEE
HELD IN THE BOUGES/VIERSEN ROOMS, TOWN HALL
ON 12 JUNE 2013**

Present: Councillors N Arculus (Vice Chairman), J Peach, L Serluca, JA Fox,
N Thulbourn

Also Present: Jasmine Weedon, Youth Council
Ellie Jaggard, Youth Council
Councillor Eley, Cabinet Member for Culture, Recreation & Waste
Management
Richard Oldfield, Enterprise Partnership Director

Officers Present: Simon Machen, Head of Planning, Transport and Engineering
Services
Dominic Hudson, Strategic partnerships Manager
James Collingridge, Enterprise Partnership Manager
John Harrison, Executive Director of Resources
Steven Pilsworth, Head of Corporate Services
Kim Sawyer, Head of Legal Services
Paulina Ford, Senior Governance Officer

1. Apologies for Absence

Apologies were received from Councillor Allen and Councillor Maqbool. Councillor Serluca was in attendance as substitute for Councillor Allen.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

3. Minutes of Meetings held on:

- 18 March, 2013
- 20 March, 2013

The minutes of the meetings held on 18 March and 20 March 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. Exclusion of the Press and Public

The Chair asked the Committee to discuss whether to exclude the press and public from the meeting when the exempt appendices were to be discussed at item 7 Energy Performance Contract (EnPC) or whether the public interest in disclosing this information outweighed the public interest in maintaining the exemption.

After a short discussion the Committee voted unanimously in favour of going into exempt session to consider the exempt papers.

At this point the Chair announced that the Committee had received a request to change the order of the agenda and that item number 7 Energy Performance Contract (EnPC) would be presented first followed by item number 6 on the agenda, Enterprise Peterborough Partnership Performance Progress Report. After a short discussion the Committee unanimously agreed to change the order of the agenda.

6. Energy Performance Contract (EnPC)

The report presented by the Executive Director of Operations provided the Committee with an update on energy efficiency (EnPC) on council owned buildings. The report also sought views from the Committee on the draft CMDN which related to the contract award. Members were reminded of the Council's objective to be the Environment Capital of the UK. Most of the work completed so far had been around renewable energy generation but the report was about energy efficiency and the efficiency of the council's portfolio including schools otherwise known as Energy Performance Contracts. These types of contract were well established in America and Europe but not so much in the Public Sector. Members were informed that the council had entered into a strategic partnership with British Gas which was focused around getting energy efficiency into people's homes.

Energy efficiency played a vital part in the nation's energy strategy. The government and Europe would be legislating to increase responsibilities in this area. In 2015 there would be a requirement to conduct energy efficiency audits. The contract award placed Peterborough at the forefront of leading change in advance of the national agenda. The advantage of the contract would be that it would look across the whole of the council's portfolio. Currently the Council was marginally above the rate for being excluded from carbon taxes in the UK it would only need a series of interventions to take the council out of that carbon tax liability in the future. The contract had also been advertised to be open to any local authority in England. The council would get an access fee for other authorities participating. The contract was about improving energy efficiency across the council buildings and the assets within it and providing something that can be used across the whole of England and make the council money.

Questions and observations were made around the following areas:

- Members were concerned that the assessment of buildings may turn out to provide a reason to dispose of some of the council buildings. *Members were advised that there was no reason why the council would seek to dispose of its assets solely because it could not make it more energy efficient. The contract would contribute to helping to keep the buildings going and provide a reason to invest to get the buildings more energy efficient.*
- Members sought clarification on the meaning of 'call-off contracts'. *Members were informed that the purpose of the CMDN was to award the top level contract to Honeywell for a period of eight years. The contract had a nil value unless any individual contracts were called-off within it. The Council would for example look at the contracts that Honeywell had already started and look at the outline business case. Honeywell would be requested to complete a detailed audit and to present a financial proposal. The financial proposal would state the cost of intervention. They would have to provide a private sector funded solution. Once the business case and financial proposal was agreed then the contract would go through the normal council decision making process. Each individual call-off contract would require an individual business case supporting it and would be subject to the Councils decision making process.*

- What is the likely typical value of each individual call-off contract? *Members were informed that most of the individual contracts on the individual properties would be below £500,000.*
- What would be the likely total value of all of the call-off contracts over the period of eight to fifteen years? *Members were informed that it was difficult to confirm without completing a full feasibility study. During the tendering process the contractor had assessed a portfolio of 20 buildings and had estimated that interventions for that portfolio would cost £2M which was an average of £100K per property. Some properties like the Regional Pool or Town Hall would cost more and others would cost less.*
- Would there be a requirement to go through an OJEU Procurement process for each contract. *Members were informed that there would be no further requirement to go through the OJEU Procurement process as this had been completed through the award of the contract at the high level to Honeywell.*
- Members commented that this would be an opportunity to create a centre of excellence and up skill local employees. Would Honeywell sub contract out the work. *Members were advised that Honeywell were the main contractor but had the ability to sub contract out. Whilst Honeywell have specialist roles they would also look at employing locally where appropriate for the skills required.*
- Would Honeywell be based in Peterborough? *Members were informed that the proposal did not indicate that Honeywell would relocate its base to Peterborough.*
- Members noted that the report had stated that “the initial investment could be through one of the following three sources:
 - *The Council funds directly (including through using the Invest to Save capital funding)*
 - *Blue Sky Peterborough invest directly (in turn drawing loan finance from the council)*
 - *Honeywell invest and take a share of future savings”*

When would the decision be made on the source of investment. Members were informed that it would be part of the business case. The default position might be that for the first time the council would invest commercially in the Energy Services Company. Three different methods of funding had been mentioned to create a contract that was future proof.

At this point the Chair moved the meeting into Exempt session and requested that the Press, Public and members of the Youth Council leave the room while the Committee considered the Exempt papers.

After a period of discussion in Exempt Session the Chair invited the Press, Public and members of the Youth Council back to the meeting.

The Chairman thanked the Executive Director of Resources for his presentation.

ACTIONS AGREED

The Committee noted the report.

7. Enterprise Peterborough Partnership Performance Progress Report

The Cabinet Member for Culture, Recreation and Waste Management introduced the report which provided the Committee with an update on the performance of the Enterprise Peterborough Partnership since it last reported to the Committee on 18 March 2013. Members were informed that the partnership had entered into the third year of a twenty three year relationship with the council. The report covered the following areas:

- Update on the roll out of the Street Care Service
- Progress on Recycling and Food Waste

- Green Open Space Implementation Plan
- Key Performance Indicators (KPI's) / Customer Satisfaction

Members were informed that the food waste collection service had achieved target and saved the Council money by reducing landfill costs. Enterprise had been put forward as finalists in the National Recycling Awards and had been approached by a number of other councils who wanted to replicate the service. Over the past two years Enterprise had made some major changes and investments and it was now time to refine the services provided.

The Enterprise Partnership Director presented the Committee with a progress update on the street care model. A series of maps were shown to Members which identified detailed GIS data for the city, relating to the streets that were cleaned and the grass that was cut. Members were informed that detailed service delivery plans were now in place using this data along with the service standards set by the council. The city had been split into three operating areas with work gangs that operated in each of the three areas. Additional supervisors had been put in place who conducted five quality checks each day to ensure the work had been completed to the required standard. An EPA grading system which was a visual standards model was now being used to grade the street cleansing.

Questions and observations were made around the following areas:

- Members commented that they had requested at the previous meeting in March a list of new revised Key Performance Indicators and Service Level Agreements (SLA's) that Enterprise were working to. *The Strategic Partnerships Manager informed Members that the Client Team were responsible for producing the KPI's. There were currently 106 KPI's in place and these were currently being rationalised and there was still more work to be done before these could be finalised and presented to the Committee.*
- Members commented that fly tipping at Norward Lane and in Gunthorpe Road was still a serious issue and wanted to know how this was being dealt with under the street cleansing model. *Members were informed that Norwood Lane had not been included in the street cleansing model and was being treated as an exceptional area. This area was cleaned by agreement with the council which was originally four times a year but had been cleaned more frequently recently. Security and monitoring had been put in place but as soon as this stopped more fly tipping occurred.*
- Members commented that waste bins were not being emptied regularly and were often seen overflowing and some areas of the city were not being cleansed of litter regularly. What could be done to address this? *Members were advised that the reality was that budgets had been cut over the past few years. Enterprise had been tasked with the KPI's that the council had given them and were performing over and above those targets. Some wards had specific issues e.g. a high volume of fast food take aways which produced more litter. Resources and money were no longer available to provide the type of service that had been on offer previously through City Services.*
- Members sought clarification as to how much money had been taken out of the budget over the past three years for Enterprise. *Members were informed that when the contract was let the agreement was that Enterprise would provide a year on year saving of £2M and in total Enterprise had saved the council £6.25M so far. Grass cutting and litter picking were reduced as part of the savings.*
- Members wanted to know if Enterprise were introducing manned skips to be strategically placed in certain areas of the city to stop people fly tipping. *Members were advised that this was being considered as part of a range of options. If this was considered to be a viable project then it would hopefully be piloted during the autumn.*
- A Member of the Committee asked the Cabinet Member for Culture, Recreation & Waste Management if there was an opportunity to renegotiate the contract with Enterprise or terminate it. *The Cabinet Member informed Members that the contract would not be terminated unless there was reason to believe that the contract was not being fulfilled. The KPI's were currently being reviewed to make them more stringent to make Enterprise more accountable.*

- Did the 'Can-do' area have black, green and brown bin collections on a weekly basis? *Members were advised that this area had fortnightly collections but larger bins had been issued.*
- Members noted the Longthorpe area of Peterborough had the highest recycling rate in the city which was 47% and sought clarification on what this covered. *Members were advised that the 47% referred to the contents of the green bin.*
- Members wanted to know why shredded paper had to go in to the black bin and therefore end up in land fill. *Members were informed that the challenge was that the shredded paper caused problems with the recycling machinery and therefore had to go into the black bin.*
- Members were very supportive of the food waste collection service.
- Members requested that each councillor received a copy of the maps showing ward by ward recycling rates.
- Members wanted to know when the food waste collection service would be rolled out to apartments. *Members were informed that apartments required new waste collection receptacles to be able to accommodate food waste collection. The new receptacles were expensive and in some cases some building works would need to be undertaken to accommodate them. Enterprise had been in discussions with Housing Associations and some Housing Associations had committed to undertake work to address the changes this year.*
- Members wanted to know if all plastics could be recycled. *Members were advised that not all plastics could be recycled.*

ACTIONS AGREED

1. The Committee requested that the Client Partnership Team present the revised Key Performance Indicators to the Committee at the next meeting in July.
2. All Members to receive a copy of the maps presented at the meeting.

8. Establishment of Task and Finish Group to investigate the benefits of extending 20MPH Speed Limits

The report informed the Committee that at the Council meeting held on 17 April 2013 there had been a request for this Committee to set up a Task and Finish Group to investigate the benefits of extending 20mph speed limits across residential areas of Peterborough. The purpose of the report was for the Committee to consider and agree the Terms of Reference and Membership of the Task and Finish Group which had been formed

Questions and observations were made around the following areas:

- Members wanted to ensure that the Police were involved in discussions with the Task and Finish Group to ensure that enforcement was taken into consideration.

ACTIONS AGREED

The Committee approved the Terms of Reference and Membership of the Task and Finish Group.

9. Review of 2012/2013 and Work Programme for 2013/2014

The Senior Governance Officer introduced the report which provided the Committee with:

- a review of work undertaken during 2012/13 and recommendations made
- the terms of reference for the Committee and
- a draft work programme for 2013/2014 for consideration

The Committee considered the report and decided that there were no recommendations from last year that required further monitoring.

Members requested the following item be added to the work programme:

- Energy from Waste progress report

10. Notice of Intention to Take Key Decisions

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

ACTION AGREED

The Committee noted the latest version of the Council's Notice of Intention to take key Decisions.

11. Date of Next Meeting

The meeting began at 7.00pm and ended at 09.15pm

CHAIRMAN

**MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH AND ENVIRONMENT
CAPITAL SCRUTINY COMMITTEE
HELD IN THE BOUGES/VIERSEN ROOMS, TOWN HALL
ON 11 JULY 2013**

Present: Councillors N Arculus (Vice Chairman), J Peach, L Serluca,
C Harper, JA Fox, N Thulbourn, Cllr Forbes

Also Present: Ellie Jaggard, Youth Council
Councillor Holdich, Deputy Leader and Cabinet Member for
Education, Skills and University
Sean Hanson, Partnership Director, Serco
Paul Richards, Operations Director, Serco
Cllr Sandford, Group Leader of the Liberal Democrats
Cllr Harrington, Group Leader of Peterborough Independent Forum

Officers Present: Simon Machen, Head of Planning, Transport and Engineering
Services
Mark Speed, Transport Infrastructure Planning Manager
Lewis Banks, Transport Officer (Accessibility & Sustainability)
Ruth Lea, Lawyer
Ricky Fuller, Head of Strategic Client Services
Paul Robertson, Waste Partnership Officer
Richard Pearn, Waste Partnership Manager
Helen Turner, Lawyer
Paulina Ford, Senior Governance Officer

1. Apologies for Absence

Apologies were received from Councillor Allen, Councillor Maqbool and Councillor Martin. Councillor Serluca, Councillor Harper and Councillor Forbes were in attendance as substitutes.

2. Declarations of Interest and Whipping Declarations

There were no declarations of interest or whipping declarations.

The Chair advised the Committee that due to unforeseen personal circumstances the officer presenting item 5 on the agenda Environment Capital Update Report had been unable to attend the meeting to present her report. The Chair asked the Committee if they would agree to defer the item until the next meeting in September. The Committee agreed in favour of this request.

Councillor Peach advised the Chair that he would have to leave the meeting early to attend another meeting.

3. Call in of any Cabinet, Cabinet Member or Key Officer Decisions

The Committee had been asked to consider a Call-In request that had been made in relation to the decision made by Cabinet and published on 1 July 2013, regarding Passenger Transport - Subsidised Service Provision - JUL13/CAB/059.

The request to Call-In this decision was made on 4 July 2013 by Councillor Shearman and supported by Councillor Sylvester. The decision for Call-In was based on the following grounds:

- (i) The decision does not follow the principles of good decision making set out in Article 12 of the Council's Constitution specifically that the decision maker did not:
 - a) Realistically consider all alternatives and, where reasonably possible, consider the views of the public.
 - b) Act for a proper purpose and in the interests of the public.

The reasons put forward by the Councillors were:

- a)
 - i. There appears to be no consideration given to the re-routing of bus routes to ensure vulnerable communities do not lose their bus routes.(e.g. in the Ravensthorpe area and also along Garton End Road)
 - ii. Contact has been made with us by a number of members of the public stating they had no idea that their bus route (particularly 406) was vulnerable to these reductions in service.
- b) It is not in the interests of vulnerable members of the public – particularly the elderly – to have their bus route (particularly route 406) WITHDRAWN. This route in particular provides a lifeline for many of these residents and to walk to the nearest retained route is for these people both unrealistic and uncaring.

After considering the request to call-in and all relevant advice, the Committee were required to decide either to:

- (a) not agree to the request to call-in, when the decision shall take effect;
- (b) refer the decision back to the decision maker for reconsideration, setting out its concerns; or
- (c) refer the matter to full Council.

The Chairman read out the procedure for the meeting.

Councillor Shearman and Councillor Sylvester each addressed the Committee stating why they had called the decision in.

Councillor Shearman made the following points:

- Did not believe that the decision made considered all alternatives or considered the views of the public.
- There was a great strength of feeling from members of the public against the decision.
- When the cuts to bus services were decided upon alternative services should have been provided.
- Had discussions taken place with Stagecoach to mitigate the impact of the service cuts?
- Were the public consulted, were Age Concern consulted and people with disabilities.
- Was the decision taken in the interest of the elderly, infirm and disabled?
- The decision maker had failed to recognise that there were small communities that would now become isolated.
- The decision was unrealistic and uncaring.

Councillor Sylvester made the following points:

- Councillor Sylvester had been part of the Cross-Party Cabinet Advisory Group which was tasked with the role of reducing the cost of subsidised transport. Members were informed

that the Group worked to a very tight timescale to make recommendations but had not suggested discontinuing the Local Link service. After considering the Equality Impact Assessment it was decided that a reduced Local Link Service should still be provided. Any gaps in the service could be filled by such services as Dial a Ride.

- The Advisory Group had realistically considered all alternatives and the effect it would have on the public.
- Cabinet had not realistically considered alternatives.
- On board bus surveys had been carried out late at night.
- Buses 406 and 407 were the most used.
- Cabinet had not acted in the interest of the public.
- The public had not been consulted and public views had not been considered.

Additional speakers in support of the call-in were then invited to speak:

Councillor Harrington addressed the Committee and made the following points:

- Members of the public who use the buses had not been consulted.
- Members of the public who used the services would be best placed to advise on which services could be cut.
- Early engagement with the bus users should have taken place.
- Cutting bus services did not fit in with the Environment Capital sustainable transport vision and did not encourage young people to use the buses.
- Requested the Committee to ask Cabinet to reconsider their decision.

Councillor John Fox addressed the Committee and made the following points:

- Councillor Fox stated that he was a member of the Diversity Group, Disability Forum and ward Councillor for Werrington that had four sheltered housing complexes. All major decisions required an Equality Impact Assessment to be completed but it appeared that this was not completed for the Werrington area.
- The residents of the sheltered housing complexes would be greatly affected by the bus service cuts.
- Recommendation to have the decision referred back to Full Council for debate.

Members of the Public in support of the Call-In were then invited to speak:

Phil Green, Representing Local Link drivers addressed the Committee and made the following points:

- Disappointed with Cabinet decision as no drivers or passengers had been consulted.
- Most people on the Local Link service were vulnerable people.
- Local Link services covered the routes that Stagecoach had withdrawn previously.
- Local Link services should not be replaced with another subsidised service.
- Local Link bus drivers could be put out of work.
- Request to have the decision referred back to Full Council for consideration.

Barry Proctor resident of Grimshaw Road addressed the Committee and made the following points:

- Obvious that Cabinet who had made the decision did not know the area in which the 406 bus route covered.
- Most of the people living in the area of the 406 bus route were elderly and disabled.
- Would be difficult for most people to get to other bus stops if the 406 bus route were taken off.
- Some elderly residents would not be able to go to town or their doctors if bus service was cut.

- Stagecoach passenger numbers during 2011/2012 were 240k per annum. Local Link passenger numbers during 2011/2012 were 360K per annum. Local Link was therefore the most used at that time. Since then people had got older and more disabled.

David Lennox resident of Grimshaw Road addressed the Committee and made the following points:

- Appreciated that the Local Authority has had their budget cut by Government but had heard that the Government were going to make additional funds available in January for public transport. Why therefore was the bus service being cut now if more funding would be made available in January.

Lynn Stratton resident of Newborough addressed the Committee and made the following point:

- Residents of Newborough would be unable to walk to other bus stops from their village as the A47 was at the end of the main road.

Angela Smith a resident from Fengate addressed the Committee and made the following point:

- There has been no mention of the residents and workers from the Fengate area where there were many employers. The cut in bus services would affect them. None of the employees or employers knew anything about the service cuts which meant they had not been consulted.

Questions and Comments from Members of the Commission in response to the Councillors statements:

- Councillor Judy Fox agreed with the Call-in and comments from those supporting the call-in.
- Members sought clarification on the purpose of the Cabinet Advisory Group that had been set up. *Councillor Sylvester advised that the group was a cross party group. The group had been presented with a remit to look at what the current bus service budget was and were asked to consider what could be done to reduce the service to fit the budget of £600K. The group had found the task difficult and were unable to make a recommendation which was in line with the £600K. A recommendation had therefore been put forward from the group of a budget of £780K to reduce the impact on vulnerable people.*
- Councillor Sandford confirmed that the group had agreed that there should be a reduction in the Local Link service but that the evening services should be retained and there would be a reduced day time service to three buses. The Cabinet decision to reduce the budget had been made prior to the Equality Impact Assessment being carried out. The group had considered the Equality Impact Assessment and found that in doing this to protect the vulnerable groups the relevant services could not be provided within a budget of £600K and therefore the recommendation was to increase it to £780K.

As advised at the beginning of the meeting Councillor Peach left the meeting at this point.

The Deputy Leader and Cabinet Member for Education, Skills and University made a statement in answer to the Call-In request which included the following:

The Deputy Leader and Cabinet Member for Education, Skills and University advised the Committee that Cabinet had not taken the decision without professional advice. The evidence provided within the report had shown that there were no exceptional grounds to uphold the Call-in request. A range of alternatives had been considered within the bus service review and Equality Impact Assessments had been carried out. A public consultation

had been carried out and public opinion had been taken into consideration. The Equality Impact Assessment had shown that the removal of the 406 bus service would have an effect on the elderly but this would be mitigated by the provision of a Demand Response Service. It was therefore concluded that by making the decision Cabinet had acted in the interest of the public by taking a difficult decision to safeguard as many services as possible within the budgetary constraints. The Demand Response Service would be developed to ensure it provided the service required for those most in need.

The Transport Infrastructure Planning Manager then took questions from the Committee in response to the Call-in request:

- Members wanted to know what had been done to make members of the public aware of the proposals to reduce the bus services. *Members were advised that the following consultation exercises had been undertaken whereby the public were asked to give their views and Councillors were given numerous opportunities to represent the public:*

1. *The Medium Term Financial Strategy Consultation Document outlined the services at risk because of the reduction in the budget to £600,000 for passenger transport subsidised services.*

Outcome: *Medium Term Financial Strategy budget of £600,000 for passenger transport subsidised services was approved at Full Council on the 6 March 2013.*

2. *The Medium Term Financial Strategy Consultation covered a wide range of organisations, special interest groups and meetings including a joint Neighbourhood Committee and Scrutiny Committees.*

Outcome: *The Medium Term Financial Strategy was approved on the 6 March 2013.*

3. *All City Council Councillors were written to, and offered a bespoke session, to discuss which services within Peterborough, and specifically their ward, were at risk as part of this review of subsidised services.*

Outcome: *Meetings held with all Councillors who requested a bespoke session.*

4. *The Scrutiny Commission for Rural Communities requested and received a presentation on services that operated in rural Peterborough and which subsidised services were at risk on the 26 March 2013.*

Outcome: *Minutes of a Meeting of the Scrutiny Commission for Rural Communities on the 26 March 2013 outline the outcome of this meeting.*

5. *Transport Forum (open to the public) and organised by Peterborough Environment City Trust was held at the John Clare Theatre on the 19 February 2013. Officers gave a presentation and a discussion took place regarding the subsidised passenger transport review.*

Outcome: *An open discussion took place discussing the positive contribution that subsidised services made to Peterborough and a general consensus was that reducing the budget available to passenger transport services was undesirable.*

6. *A Cross Party Advisory Group was set up by the Cabinet Member to discuss the review and to make recommendations regarding which subsidised services should continue to receive funding within the agreed budgetary provision of £600,000. The group met on the following dates:*

- *13 May 2013*

- 20 May 2013
- 21 May 2013
- 29 May 2013

Outcome: The group held a series of meetings and considered the following issues and information:

- *Equality Impact Assessments for all service options*
- *Bus Service Review for Local Link services*
- *Current and projected costs to retain current provision of services*
- *Presentations from:*
 - Stagecoach (all their subsidised services)*
 - Atkins (Equality Impact Assessments and Bus Service Review for Local Link services)*
 - Centrebus (Kimes 9)*
 - Support and advice from Passenger Focus*

The group recommended areas where savings could be made. However, they requested that Cabinet be informed that this decision was difficult as they recognised the importance and benefits associated with all of the services subsidised by the Council.

- *Members wanted to know if Age Concern had been consulted on the proposals. Members were informed that Age Concern were on the list of consultees.*
- *How many Councillors took up the offer of a bespoke session? The Officer advised that he could not remember the exact number but he estimated that it was approximately 19 councillors.*
- *Why were the Cabinet Advisory Group recommendations rejected by Cabinet? Members were informed that the recommendations were rejected because they had not met the budgetary requirements set out by Full Council.*
- *Councillor Sandford commented that part of the purpose of the Peterborough Local Transport Plan was to improve and extensively promote the councils Community Link and Local Link bus services. How therefore did the Cabinet decision comply with council policy? Members were informed that the budget cuts had to be understood in the wider context that all service areas were affected.*
- *The proposed Demand Response Service replacing the 406 and 407 bus services would not be suitable for people travelling to work along those bus routes. Members were informed that there was a proposal to introduce a new type of Demand Response Service to ensure that buses were available at peak times AM and PM for people to get to work and school.*
- *Members had noted that the Local Link service 406 had reported the highest passenger usage for 2012/2013 of 192,116 passengers.*
- *The Officer advised the Committee that there were alternative transport options already in place for people unable to walk the extra distance to other commercial service bus stops. They were the Demand Response Service and the high end services e.g. Community Link and Rural Dial a Ride. Those services were designed specifically for people who had mobility and disability issues who could not access normal public transport.*
- *Had officers advertised the proposed changes on the bus service routes to be affected or in the local press and at the bus stops? The Officer advised Members that it had been publicised on the local radio, in the press and on TV.*
- *Members were concerned that school children would be affected and wanted to ensure that they would be able to get to and from school. Members were advised that Atkins had completed the Equality Impact Assessments and where impacts had been identified the council were able to mitigate those circumstances by the recommendation in the decision.*

- Councillor Harrington was concerned that Parish Councils had not been consulted. *Members were informed that Parish Councils had been consulted as part of the budget setting process.*

As there was no further debate the Committee took a vote to decide on whether they should:

- (a) not agree to the request to call-in, when the decision shall take effect;
- (b) refer the decision back to the decision maker for reconsideration, setting out its concerns;
- or
- (c) refer the matter to full Council.

The Committee (Councillors Arculus, Serluca, Harper, JA Fox, Thulbourn and Forbes) voted unanimously in favour of agreeing to the request to Call-In the decision. The Committee felt that not sufficient consideration had been given to the cut in Passenger Transport Subsidised Services within the £600K budget and the impact it would have on vulnerable members of the public.

The Committee then debated whether the decision should be referred back to the decision maker; Cabinet for reconsideration or to Full Council. After a short discussion the Committee voted in favour of the decision being referred back to Cabinet. (4 in favour, 3 against) Councillors JA Fox, Thulbourn, and Forbes voted against a referral back to Cabinet. Councillors Arculus, Harper and Serluca voted in favour of the decision being referred back to Cabinet. As the vote was 3 in favour and 3 against the Chair had the casting vote and voted in favour of referring back to Cabinet.

ACTION AGREED

The request for Call-in of the decision made by Cabinet and published on 1 July 2013, regarding Passenger Transport - Subsidised Service Provision - JUL13/CAB/059 was considered by the Sustainable Growth and Environment Capital Scrutiny Committee. Following discussion and questions raised on each of the reasons stated on the request for Call-In, the Committee did agree to the Call-In of this decision on the reasons stated.

It was therefore recommended that Under the Overview and Scrutiny Procedure Rules in the Council's Constitution (Part 4, Section 8, and paragraph 13), implementation of this decision remains suspended until further notice.

The Sustainable Growth and Environment Capital Scrutiny Committee therefore Recommends that Cabinet:

1. Reconsiders the results of the consultation undertaken with regard to the decision to discontinue Passenger Transport Subsidised Services;

And in doing this:

2. Undertakes further consultation to fully assess and understand the impact of discontinuing these services on vulnerable members of the public in particular with relation to the Local Link service before making the decision.

At this point Councillor Forbes left the meeting.

4. Peterborough Serco Strategic Partnership Performance

The Partnership Director introduced the report which provided the Committee with an update on the performance of the Peterborough Serco Strategic Partnership contract. The report covered the period 2012 to end of March 2013. Members were informed that performance

had improved since last reporting to the Committee in July 2012. The report covered the following areas of operation:

- Operations
 - Service delivery and improvements
 - Service Improvement Plans
- Growth
- Transformation
- Procurement

Also included in the report was performance data against the Key Performance Indicators against which Serco were measured.

Questions and observations were made around the following areas:

- Members sought clarification on the data provided on benefits performance which had shown a year on year increase in the number of days to process the claims. *Members were informed that there had been an unexpected significant increase in the activity around benefit claims. Some of this was due to the change in government legislation which had made it easier for people to receive benefits such as automatic claim intervention from the Department of Work and Pensions. Measures to transform the service were being taken to reduce the number of days to process the claims.*
- Members sought clarification of the national indicator NI181? *Members were advised that this was a National Indicator that was an aggregation of new claims and changes in circumstances.*
- Members were concerned about the data for complaints about Customer Service which had highlighted 26 complaints regarding staff attitude / conduct and complaints relating to Revenues and Benefits which had highlighted 72 complaints for delayed / failed service. *Members were advised that there would always be some people who were not satisfied with the service even if provided within the timescale. Complaints regarding the delay and failure of service for revenues and benefits did not necessarily mean that the service provided was not within the required timescale. All complaints still had to be logged even if the service provided had been within the timescale. Customer service attitude was taken very seriously and people who did not have the right attitude were either retrained or let go if the conduct had not improved.*
- Who set the Key Performance Indicators? *Members were advised that the KPI's were set locally by the Council and some were national targets.*
- Members sought clarification on the following statement in the report *"the next year is likely to see the Council and Serco bidding together for a range of opportunities which could include commissioning and delivery of health and social care services"*. Members wanted to know if this meant that Peterborough would be approaching other local authorities to operate their health and social care services. Or did it mean the health and social care services within Peterborough City Council would be handed over to Serco to run. *Members were informed that the example mentioned in the report was something that was being worked on with Serco and the Cambridgeshire and Peterborough Clinical Commissioning Group. There were four areas of commissioning that had gone out to tender and Serco were bidding for these. The driver behind this was the financial situation that the council had found itself in and the expectation that this council had the capability and skills that other councils needed. It was very much a partnership approach between the council and Serco and part of the expected growth that Serco could bring to the council. Parking services was another option being considered.*
- Members noted from the report that the KPI for percentage of calls answered in 20 seconds was 61% and were concerned that this meant that the remaining percentage equated to abandoned calls. Members wanted to know if Serco were happy with the 61% target set by the council. *Members were informed that this did not mean that calls not answered within 20 seconds had been abandoned it just meant that they had not been answered within the 20 seconds timeframe. A new telephone system was being*

brought in which would help to improve on the rate of calls answered within 20 seconds. Members were advised that the percentage of first call resolution which was a KPI of 83% was a much more important KPI as this indicated how many first time callers had their issue resolved at the first point of contact. Serco had exceeded this KPI by 3%.

- *Members sought clarification of what “PCI compliance” meant as stated in the report. Members were advised it related to being compliant with how credit card payments were taken over the phone. It was a specific requirement that the customer service operators had to be trained on and operate within.*
- *Members requested an update on the On-Line Claims process which had gone live on 5 March 2013. Members were informed that after consultation with various groups including Age UK and Social Landlords and undertaking Equality Impact Assessments the Benefit Claim system had now become totally digital. The claim form was an on line smart form which had made it much easier for people to complete. 77% of claims were now being completed on line. All feed back received so far had been very positive.*

ACTIONS AGREED

1. The Committee noted the report and requested that a further annual report on the Peterborough Serco Strategic Partnership Performance be brought back to the Committee in July 2014.
2. The Committee also requested that if Serco were to bid for opportunities to commission and deliver health and social care services for the Cambridgeshire and Peterborough Clinical Commissioning Group then the Scrutiny Commission for Health Issues should be informed.

5. New Household Recycling Centre

The Waste Partnership Officer introduced the report which informed the Committee about the planned relocation of the Household Recycling Centre (HRC) from its current location next to the landfill site at Dogsthorpe to a new site in Fengate in the former RSG building. Members were advised that the move was necessary as the lease at Dogsthorpe would expire in October 2014. The council had a statutory obligation to have a Household Recycling Centre and therefore another location had to be found. The proposed new location which was the former RSG building had a number of benefits including a well positioned location, a larger site which was already owned by the council and it had existing planning permission for other waste uses.

Questions and observations were made around the following areas:

- *What provision has been made for people who did not have cars who wanted to transport waste to the new location. Members were advised that it was near a cycle route and there were also a lot of bring sites located across the city which took recycled goods. Some of these also took electrical goods.*
- *Had a survey been conducted to establish how many people attend the current Dogsthorpe site either by walking or cycling? Members were advised that a survey had been conducted over a few days to see what mode of transport people arrived by and no one had arrived by cycle or by walking.*
- *The Waste Partnership Manager advised Members that there were alternative collection services for people who did not have cars like the bulky waste collection service.*

ACTIONS AGREED

The Committee noted the report and supported the proposal to relocate the Household Recycling Centre to the former RSG building in Fengate.

6. Energy from Waste Facility – Project Update

The Waste Partnership Manager introduced the report which provided the Committee with an update on the progress of the development of the Energy from Waste (EfW) Facility in Fengate. Members were reminded of the background to the project and the key benefits. Members were advised that the site was currently being cleared and prepared ready to commence construction. Steel work to form the skeleton of the building would start in early 2014.

Questions and observations were made around the following areas:

- Is the full contract now available for Members to see? *Members were advised that the full contract was now available but before allowing Members to see it a check would have to take place to see if any areas needed to be redacted.*
- Members requested to see the Environmental Impact Assessment. *Members were advised that the facility had just been awarded an Environmental Permit which was the license from the Environmental Agency to operate. All the information from the Environmental Impact Assessment would be part of that document and could be obtained from the Environmental Agency.*
- Was the council still aiming to achieve a recycle and compost rate of 65% plus as part of the waste management strategy? *Members were informed that the aim to achieve 65% of waste recycled and composted was for the year 2020 however over 50% of the target was already being achieved.*
- Was there going to be any pre sorting of the waste before going into the incinerator. *Members were advised that the facility would not have any pre sorting equipment. The pre sorting would have already been completed at the curb side collection through the black bin, green bin, brown bin and food waste bin.*
- Members sought clarification on the cost of landfill charges. *Members were advised that the current price was £72 per tonne tax and approximately £20 per tonne fee to the operator at the facility. Landfill tax used to be £2 per tonne and had risen steadily over the past few years with another rise due on 1 April 2014 which would take it to £80 per tonne in tax.*
- Members sought clarification as to when the feasibility study for the Combined Heat and Power part of the facility would be completed. *Members were advised that the facility would be enabled with Combined Heat and Power from the start and could be connected at any time. The challenge would be when and where to provide this.*
- If it is unknown when and where the electricity and heat would be used will this affect the financial projections that have been put forward for the facility? *Members were advised that when the facility was up and running it would be the third most efficient energy from waste facility in the country. No income from heat sales had been included in the financial modelling.*

ACTIONS AGREED

The Committee noted the report.

7. Scrutiny in a Day: Focus on Welfare Reform

The Senior Governance Officer presented the report which set out proposals to hold a cross-Scrutiny Committee event that would focus on the impacts of welfare reform. This event would be held in order to understand and mitigate against the breadth of impact on individuals, families, communities and businesses. Nominations would be sought from each Scrutiny Committee to form a working party to help plan and provide input for the day.

Questions and observations were made around the following areas:

- Councillor Sandford requested that nominations for the working party be sought from the Group Secretaries.
- Members requested that when planning the day consideration should be given to those Members who worked during the daytime.
- Councillors Fox and Arculus nominated themselves to be part of the working party to help plan the event.
- Members sought clarification as to how many members from each committee would be able to take part in the Scrutiny in a Day event. *The Senior Governance Officer advised that all members of each Scrutiny Committee would be invited to take part as the purpose of the event was to hold a cross Scrutiny Committee event to include all Scrutiny Committees and Commissions.*

ACTIONS AGREED

1. The Committee noted the report and supported the recommendation to hold a Scrutiny in a Day event with a focus on Welfare Reform.
2. The Committee also agreed to put forward nominations to the working party.

8. Notice of Intention to Take Key Decisions

The Committee received the latest version of the Council's Notice of Intention to Take Key Decisions, 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.

ACTIONS AGREED

The Committee noted the Notice of Intention to Take Key Decisions and requested the following information:

- Information on the Moy's End Stand Demolition and Reconstruction – KEY/03APR/12

9. Work Programme

Members considered the Committee's Work Programme for 2013/14 and discussed possible items for inclusion.

ACTION AGREED

To confirm the work programme for 2013/14 and the Senior Governance Officer to include any additional items as requested during the meeting.

10. Date of Next Meeting

Thursday, 5 September 2013

The meeting began at 7.00pm and ended at 10.25pm

CHAIRMAN

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 5
5 SEPTEMBER 2013	Public Report

Report of the Chief Executive

Contact Officer **Mike Kealey, Interim Head of Human Resources**
Contact Details **(01733) 384501**

HUMAN RESOURCES MONITORING REPORT

1. PURPOSE

1.1 To facilitate scrutiny of staffing and workforce matters.

2. RECOMMENDATIONS

2.1 That the Committee scrutinise and comment on the report.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

3.1 There are no statutory national indicators related directly to the council's workforce - however it is compared to other authorities through voluntary benchmarking activities, and workforce management and development is crucial to advancing the Council's performance.

4. BACKGROUND

4.1 The Sustainable Growth Scrutiny Committee previously requested to receive regular reports on staffing and workforce matters.

Following the March 2013 report, Human Resources were requested to include in this report:

1. Why the diversity of staff employed particularly Ethnic Minorities and people with disabilities at the council had dropped and what could be done to change this and report back to the Committee.

2. A copy of the Equality Impact Assessment regarding the new 'no pay for the first three days of sickness' policy should it be implemented. [This is not included as the outline proposal made for this has not, at this time been progressed.]

3. Whether the figure for days lost for sickness (3219 FTE days reported in March) due to stress, depression, anxiety and fatigue had reduced and what was being done to address this.

5. KEY ISSUES

5.1 STATISTICAL DATA

The data report at Appendix 1 has been written to present as concisely as possible, but to including all key measures requested, and was designed following consultation at the group reps meeting prior to the March 2013 report. This incorporates figures at June 2013 compared with those in the last report [at November 2012] and benchmarking with other authorities in the most recently available annual exercise. Feedback on the format and content of the data provided will be taken into account for future reports.

5.2 HR DEVELOPMENTS \ UPDATES \ PRIORITIES

Figure numbers refer to the statistics and charts in appendix 1.

The appendix shows at the front a table of benchmarked metrics and this is followed by more detailed pages related to each of the headings below:

Turnover [see Figures 1.1 to 1.5]

Since the November 2012 figures presented at the last meeting the directly employed FTE staff numbers has reduced by 140 FTE net of starters. There have been 247 leavers over this period. The largest group of these were redundancies [134], but there has also been a further transfer of undertaking to Serco representing Support staff from the Adult Social Care area. Redundancies significantly included those related to the closure of residential homes, though there have also been smaller number of redundancies from restructuring in other areas including 23 in Children's Services, and 7 in Operations.

Other significant changes that have been managed over the period include the transfer into the Council of Public Health staff and functions [28 staff]. There have also been four staff transfer back to the council providing the print and design service.

Restructuring within services has continued in order to meet budget requirements and business needs. Work has also continued supporting various restructures, including the transfer related to highways due on 1st October.

Voluntary turnover [figure 1.5] is currently running at 7.16%, down from 7.6% in your March report.

And slightly above the benchmark for other local authorities [6.80%). Voluntary turnover figures increase statistically simply because the overall decline in staff numbers e.g. from redundancies and transfers. The stability index [which measures the percentage of staff currently at the Council who have worked continuously for more than one year rose to 95.07%, which is in the upper quartile for local authorities, and is generally a good sine of retention of staff and the retention of experience and expertise within the workforce.

Social Workers continue to be a difficult to fill \ retain role. Since November 2012 there have been 9 leavers [4.05% of leavers]. These were all resignations except for one retirement. 5 Social workers not previously working for the authority have been recruited over the same period.

Although generally a low rate of turnover is good for reducing recruitment costs and service provision, a certain level of turnover is considered positive in facilitating restructuring of work and therefore efficient and effective operations as well as bringing fresh talent and perspectives to Services. Turnover also is affected by market conditions as well as staff satisfaction. More detail on turnover by Service and Directorate is included in the turnover graphs \ tables.

A concern raised previously relates to the possibility of staff who leave being re-engaged outside of the payroll in cases of redundancy. A policy has been in place since July 2011 as part of the Redundancy policy stating that employees made redundant will not be able to rejoin the council within 12 months of the effective date of termination, regardless of their rejoining employment status/capacity, unless permission is given by the Chief Executive and the enhanced redundancy payment is repaid in full. In the year to November 2012 only two persons started on the payroll who had been made redundant in the preceding year - both for temporary \ casual roles, both at lower grades than originally employed. In both cases employment did not start until 4 and 9 months after leaving respectively and in a different role.

Absence [see figures 2.1 to 2.4]

Progress on reducing the sickness rate of current employees is shown in figure 2.2

Sickness rates have been reduced further since the last report in March 2013 with the days per current employee falling from 9.63 days per employee to 9.03 days per employee over a twelve month period. [In fact June saw a rise from a low point in May of 8.75 days. While some of this

was due to fluctuations across departments in June, a big factor was the transfer of Adults Social Care support staff to Serco, who had a lower than average sickness rate thus increasing the rate for the remainder of the department, made up of a greater proportion of front line staff.

Despite this the sickness rate in Adult Social Care has been reduced from 15.94 days to 15.65 days since November 2012.

This overall consolidates progress on attendance rates with a downward trend being established since a high point in March 2012 when Adults Social Care transferred to make up 27% of the workforce and with a day's per employee rate of 18.05 days per employee. The TUPE of support staff to Serco from autumn 2012 also affected the overall picture due to having a lower than average absence rate.

To benchmark with other authorities, rates have to be use which include all staff who have worked for the authority during the period. The rate for the 12 months to June 2013 on this basis is 11.40 days, compared with 12.29 days reported in March 2013. This level is just above the upper quartile for authorities of 11.30 days [i.e. Peterborough just falls within the top 25% of rates]. If the current progress on rates is sustained at a significant rate comparison with other authorities is likely to improve. Benchmarking of sickness rates are only an approximate guide because the mix of services carried out in house will vary from authority to authority, and have a considerable effect on attendance rates.

55% of absence days lost currently fall in long term absences [absences of over 20 days], a slight decrease from the last report [58%]. Long term absences typically form a much higher percentage of absence in the public sector, the underlying reasons for which are usually linked to differences in age profile between sectors. This shows the importance of the management of long term absences through use of absence procedures, occupational health services, health and safety and HR processes where return to work cannot be facilitated.

In the 12 months to 30th June, 575 or 38% of current staff have had no sickness absence at all.

The issue of workforce stress has been addressed separately in order to supply a specific answer to the questions raised by the Committee.

Appraisals and Training activity [figures 3.1 and 3.2]

Emphasis has continued on embedding the Personal Development and Review process, and PDRs have been completed between April and July for all non casual staff who were with the authority on 1st April as shown in figure 3.1. This excludes those for whom appraisal takes place during the school year, or so far could not have been completed for example due to Maternity absence, secondments or long term sickness.

Work around the consistency and quality of PDR reviews has continued. Departmental Management Teams have had further involvement in verifying scores overall, and we have continued to see scores centre around the average score of 3 - meets expectations. Performance improvement plans are put in place for the small numbers below meeting expectations [i.e. 1 and 2].

A review has since taken place led by Training and Development of lessons learnt during the process this year which again will feed into the ongoing development of the scheme. A staff survey is also being undertaken to review staff feedback on how they find the process.

Analysis of the identification of training needs carried out within the process is being carried out in Training and Development both to inform the overall provision of training and any specific training needs that can be taken forward for individuals.

A larger percentage of staff have received ratings with 'Cannot Rate' mainly being used for recent new employees where the PDR serves the purpose mainly of setting objectives for the employee and identifying any training and development requirements.

Work has continued towards achieving Investors in People Silver level and this has involved ongoing work with employees to ensure progress is being made towards the standard. Assessment is due to take place in October 2013.

For June 100% of delegates rated courses as either Excellent, Good or Meeting Expectations. 95% of respondents to a survey in October were able to identify a positive impact from training, including improved service delivery, improved communications and increased confidence [last report 79%].

Employee Relations [cases] [figures 4.1 - 4.2]

Disciplinary and Grievance Cases statistics give information on issues raised under employment procedures and are recorded by HR. Statistics are based on cases closed in the 12 month period and at a time of reducing workforce this has an upward impact on measures, as it is expressed per employee. Statistics cover staff within Council Directorates in line with this report. HR also has some involvement in cases related to schools or City College where matters of the Council's interest is concerned but do not provide direct case management.

Rates of Disciplinary cases have increased and those of Grievances are around the same rate. Both rates are below average for similar councils. Since the last report at November 2012 there have been no new ET cases or settlements of potential ET cases.

Levels of cases are a mixed indicator. If the figures are too low it could indicate issues in the workforce are not being effectively resolved or dealt with, or could mean cases are being effectively resolved informally. An unacceptably high level e.g. of grievances might indicate problems with processes or procedures or workforce satisfaction.

Workforce Diversity

HR continue to monitor the equality impact of HR decisions, policies and procedures through Equality Impact Assessments when policies are reviewed \ revised, and through workforce monitoring. The lead on equality matters in the authority more widely is taken by the Corporate Diversity Group under the leadership of Paul Phillipson.

A proposal to expand monitoring to the other protected characteristics under the 2010 Equality Act has now gained support and is being set up in HR systems. This will lead to a resurveying of employee data on equality. This will provide expanded workforce data in order to inform future Impact Assessment, and also ensure data remains relevant and up-to-date.

Equality and Diversity is supported by HR, through training courses, e-learning, and work towards Investors in People.

In Figure 5.1, the tables have now been updated to show not only benchmarks with other authorities but comparison with the 2011 census [figures are specific to the working age range within the population].

Figures for disability diversity rate and the ethnic minority diversity rate have made modest increases, while female representation has reduced slightly, while still being at a high level, both in general and within the top earners.

Further comment on ethnic diversity and disability are shown separately in response to questions HR have specifically been asked to address.

In Figure 5.2 current numbers and percentages of staff by gender, disability etc are shown. The percentages are based on the number of staff who have provided monitoring information for each characteristic.

Further diversity analysis is published on the Peterborough City Council web site annually in order to meet the requirements of the Equality Act 2010, as are equality impact assessments.

5.3 REQUESTED INFORMATION

Figure numbers refer to the statistics and charts in appendix 1.

STRESS ABSENCE

Has the figure for days lost for sickness (3219 FTE days reported in March) due to stress, depression, anxiety and fatigue had reduced and what was being done to address this?

The figure of FTE days has reduced [to 2,709 for the last 12 months for current employees]. It has also reduced significantly since the last report in terms of percentage of occasions lost [from 10.13% to 6.52%]. However the percentage of days lost allocated to stress related factors has increased slightly, and remains the largest single category of sickness reasons in percentage terms.

Figure 2.4 has been included to provide more breakdown by Directorate of stress related data. As the table shows, stress related absence varies considerably from 0.44 days per year per employee in Legal and Governance to 2.57 and 3.64 in Children's Services and Adult Social Care respectively. Stress rates have always varied by service area \ activity as do other types of absence.

The reason stress has increased proportionally to some extent in recent years relates to:

1. Transfer out of the council of areas such as City Services, where problems such as musculo-skeletal issues for example were more prevalent given the nature of the occupations involved. As these categories reduce, stress figures increase when looked at in percentage terms.
2. The council has continued to transfer out of the organisation posts related to business support leaving a workforce with a higher percentage of 'front line' workers where stress might be expected to be more prevalent.
3. Improvement in the reduction of short term absences will always appear to increase proportionally absences related to long term absences.

These factors are not raised to suggest action to support employees in relation to stress, is not a high priority, but simply to explain how statistics can tend to suggest increases which are not directly due to worsening conditions for employees within the organisation.

To put the issue in context, the days lost per employee have continued to be reduced overall [from 9.63 days per employee in November to 9.03% in June].

Here is the profile of sickness days lost and occasions by length of stress related absence in the 12 months to June 2013:

Days	Occasions	Total Days lost	Occasions	Total Days lost
1-5	78	131	■	■
6-10	14	111	■	■
11-15	10	113	■	■
16-20	6	102	■	■
21-30	10	206	■	■
31-40	7	219	■	■
Above 40	21	1,826	■	■

In terms of high loss of working days it can be seen that the 14% of occasions over 40 days in length [21 cases] account for 67% of the days lost], and shows that the primary issue in the number of days being lost in the stress category relates to a small number of long term cases.

Of the 25 current long term absences at 30th June 9 cases are assigned to the stress category. 8 of these relate to social work or teaching roles. Business Partner's monitoring notes indicate all cases are being closely monitored. One of the employees is in the process of leaving on the

grounds of capability due to ill health. 3 further cases are in the formal attendance management process [mostly at stage 3] and may also result in the employee leaving through ill health. In at least one further case specialist medical advice has been sought. All cases are kept under review at least monthly. It can be seen that these type of issues have to be handled sensitively, and often involve the need for specialist advice. Specific disabilities may also be involved. Often cases take time to deal with because of the medically certified absence of the employee.

The actions being taken which will continue to impact on better stress management include:

- Availability of employee assistance programmes e.g. in Children's Services and Operations with options proposed as to whether it would be beneficial to extend these.
- Availability of independent counselling services arranged via Occupational Health.
- Proposals being prepared for Employment Committee to consider changes to the sickness management arrangements that would be aimed at improving attendance \ employee support.
- Referral of cases by managers to Occupational Health.
- Referral to professional health services in appropriate long term cases to ensure appropriate action is taken.
- Regular reporting of attendance data \ levels to focus management attention on attendance and ensure appropriate return to work processes and trigger point monitoring procedures, supported by HR Business Partners.
- Courses available from Training and Development in relation to understanding and managing stress, both for Managers and employees.
- Support provided in re-organisations for those going through change, including for example with skills such as CV writing.
- Promotion of healthy living, for example through 'Boost' events, and regular health information provided through insite.
- Training and support from Health and Safety e.g. on stress risk assessment,
- Review of the attendance policy to ensure it is robust and supportive \ fair, but at the same time keeps delays to a minimum.

DISABILITY

In actual fact the data presented in the March 2013 report did not show a decrease in the percentage of those with a disability in the workforce. Between March 2010 and November 2011 it rose from 2.97% to 3.69%, and at June 2013 is at 3.88%. The rates are above the average for benchmarked local authorities, though can fluctuate somewhat because a small number of leavers \ starters can make the figures more volatile. The other factor related to disability in particular is that it is not a fixed equality characteristic, therefore to be accurate data needs to be kept under review and staff resurveyed to capture their current status. This is about to be actioned through implementation of an expanded equality monitoring scheme covering many of the protected characteristics included in the Equality Act 2010.

Changes in overall rates are due to a complex combination of reasons including the decisions of individual staff members in staff voluntary redundancy programmes, general turnover, individual's health progress and so on. In the current situation for Local Authorities, strategies put in hand by Peterborough to outsource significant proportions of the workforce, limits recruitment in a climate of falling headcount and so on, and narrows the types of employment directly supplied by the council. 2.72% of staff transferred to other organisations since April 2009 [24 out of 889 with a declaration on disability].

The Council continues to participate in the two ticks scheme to guarantee interviews to suitably qualified candidates with a disability and ensure any adjustments to processes to assist disabled candidates thought the recruitment process are made. This assists in maintaining equal opportunities in access to employment opportunities. In 2012/13 3.51% of applications were from those declaring a disability, the second highest figure since 2006/7. Supporting existing employees with a disability through Managers, occupational health services and aids and adaptations also assists as positive factors in maintaining the disability percentage, and the obligations of the council as an employer of those with a disability.

Continuing to maintain or increase the disability rate of the council will involve:

1. Continuing to facilitate such initiatives as Westcombe Engineering as one specific service targeting employment opportunities within Peterborough City Council, while ensuring employment for those with a disability is also available in the 'mainstream'.
2. Continuing to survey staff to ensure we understand and record the current levels of disability within the organisation. Data is about to be recollected to facilitate this.
3. Continue to participate in the two ticks scheme and ensure this is assisting appropriately qualified candidates to apply for job opportunities. There has been no recent evidence of any problems in the current policies and processes [e.g. through complaints], but HR are currently looking into more proactive collection of feedback data from candidates [by equality characteristics] to have more extensive data to use when reviewing processes.
4. Continue to support existing staff and managers in relation to disability matters, for example through occupational health and Business Partner Support.
5. Continuing to look at diversity issues including disability as the organisation looks to progress within Investors In People standards. The organisation is being assessed for IIP Silver in October.

ETHNIC MINORITY AND DISABILITY DIVERSITY IN THE WORKFORCE

Why has the diversity of staff employed particularly Ethnic Minorities and people with disabilities at the council dropped and what could be done to change this?

This report has historically focused upon an overview of HR activity, and therefore equality has only formed one strand of performance data provided and in line with an overview report presents only a few key measures related to diversity which are benchmarked. To clarify, the Council publishes on its web site a full annual analysis of workforce equality data in an annual report following the guidance of the Equality and Human Rights Commission on the requirements of the Equality Act 2010. The report is currently being drafted covering 2012/13.

The first point is to note that the percentage of staff from ethnic minority and mixed origin backgrounds has increased [however modestly] since April 2012 and gone from 6.17% up to 6.57%. In the two financial years before this there was a decline, but the level is within 0.5% of the 09/10 level currently.

An analysis of TUPE transfers out of the organisation over the years 09/10 onwards shows that 113 out of 1011 staff with a declared ethnicity fell within this group and therefore 11.18% of staff transferred out of the Council were from minorities. It can be seen therefore that minority employees have been more likely to have been involved in transfers out than average, though of course this means their employment continues within other organisations on protected terms and conditions. Clearly, with such big shifts, the Council is not likely to maintain or increase dramatically the same diversity levels internally in the short term.

March 2012 also saw a big transfer in of staff from the NHS [480 staff] in Adults Social Care and this again adjusted considerably the staff profile of the organisation. Of those with a declared origin in TUPE data only 2.78% of staff were from a minority. However, data was not available for the majority of staff so that for the real impact has not been able to be fully assessed. This is about to be addressed through a resurvey of all staff, and the most likely outcome is that the ethnic diversity rate will increase as a result.

Within the council's recruitment system 19% of applicants were from a ethnic minority in 2012/13, in fact slightly higher than would be representative going by the 2011 census figures. A similar percentage of white and minority applicants were interviewed [17.94% to 15.55%]. In the same year, 8.3% of staff appointed were from ethnic minorities. This suggests recruitment as a process is contributing towards higher ethnic diversity in the workforce. Although a smaller proportion of ethnic minority applicants are still appointed, this is most likely to be due to differences between specific applicants since the shortlisting process is carried out without access to the equality data or candidate names etc. Processes keep the origin of candidates as hidden as possible, and complaints about the process are rarely received. The process is made

as objective as possible by drawing up person specifications for each post, and scoring applicants against each identified job requirement. It is supported by manager training. Nevertheless HR are looking to implement a candidate feedback survey to ensure we do what we can to proactively invite and consider feedback which we can analyse to review the fairness of processes.

In 2012/13 6.36% of leavers were from ethnic minorities [7 resignations, 3 Voluntary redundancies and 1 dismissal], suggesting the retention of minority staff is generally in line with staff retention generally, and even making a slight contribution to increasing workforce diversity.

It is accepted that both good business models and the desire for equality and delivery of our services to diverse populations should lead to concern for ensuring the development of a diverse workforce continues. The issue of increasing ethnic diversity is not unique to the council. It already falls within the upper quartile of councils in its diversity rates.

However, it must be recognised that the opportunities to do this only exist with the constraints of fair treatment of individuals [equal opportunities]. So for example the Equality Act 2010 would allow the appointment of a minority candidate over another candidate where they were equally matched to the job requirements. The general rule is thought that appointments have to be on a merit basis, hence the concern to ensure all processes are as objectively scored and recorded as possible.

Resources have of course reduced over recent years both through the need to ensure processes are as efficient as possible and the decreasing size, scale and scope of the organisation have both meant resourcing specific initiatives aimed at specific minorities has not been easy to supply. So for example, use of specialist advertising is generally not considered cost effective, or attendance at community based job fairs, especially where current arrangements are attracting a significant proportion of minority applicants.

Most suggestions that can be made around facilitating greater ethnic diversity, therefore are around ensuring gradual ongoing development of diversity:

[a] continuing to review that processes are as fair as possible

[b] continuing awareness training initiatives and celebration of our diverse culture.

[c] seeking to collect and respond as far as possible to employee and applicant concerns to ensure as level a playing field as can be provided.

[d] ensuring working conditions within the council for minority staff encourage recruitment and retention. For example 'Religion and Belief' is often a related factor to ethnicity, so we need to ensure this factor is fully considered in reviewing Council policies and practices, such as a sympathetic approach to time off being taken during festivals etc.

There are proposals currently under development for a new diversity awareness event that will include employee workshops and elearning opportunities. This is to give a fresh emphasis on the Council's equality and diversity commitments and legal requirements.

6. IMPLICATIONS

6.1 This report covers Council staffing so does not related directly to specific Wards. As an information report it makes no direct recommendations with Financial; Legal; Human Resources; ICT implications.

7. CONSULTATION

7.1 No specific consultation has taken place for this report.

8. NEXT STEPS

8.1 A further report will be submitted in twelve months, unless any further matters are raised at the meeting requiring supplementary work \ information.

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 Appendix 1 – Key Summary Statistics and key tables \ graphs.

HR report for Sustainable Growth and Environment Capital Scrutiny Committee 5th September 2013
Key Summary statistics from 2012 HR Benchmarker study and internal reporting

Metric \ Comments	Bench marked measure	Unit	Current figure 30/06/13	Benchmarking figures for PCC Directorates				Most recent Comparisons \ Benchmarks [11-12]				
				Reported 30/11/12	PCC 12/13	PCC 11/12	PCC 10/11	PCC 09/10	Lower Quartile	Average	Median	Upper Quartile
Workforce size												
Headcount excluding schools and casuals [at end of period]		People	1426	1690	1551	1722	1728	2759				
Full time equivalent excluding schools [at end of period]		FTE	1299	1439	1336	1448	1425	2083				
Voluntary Staff Turnover and Retention												
% Voluntary Staff Turnover	✓	%	7.16%	7.6%	6.50%	6.12%	6.20%	6.63%	5.50%	6.80%	6.40%	8.30%
% Stability Index	✓	%	95.07%	92.87%	91.51%	90.10%	92.96%	85.81%	89.30%	90.70%	90.90%	93.00%
Sickness Absence												
Working Days Lost per Employee p.a. [Inc adults in latest figure for full year]	✓	Days	9.03	12.29	11.70	8.08	10.71	11.81	8.70	10.30	10.00	11.30
% of working days lost [PCC figures are annual rate for current employees at end of period]	✓	%	4.21%	4.57%	4.12%	4.90%	4.70%	5.18%	3.90%	4.40%	4.70%	5.10%
Average Length of Absence Period (Days)	✓	Days	5.73	5.96	6.01	6.36	4.70	5.68	5.00	6.90	6.10	8.20
Ongoing sickness occasions of over 20 FTE days at the end of period		People	25	36	25	39	17	31				
Staff above sickness trigger level [3 occasions or 10 days in 6 months] and therefore have attendance under review at end of period.		People	157	176	165	230	190	309				
Current Staff with no absence in last 12 months [at end of period]		People	575 [38%]	702	601	660						
% of Total Sickness Absence which is Long Term (i.e. over 20 working days)	✓	%	54.68%	58.04%	53.2%	57.4%	55.5%	54.7%	52.0%	51.0%	59.0%	64.0%
Training & Development												
Training Spend per Employee p.a.	✓	£			£305	£276	£279	£261	£175	£259	£276	£260
% of delegates on corporate courses rating their course as either Excellent or Good for Meeting Their Expectations [Latest monthly figures]			100%	100%								
Impact of Training (2 months post course) – % respondents identifying positive impact of training, increased confidence, improved service delivery, improved communications etc. [Latest monthly figures]			95%	79%								
% of employees set individual targets \ objectives each year	✓	%	100%	95%	96.1%	85%	67%	47%	80%	89%	97%	100%

Metric \ Comments	Bench marked measure	Unit	Current figure 30/06/13	Reported 30/11/12	PCC 12/13	PCC 11/12	PCC 10/11	PCC 09/10	Lower Quartile	Average	Median	Upper Quartile
% of staff rated as constantly above expectations			1.77%	3.1%	3.2%	10.1%	4.3%					
% of staff rated as regularly below expectations			0.34%	0.0%	0.0%	0.5%	0.4%					
Disciplinary and Grievance Cases [over 12 months]												
Formal Grievance Cases per 1000 employees	✓	Cases	4.16 [6 cases]	4.13	5.16	5.06	9.70	9.03	2.80	5.10	3.80	6.80
Formal Disciplinary Cases per 1000 employees	✓	Cases	11.09 [16 cases]	7.22	14.83	8.59	33.18	39.03	12.00	14.40	9.90	5.30
Applications to employment Tribunal per 1000 Employees	✓	Cases	1.39 [2 cases]	0.5	1.93 [3 cases]	0.44	1.35	2.42		2.2		
Tribunal cases per 1000 Employees	✓	Cases	1.39 [2 cases]	0.5	1.29 [2 cases]	0.44	0.45	1.21		0.5		
Employee Diversity												
% of Workforce who are Female	✓	%	71.01%	72.85%	71.18%	72.44%	70.15%	64.72%	67.90%	71.20%	70.70%	74.90%
% of Workforce who are Part Time	✓	%	35.17%	36.98%	32.71%	36.31%	27.06%	37.13%	39.70%	44.70%	43.80%	49.70%
% of Workforce on a Temporary \ Fixed Term Contract	✓	%	4.06%	2.52%	3.42%	3.85%	5.04%	11.14%	6.00%	8.00%	8.50%	10.20%
% of Workforce who are from Ethnic Minorities or Mixed origins	✓	%	6.57%	6.31%	6.17%	5.61%	6.05%	6.98%	1.60%	3.90%	3.90%	5.00%
% of Workforce with a disability	✓	%	3.88%	3.69%	3.67%	3.78%	3.54%	2.97%	2.00%	3.20%	3.00%	4.00%
% of top 5% of earners who are female	✓	%	---	---	56.96%	52.75%	50.00%	50.68%	43.80%	46.20%	50.10%	54.30%
% of employees aged 50+	✓	%	32.92%	33.8%	32.94%	33.55%	33.09%	36.37%	36.30%	38.30%	38.10%	39.50%
HR Staff Ratios and Costs												
Ratio: All HR Staff to All Employees	✓	Ratio	---	---	75:1	106 : 1	77 : 1	73 : 1	57 : 1	76 : 1	66 : 1	88 : 1
HR Staff Cost expressed in £ per Employee	✓	£	---	---	£492	£278	£348	£454	£297	£406	£402	£506
HR Staff Cost as % of Organisation Pay Bill	✓	%	---	---	0.66%	1.00%	1.80%	1.90%	1.30%	1.80%	1.90%	2.20%

1. Headcount and Turnover

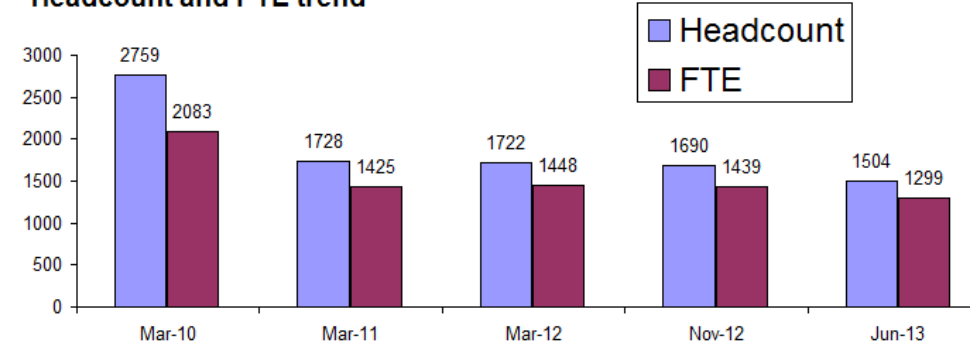
1.1 Breakdown of Headcount at June 2013

Team	Head count	Appoint ments	Full Time Equivalent	Breakdown of Headcount					FTE change since Nov12 report
				Casual	Full Time	Part Time	Perm anent	Temp orary	
Adult Social Care	318	320	271.60	2	173	143	304	12	-109
Chief Executive Dept	46	46	41.62	1	34	11	40	5	6
Childrens Services	647	721	542.00	63	390	194	553	31	-20
Legal and Governance	60	61	56.52	1	49	10	56	3	-4
Operations	328	336	292.78	10	253	65	308	10	-12
Strategic Resources	105	105	94.58	1	76	28	104	0	0
Directorates Total	1504	1589	1,299.11	78	975	451	1365	61	-140

Headcount excluding Casuals = 1426

1.2 Headcount and FTE Trend at June 2013

Headcount and FTE trend



1.3 Headcount by Terms and Conditions at June 2013

Terms	No	%	Mini Chart	Change from last report Nov11
Single status	1181	74.4%	<div style="width: 74.4%;"></div>	6.9%
NHS	265	16.7%	<div style="width: 16.7%;"></div>	-7.6%
Teachers	48	3.0%	<div style="width: 3.0%;"></div>	0.4%
Senior Management	35	2.2%	<div style="width: 2.2%;"></div>	0.2%
Soulbury	30	1.9%	<div style="width: 1.9%;"></div>	
Youth and Community	22	1.4%	<div style="width: 1.4%;"></div>	0.1%
All other	7	0.4%	<div style="width: 0.4%;"></div>	
Grand Total	1588	100.0%		

1.4 12 Months Leavers by Type to June 2013

12 Months leavers by type	No	%	Mini Chart
Redundancy - Voluntary	193	51.33%	<div style="width: 51.33%;"></div>
Resignations	110	29.26%	<div style="width: 29.26%;"></div>
Transfer of Undertaking	43	11.44%	<div style="width: 11.44%;"></div>
Retirements	18	4.79%	<div style="width: 4.79%;"></div>
Redundancy - Compulsory	5	1.33%	<div style="width: 1.33%;"></div>
End of Fixed Term Contract	4	1.06%	<div style="width: 1.06%;"></div>
Dismissal	3	0.80%	<div style="width: 0.80%;"></div>
Directorates total	376	100.00%	

1.5 Turnover by Service for last 12 Months to June 2013

[Excludes Casual & Relief Staff & temporary staff of less than one year]

Team	App Count start	App Count end	Average appointments	Voluntary Leavers	Other Leavers	All Leavers	Voluntary Turnover Last12M	Other Turnover Last12M	All Turnover Last12M
Care Services Delivery	379	218	298.5	16	151	167	5.36%	50.59%	55.95%
Quality Information & Performance	46	44	45	8	31	39	17.78%	68.89%	86.67%
Revenue and Payments	22	23	22.5	1	10	11	4.44%	44.44%	48.89%
Seconded to NHS [Mental Health]	12	13	12.5	0	1	1	0.00%	8.00%	8.00%
Strategic Commissioning	10	9	9.5	2	2	4	21.05%	21.05%	42.11%
Adult Social Care	472	310	391	28	195	223	7.16%	49.87%	57.03%
Communications	11	13	12	2	0	2	16.67%	0.00%	16.67%
Delivery	5	5	5	0	0	0	0.00%	0.00%	0.00%
Human Resources	21	18	19.5	1	2	3	5.13%	10.26%	15.38%
Public Health Client	0	5	2.5	0	1	1	0.00%	40.00%	40.00%
Chief Executive Department	39	43	41	3	3	6	7.32%	7.32%	14.63%
Education and Resources	210	191	200.5	23	12	35	11.47%	5.99%	17.46%
Safeguarding Families Communities	154	162	158	21	4	25	13.29%	2.53%	15.82%
Strategic Commissioning and Prevention	273	256	264.5	15	24	39	5.67%	9.07%	14.74%
Childrens Services	642	614	628	59	40	99	9.39%	6.37%	15.76%
Governance	29	30	29.5	1	2	3	3.39%	6.78%	10.17%
Legal Services	33	28	30.5	3	1	4	9.84%	3.28%	13.11%
Legal and Governance	64	59	61.5	4	4	8	6.50%	6.50%	13.01%
Commercial Operations	25	28	26.5	4	1	5	15.09%	3.77%	18.87%
Neighbourhoods	140	153	146.5	3	10	13	2.05%	6.83%	8.87%
Planning Transport & Engineering	133	133	133	4	3	7	3.01%	2.26%	5.26%
Operations	307	319	313	11	18	29	3.51%	5.75%	9.27%
Client and Commissioning	11	16	13.5	1	0	1	7.41%	0.00%	7.41%
Customer Services	28	30	29	1	1	2	3.45%	3.45%	6.90%
Internal Audit	6	6	6	0	0	0	0.00%	0.00%	0.00%
Strategic Finance	29	27	28	1	3	4	3.57%	10.71%	14.29%
Westcombe	23	21	22	2	2	4	9.09%	9.09%	18.18%
Strategic Resources	100	104	102	5	6	11	4.90%	5.88%	10.78%
Directorates Total	1624	1449	1536.5	110	266	376	7.16%	17.31%	24.47%

Some small teams of 5 or less staff not shown separately but included in totals

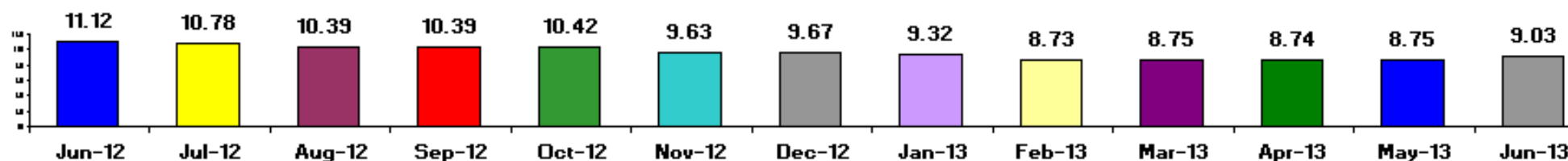
2. Absence

2.1 Most recent sickness rates - 12 months to June 2013 [current employee basis].

Last 12 Months focus									Last 3 Months Focus						
Name	Emp FTE	Approx FTE days available	12m Days	12m Occ	Approx % working days absence	FTE Days per Current Employee	Direction of Travel from Last Month [DPE]	DPE 12M last month	Days Apr-13	Occ Apr-13	Days May-13	Occ May-13	Days Jun-13	Occ Jun-13	Direction of Travel from Last Month [Days]
Care Services Delivery	186.01	40,189.83	3,324.21	431	8.27%	17.87	Up	17.24	321.28	28	233.79	38	273.45	25	Up
Quality Information & Performance	15.88	2,997.18	151.32	25	5.05%	9.53	Down	10.11	39.78	3	21.00	0	29.19	3	Up
Seconded to NHS [Mental Health]	11.03	2,410.39	97.62	11	4.05%	8.85	Down	11.99	21.00	0	21.00	0	20.00	0	Down
Revenue and Payments	12.23	2,735.84	88.18	25	3.22%	7.21	Up	5.65	2.00	1	3.00	0	1.00	1	Down
Strategic Commissioning	6.40	1,336.43	3.00	1	0.22%	0.47	Down	0.60	0.00	0	0.00	0	0.00	0	Same
Adult Social Care	234.34	50,256.36	3,667.33	494	7.30%	15.65	Up	14.32	384.06	32	278.79	38	323.65	29	Up
Strategic Commissioning and Prevention	217.72	47,450.85	2,228.57	367	4.70%	10.24	Up	9.79	218.62	42	224.03	38	154.89	26	Down
Safeguarding Families Communities	151.54	31,653.31	1,396.27	213	4.41%	9.21	Down	9.34	112.78	13	88.00	8	125.76	15	Up
Education and Resources	155.04	32,805.22	1,345.79	322	4.10%	8.68	Up	7.91	165.46	33	148.89	45	146.45	21	Down
Childrens Services	529.29	112,808.09	4,987.13	908	4.42%	9.42	Up	9.07	500.36	90	460.92	91	427.11	62	Down
Westcombe	19.84	4,203.81	361.93	23	8.61%	18.24	Up	18.10	23.54	3	24.16	4	23.03	1	Down
Customer Services	24.17	4,936.59	134.76	47	2.73%	5.57	Down	6.92	17.82	4	8.60	1	1.29	2	Down
Internal Audit	5.06	1,132.71	13.40	7	1.18%	2.65	Same	2.65	0.00	0	0.00	0	0.00	0	Same
Strategic Finance	26.02	5,817.83	57.95	17	1.00%	2.23	Same	2.23	0.00	0	1.89	1	0.00	0	Down
Client and Commissioning	15.49	3,245.17	4.00	2	0.12%	0.26	Up	0.24	0.00	0	0.00	0	0.00	0	Same
Strategic Resources	94.58	20,109.76	572.04	96	2.84%	6.05	Down	6.28	41.36	7	34.65	6	24.32	3	Down
Neighbourhoods	140.02	30,712.54	1,068.90	240	3.48%	7.63	Up	7.55	93.36	23	47.24	11	105.52	19	Up
Commercial Operations	18.85	3,731.99	78.70	33	2.11%	4.18	Up	3.60	5.97	4	1.08	1	11.90	4	Up
Planning Transport & Engineering	126.35	27,564.25	420.34	135	1.52%	3.33	Up	3.23	14.45	8	13.06	4	46.92	10	Up
Operations	290.22	63,127.57	1,567.93	408	2.48%	5.40	Up	5.27	113.78	35	61.39	16	164.34	33	Up
Communications	12.54	2,194.15	65.50	11	2.99%	5.22	Up	4.27	13.00	3	21.00	0	20.00	0	Down
Human Resources	17.48	3,785.22	110.11	69	2.91%	6.30	Up	6.28	15.10	22	13.50	16	6.50	6	Down
Public Health Client	4.92	1,101.20	18.11	10	1.64%	3.68	Up	3.23	4.34	3	0.00	0	0.00	0	Same
Delivery	3.68	822.47	8.00	2	0.97%	2.18	Up	1.71	0.00	0	0.00	0	0.00	0	Same
Chief Executive Department	40.62	8,350.56	201.72	92	2.42%	4.97	Up	4.22	32.44	28	34.50	16	26.50	6	Down
Governance	26.10	5,790.30	181.16	210	3.13%	6.94	Up	6.52	11.50	31	9.00	20	18.00	5	Up
Legal Services	27.42	6,083.14	46.62	16	0.77%	1.70	Down	1.76	15.30	3	12.90	2	0.00	0	Down
Legal and Governance	54.52	12,097.20	228.78	227	1.89%	4.20	Up	4.15	26.80	34	21.90	22	18.00	5	Down
Directorates Total	1,243.58	266,749.54	11,224.94	2225	4.21%	9.03	Up	8.75	1,099	226	892	189	984	138	Up

Some small teams of 5 or less staff not shown separately but included in totals

2.2 Days Lost per employee - 12 Months rolling figures to June 2013 [Current Employees]



2.3 Absence Occasions and days by category - 12 Months to June 2013 [Current Employees]

Absence Category	Occasions	% Occasions	FTE days lost	% days lost	% Occasions	% days lost	FTE days lost - 12 months to Nov12 [last report]	Change in days lost over 12 months
Infections inc. Colds And Flu	554	24.90%	1,748	15.57%			1,892	(144)
Musculo-skeletal inc Back & Neck	463	20.81%	2,041	18.18%			2,899	(858)
Stomach, liver, kidney & digestion	420	18.88%	1,267	11.28%			1,389	(122)
Other	227	10.20%	1,313	11.70%			2,081	(768)
Stress, Depression, Anxiety, Fatigue	145	6.52%	2,709	24.13%			3,219	(510)
Neurological inc. Headaches & Migraine	126	5.66%	348	3.10%			361	(13)
Chest & Respiratory inc Chest Infections	125	5.62%	640	5.70%			774	(134)
Eye, Ear, Nose, Mouth, Dental, Sinusitis	78	3.51%	433	3.86%			331	102
Genito-urinary/gynaecological	35	1.57%	187	1.67%			178	9
Pregnancy Related	22	0.99%	130	1.16%			186	(56)
Heart, Blood Pressure & Circulation	21	0.94%	396	3.53%			303	93
Reason not on record [these are investigated]	9	0.40%	13	0.12%			42	(29)
Grand Total	2,225	100.00%	11,225	100.00%			13,655	(2,430)

2.4 Departmental analysis of stress related category - last 12 months at June 2013 [Current Employees]

Directorate	Stress days 12M Current employees	Emp FTE	Stress related days per FTE
Adult Social Care	853	234	3.64
Childrens Services	1,361	529	2.57
Strategic Resources	169	95	1.79
Chief Executive Department	57	41	1.41
Operations	244	290	0.84
Legal and Governance	24	55	0.44
Directorates total	2,709	1,244	2.18

Category scheme - This classification of the causes of sickness absence allocates hundreds of absence causes to the broader sickness absence categories provided by the [Local Government Employers](#). Reasons are generally collected at the point absence starts, by non medical specialists, so are broadly categorised under the area affected. 'Other' tends to be used for items not fitting neatly into the other categories, and includes absences due to injections, inflammation, burns, bites, cuts, diabetes, sun burn, skin conditions, nutritional issues, side effects of anti-biotics etc,

3. Appraisals and Training activity

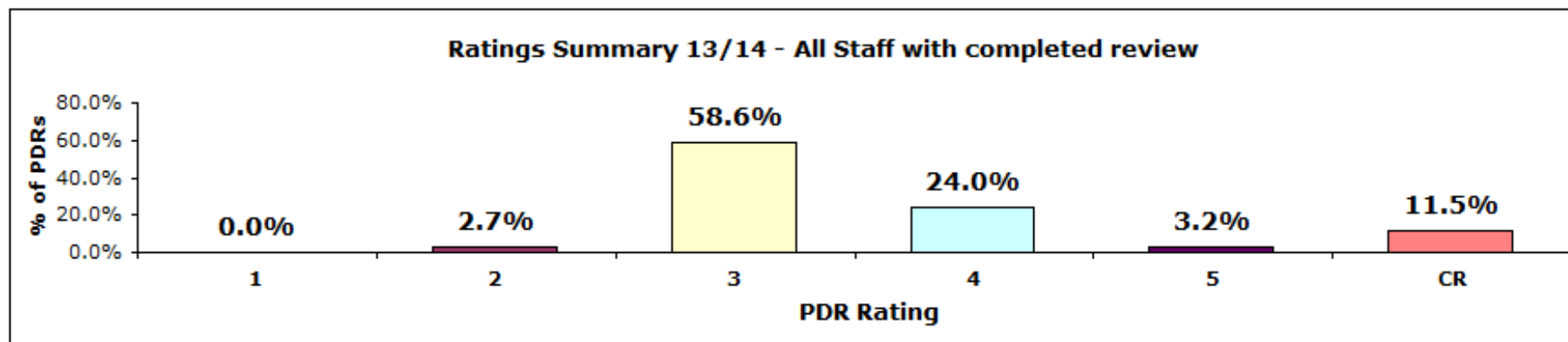
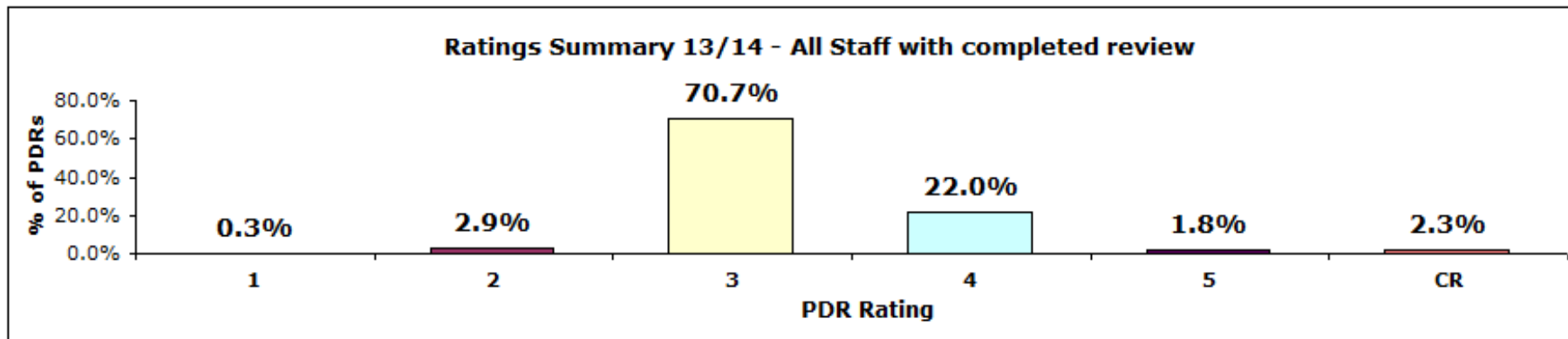
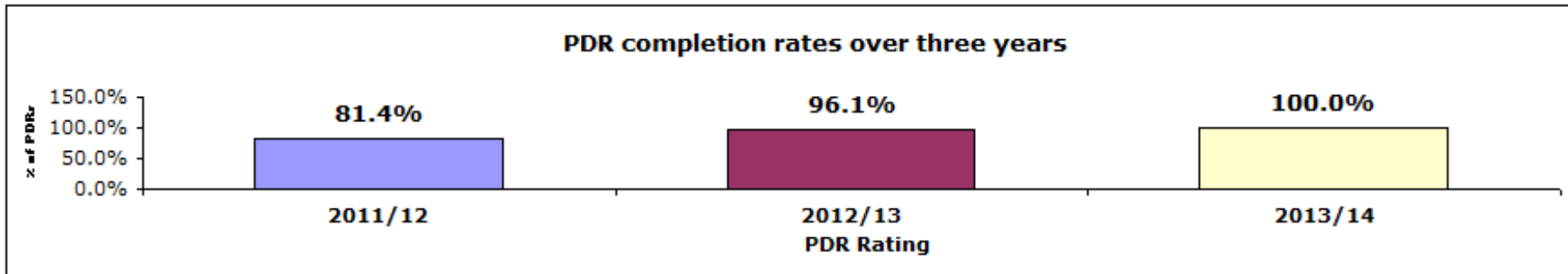
3.1 PDR Monitoring Report Final for 2013/14 round.

Team	No. staff in scope	Not completed due to absence					Should be complete	No. of scores reported	% reported complete	Of completed, number at each score						Where completed % at each rating (rounded)					
		Sickness	Maternity	Other	Sch Yr	1				2	3	4	5	CR	1	2	3	4	5	CR	
Care Services Delivery	218	11	4	2		201	201	100.00%		1	174	22		4		0.50%	86.57%	10.95%		1.99%	
Quality Information & Performance	17	1				16	16	100.00%			11	4		1			68.75%	25.00%		6.25%	
Revenue and Payments	13					13	13	100.00%			7	5	1				53.85%	38.46%	7.69%		
Strategic Commissioning	7					7	7	100.00%			6	1					85.71%	14.29%			
Adult Social Care	257	12	4	2		239	239	100.00%		1	198	34	1	5		0.42%	82.85%	14.23%	0.42%	2.09%	
Communications	12	1	1	1		9	9	100.00%		1	6		1	1		11.11%	66.67%		11.11%	11.11%	
Delivery	3					3	3	100.00%			1	2					33.33%	66.67%			
Human Resources	19					19	19	100.00%		1	8	6	3	1		5.26%	42.11%	31.58%	15.79%	5.26%	
Chief Executive Department	37	1	1	1		34	34	100.00%		2	18	8	4	2		5.88%	52.94%	23.53%	11.76%	5.88%	
Education and Resources	186		1	4	110	71	71	100.00%		3	44	20	2	2		4.23%	61.97%	28.17%	2.82%	2.82%	
Safeguarding Families Communities	160	1	5	3		151	151	100.00%	3	9	114	21	1	3	1.99%	5.96%	75.50%	13.91%	0.66%	1.99%	
Strategic Commissioning and Prevention	252	5	5	3	1	238	238	100.00%		6	187	36	1	8		2.52%	78.57%	15.13%	0.42%	3.36%	
Childrens Services	601	6	11	10	111	463	463	100.00%	3	18	346	77	6	13	0.65%	3.89%	74.73%	16.63%	1.30%	2.81%	
Governance	28		1			27	27	100.00%			11	16					40.74%	59.26%			
Legal Services	29					29	29	100.00%			23	5	1				79.31%	17.24%	3.45%		
Legal and Governance	58		1			57	57	100.00%			34	21	2				59.65%	36.84%	3.51%		
Commercial Operations	27					27	27	100.00%			27						100.00%				
Neighbourhoods	152	1	3			148	148	100.00%		4	96	45	2	1		2.70%	64.86%	30.41%	1.35%	0.68%	
Planning Transport & Engineering	132		1			131	131	100.00%		7	64	56	2	3		5.38%	49.23%	43.08%	1.54%	0.77%	
Operations	314	1	4			309	309	100.00%		11	187	104	5	4		3.56%	60.19%	33.66%	1.62%	0.97%	
Client and Commissioning	16			1		15	15	100.00%			14			1			93.33%			6.67%	
Customer Services	27					27	27	100.00%		1	23	2		1		3.70%	85.19%	7.41%		3.70%	
Internal Audit	6		1			5	5	100.00%			2		3				40.00%		60.00%		
Strategic Finance	27		2			25	25	100.00%	1	1	9	14			4.00%	4.00%	36.00%	56.00%			
Westcombe	5					5	5	100.00%			5						100.00%				
Strategic Resources	84		3	1		80	80	100.00%	1	2	55	17	3	2	1.25%	2.50%	68.75%	21.25%	3.75%	2.50%	
Directorates Total	1353	20	24	14	111	1184	1184	100.00%	4	34	838	261	21	26	0.34%	2.87%	70.69%	22.04%	1.77%	2.28%	

* Employees will report once only under their current main post.

* Some small teams of 5 or less staff not shown separately but included in totals

3.2 PDR Graphical Summary for 2013/14 round



Key - CR Cannot rate [too soon]; 1 Regularly below expectations; 2 Occasionally below expectations; 3 Meets expectations; 4 Sometimes exceeds expectations; 5 Consistently exceeds expectations.

4. Employee Relations [cases]

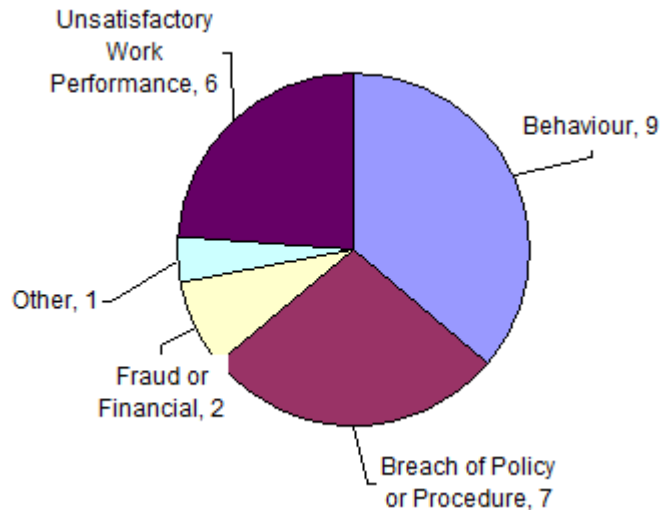
4.1 Current Disciplinary, Capability and Grievance cases at June 2013

Service	Capability	Discipline	Grievance
Adult Social Care		1	3
Childrens Services	3	6	13
Directorates Total	3	7	17

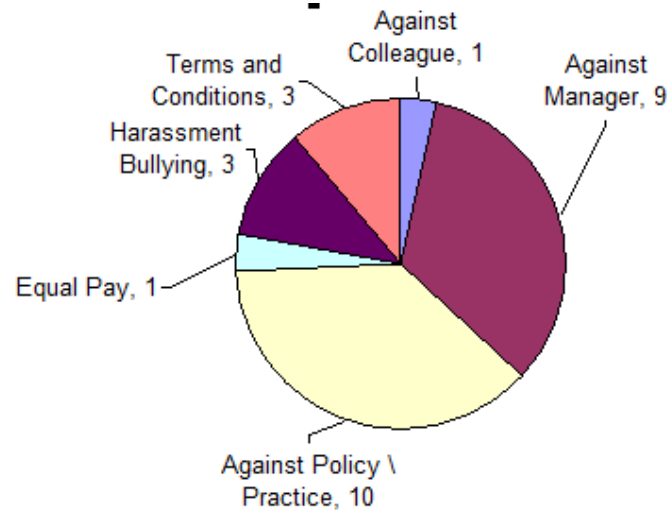
[Includes cases that may be resolved informally]

4.3 Breakdown of cases started in the 12 months to June 2013

Disciplinary Cases



Grievance Cases



4.2 Outcomes of formal cases ended in the 12 Months to June 2013

Disciplinary cases [includes Capability]

Outcome	Total
Appeal Upheld	1
Case not Found	2
Employee Resigned	3
Final Written Warning Issued	4
Termination by Mutual Agreement	1
Verbal Warning Issued	2
Written Warning Issued	3
Grand Total	16

Grievances

Outcome	Total
Not Found	2
Resolved	3
Upheld	1
Grand Total	6

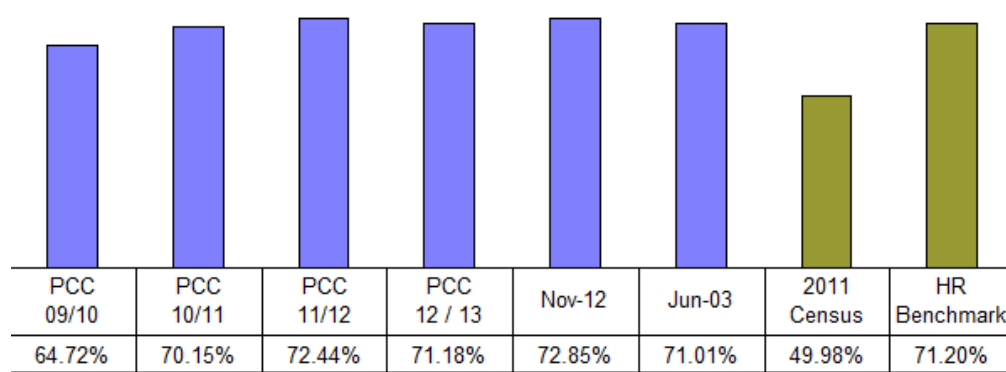
Tribunal Cases

Outcome	Total
Settled Out of Court	1
Grand Total	1

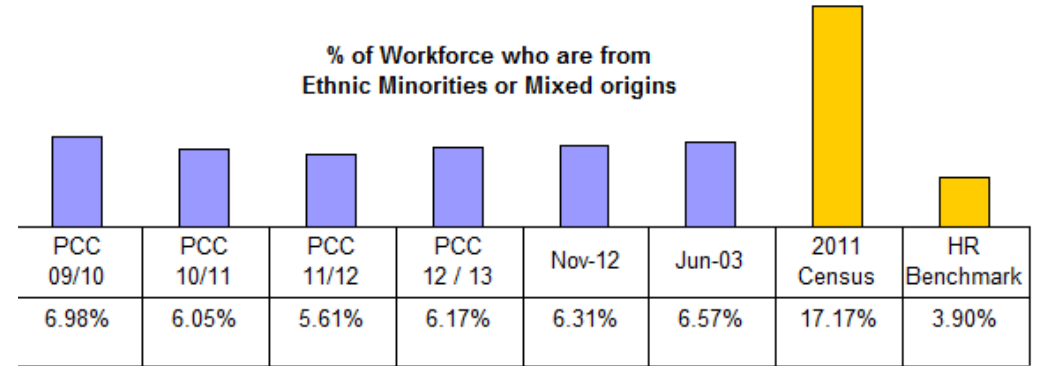
5. Workforce Diversity

5.1 Trends compared with Benchmarks and Census 2011

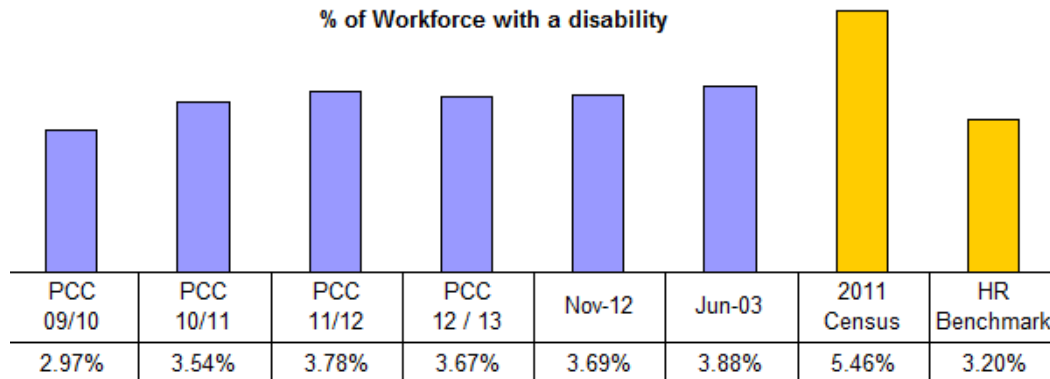
% of Workforce who are Female



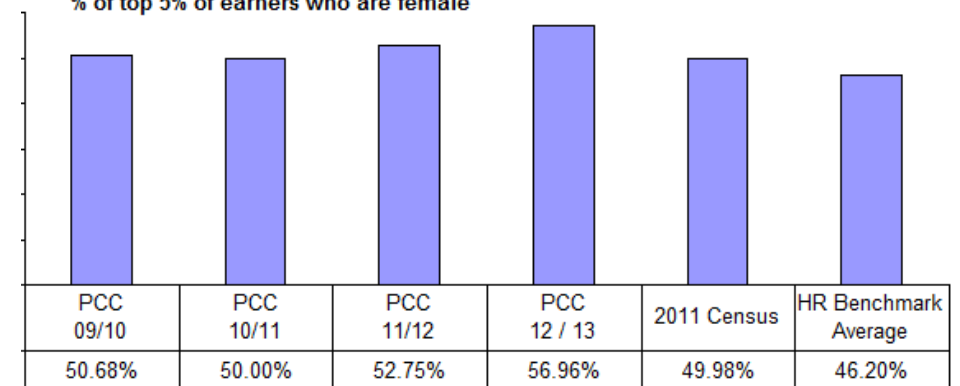
% of Workforce who are from Ethnic Minorities or Mixed origins



% of Workforce with a disability



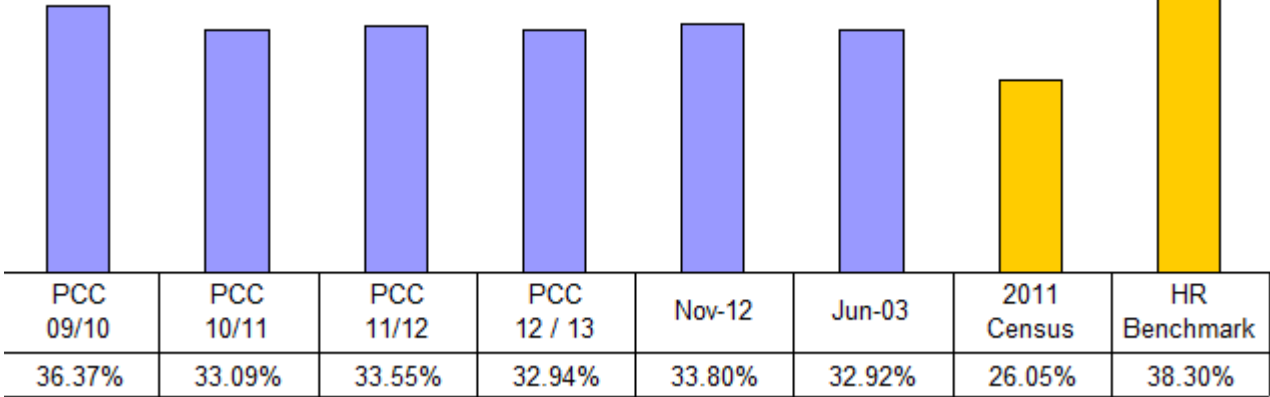
% of top 5% of earners who are female



5.2 Directorate Breakdown at June 2013

Team	All Staff	Minority \ Mixed Ethnic	Self Identified Disability	Gender Female	Gender Male	Over 50	% Minority \ Mixed	% Disab.	Female %	% 50+
Adult Social Care	310	2	3	253	57	141	3.28%	6.98%	81.61%	45.48%
Chief Executive Dpt	43	1	5	32	11	13	2.33%	12.82%	74.42%	30.23%
Childrens Services	614	44	12	493	121	194	8.13%	2.27%	80.29%	31.60%
Legal and Governance	59	4	1	48	11	12	7.14%	1.85%	81.36%	20.34%
Operations	319	16	3	155	164	83	5.16%	1.01%	48.59%	26.02%
Strategic Resources	104	6	17	48	56	34	6.00%	17.53%	46.15%	32.69%
Directorates Total	1449	73	41	1029	420	477	6.57%	3.88%	71.01%	32.92%

% of employees aged 50+



Average and Uper quartile data from HR Benchmark 2012

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 6
5 SEPTEMBER 2013	Public Report

Report of the Executive Director of

Contact Officer(s) – Charlotte Palmer. Climate Change Manager

Contact Details – charlotte.palmer@peterborough.gov.uk, 01733 453538

ENVIRONMENT CAPITAL UPDATE

1. PURPOSE

- 1.1 This report provides the Committee with an update on key elements of work associated with the delivery of the Environment Capital core priority.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to note the report and provide comments accordingly.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report directly contributes to the objectives and outcomes contained in the Sustainable Community Strategy and, in particular, the aspiration to ‘create the UK’s Environment Capital’.

4. BACKGROUND

- 4.1 An update detailing work relating to the city’s Environment Capital agenda was last presented to this group in July 2012. A significant amount of work has been undertaken since then, as follows:

- A detailed survey has been undertaken, with over 1600 responses, to ascertain citywide knowledge and recognition of Environment Capital. The survey showed that 85% of respondents agreed that taking action to improve the local environment is a key priority for the city. More information can be found at:
http://www.peterborough.gov.uk/news/latest_news/2013/january/the_citys_journey_to_creating.aspx
- The Environment Capital brand has been developed to ensure consistency and encourage use across different partner organisations.
- Confirmed a date for a 2013 Environment Capital citywide event, building on the success of the 2012 conference. This will be a workshop style event aimed at leaders from businesses, schools and the private and voluntary sectors across the city.
- Developed the draft Environment Capital Action Plan, due to progress through the democratic process from September.
- Contributed to the city’s success in securing £3m investment from the Technology Strategy Board for the Future City Demonstrator project. More information can be found at:
<http://www.peterboroughfuturecity.co.uk/>
- Shortlisted down to 1 of 12 cities to receive support from the Sustainable Food Cities Network. This will entail direct support to develop a local food strategy for the city.
- We have established the Sustainable Cities Network. This is a peer to peer knowledge share group that brings together cities from across the country including: London, Bristol, Brighton, Leicester, Middlesbrough, Newcastle, Glasgow and more.

This list is not intended to be comprehensive, but provide an overview of the work undertaken in the last 12 months. It is intended to discuss this in further detail, supported by further background information and an indicative overview of the Environment Capital Action Plan in presentation format at the meeting on 5 September 2013.

5. KEY ISSUES

- 5.1 Within the scope of this Committee's responsibilities, Members are asked to note the content of this report and the progress of Environment Capital work.

6. IMPLICATIONS

- 6.1 For the city to achieve its ambition of becoming the UK's Environment Capital, it must show a strong and evidenced track record of environmental achievement backed by a focus on addressing areas for improvement. This report provides documentation that will ensure Peterborough is able to direct its resources to the Environment Capital outcomes with a consistent and cohesive approach.

7. CONSULTATION

- 7.1 The Environment Capital documents outlined in this report have been subject to internal and partner consultation as part of their development.

8. NEXT STEPS

- 8.1 Feedback from the committee will help to inform the future of the Environment Capital ambition.

9. BACKGROUND DOCUMENTS

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

- 9.1 A presentation providing more information will be given at the meeting on 5 September 2013.

10. APPENDICES

- 10.1 N/A

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 7
5 SEPTEMBER 2013	Public Report

Report of Executive Director – Strategic Resources

Report Author - John Harrison, Executive Director – Strategic Resources
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ENTERPRISE PETERBOROUGH PARTNERSHIP PERFORMANCE REPORT

1. PURPOSE

- 1.1 This is an opportunity for the Committee to hear from and question officers of the Council and the Partnership Director, on the review of the current set of Key Performance Indicators (KPI's)

2. RECOMMENDATIONS

- 2.1 The Sustainable Growth and Environment Capital Scrutiny Committee are asked to support the approach being taken to develop the new set of KPI's for the Enterprise Peterborough contract. We will once finalised bring the complete set of KPI's back to this committee.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The Enterprise Peterborough partnership contributes to all the priorities in the Sustainable Community Strategy:-
- Creating opportunities – tackling inequalities;
 - Creating strong and supportive communities;
 - Creating the UK's environmental capital; and
 - Delivering substantial and truly sustainable growth.

4. BACKGROUND AND CONTEXT

- 4.1 *Enterprise Peterborough reported to the Committee in June 2013. At that time the committee requested a report back on progress of creating a new set of KPI's*

5. KEY ISSUES OF CONCERN TO THE COMMITTEE

5.1 Update

- 5.1.1 Peterborough City Council (PCC) is undertaking a fundamental review of the KPI's that were agreed to underpin the service standards and performance management arrangements with Enterprise Peterborough.

This paper summarises how Strategic Client Services (SCS) has worked with Enterprise Peterborough to produce a new streamlined set of KPI's.

The report answers the specific queries raised by the committee. Through the proposed new set of KPI's it will allow councillors to clearly see the performance of the Enterprise contract and gauge customer satisfaction levels.

As the new KPI's are still subject to final agreement and input between PCC and Amey, we have not set out the complete new suite of indicators here. We have looked to make improvements that streamline and tidy up the existing KPI's, increase targets, be more demanding and drive through customer satisfaction.

- 5.1.2 The performance indicators agreed at the outset of the contract would have always included a level of assumption. We now have the benefit of both experience with the contract now 28 months in to a 23 year contract and good practice from other contracts that Enterprise have successfully been delivering for longer.

Enterprise Peterborough and Peterborough City Council both recognise the need for a robust set of KPI's not only to demonstrate that the contract is fulfilling its obligation but also to give transparency to the service being offered. This would as a result allow Councillors to be able to demonstrate to their constituents that Enterprise is doing what is contractually obliged of them.

It is common practice with outsourced contracts to revisit the KPI's and monitoring methods once the contract has become established. It was recognised that a new set of KPI's was needed on the Enterprise Peterborough contract this was not derived through fundamental flaws in the current KPI's more from pragmatic concerns. The current set consisted of 106 KPI's and it was felt this was too many to enable meaningful measurement or focus, within this 106 there where also a great deal of overlap and duplication. The vast quantity of KPI resulted in the majority being reported by exception and a reliance on Enterprise reporting on their failings.

- 5.1.3 The existing KPI's have been and remain useful in focussing minds and activity's and to push through the service improvement that we have seen from Enterprise Peterborough since the contracted started in 2011. There has been significant investment and progress in delivering the business-as-usual activities procured by the council and the current KPI's have identified and penalised Enterprise Peterborough for some serious underperformance against expectation.

- 5.1.4 The contract has also evolved over this 28 month period and now with financial restraints we need to both reduce costs wherever possible whilst ensuring we're utilising the diminishing resources to the best effect possible. With the extensive work being done by both Enterprise Peterborough and SCS we are moving the contract to operate as a more intelligence-led, area-based approach. This will enable Enterprise Peterborough to respond effectively to local issues and enable them to adjust spend across and within areas to better reflect the local needs. The approach recognises that the one size fits all approach can not be applied and that varying areas across Peterborough require different approaches to achieve the standard as set out in the contract.

5.2 **Development of new KPI's**

- 5.2.1 The objectives of reviewing the KPI's and the approach proposed to be adopted to improve and rationalise the KPI's is as follows: -

1. Clarify and strengthen the KPI's in place to increase the ability to hold Enterprise Peterborough to account (Appendix 2.0 KPI's 2,3 and 4)
2. Increase if appropriate the service specific minimum standards (Appendix 2.0 all proposed new KPI's)
3. Support the move to a target intelligence based approach (Appendix 2.0 KPI 1)
4. Introduce the measurement of critical success factors for the contract (Appendix 2.0 KPI's 6,7 and 8)
5. Review at financial weighting of the KPI's and penalties incurred by EP (To be agreed)

The KPI's will address the following 11 separate areas of the contract and include a new section on customer satisfaction that had previously not formed part of the current KPI's: -

- Reporting
- Customer Satisfaction
- Waste and Recycling
- Street Cleansing
- Grounds Maintenance
- PD&M
- Catering
- Fleet Management
- Traveller Site management
- Passenger Transport
- Courier Services

5.2.2

So far we have suggested rationalising the current 106 KPI's into 50 covering the core services in the contract, and reviewed these for the behaviours they are likely to encourage. This would enable a more manageable and realist KPI set that would not be so reliant on management by exception.

Members have made us aware that they would like to use the KPI's to update and reassure constituents that Enterprise Peterborough are achieving and meeting the specification set out for them. The new KPI's will sit along side the councillor ward packs, these maps detail the frequency that open spaces should be cleansed and parks maintained which in conjunction with the KPI's demonstrate if Enterprise Peterborough are meeting their contractual obligations

The approach as discussed above can be illustrated by the following examples and the way they are formed is the basis which has been used across the rest of the KPI's: -

- There were three KPI's for fly tipping – To remove within 48 hrs, to update as per the Defra requirement and to investigate. This was condensed down into one KPI which was to remove the fly tip within 48 hours and ensure that systems are updated as per the Defra requirement. We also complimented this KPI by looking at reducing fly tips so we have included a new KPI to target Enterprise Peterborough to reduce the number of fly tip incidents each month. The KPI is dependent on effective and proactive enforcement, this KPI was derived through best practice and its use on the Solihull contract.

- Less ambiguous and more robust KPI's were needed and a good example of this was missed refuse bins, the current KPI has a formula that Enterprise Peterborough need to miss 50 collections per 100,000. We felt that this KPI was both not stretching and did not deliver customer satisfaction. As a result we propose to strengthen this with a KPI that states "a bin must not be missed more than once in a 2 month period". This then ensures that Enterprise Peterborough recognise the original missed bin and ensure that it does not happen again in the future, within the current KPI the same bin could be missed each week and still not have any penalty.
- To strengthen the ability to measure and improve performance we will utilise the quality audit system that Enterprise Peterborough utilise (EMIS). Following successful completion of an area cleanse or grounds maintenance work they will quality audit the area. As a result of these checks we will require 95% to be passed this will ensure high standards and continual improvement on the service. The quality checks will be made available to PCC so that we can audit and ensure targets are being met. We propose that this target be jointly reviewed annually.
- The final area we have looked at is recognising complaints that are received by Enterprise Peterborough As a result we have taken the main areas of concern and implemented targets to ensure improvements are made e.g. Reduction in the number of complaints with regards replacing bins following collection. We will add a target figure each month based on the baseline data once collated if they go over this amount each subsequent bin will result in a £250.00 penalty.

5.3 Customer Satisfaction

5.3.1 Customer satisfaction is a key indicator that will demonstrate how Enterprise Peterborough are performing and is currently not included in the existing set of KPI's. Enterprise Peterborough offers numerous customer facing services and the results of their work, have an impact on residents of Peterborough. The new KPI's will recognise that there is a need to prove and increase customer satisfaction which is currently not reported or penalised. These targets are fundamental to ensure Enterprise Peterborough is delivering on the priorities that are sort of them.

5.3.2 We will look the utilise the bi annual citizens panel survey to input some fixed question for the three main core areas Refuse and Recycling, Street Cleansing and Parks Trees and Open Spaces. Through the results of these surveys we will get a baseline of the current customer satisfaction and then build in 3 KPI's that will set a new annual target % satisfaction, we also propose a £5000.00 penalty for each if they are not met. These targets will help both PCC and Enterprise Peterborough to demonstrate both value for money and a high level of service. Please see appendix 2.0 for the proposed new customer satisfaction KPI's and further KPI's to support and strengthen existing measures.

6.0 IMPLICATIONS

6.1 The partnership enables the Council to continue to provide value for money services through its partner.

7. CONSULTATION

7.1 Observations made by Members and other stakeholders have been taken into account in this report.

8. **NEXT STEPS**

8.1 Now that we have a more robust and streamline set of KPI's we will look to consult with Enterprise Peterborough (Amey) to agree these and implement them as part of the contract by 2014 – 2015. We will use the rest of this financial year to ensure that the baseline data is collected and realistic targets are set to ensure Enterprise Peterborough both grow as a company whilst achieving the high standards of services expected by PCC.

Once we have agreement on the completed set of KPI's we will bring these back to Scrutiny for your comments.

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 *Appendix 1.0 Current KPI's*
Appendix 2.0 Sample of proposed new KPI's

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SERVICE:
GENERAL REPORTING

Performance Standard Failure:	Monitoring Frequency
Failure to submit a weekly exception report in an agreed format with the Authority no later than 10am on each Tuesday except where Tuesday is a bank/public holiday, where it will be provided by 10am the next working day	Weekly
Failure to submit an electronic monthly service report in a format agreed with the Authority no later than 2 working days before the agreed date of the monthly service meeting	Monthly
Failure to submit a quarterly service report in its final form as agreed with the Authority no later than 7 working days before the date of the Strategic Partnership Board.	Quarterly
Failure to submit an Annual Service Report in an agreed format with the Authority no later than 15 working days after the end of the contract year which for the avoidance of doubt is March 31st to April 1st	Annual
Submission of Annual Business Development Plan	Annual
Failure to upload updated/ revised Service Delivery Plans into an agreed location no later than 20 working days after a Confirmation of Change is approved.	Quarterly
Annual Update of all plans within the Service Specification as agreed with the Authority. Service Plans will be submitted in line with a programme agreed between the Partner and the Authority.	
Property Design & Maintenance	
Planned Maintenance Plan	Annual
Statutory inspection and testing and reporting plan	Annual
Travellers	
Travellers Site Management Plan / Travellers Management Action Plan	Annual
Service Monitoring Auditing and Reporting	
Service Monitoring and Reporting Plan	Annual
Submission of Annual Business Development Plan	Annual
Parks Trees & Open Spaces	
PT&OS Annual Plan - to include a second level plans required with the exception of trees (planting, green flag shrubs, hanging baskets, cemetery etc...)	Annual
Annual Tree Management Plan including: ""Tree Risk Management Plan ""Action Plan ""Tree and woodland asset database ""Urban Woodland Management plan ""Woodland management plan ""Landmark tree management plan ""Pest and disease management plan ""Annual Tree planting plan ""Consultation protocol	Annual
Contract Management Systems	
Customer Enquiries and Complaints Plan	Annual
Carbon Management and Sustainability Plan	Annual
Green Travel Plan	Annual
Noise Management Plan	Annual
Biodiversity Management Plan	Annual
Contract Interface Management	
Stakeholder Communication, Education and Engagement Plan	Annual
Annual Schedule of Planned Vehicle Maintenance	Annual
Business Continuity Plan	Annual
Recycling and Reuse Plan	Annual

Performance Standard Failure:	Monitoring Frequency
Handover	
Exit Plan	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for Waste and Recycling	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for Street Cleansing	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for Parks Trees and Open Spaces	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for PD&M Design	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for PD&M Maintenance	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for PD&M Cleaning	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for Catering	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for Traveller Site Management	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for Passenger Transport	Annual
Failure to undertake Customer / Stakeholder Satisfaction surveys at least biannually for Courier	Annual
Failure to produce a contract exit strategy within 6 months of contract commencement and thereafter update the plan on an annual as agreed with the Authority	Annual
Provision of a Health, Safety and Welfare Plan	Quarterly
Comply with the Health, Safety and Welfare Plan	Weekly
Failure to notify the Authority of the occurrence of a RIDDOR within 2 hours of the occurrence.	Monthly
Failure to provide full details of a RIDDOR to the Authority and the HSE in line with the timescales stipulated by the Health and Safety Executive	Monthly
Observation of all H&S related procedures and requirements	Monthly
Maintain all H&S Training Records for all staff	Monthly
Provide a monthly H&S Report including a summary of accidents	Monthly
Failure to determine and agree with the Authority, the baseline carbon tonnage methodology by the end of the 1st Contract Year	Annual
Failure to collect the baseline carbon tonnage data by the end of the 2nd Contract Year.	Annual
Failure to achieve Carbon Reduction Targets (From 3rd Year of Contract)	Annual

49

WASTE & RECYCLING

Performance Standard Failure:	Monitoring Frequency
Missed Bins (over 50 miss collections per 100,000) eg: if 150 collections were missed from a total of 300,000 the total compensation owed to the Authority would be £2250 with no ratchet.	Monthly
Bulky Waste not collected on the specified collection day	Monthly
<p>Failure to achieve the following recycling performance in the specified contract year:</p> <p>2011/12 46% 2012/13 54% 2013/14 60% 2014/15 and thereafter 61%</p> <p>Where the partner fails to achieve the recycling performance the Authority may consider a reduction in compensation in line with the following:</p> <ul style="list-style-type: none"> - no more than 0.5%: 25% of compensation payable - no more than 1%: 50% of compensation payable - no more than 1.5%: 75% of compensation payable - 2% or more 100% of compensation payable 	Annual
Failure to deliver Replacement Bins / Containers where instructed by the Authority or due to damage caused by the Partner within 2 working days	Monthly
Failure to provide details of an assessment for a larger bin to be provided to a resident within 3 working days of a request being received. Where an assessment is authorised by the Authority the Partner will deliver bins in accordance with WRKPI 004	Monthly
Educational Events carried out in accordance with the Education & Comms Plan	Quarterly
Failure to return bins to designated collection point	Monthly
Failure to provide monthly waste tonnage data	Monthly
Failure to provide Special Event Services inc. Election Duties in accordance with Authority instruction/request	Monthly

SERVICE:
STREET CLEANSING

Performance Standard Failure:	Monitoring Frequency
Failure to bring an area identified within the Zoning Plan back to Grade A standard in accordance with the agreed timeframe allowable depending on the intensity of use of that area, demonstrated through 95% of quality audits achieving the standard required in the Service Specification	Monthly
Failure to ensure that litter bins are not full or overflowing. Where a litter bin is reported as full or overflowing the Partner will ensure that the bin is emptied in accordance with the following: * In high usage- city centre areas within 30 minutes * In all other areas if reported before 1pm emptied the same day * If reported after 1 pm emptied the following working day	Monthly
Management of Abandoned Vehicles in line with Specification	Monthly
Removal of illegally erected signage, fly-posting and/or Graffiti within the times identified within the specification dependent upon their classification.	Monthly
Fly Tipped Waste Removed within specified time.	Monthly
Failure to gather information in relation to fly tipped waste required by the Authorities enforcement team which includes any details which may assist with a conviction.	Monthly
Failure to update incidence of fly tipping as required by Defra with the Flycapture system.	Monthly
Failure to provide special event in accordance with Authority instruction or request.	Monthly

SERVICE:
GROUNDS MAINTENANCE

KPI Reference	Performance Standard Failure:	Monitoring Frequency
PT&OSKPI 001	Green Flag Park Awards: Failure to retain Green Flag Status for Central Park and Ifter Park and crematorium (in the case of the crematorium: to the extent that the failure is as a consequence of services or activities not performed to the required level by the partner).	Annual
PT&OSKPI 002	Failure to provide proposals as to how to increase the number of parks with green flag status - this will be provided as part of the	Annual
PT&OSKPI 003	Failure to maintain the aviary in accordance with the specification	Monthly
PT&OSKPI 004	Failure to maintain paddling pools and interactive water features	Monthly
PT&OSKPI 005	Failure to maintain park furniture in accordance with the specification	Quarterly
PT&OSKPI 006	Failure to produce and maintain/update the tree asset register	Monthly
PT&OSKPI 007	Failure to inspect trees as instructed by the Authority within the time period set out within the specification.	Monthly
PT&OSKPI 008	Failure to undertake remedial works within the time period set out within the specification	Monthly
PT&OSKPI 009	Failure to maintain standards for amenity grass cutting as specified and in accordance with the annual plan, demonstrated through 95% of quality audits achieving the standard required in the Service Specification	Monthly
PT&OSKPI 010	Failure to maintain standards for urban and rural road verges as specified, demonstrated through 95% of quality audits achieving the standard required in the Service Specification	Quarterly
PT&OSKPI 010a	Failure to maintain standards for protected road verges as specified, demonstrated through 95% of quality audits achieving the standard required in the Service Specification	Quarterly
PT&OSKPI 011	Failure to submit an annual plan for flowers, roses bedding and hanging baskets as part of the PTOS Annual Plan	Annual
PT&OSKPI 012	Failure to submit an annual plan for bulbs, corms, tubers, roses and other plant material as part of the PTOS Annual Plan	Annual
PT&OSKPI 013	Failure to supply, plant and maintain trees, shrubs, roses fruit plants, forest trees, poplars, willows bedding plants, bulbs, corms and tubers and ground cover plants in accordance with the annual plan and specification, as part of the PTOS Annual Plan	Annual
PT&OSKPI 014	Failure to maintain ditches, ponds pond outfalls and lakes in accordance with spec.	Quarterly
PT&OSKPI 015	Failure to inspect, maintain and record play areas inspections in accordance with the spec	Monthly
PT&OSKPI 016	Failure to check and report damaged or missing life belts on the Eastern & Western embankments of the river Nene between the Town Bridge and the Fitzwilliam Bridge 7 days per week. All repairs are to be completed within 4 hours	Monthly
PT&OSKPI 017	Failure to adequately prepare or open sports facilities in readiness for play. For the avoidance of doubt this performance measure will be monitored by exception	Monthly
PT&OSKPI 018	Failure to Maintain Grass, Trees, Shrubs and hedges within Cemeteries & Crematorium.	Quarterly
PT&OSKPI 019	Failure to prepare graves in accordance with the specification.	Monthly
PT&OSKPI 020	Failure to fill graves in accordance with the specification.	Monthly
PT&OSKPI 021	Failure to ensure that staff are easily identified wearing appropriate uniform and PPE and carry identification as required, measured in accordance with KPICMS002	Monthly
PT&OSKPI 022	Failure to ensure that staff comply with the standards and requirements as set out within the specification.	Monthly
PT&OSKPI 023	Failure to remove floral tributes from graves	Monthly
PT&OSKPI 024	Failure to respond to settlement of graves in accordance with the specification.	Monthly

**SERVICE:
PROPERTY DESIGN & MAINTENANCE**

Performance Standard Failure:	Monitoring Frequency
<p>Customer Services: Failure to operate a helpdesk function in accordance with the following process:</p>	Monthly
<p>Failure to operate an Out of Hours Service in accordance with the following process:</p>	Monthly
Design & Project Management: Failure to respond to client on Commissioning Agreements in line with PDM-C	Monthly
Failure to complete RFI to time	Monthly
Failure to report progress on commissioned work in line with what is agreed with the Authority in the Commissioning Agreement	Monthly
Failure to report to the Authority progress against the Partners Condition/DDA/Asbestos and Mechanical and Electrical Plan	Monthly
Failure to report any emergency works in relation to Asbestos or Mechanical and Electrical issues to the Authority immediately	Monthly
Failure to report damage caused to any part of the building, it's fixtures or fittings, surfaces, furniture or users property as a result of building cleaning operations. Any damage must be reported within 24 hours	Weekly
Failure to comply with call handling and response protocol (Fig PDM-A)	Monthly
Failure to update the Technology Forge database with the results of all inspections, tests and services within 10 working days of the inspection, test or service having taken place	Monthly
Failure to keep accurate and up to date building log books on site and centrally for the authority records, inspection tests and services completed	Monthly
Failure to comply with the required level of cleanliness in an emergency	Monthly
Failure to comply with the required level of cleanliness in a high usage building	Monthly
Failure to comply with the required level of cleanliness in a medium usage building	Monthly
Failure to comply with the required level of cleanliness in a low usage building	Monthly
All staff to be trained in accordance with H&S and legal requirements and in particular around COSHH regulations	Annual

**SERVICE:
CATERING**

Performance Standard Failure:	Monitoring Frequency
Services to be provided are not compliant with all H&S requirements and Environmental Health Officer requirements.	Quarterly
Failure to produce menus in accordance with National Legal Nutritional standards including food traceability and sustainability unless otherwise agreed with the School and/or Authority	Annual
Staff trained to NVQ Level 2, food preparation and cookery standards to required staff	Annual
Failure to provide services to schools in line with existing SLA's (To be reviewed 6 months after contract commencement)	Monthly
Failure to provide school meal data to the Authority at the required times	Quarterly

AUTHORITY FLEET MANAGEMENT (VM01)

HACKNEY CARRIAGE & PRIVATE HIRE LICENCE TESTING (VM02)

Performance Standard Failure:	Monitoring Frequency
Failure to carry out vehicle servicing and maintenance in accordance with the agreed Annual Servicing Plan .	Monthly
Failure to maintain a vehicle in a fit, serviceable and roadworthy condition (Vehicle Compliance) provided that the vehicle is made available in accordance with the timescales set within the Annual Servicing Plan	Monthly
Failure to complete [to PASS level] MOT's within 1 Business Day of delivery by the Authority provided that vehicles are provided for pre MOT checks as specified within the	Quarterly
Failure to comply with the [monthly] schedule of planned maintenance	Monthly
Failure to attend to an Authority vehicle breakdown within 1 hour of notification or 2 hours should the vehicle be outside of the PCC boundary.	Monthly

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SERVICE:
TRAVELLERS SITE MANAGEMENT

Performance Standard Failure:	Monitoring Frequency
Attendance at Unauthorised Sites within 24 Hours of notification.	Monthly

SERVICE:
PASSENGER TRANSPORT

Performance Standard Failure:	Monitoring Frequency
Failure to provide a vehicle for a route. For the avoidance of doubt this is capped at one failure per route per day.	Monthly
Failure to provide a vehicle to the required specification and condition.	Monthly
Failure to stop at a designated bus stop corroborated by a justified report from a member of the public or responsible person.	Monthly
Leaving a bus stop prior to the timetabled departure.	Monthly
All designated posts (so requiring) are PCV qualified and that drivers hold a valid current driving license and are trained to cover all relevant requirements of the job description	Monthly
All designated escorts are (PAT) Passenger Assistance Training qualified.	Quarterly
All designated drivers and escorts are CRB checked to an enhanced level prior to commencement of employment	Monthly

Failure to provide electronic ticket detailing required information.	Quarterly
Failing to register a route with the Traffic Commissioner	Quarterly
Failure to arrange for a vehicle (other than a public bus) to be fitted with a fully operating GIS tracking system.	Quarterly
Failure to provide a timetable as required	Quarterly
Failure to display required route information	Quarterly
Failure to provide PCC branding or the displaying of incorrect branding. All changes in designed are to be approved by the Authority before being livered onto vehicles.	Quarterly
Failure to make arrangements to deal with lost property in accordance with the PSV (Lost Property) Regs 1978	Monthly
Failure to provide tickets in line with the specification and instructions in the fare timetable.	Monthly
Failure to operate in line with school arrival and departure times	Monthly
Failure to provide seatbelts.	Monthly
Failure to secure wheelchair. Partner will demonstrate compliance through quality audits	Monthly

SERVICE:

COURIER SERVICES

Performance Standard Failure:	Monitoring Frequency
All deliveries /collections to be made in accordance with the agreed timetable.	Monthly
Providing Resources out of hours in line with the specification response time.	Monthly
Delivery of Papers to Elected Members within the agreed time period.	Monthly

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Appendix 2.0

KPI Number	Performance Standard Failure:	Monitoring Frequency
1	Reduce the number of Fly Tipp incidents per quarter. Current target less than X per quarter this target will be reviewed annually	Quarterly
2	Number of properties that where missed for a particular waste services twice or more in 2 months. Target < X	Bi monthly
3	Number of missed collections at assisted collection properties. Target < X per month.	Monthly
4	Number of complaints received with regards to replacement of containers. Target < X per month	Monthly
5	Number of Stage 2 complaints. Target < X a month	Monthly
6	Overall Waste and recycling customer satisfaction from the Citizens panel survey to be X% or more.	Annually
7	Overall Grounds Maintenance customer satisfaction from the Citizens panel survey to be X% or more.	Annually
8	Overall Street Cleansing customer satisfaction from the Citizens panel survey to be X% or more.	Annually

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SUSTAINABLE GROWTH & ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 8
5 SEPTEMBER 2013	Public Report

Report of the Executive Director of

**Contact Officer(s) – Cate Harding
Contact Details – 01733 317497**

COMMUNITY ASSET TRANSFER STRATEGY

1. PURPOSE

- 1.1 The community asset transfer strategy will provide a necessary policy framework to guide the current and future processes for working with community led groups that wish to take on the management responsibilities of a community asset.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to:

- scrutinise the attached draft strategy, making suggestions for how it might be improved
- agree the draft strategy.
- recommend the draft strategy to Cabinet for approval.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The Community Asset Transfer Programme should contribute across the full range of Sustainable Community Strategy priorities.

The strategy provides the framework to deliver:

- sustainable neighbourhood centres
- community empowerment approach that seeks to build the capacity of local groups
- retaining buildings of social value that directly support the needs of local people and contribute to making places better for people to live and work

4. BACKGROUND

4.1 National Context

- From the 1970s there have been community economic development initiatives that were based on using assets as a way of meeting social and economic objectives – this included community centres, community gardens and city farms.
- Asset transfer is increasingly seen as a means of achieving a range of key objectives from promoting civic renewal, community cohesion, active citizenship and improving local public services to tackling poverty and promoting economic regeneration. In 2007 the Quirk Review ('Making Assets Work: The Quirk Review of community management and ownership of public assets') signalled the transfer of public assets to community based organisations as a mainstream activity. The council has, over time, transferred assets to community organisations but to date this has not been within an overall policy framework. Key elements of the Localism Act relating to the 'Community Right to Bid' and the 'Right to Challenge' are intrinsically linked to the intentions and principles of this strategy.

Local Context

- The council sees community asset transfer as a positive opportunity to encourage and strengthen long term partnerships with the civil society sector that will contribute towards enhancing communities and their involvement in Peterborough. All successful transfers will be the beginning of long term relationships between the council and the successful civil society sector.
- The council has developed its strategic approach to asset management which includes community used buildings in localities. Community asset transfer offers a way of reconciling the consolidation of assets belonging to the council with a genuine community empowerment approach that seeks to build the capacity of local groups
- The council believes that through such asset transfer, local groups will be able to gain access to and secure other sources of additional investment

As part Peterborough's response to the Localism Act we aim to develop a proactive work programme on community asset transfer (CAT) over the next 5 years where it brings benefits and added value to communities, whilst contributing to the council's aims and priorities. The key drivers for this approach are community empowerment and council commitment to protect many locally valued community based facilities through community asset transfer.

The fast tracked implementation of the strategy is being driven by the requirement for a policy framework to be in place to support the current Gladstone School development. Asset transfers are not new to PCC but a unique challenge has arisen with this current development which presents as more than one group competing to manage the community centre. This strategy will provide a transparent and fair process to how community assets are assessed and managed

5. KEY ISSUES

5.1 The council wants to achieve the following outcomes through a proactive community asset transfer programme:

- Community empowerment and benefits to the wider local community via capacity building through the use of local skills, experience, knowledge and time. Groups will need to demonstrate they have the will and ability to undertake asset management responsibilities and outcomes will be assessed on a regular basis
- Retaining valued local provision, thus improving local services in times of austerity, while contributing to savings
- Delivering local services by extending the use of a building to directly address local needs via community led and community controlled assets
- Value for money and the ability to draw in other sources of funding not available to the council
- Social enterprise and social well being, including community cohesion
- Financial viability, long term sustainability and external investment. Initial capital investment may be required to make the building fit for transfer
- A stimulus to partnership working by delivery of council objectives via other partners
- Holistic strategic framework to manage council assets

6. IMPLICATIONS

- 6.1 **Discrimination and Equality:** Equality Impact Assessment to be completed on case by case basis
Property: Properties in scope to be identified and programme needs to be strongly aligned to the Asset Management Plan
Procurement: Assessment to identify provider will not involve procurement process as unique commissioning brief will be developed on case by case basis to reflect individual needs of asset and the local community
Finance: condition surveys could highlight the need for front loaded budget to enable assets to be fit for transfer
Legal: suitable full repairing lease which reflects appropriate reviews and break clauses to protect interests of PCC and wider community

The implementation of the Strategy would have implications city-wide

7. CONSULTATION

- 7.1
- A cross Directorate group have worked to develop the Strategy, ensuring a joined up strategic approach to community asset management.
 - Initial consultation will take place with members of Community Action Peterborough (CAP) who represent Community Associations across Peterborough who currently manage PCC Community Assets
 - Upon declaring an asset suitable for transfer, a community needs assessment would be expected to take place by any group expressing an interest in managing the asset.

8. NEXT STEPS

- 8.1 Refer to Cabinet for approval

9. BACKGROUND DOCUMENTS

- 9.1 N/A

10. APPENDICES

- 10.1 Appendix 1 – Community Asset Transfer Strategy 2013 – 2017

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PETERBOROUGH CITY COUNCIL

Encouraging positive community contribution

COMMUNITY ASSET TRANSFER STRATEGY 2013 – 2017

We are committed to working with community, voluntary, faith groups and local people to implement a successful community asset transfer strategy in Peterborough that will result in successful, vibrant and inclusive community managed assets that are sustainable in the long term.

CONTENTS

1. INTRODUCTION, OUTCOMES, AIMS AND CONTEXT
2. WHAT IS COMMUNITY ASSET TRANSFER?
3. COMMUNITY ASSET TRANSFER POLICY
4. COMMUNITY ASSET TRANSFER CRITERIA
5. COMMUNITY ASSET TRANSFER PROCESS

Appendices

1. Community Asset Transfer Process
2. Asset Transfer Toolkit Content List

1. INTRODUCTION, OUTCOMES, AIMS AND CONTEXT

1.1 Introduction

Community organisations have owned or managed buildings or land for many years. In Peterborough this includes buildings owned and managed by the civil society sector as well as community buildings owned by the council and leased or licensed to local organisations. The council is committed to extending this much further through a proactive work programme on community asset transfer (CAT) over the next 5 years where it brings benefits and added value to communities, whilst contributing to the council's aims and priorities. The key drivers for this approach are the Localism Act which encourages community empowerment and council commitment to protect many locally valued community based facilities through community asset transfer.

1.2 Outcomes

The council wants to achieve the following outcomes through a proactive community asset transfer programme:

- Community empowerment and benefits to the wider local community
- Capacity building through the use of local skills, experience, knowledge and time
- Retaining valued local provision, thus improving local services in times of austerity, while contributing to savings
- Delivering local services that address local needs through community led and community controlled assets
- Extending the use of a building or land
- Value for money and the ability to draw in other sources of funding not available to the council
- Social enterprise and social well being, including community cohesion
- Financial viability, long term sustainability and external investment
- Delivery of council objectives through other partners
- A stimulus to partnership working

1.3 Aims

The council recognises that the increasing emphasis on localism means that it is even more important to work closely in partnership with the civil society sector to help us achieve the outcomes of delivering quality services, tackling poverty, protecting vulnerable people and encouraging growth and sustainability. Our aims are to:

- Encourage and support the retention of local facilities which are used for a variety of social, community and public purposes without the use of council funds in the future – on the basis that we are satisfied that the business case for such a transfer is financially viable and sustainable in the long term
- Increase the effectiveness and efficiency of council owned community assets through local management
- Maintain local public facilities through community management
- Explore innovative ways of enhancing existing community facilities, for example by transferring multiple assets to one provider who can then deliver benefits linked to economies of scale

- Support the development of social enterprises that clearly demonstrate the returns to the local community

1.4 National Context

- From the 1970s there have been community economic development initiatives that were based on using assets as a way of meeting social and economic objectives – this included community centres, community gardens and city farms.
- Asset transfer is increasingly seen as a means of achieving a range of key objectives from promoting civic renewal, community cohesion, active citizenship and improving local public services to tackling poverty and promoting economic regeneration. In 2007 the Quirk Review ('Making Assets Work: The Quirk Review of community management and ownership of public assets') signalled the transfer of public assets to community based organisations as a mainstream activity. The council has, over time, transferred assets to community organisations but to date this has not been within an overall policy framework. Key elements of the Localism Act relating to the 'Community Right to Bid' and the 'Right to Challenge' are intrinsically linked to the intentions and principles of this strategy.

1.5 Local Context

- The council sees community asset transfer as a positive opportunity to encourage and strengthen long term partnerships with the civil society sector that will contribute towards enhancing communities and their involvement in Peterborough. All successful transfers will be the beginning of long term relationships between the council and the successful civil society sector.
- The council has developed its strategic approach to asset management which includes community used buildings in localities. Community asset transfer offers a way of reconciling the consolidation of assets belonging to the council with a genuine community empowerment approach that seeks to build the capacity of local groups
- The council believes that through such asset transfer, local groups will be able to gain access to and secure other sources of additional investment

1.6 Rationalisation

- The council is required to limit its financial liabilities around assets.

2. WHAT IS COMMUNITY ASSET TRANSFER (CAT)?

- The council owns and manages a wide variety of property assets including land and buildings. For the purpose of this strategy, the council defines a Community Asset as a building in the freehold ownership of the council that has a community use and from which a community based activity or service is delivered. Asset transfer means moving the responsibility for management and running of assets from the council to a civil society sector organisation. This also has the potential of

achieving a range of key objectives from promoting civic renewal, community cohesion, active citizenship and improving local public services to tackling poverty and promoting economic regeneration.

- The Peterborough CAT relates primarily to long leasehold arrangements with organisations from the civil society sector and covers buildings owned by Peterborough City Council. The terms of transfer to an organisation will be negotiated on a case by case basis. This strategy applies to council owned assets where community based services and activities are offered for the benefit of local residents (e.g. community centres, youth centres and children's/play facilities). The council will not consider applications for transfer with respect to schools (with the exception of free schools), social care establishments, sheltered accommodation and other properties from which council run services are delivered that are not deemed by the council as suitable for transfer. The council will not transfer properties to be used solely for religious activities. The council also retains the right not to transfer assets that have been identified as having potential significant capital receipt.
- The council recognises that in some cases, buildings that are available for CAT may not be vacant and a transfer may take place with a sitting tenant. In such situations details will be discussed on an asset by asset basis in liaison with the existing tenants, relevant council departments and other stakeholders (where applicable). Furthermore organisations interested in transferring the freehold of a property will be assessed by an alternative process on a case by case basis.

3. COMMUNITY ASSET TRANSFER STRATEGY

Our policy is based on our commitment to community empowerment and supports the development and sustainability of a thriving community and voluntary sector. This strategy sets out the principles and process we will use to manage applications for the transfer of community based buildings to an organisation from the civil society sector, in a way that also complies with the council's Corporate Property Strategy, Asset Management Plan and other relevant council policies. The Community Asset Transfer strategy is accompanied by a toolkit, which signposts to a range of accessible and practical resources that will enable applicants to make a suitable application.

This policy will take into account relevant legislation that relates to the transfer of buildings at less than market value, provided the transfer is likely to contribute to the "promotion or improvement" of the economic, social or environmental well-being of the area, and the difference between market value and actual price paid is less than £2 million (If the difference is more than £2million then the request will require ministerial approval). The council's disposals policy reflects this legislation and all transfers will ultimately be considered by Cabinet.

We recognise that community asset transfer comes with risks and liabilities to both the council as well as the civil society sector. Therefore the process must include a robust framework to assess and manage risks so that all parties can make

informed decisions. We want to have a transparent framework to enable the transfer of assets and our policy is based on the following principles:

- Strategic approach, supported by a small team to oversee the programme
- Transparency in process, timescales and decision making (Appendix 1)
- Partnership with organisations from the civil society sector and encouragement of collaboration between groups
- Inclusivity of provision so that the assets remain genuinely open and accessible to all sections of the community irrespective of their faith, culture, gender, sexuality or religion
- Decisions will be based on clear proposals, robust business plans and sound, evidence based rationale for the transfer of assets – each proposal will be based on individual merits
- Any proposed transfer of asset must promote social, economic or environmental well being and support the aims and priorities of the council
- Asset transfer will be in exchange for the agreement by the civil society sector based organisation to deliver agreed benefits to local people
- Proactive consideration will be given for the co-location of services supported by dual use agreements
- Transfer decisions will not be made on a ‘first come first served’ basis but on a ‘best fit’ basis
- An ‘asset lock’ will be included in the terms of a transfer to ensure that the building remains for community benefit and use.
- Agreement of disposals by negotiation will mean that there will be no need to invoke the extensive procedures in the “Community Right to Bid” legislation
- Disposals at less than best consideration will follow relevant legislation, Government guidance and the Royal Institute of Chartered Surveyors (RICS) document “Local Authority Asset Management Best Practice” and state the best consideration that would otherwise have been received

4. COMMUNITY ASSET TRANSFER CRITERIA

In the interest of supporting a vibrant local civil society sector, the council will consider and prioritise the transfer of assets to local organisations. Therefore, it is unlikely that the council will prioritise transfer of assets to organisations whose remit is regional or nationwide. The prioritisations will be based on a geographical analysis of the community based properties within an area and the needs of that area. The transfer of assets may be to either long established, stable and secure formal organisations or newly formed community based groups provided they can demonstrate they have the necessary expertise and experience to manage the asset.

The council will consider transferring assets in the following circumstances:

- They must be in the ownership of the council
- They are currently delivering community based services where there is a demonstrable need for the asset and associated services to continue
- They are assets that the council has identified in savings proposals, or as potentially surplus or where there is no clear rationale for the retention to continue due to cost of maintenance, condition of the building or low levels of usage

The council will not consider applications for transfer in the following circumstances:

- Assets which accommodate fixed or core services (e.g. schools, social care establishments, sheltered accommodation etc - this is not an exhaustive list)
- Assets which have been identified as having a potential significant capital receipt, or where a significant amount of revenue income would be lost
- Assets which have been identified as being required for strategic, planning or redevelopment/regeneration reasons
- Transfers to individuals or businesses to be used **purely** as a vehicle for commercial ventures
- Transfers to individuals
- Where transfers contravene State Aid or procurement rules
- Assets which may be used solely for religious or political purposes/activities.

The criteria is strict; this is to ensure that any successful transfer is sustainable, will be of benefit to local communities as well as the civil society sector organisation and will instil long term reassurance for the community which it serves.

The final decision on any transfer will be reached in line with the council's constitutional approvals process by delegated officers unless the value of the asset exceeds £500,000.00. In these instances a Cabinet Members Decision Notice (CMDN) will be required.

4.1 Who can apply?

Civil society Sector organisations who can demonstrate that they:

- Are an incorporated body working to charitable objectives with strong and open governance arrangements
- There are no restrictions in the Memorandum and Articles of Association limiting the body from undertaking asset management responsibilities
- Have a track record of strong financial and performance management and accountable processes

- Are non profit making and exist for community/ social/ environmental/ economic benefit, whilst recognising that they may have a business element to how they operate, such as a community café. However, this type of business and financial gain will not be the main driver and it will not distribute any financial surplus to owners or members but apply it to serving its core community aims and objectives
- Are open to and demonstrate an inclusive approach to members of the wider community

4.2 Criteria

Any application received will be assessed through a staged process, starting with an expression of interest. Following assessment of this, organisations will be invited to submit a detailed application. (More information is provided in the Asset Transfer Toolkit, available on the council's website and appendix 2). Applicants must demonstrate how they meet the following criteria:

- Clear benefits to the council, its aims and priorities, the community based group and the wider community to justify the subsidised transfer
- Demonstrate that it will continue to be used to support local community based services and activities
- Demonstrate strong and robust governance arrangements (including how local people will be involved in decision making in relation to the building and its use) and must meet, or be prepared to meet within two years, 'pre-Visible Standard'¹. (As there are various Governance and Risk Management models if your organisation is accredited by/working towards another programme then this must be made clear within the initial expression of interest)
- Evidence of a track record in delivering services and/or managing property (if a new group evidence of this track record linked to management committee members and/or staff)
- Have in place a robust and sustainable business plan, for a 5 year period (3 years in detail, 2 in outline) or show the willingness to create an acceptable plan within a specified time frame before the building is transferred. This business plan will need to:
 - Demonstrate a realistic approach to managing and running the facility
 - Identify sources of finance that asset transfer will release or attract, future investment in and maintenance of the asset
 - Include a needs and equality impact assessment

¹ VISIBLE Communities™ is the quality systems and standards for the charity and community sector. Developed by Community Matters in consultation with its members and other core stakeholders, VISIBLE Communities™ is a unique approach to promoting quality and best practice in the charity and community sector

- Describe the planned outcomes and social, economic and environmental benefits to result from the asset transfer and how these will be measured and reported back to the council
- Identify liabilities and how these will be addressed
- Provide evidence of the capability and skills within the community based group to manage, repair and maintain, insure and sustain the asset transfer (and/or any capacity/skills building requirements), including a capacity building plan and how this will be delivered
- Outline how much space is required and its potential usage, how services and activities will be 'joined up' with those of other organisations to maximise the efficient use of the asset by providing new and innovative services, which may be linked to current council provision
- Provide evidence of compliance with legislation and regulatory controls such as equality legislation, child and vulnerable adult protection, health and safety, employment and plans for regular monitoring and evaluation
- Include a consultation strategy which clearly demonstrates community engagement techniques to be utilised to evidence the needs of the local community

A business plan checklist is available as part of the council's Asset Transfer Toolkit, together with links to local and national organisations who will be able to support and assist with planning and implementation.

4.3 Risk Management

It is accepted that there are a number of risks which may arise from asset transfer. The proposals must show that the group has considered the key risks and how they will be managed, including:

- Potential for a negative impact on community cohesion
- Potential loss of existing community services or facilities
- Capacity of recipient to deliver promised services/outcomes
- Control of asset by unrepresentative minority
- Conflict with other legal, regulatory constraints
- Potential for ongoing council liability
- Financial sustainability
- Lack of value for money
- Conflict with other funders
- Potential unfair advantage for one group over another

Risks will be discussed and allocated to the organisation(s) best equipped to manage them. Delivery terms and risks will be proportionate to the nature and value of the transfer.

4.4 Basis for the Asset Transfer

- Long term lease
- The organisation will be responsible for upkeep, running costs, repairs and maintenance, compliance with statutory inspections, health and safety regulations and other legislation
- The asset will revert back to the council in cases of bankruptcy, corruption, non payment of rent, non performance, a breach of the agreement and if the organisation wants to return the asset – in these cases, the council will reserve its right to dispose of the asset in the open market.
- The organisation cannot transfer the asset on to a third party

6. COMMUNITY ASSET TRANSFER PROCESS

Any community asset transfer (CAT) process works best when all parties are open, flexible and accessible. The process itself is about being of mutual benefit to all parties involved and the main aim is to achieve a joint investment in a goal that is shared. If there is any part of the process which the applying organisation doesn't understand, then seeking clarity at an early stage is encouraged.

The process may be initiated in two ways:

- By the council identifying assets as being appropriate to transfer, in which case the council will invite civil society sector organisations to submit proposals. This will be based on a proper review of assets in line with the PCC Asset Management Plan and an agreement that they are suitable for transfer.
- By a civil society sector organisation approaching the council with a proposal, in which case the council will assess the initial request to determine whether the asset is suitable for transfer. Should the asset be deemed suitable to transfer, it will be promoted as being so in order to ensure an open and transparent process.

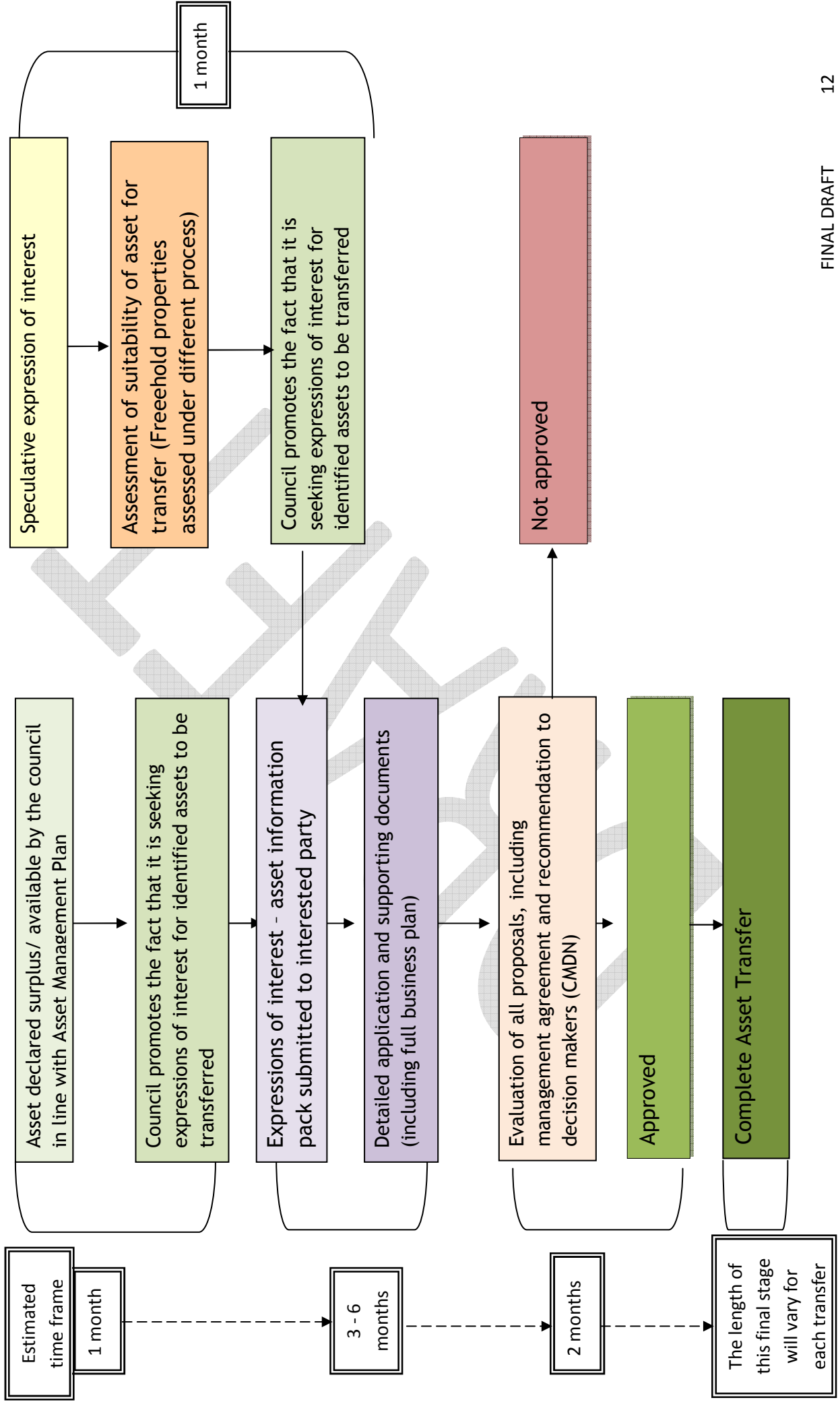
Appendix 2: Community Asset Transfer Managing Risks Toolkit

Content list:

- FAQ
- Guidance for submitting an Expression of Interest
- Scoring & criteria for assessment (Due diligence)
- Expectations document
- Heads of Terms
- Management Agreement
- Asset information Pack
- Provision for community group Health Check and Asset Management Training
- Asset information pack:
 - Sample Full Repairing Lease Terms
 - Condition Survey & Asbestos Report
 - Site, Service & Floor Plans
 - Energy Performance Certificate (EPC)
 - Utility Providers and average costs
 - Valuation for insurance purposes
 - Levels of security
 - Cleaning and other existing contractual obligations
 - Procedures for statutory testing
 - Information on rates
 - Inventory

Note that an individual commissioning brief will be available for each centre when the community asset transfer process is triggered

Appendix 1: Key Stages in the Community Asset Transfer Process



SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 9
5 SEPTEMBER 2013	Public Report

Report of the Head of Legal Services

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NOTICE OF INTENTION TO TAKE KEY DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Sustainable Growth and Environment Capital Scrutiny Committee outlining the content of the Notice of Intention to Take Key Decisions.

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 Notice of Intention to Take Key Decisions is attached at Appendix 1. The Notice contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new key decisions to be taken after 20 September 2013.
- 3.2 The information in the Notice of Intention to Take Key Decisions 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 As the Notice is published fortnightly any version of the Notice published after dispatch of this agenda will be tabled at the meeting.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Notice of Intention to Take Key Decisions.

5. BACKGROUND DOCUMENTS

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

None

6. APPENDICES

Appendix 1 – Notice of Intention to Take Key Decisions

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PETERBOROUGH CITY COUNCIL'S NOTICE OF INTENTION TO TAKE KEY DECISIONS

PUBLISHED: 22 AUGUST 2013

NOTICE OF INTENTION TO TAKE KEY DECISIONS

In the period commencing 28 days after the date of publication of this notice, 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.

If the decision is to be taken by an individual cabinet member, the name of the cabinet member is shown against the decision, in addition to details of the councillor's portfolio. If the decision is to be taken by the Cabinet, it's members are as listed below:
Cllr Cereste (Leader); Cllr Eisey; Cllr Fitzgerald; Cllr Holdich; Cllr North; Cllr Seaton; Cllr Scott; and Cllr Walsh.

This Notice should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis. Each new notice supersedes the previous notice and items may be carried over into forthcoming notices. Any questions on specific issues included on the Notice should be included on the form which appears at the back of the Notice 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.

Whilst the majority of the Executive's business at the meetings listed in this Notice will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies this is indicated in the list below. A formal notice of the intention to hold the meeting, or part of it, in private, will be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

You are entitled to view any documents listed on the notice, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483), e-mail to alexander.daynes@peterborough.gov.uk or by telephone on 01733 452447. For each decision a public report will be available from the Governance Team one week before the decision is taken.

All decisions will be posted on the Council's website: www.peterborough.gov.uk/executivedecisions. If you wish to make comments or representations regarding the 'key decisions' outlined in this Notice, 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 notice.

KEY DECISIONS FROM 20 SEPTEMBER 2013

KEY DECISION REQUIRED	DECISION MAKER	MEETING OPEN TO PUBLIC	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (IF ANY OTHER THAN PUBLIC REPORT)
<p>Day and Employment Services for People with Learning and Physical Disabilities - KEY/20SEP13/01</p> <p>Agree the consultation plan for the Transformation of Person Centred Activities for Younger Adults in Peterborough.</p>	Cabinet	Yes	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders including service users and staff.	Mubarak Darbar Head of Commissioning Learning Disabilities Tel: 01733 452509 mubarak.darbar@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<p>Materials Recycling Facility contract - KEY/20SEP13/02</p> <p>Agree to joint procurement of MRF for bulking, sorting and onward processing and sale of recyclable materials, in collaboration with RECAP Partner Councils.</p>	Councillor Gavin Eisey Cabinet Member for Culture, Recreation and Waste Management	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Pearn Programme Manager - Waste Infrastructure richard.pearn@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<p>City College Extension Project - KEY/20SEP13/03 Using Education Funding Agency grant to create a dedicated, customised space for students aged 16-19 with learning difficulties and disabilities.</p>	<p>Councillor John Holdich OBE Cabinet Member for Education, Skills and University</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>PREVIOUSLY ADVERTISED DECISIONS</p>						
<p>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11 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 Dickens Street Car Park.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Rolling Select List - Independent Fostering Agencies - KEY/01 JUL/12 To approve the list for independent fostering agencies.</p>	<p>Councillor Sheila Scott OBE Cabinet Member for Children's Services</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>Care and Repair Framework Agreement - KEY/18DEC12/01 To approve a framework agreement and schedule of rates to deliver disabled facility grant work. specifically providing disabled access to toilet and washing facilities and associated work in domestic properties.</p>	<p>Councillor Nigel North Cabinet Member for Environment Capital and Neighbourhoods</p>	<p>N/A</p>	<p>Strong and Supportive Communities</p>	<p>Relevant Internal Departments.</p>	<p>Russ Carr Care & Repair Manager Tel: 01733 863864 russ.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Environment Capital Action Plan - KEY/24JAN13/02 Approve the Plan for public consultation.</p>	<p>Cabinet</p>	<p>YES</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Four week public consultation.</p>	<p>Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Fletton Parkway Junction 17 to 2 improvement scheme - KEY/24JAN13/07 To agree funding is brought forward between 2012 and 2015 in Medium Term Financial Strategy and the contract awarded for the works.</p>	<p>Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>Sale of Craig Street Car Park - KEY/25MAR13/01 To approve the sale of land known as Craig Street Car Park.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant Internal and External Stakeholders and ward councillors.</p>	<p>David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Future Cities Demonstrator - KEY/11JUL13/01 To re-affirm the council's commitment to delivering the 'Peterborough DNA' programme as set out in the submission to the Technology Strategy Board (TSB) which attracted the award of £3M to Peterborough City Council on the 31 March 2013.</p>	<p>Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation has taken place with the Leader of the Council, the Chief Executive, Cabinet Member for Environment Capital and Neighbourhoods, the Peterborough DNA Delivery Team and approximately fifty partnership representatives at a workshop on 14th May 2013.</p>	<p>Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>
<p>The Expansion of Fulbridge Academy to four forms of entry - KEY/25JUL13/02 Award of Contract for the Expansion of Fulbridge Academy, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p>Councillor John Holdich OBE Cabinet Member for Education, Skills and University, Cabinet Member for Resources</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>Fletton Parkway Widening Jn17-2 - KEY/25JUL13/03 To award the contract for Site Supervision and Contract Administration.</p>	<p>Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Machen Head of Planning, Transport and Engineering Services Tel: 01733 453475 simon.machen@peterborou gh.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>
<p>The Expansion of Woodston Primary School to two forms of entry - KEY/08AUG13/01 Award of Contract for the Expansion of Woodston Primary School, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p>Councillor John Holdich OBE Cabinet Member for Education, Skills and University</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal departments and external stakeholders including ward councillors.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborou gh.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>The Expansion of Ravensthorpe Primary School to two forms of entry - KEY/08AUG13/02 Award of Contract for the Expansion of Ravensthorpe Primary School, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p>Councillor John Holdich OBE Cabinet Member for Education, Skills and University</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders including ward councillors.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborou gh.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>

<p>The Expansion of Orton Wistow Primary School to two forms of entry - KEY/08AUG13/03 Award of Contract for the Expansion of Orton Wistow Primary School, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p>Councillor John Holdich OBE Cabinet Member for Children's Services</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders and ward councillors.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Clare Lodge - KEY/22AUG13/01 To award a contract for the provision of services.</p>	<p>Councillor Sheila Scott OBE Cabinet Member for Children's Services</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Dementia Resource Centre - KEY/06SEP13/01 Award of contract to a provider to run the Dementia Resource Centre.</p>	<p>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</p>	<p>N/A</p>	<p>Health Issues</p>	<p>Consulted with older people's partnership board followed by mental health steering group.</p>	<p>Nick Blake Improvement & Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Dementia Resource Centre Property mini tender - KEY/06SEP13/02 To award a contract for property works to be carried out to the Dementia Resource Centre site.</p>	<p>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</p>	<p>N/A</p>	<p>Health Issues</p>	<p>Older people's partnership board followed by mental health steering group.</p>	<p>Nick Blake Improvement & Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>Personal Care and Support for Adults (Homecare) - KEY/06SEP13/03 Award of contract for the provision of Personal Care and Support services.</p>	<p>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</p>	<p>N/A</p>	<p>Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Nick Blake Improvement & Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
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CHIEF EXECUTIVE'S DEPARTMENT Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications
Strategic Growth and Development Services
Legal and Governance Services
Policy and Research
Economic and Community Regeneration
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

STRATEGIC RESOURCES DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Finance
Internal Audit
Information Communications Technology (ICT)
Business Transformation
Strategic Improvement
Strategic Property
Waste
Customer Services
Business Support
Shared Transactional Services
Cultural Trust Client

CHILDREN'S SERVICES DEPARTMENT Bayard Place, Broadway, PE1 1FB

Safeguarding, Family & Communities
Education & Resources
Strategic Commissioning & Prevention

OPERATIONS DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management, Passenger Transport)
Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Tourism)
Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion, Neighbourhood Management)
Operations Business Support (Finance)
Public Health

ADULT SOCIAL CARE Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Care Services Delivery (Assessment & Care Management; Integrated Learning Disability Services and HIV/AIDS; Regulated Services)
Strategic Commissioning (Mental Health & Integrated Learning Disability; Older People, Physical Disability & Sensory Impairment; Contracts, Procurement &

Compliance)
Quality, Information and Performance (Performance & Information; Strategic Safeguarding; Business Support & Governance; Business Systems Improvement;
Quality and Workforce Development)

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**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE
WORK PROGRAMME 2013/14**

Updated: 24 JULY 2013

Meeting Date	Item	Progress
12 June 2013 <i>Draft Report 24 May</i> <i>Final Report 3 June</i>	<p>Establishment of a Scrutiny Task and Finish Group to Investigate the Benefits of extending 20mph Speed Limits across Residential Areas of Peterborough</p> <p>To agree to the establishment of the Task and Finish Group and agree Terms of Reference.</p> <p>Contact Officer: Paulina Ford</p> <p>Energy Performance Contract (EnPC)</p> <p>To receive an update on energy efficiency (EnPC) on council owned buildings and comment on the draft CMDN that relates to a contract award.</p> <p>Contact Officer: John Harrison</p> <p>Enterprise Peterborough Partnership Performance Progress Report</p> <p>To scrutinise the performance of the Enterprise Peterborough Partnership and make any recommendations.</p> <p>Contact Officer: Dominic Hudson</p> <p>Review of 2011/12 and Future Work Programme</p> <p>To review the work undertaken during 2011/12 and to consider the future work programme of the Committee.</p> <p>Contact Officer: Paulina Ford</p>	<p>Task and Finish Group approved.</p> <p>Requested at 18 March 2013 meeting</p> <p>Items from this report to be programmed into the work programme.</p>
11 July 2013 <i>Draft Report 26 June</i> <i>Final Report 3 July</i>	Call-In of Executive Decision – Passenger Transport – Subsidised Service Provision – JUL13/CAB/059	

Meeting Date	Item	Progress
	<p>Peterborough – Serco Strategic Partnership Performance Report Annual Report</p> <p>To scrutinise the Serco Strategic Partnership Performance and make any recommendations.</p> <p>Contact Officer: Dominic Hudson</p> <p>Household Recycling Centre</p> <p>To comment on the planned relocation of the Household Recycling Centre.</p> <p>Contact Officer: Paul Robertson</p> <p>Energy from Waste Update</p> <p>To receive an update and comment on the progress of the development of the Energy from Waste (EfW) Facility in Fengate.</p> <p>Contact Officer: Richard Pearn</p> <p>Scrutiny In A Day: A Focus on Welfare Reform</p> <p>To receive a report on a proposal for a Scrutiny in a Day review into the Impact of Welfare Reform.</p> <p>Contact Officer: Paulina Ford / Adrian Chapman</p>	
<p>5 September 2013 <i>Draft Report 21 Aug</i> <i>Final Report 27 Aug</i></p>	<p>Human Resources Monitoring Report – Six Monthly Progress Report</p> <p>Contact Officer: Mike Kealey</p> <p>Enterprise Peterborough Partnership Key Performance Indicators</p> <p>Contact: Dominic Hudson</p>	<p>Requested 18 March 2013 meeting.</p> <p>Requested at 12 June 2013 meeting</p>

Meeting Date	Item	Progress
	<p>Overview of Environment Capital Programmes/Projects To receive an update and comment on the Environment Capital Programmes and Projects currently in place. Contact Officer: Charlotte Palmer</p>	Deferred from July meeting.
<p>15 October 2013 (additional meeting) <i>Draft Report 27 Sept</i> <i>Final Report 4 Oct</i></p>	<p>Peterborough City Centre Development Plan Document Contact Officer: Gemma Wildman Community Infrastructure Levy (CIL) Final Draft Contact Officer: Steve Winstanley Developer Contributions Supplementary Planning Document Contact Officer: Steve Winstanley Affordable Housing Capital Funding Policy Contact Officer: Anne Keogh Gypsy and Travellers Supplementary Planning Document Contact Officer: Gemma Wildman</p>	
<p>7 November 2013 <i>Draft Report 23 Oct</i></p>	<p>Growth Strategy – Report on Progress Contact Officers: Simon Machen / Andrew Edwards</p>	

Meeting Date	Item	Progress
<p><i>Final Report 30 Oct</i></p>	<p>Opportunity Peterborough – Report on Progress</p> <p>Contact Officer: Neil Darwin</p> <p>Carbon Emissions Management Action Plan - Annual Update</p> <p>Contact Officer: Charlotte Palmer</p> <p>Environment Capital Action Plan</p> <p>Contact Officer: Charlotte Palmer</p>	
<p>8 or 20 January 2014 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p>Budget 2014/15 and Medium Term Financial Plan To scrutinise the Executive's proposals for the Budget 2012/13 and Medium Term Financial Plan.</p> <p>Contact Officer: John Harrison/Steven Pilsworth</p>	
<p>10 February 2014 <i>Draft Report 23 Jan</i> <i>Final Report 30 Jan</i></p>	<p>Local Transport Plan</p> <p>Contact Officer: Mark Speed</p>	

Meeting Date	Item	Progress
7 April 2014 <i>Draft Report 20 Mar</i> <i>Final Report 27 Mar</i>	Annual Human Resources Monitoring Report To scrutinise the Annual HR Monitoring Report. Contact Officer: Mike Kealey	
	Corporate Complaints Annual Monitoring Report 2012/13 To scrutinise the complaints monitoring report 2011/12 and identify any areas of concern. Contact Officer: Mark Sandhu/Belinda Evans	

TO BE PROGRAMMED 2013/2014

Item	Comments
Local Flood Risk Management Draft Strategy - Contact Officer: Julia Chatterton	Date to be advised by Richard Kay.
Scrutiny in a Day: Focus on Welfare Reform	Date to be confirmed towards the end of the year.

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