

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE

**MONDAY 7 APRIL 2014
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

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- 20 January 2014 – Sustainable Growth and Environment Capital Scrutiny Committee
- 10 February 2014 – Joint Scrutiny of the Budget

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. Scrutiny in a Day - Overview Report

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6. Biodiversity Strategy: Progress Report 2012/13 and 2013/14

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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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Committee Members:

Councillors: N Arculus (Chair), Y Maqbool, J Peach, L Serluca, N Khan, Thulbourn and J A Fox

Substitutes: Councillors: D McKean, Forbes and C Ash

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

Emergency Evacuation Procedure – Outside Normal Office Hours

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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 20 JANUARY 2014**

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

Also Present: Councillor Harrington, Leader of Peterborough Independent Forum
Councillor Elsie, Cabinet Member for Culture, Recreation and Waste
Management
Neil Darwin, Chief Executive, Opportunity Peterborough
Councillor Shearman
Councillor Shaheed

Officers Present: John Harrison, Executive Director of Resources
Andy Cox, Senior Contracts & Partnerships Manager
Steven Morris, Client Property Manager
Jonathan Lewis, Head of Corporate Property & Children's
Resources
Jo Gresty, Farms Manager
Mark Speed, Transport Infrastructure Planning Manger
Gary Goose, Safer & Stronger Peterborough Strategic Manager
Clair George, Road Safety Officer
Simon Machen, Director of Growth and Regeneration
Alexandra Maxey, Lawyer
Philip McCourt, Interim Head of Legal
Paulina Ford, Senior Governance Officer

1. Apologies for Absence

Apologies were received from Councillor Maqbool and the Youth Council Representative, Ellie Jaggard.

2. Declarations of Interest and Whipping Declarations

Item 7. Opportunity Peterborough Update

A declaration of interest was received from Councillor Arculus who declared that he was a Bond Holder and that some other Councillors on the Committee may also be Bond Holders apart from Councillor Fox.

3. Minutes of Meetings held on 7 November 2013.

The minutes of the meeting held on 5 September 2013 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. Blue Sky Peterborough

The report was introduced by the Executive Director of Resources and provided the Committee with a broad update on Blue Sky Peterborough Ltd. and other energy matters that were ongoing and those planned for the future. The Executive Director of Resources further stated that energy was not solely about CO2 emissions and income but also about enabling regeneration in the city. He stated that the issues around the wind and ground-mounted schemes was well-documented but stated he had met with members of the committee to assure them that recommendations from the Scrutiny Commission for Rural Communities would be considered as part of the budget process. He also invited members to consider the role of scrutiny going forward.

The Chair thanked the Executive Director for his detailed report.

Questions and observations were made around the following areas:

- Members referred to page 15 of the report and the recommendations made by the Scrutiny Commission for Rural Communities at their meeting on 16 December 2013 to Cabinet, which recommended that Cabinet:
 - *Immediately stops both options 1 solar and 2 wind for the America Farm project due to the negative income predicted for the delayed project*
 - *Stops the solar panel option (1) on all three sites (America Farm, Newborough and Morris Fen) due to the significant total expenditure of £296 million, a poor return of £21 million net income and a Net Present Value figure of only £10.5 million'*

Members wanted to know why the recommendations were not being considered by Cabinet until two months later. *The Executive Director of Resources responded that for Americas Farm the projections were quite wide-ranging from optimistic to pessimistic. The department has been conducting work on what the most likely outcomes would be through conversations with developers regarding their business models in order for Cabinet to make a fully-informed decision.*

- Members sought clarification with regard to the report stating that since the company had been incorporated it had not traded but the report also stated that it had entered into a contract with City Fibre. Was the company therefore an operational company or not. *The Executive Director of Resources responded that in the first two years of financial trading no transactions had been put through the company. The Executive Director, Resources also stated that the company would not be used unless it needed to be and that where possible, the City Council would be the main partner. With regards to City Fibre the contract had been entered into however there had been no trading.*
- Members responded that there was nonetheless a perception of secrecy and invited the Executive of Director of Resources to make any comments. *Members were advised that no financial transactions had been entered into by Blue Sky Peterborough. A contract had been entered into with City Fibre and there were three Directors as nominated by the council. Councillor Eley, speaking as a Director of Blue Sky Peterborough also confirmed that none of the Directors nominated by the council received financial benefit from being Directors.*
- Members commented that companies such as Blue Sky had existed before but asked whether or not the council should be involved in projects such as City Fibre and whether a specific company with council involvement was needed for the roll-out of fibre-optic broadband. Members asked that as the solar energy and use of farmland was the next major project and given that the Government Minister was prone to turn down large projects, whether or not there was a danger of the main project being built up to fail. *The Executive Director of Resources responded that the major financial arrangements with City Fibre were approved by Cabinet. The Energy Services Company was more about the use of fibre as a regenerative tool similar to energy and aimed to expand its use in the city to bring in further revenue streams. In terms of the possibility of failure with*

- regard to America Farm, Newborough and Morris Fen the company would not operate unless the council requests it to do so. The report however was wider than the three schemes listed in it and included acquiring and developing other schemes.
- Members referred to paragraph 5.3.5. in the report relating to Energy Trading and asked how long it would be before the council would be in a position to say that it had surplus energy from which it could make a profit. *The Executive Director of Resources stated that the first priority was self-supply to the council with schools hopefully following. The first asset to come on stream would be the energy from the waste plant in the first quarter of 2015 and would produce around 7.2 megawatts. The second part would be to bring forward other schemes potentially across the country. It was anticipated that proposals would be brought before Cabinet by the end of 2014. A profit would hope to be made within this time period.*
 - Members asked how competition would be affected in light of the Leader's statement that energy could be frozen and give it at cheaper rates. Members expressed concern about the state of the market and the council's readiness and preparedness to be a part of that marketplace. *The Executive Director of Resources responded that the council was essentially doing no different to what some individual developers were doing. The advantage to the council was that there was a strong covenant in place to deal with energy. The council could decide with all its financial difficulties that it should take all the profit out of energy or put money into creating a local tariff around domestic and SMEs for the future. There would however be a full business case before anything was done and members would have the opportunity to scrutinise such decisions.*
 - Members referred to page 14, paragraph 5.3.2 of the report regarding Energy Regeneration and wanted to know what the timescale was with regards to the further phase of solar panel installation. *The Executive Director of Resources responded that the potential business mandates were with him to scope and then go back to the council to see whether the cost and investment made the necessary returns to access the invest to save budget. The aim would be to finalise these by the end of March as that would be when the government subsidy ended however if this were not to happen that would not necessarily mean that such projects would not go ahead.*
 - Members asked what the Executive Director of Resources would suggest with regards to properly scrutinising a Limited Company and made reference to the inclusion of Heataborough in the report, which was not an ESCO project and how that could be scrutinised. *The Executive Director of Resources responded that Heataborough was not a company but a project title. Scrutiny should be involved in signing off the high level business mandates before going to Cabinet in order to avoid any misconceptions that arise in the process. If the council gave the mandate to Blue Sky Peterborough then there would be a contractual requirement to deliver outcomes back to the council. Those outcomes and key performance indicators should be agreed upon in advance with the involvement of scrutiny. The Interim Head of Legal further added that Blue Sky Peterborough was part of the council and was a wholly owned subsidiary and the rules in terms of its finances and how it declared itself were the same as for any other part of the council. Therefore the evidence available to scrutiny and the people that could be called before scrutiny were the same. It should therefore be scrutinised as any other service or function of the council.*
 - Members asked why risk-sharing was not looked into much earlier. By sharing with other organisations it would cut down on capital investment whilst still making the same returns. *The Executive Director of Resources asked for clarification and whether Members were referring to Empower Community as a potential partner organisation. Members responded that the report itself alluded to Empower, Swindon Council and other authorities as potential partner organisations. The Executive Director of Resources responded that the relationship with Swindon Council mentioned in the report was not around a partnering relationship but rather them providing PCC with other contractors through a local authority which had experience and the skills required. Different organisations had different views around partnering and different outcomes and financial returns depending on the nature of the partner.*

- Members asked if the articles of the limited company would be changed if there was a possibility of other things going through that company. *The Executive Director of Resources responded that there was no reason why not however it would need to be of a utility nature therefore telecoms such as those provided by City Fibre would not qualify as a utility.*

ACTIONS AGREED

1. The Committee noted the report and agreed that the Executive Director of Resources should provide an annual report to the Committee on the ESCO Blue Sky Peterborough Ltd Company to enable scrutiny of the performance of the company.
2. The Committee also requested that any major schemes that were to be brought forward within the ESCO project should be reported to Scrutiny before submission to Cabinet as they came forward.

6. Management of Agricultural Estate and Future Proposals

The report was introduced by the Head of Corporate Property & Children's Resources and was in response to a request from the Chair of the Committee for an update on the management of the Council's Farms Estate and confirmation of what future proposals the Council had for that estate. The report provided the Committee with the history of the Farms Estate, Central Government Policy for Farms Estates and current and future developments for the estate. The Head of Corporate Property & Children's Resources stated that there needed to be a strategy for the estates going forward as it was a valuable asset and should be effectively used. He therefore suggested that a review group be set up to look at a range of matters affecting the future management of the Councils Farms Estate and to inform the development of the strategy.

Questions and observations were made around the following areas:

- Members referred to page 31, paragraph 4.2 regarding Central government policy for smallholdings authorities and asked if the aims of a smallholdings authority set out in the report were being satisfied. *The Head of Corporate Property & Children's Resources responded that his perception after three months in his current role was that some of the goals were being met however a lot more could be done for young people wanting to come into farming. The Farms Manager stated that over the past twenty years there had been little opportunity for new entrants into farming which was a structural issue as many tenancies were long term and this was a national farming issue. Best practise changed and what constitutes best practise one year often changed the next year. There was an opportunity to improve the performance of the estate. The estate supported many local families and there was therefore a wide influence on the local economy.*
- Members stated that there was a need for new entrants into the farming sector in order to avoid a situation in which large landowners had a large amount of control over the sector as this would have an effect on the wider economy. Opportunity Peterborough could play a part in increasing the potential of the Farms Estate. *The Head of Corporate Property & Children's Resources stated Peterborough was historically a market town and it would be a positive development if the city centre could for instance have a farmer's market back in the town centre.*
- The Chief Executive of Opportunity Peterborough added that there had recently been a successful regional growth fund bid. It was a grant scheme available for the farming sector. Collectively there might be some avenues worth exploring. There was also an historic programme in the country called Leader Plus which was a European-funded project which designated certain areas across the country which could potentially add £500,000 a year for the rural areas of Peterborough and Rutland.
- Members stated that Newborough had many young farmers and expressed support for the farmer's market idea and were positive about the support for young farmers.

Members were advised that ways were being looked at to provide more agricultural courses for young farmers in the Peterborough area. Agricultural courses had predominantly been offered more in the Cambridge area previously.

- *Members asked if the farms on the estate were profitable and viable and enquired as to the value of the estate. Members were advised that a valuation took place in April 2013. The valuation put a value on the land holding of £11.25M. Placing a valuation was difficult because of lifetime tenants and other factors which made the market value change over time. The Farms Manager stated that assessing the viability of the farms was an impossible question to answer. All the farms on the estate were small part-time holdings to the extent that a person could work on the farm and then use their skills and contract elsewhere. They were viable and some tenants did make enough money on their farms without doing anything else. Farms could be run intensively by one person with old machinery and accept that they may not make an enormous living but they can generate enough to make a living. There were middle-range farms whereby the person would need larger and more expensive equipment but did not have the size of enterprise to cover their costs. Then there were the larger farms where it became viable again. It also depends on the crop being produced.*
- *Members stated a need to engage with best practise, education and the viability of the business and asked how long it would take before this could be moved forward. The Farms Manager stated that there had been a meeting with some tenants and they understood the issues at stake and were keen to move things forward. It was therefore a matter of bringing together a small working group of people to put together a strategy.*
- *Members welcomed the report for its aspirations towards making a change and wanting to break the structural barriers to involve new farmers. The Head of Corporate Property & Children's Resources said that setting aspirations was key and the process was likely to take some time but it was necessary to set direction and put a policy in place around Farm Estates. The Farms Manager also stated that there was a good skill set around the existing tenants and it was important to not lose sight of the existing expertise.*
- *Members asked if it was necessary for a local authority the size of Peterborough to maintain a 3000 acre farm estate or if it could be done from a smaller holding. The Farms Manager stated that if it were possible for all of the land to produce a result it would be possible from a smaller holding, however there was a reliance on individuals so would not get a win from all of the land. He further stated that on small farms there were less options.*
- *Members stated that agricultural land price was at an all-time high. Historically the council valued its farm estate in 2012 at £4.4M and it was valued in April 2013 at £11.25M. What had happened between the two valuation dates? The Farm Estates Manager stated that whilst he was not aware of the 2012 figure farm land had increased in valuation since the financial crisis as it was seen particularly by many foreign investors as a safe haven. The Head of Corporate Property & Children's Resources advised that he would investigate the difference in valuations and come back to the Committee with an explanation as to the difference in valuations.*
- *Members asked if only Farm Business Tenancies were granted. Members were advised that this was the case.*
- *Members asked if the council was exempt from granting succession tenancies. Members were advised that this was the case.*
- *Members asked what the typical length of a Farm Business Tenancy was. Members were advised that they were usually short-term and around one or two years. A few had been for five years.*
- *Members referred to the key issues highlighted in the report and paragraph 5.4. Members wanted to know if the council wanted to exploit these and for example allocate a portion of the land for education use or production of local food would there be a way that the council could accelerate the process or would it merely be a case of waiting for the Farm Business Tenancies. Members were advised that some Farm Business Tenancies would end in October 2014 and a process would involve exploring various possibilities to see what suggestions people came forward with for agricultural projects.*

- Members reiterated the need for investment in tenancies if there were to be new individuals brought into farming. *Members were advised that working with existing tenant farmers was essential and bringing other views to the table before formation of strategies was important.*
- Members asked if the valuation was based on a transactional basis or yield basis. *The Farms Manager responded that it was a let estate and there were no other sales to compare the estate with. The valuation was therefore based on an investment and what an investor would pay for it. It was therefore essentially valued on a yield basis.*
- Members wanted to know if there was an opportunity to take the land to the market to assess its true value. *The Head of Corporate Property & Children's Resources responded that the council had a responsibility to have an overview of the value of all its assets and to constantly review their worth. However there was a need to remember what the land had to offer and what it was there to do and a need to take into account the non-financial benefits.*

ACTIONS AGREED

1. The Committee noted the report and asked the Head of Corporate Property & Children's Resources to investigate the difference in valuations of the Farms Estate between the 2012 valuation of £4.4M and the April 2013 valuation of £11.25M and come back to the Committee with an explanation as to the difference in valuations.
2. The Committee agreed to the establishment of a Task and Finish Group to look at a range of matters affecting the future management of the Councils farms estate and to inform the development of a strategy for the farms estate.
 - a. The Senior Governance Officer to write to Group Secretaries to seek nominations for the Task and Finish Group.
 - b. A report be brought back to the next meeting of the Committee with an update on the work of the Task and Finish group.

7. Opportunity Peterborough Update

The report was presented by the Chief Executive for Opportunity Peterborough and provided the Committee with an update on work being undertaken by Opportunity Peterborough and the overall economic picture in Peterborough.

Questions and observations were made around the following areas:

- Members asked what the position was regarding Queensgate and if the upgrade of Queensgate and the redevelopment of North Westgate would happen in a timely fashion. *The Director of Growth and Regeneration advised that he had been in discussions with the new owners of Queensgate and the promoters of North Westgate to ensure that this project would be delivered. It would however be different to the original design and more of a mixed use project. The new owners of Queensgate intend investing in the centre..*
- Members asked if some government offices were being relocated to Peterborough or if they were from the private sector. *The Chief Executive for Opportunity Peterborough responded that there was the potential for some government departments being moved out of London to Peterborough and that this was being promoted.*
- Members commented that perhaps too much time had been spent on the regeneration of a small area of Peterborough (the city centre) at the expense of other areas. *The Director of Growth and Regeneration advised Members that investment in the wider public realm delivered positive outcomes for the city as a whole. He stated that part of his job was to pull in external funding for that to reduce cost to the council. There were still some major interventions to be done including Bourges Boulevard. Members asked regarding Cambridge airport and its expansion and whether Peterborough was making full use of it being nearby. Members were advised that Cambridge airport was aimed at the high end and there was a premium to fly out of there. Norwich airport which was a hub airport had*

been in discussions with Opportunity Peterborough. Peterborough was well placed for airports but the biggest challenge for the city was in convincing businesses to export.

- Members wanted to know if there had been any discussion regarding the redevelopment of the town end of Broadway in order to make it more connected to the city centre. *The Director of Growth and Regeneration replied that too many cars currently came into the city centre and this affected the pedestrian environment. It was being actively looked at whether or not it was possible to reduce the number of vehicles coming along Broadway and to improve the street as part of future proposals.*
- Members asked if Opportunity Peterborough were engaging with smaller businesses throughout the city to free up commercial space to bring it back into the residential market. This would attract people to live in the city centre. *The Chief Executive responded that developers were interested in developing areas of the city centre as residential units. This did not fall under the remit of Opportunity Peterborough but any information regarding this was fed to the council to follow up. Peterborough was one of the few cities that did not yet do urban living particularly well. The Director of Growth and Regeneration added that more people needed to live in the city centre and that there needed to be a balanced mix of city centre housing. A longer term issue was the next round of growth after 2026. The administrative boundary was limited and therefore we only had a finite amount of land, with some to the north and east having a degree of flood risk. A possibility was to make these future employment areas rather than residential, making it possible to use existing employment areas for new homes.*
- Members asked how exam results in the area hindered the ability to bring in high-tech businesses in Peterborough. *The Chief Executive informed Members that it was a barrier but that the biggest barrier to businesses coming to Peterborough was the perception of the city. It was difficult to get skilled staff across the board. However Peterborough was not radically different in terms of educational levels to cities in surrounding areas. Peterborough needed to project itself more confidently and produce children that could work in those higher skilled sectors.*
- Members asked which sectors in Peterborough were experiencing economic growth and whether there was a multitude of sectors growing or if it was only shops and logistics. Members also called for a more detailed audit of economic growth across Peterborough and details of the supply chain work. *The Chief Executive stated that supply chain work makes a lot of difference and needs to be quantified further.*

ACTIONS AGREED

The Committee noted the report.

The Committee requests that the Chief Executive of Opportunity Peterborough provide a detailed analysis of all sectors across Peterborough showing which sectors are growing in Peterborough and those that are not. Detail also to be provided on the supply chain.

8. Local Transport Plan Programme of Works 2014/15

The report was presented by the Transport and Infrastructure Planning Manager and provided members with information regarding the Local Transport Plan Programme of Works 2014/15 to the Committee before submission to the Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement for approval. Members were informed that the budget had not yet been allocated and the programme of works was based on an indicative figure.

Questions and observations were made around the following areas:

- Members commented on street light maintenance and stated that there did not seem to be a criteria for replacement of the columns or the light. Newer parts of the city appeared to have had the street lighting replaced before older parts of the city. *Members were advised that there was a methodology used to assess if a replacement was needed.*

There was an asset data base and a survey was conducted with regard to structural and electrical testing of the lighting. Cast iron columns were particularly hazardous and were prioritised for replacement. Replacement was not based on particular wards but on assessment and budgetary constraints as to what could be done in a financial year.

- *Members asked what the process was for deciding that one particular development or replacement was dealt with first as opposed to another. The Transport and Infrastructure Planning Manager stated that he would circulate the methodology to the committee. Prioritisation of expenditure was dependent on two factors which were the condition of the street lighting and safety.*
- *Members referred to Annex 1, Page 51 of the report listing the Integrated Transport Programme 2014/2015 and asked what the St. John's scheme was. Members were advised that St. John's Street was being remodelled to improve footpaths and provide better areas for cyclists to use rather than through the city centre as it was a key corridor into the city.*
- *Members referred to page 51 and the section on Safer Roads and asked if the £250,000 allocated to Staniland Way was for Staniland Way junction with David's Lane. Members were advised that it was allocated for this junction.*
- *Members asked if there was any available information yet regarding performance of the new bus service. Members were informed that in terms of bus performance it had improved and there have been less complaints than previously. Feedback from the new bus service had been very positive. A full report would be provided after the service had been in place in twelve months' time.*
- *Members expressed concern at the condition of rural roads in the city and stated that they were dangerous to travel on and not enough attention had been paid to preventative measures. The Director of Growth and Regeneration responded that this was in fact a national problem. He stated that the Council with Cambridgeshire and Norfolk had applied for Government funding to address drought damage on rural roads but were unsuccessful, however there was money set aside in the Council's budget to address drought damage. The roads were being monitored.*
- *Members stated that they had been informed that there was money set aside to improve roads at Speechley Drove and Willow Drove however no further work had been carried out and wanted to know why. The Transport and Infrastructure Planning Manager responded that he would look into the matter and respond in due course. The Director of Growth and Regeneration also added that the mobilisation of the new highway services contract had delayed delivery of some schemes.*
- *Members asked if the figures quoted in the report was expected to be received. Members were advised that the figures were already in the Local Transport Plan but the budget had not been confirmed yet.*

ACTIONS AGREED

The Committee noted the report and requested that The Transport and Infrastructure Planning Manager circulate the methodology for street lighting maintenance to the committee.

9. 20MPH Speed Limit – Scrutiny Task and Finish Group Final Report

The report was submitted to the Committee following an investigation into the benefits of extending 20MPH Speed Limits throughout residential areas across the Peterborough Unitary Authority Area. The purpose of the report was to seek the Committees approval for the submission of the report to Cabinet. The report was introduced by Councillor Shearman. Councillor Shearman gave thanks to the three officers; Clare George, Gary Goose and Paulina Ford for their guidance, research and technical support throughout the review which enabled the Task and Finish Group to complete the report. Councillor Shearman gave the committee some background information with regard to the introduction of 20MPH speed limits and went through some details and recommendations of the report. The Task and Finish Group recognised the lack of funding to be able to introduce 20MPH speed limit

across the city and therefore a recommendation had been made to introduce a pilot scheme in villages in Peterborough.

Questions and observations were made around the following areas:

- Members stated that this would be a significant benefit in rural areas and would be welcomed. It should be noted though that the police would not be able to enforce it due to lack of capacity and members were therefore concerned about enforcement.
- Members asked if it would be beneficial to wait for more evidence regarding effectiveness from other authorities that had implemented 20MPH before recommending a pilot. Furthermore, they asked if the recommendations were for the upcoming budgetary year or if they were for 2015/16. *Members of the Scrutiny Task and Finish Group responded that they doubted it would be implemented in this budgetary year.*
- Members asked if it would therefore be possible to acquire more evidence from other authorities and then make further recommendations based on that evidence. *Members of the Scrutiny Task and Finish Group confirmed that this was possible. The group further stated that groups such as the NHS might also welcome the proposals as it would have cost savings for them.*
- Members followed up asking how there was a relationship between traffic in villages and urban areas and how a pilot scheme in a village would be able to assess implications on areas such as Bourges Boulevard. *Members of the Scrutiny Task and Finish Group responded that the villages were very easy to implement speed limits whereas urban areas such as Bourges Boulevard were less easy to have their speed limits changed.*
- Members commented that it was important to have similar campaigns within the city area as there were many instances of dangerous driving in the city as well as rural areas. *The Safer & Stronger Peterborough Strategic Manager advised Members that villages were keen to implement these schemes and therefore the pragmatic approach was to start the pilot with them. During the course of the next twelve months there would be a lot more evidence available for similar urban areas to Peterborough. However each city should be treated on its own merits and it would not be sensible to reduce all roads in Peterborough to a 20mph speed limit. To change the speed limit on all residential roads in the city would incur significant cost. The policing view was that they would struggle to support signed only speed limits within residential areas but would support a reduction to 20MPH if additional traffic calming measures were also in place.*

ACTIONS AGREED

The Committee noted and endorsed the report for submission to Cabinet.

10. Forward Plan of Key Decisions

The Committee received the latest version of the Forward Plan of 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 Forward Plan and, where appropriate, identify any relevant areas for inclusion in the Committee's work programme.

Members requested asked if the amendments to the Affordable Housing Capital Funding Policy were completed. *The Director for Growth and Regeneration advised that they had not been completed but would be presented to the Committee when they had.*

11. Work Programme 2013/2014

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.

The Chair wished to record the Committees thanks to the Senior Governance Officer for co-ordinating the innovative Scrutiny in a Day event which took place on 17 January 2014. The Committee agreed that it had been a great success and should be repeated on an annual basis.

11. Date of Next Meeting

Monday, 10 February 2014

The meeting began at 7.00pm and ended at 9.45pm

CHAIRMAN



**MINUTES OF THE JOINT MEETING OF THE SCRUTINY COMMITTEES AND
COMMISSIONS
HELD IN THE COUNCIL CHAMBER- TOWN HALL
ON 10 FEBRUARY 2014**

- Present:** Councillors N Arculus (Chairman), M Harper, P Kreling, D Lamb, M Lee, G Nawaz, J Peach, B Rush, JA Fox, JR Fox, D Harrington, B Saltmarsh, L Forbes, N Khan, E Murphy, N Thulbourn, M Jamil, D Fower
- Also Present:** David Whiles, Healthwatch
Councillor Cereste, Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement
Councillor Elsey, Cabinet Member for Culture, Recreation and Waste Management
Councillor Scott, Cabinet Member for Children's Services
Councillor Holdich, Cabinet Member for Education, Skills and University
Councillor Fitzgerald, Cabinet Member for Adult Social Care
Councillor North, Cabinet Member for Environment Capital and Neighbourhoods
Councillor Seaton, Cabinet Member for Resources
Councillor Walsh, Cabinet Member for Community Cohesion, Safety and Public Health
Councillor J Goodwin, Cabinet Advisor to the Leader (Business Engagement, Tourism and International Links)
Councillor Dalton, Cabinet Advisor to the Leader (Planning and Housing)
Councillor Casey, Cabinet Advisor to the Cabinet Member for Culture, Recreation and Waste Management (Culture and Recreation)
Councillor Todd, Cabinet Advisor to the Cabinet Member for Community Cohesion, Safety and Public Health (Community Cohesion and Safety)
- Officers Present:** Gillian Beasley, Chief Executive
Jana Burton, Executive Director of Adult Social Care and Health and Wellbeing
Sue Westcott, Executive Director of Children's Services
John Harrison, Executive Director of Resources
Wendi Ogle-Welbourn, Director for Communities
Kim Sawyer, Director of Governance
Steven Pilsworth, Head of Strategic Finance
Jonathan Lewis, Head of Corporate Property and Children's Resources

Kevin Dawson, Group Manager Construction, Compliance and Resilience
Paulina Ford, Senior Governance Officer, Scrutiny

The Chair welcomed everyone present and explained that the purpose of the meeting was to provide an opportunity for all Members of each Scrutiny Committee and Commission to scrutinise the 2014/15 Budget and Medium Term Financial Plan to 2023/24 as part of the formal consultation process before being presented to Cabinet for approval on 24 February 2014.

The Chair had been advised that there were some members of the public present who had requested to speak at the meeting and the Chair advised that if they were given permission to speak that they would be allowed three minutes each.

The Chair read out to the Committee a letter that the Leader had received from Brandon Lewis MP, Parliamentary Under Secretary regarding recorded votes at Budget Meetings. The letter advised the Leader of new regulations that had come into force making it mandatory for councils as soon as was practicable to amend their Standing Orders so as to include provisions for recorded votes at budget meetings. As there had been no facility to amend the council's standing orders prior to the Joint Scrutiny meeting the Chair asked the Committee if they wished to adopt a recorded vote for any recommendations that may come forward at the meeting. There would be a requirement of at least 25% of the councillors in attendance to vote in favour. There was little interest from the councillors in attendance to adopt recorded votes. Councillors felt that it was not a budget meeting but a Scrutiny meeting at which the budget was being scrutinised and therefore it was not necessary to record votes.

1. Apologies for Absence

Apologies were received from Councillors Allen, Day, Maqbool, McKean, Over, Serluca, Nadeem, Johnson, Sandford, Sharp, Shabbir, Shearman and Sylvester. Councillor Jamil attended as substitute for Councillor Shearman. Apologies for absence were also received from Simon Machen, Director of Growth and Regeneration.

2. Declarations of Interest and Whipping Declarations

No declarations of interest were received.

3. Budget 2014/15 and Medium Term Financial Plan to 2023/24

Members were given an overview of the Medium Term Financial Plan and Budget by the Cabinet Member for Resources. The following key points were highlighted:

- **Overview and overall budget strategy**
- **Detailed proposals:**
 - Capital Strategy, Asset Management Plan and Treasury Strategy
 - Adult Social Care and Health and Wellbeing
 - Chief Executive's
 - Children's services
 - Communities
 - Governance

- Growth and Regeneration
- Resources (inc. Strategic Commissioning)
- Staff Implications
- The Councils priorities
- **Settlement 2014/15 and 2015/16**
 - 2014/15
 - Grant will be £9m less previous year
 - roughly £1m worse than expected when budget planning started
 - 2015/16
 - Grant will be £12.5m less previous year
 - roughly £11.5m worse than expected when budget planning started
 - Overall reduction of nearly 40% (£44m) across 5 years
- **Pressures and Investments**
 - Inescapable budget pressures:
 - Looked after children
 - Gvt changes for learning disability following Winterbourne
 - Impact of continued economic downturn
 - Capital Investment:
 - Extra care provision
 - Roads infrastructure (Fletton Parkway and Bourges Boulevard)
 - Improvements to city centre
 - Additional places at primary and secondary schools
 - Waste strategy
 - Renewables – Income built into future years' budgets
- **Scale of the Financial Challenge**
 - Summary position for 2014/15:
 - Grant reduction of £9m
 - Financial pressures of £10m
 - Overall budget gap of nearly £19m
 - Gap increases in 2015/16:
 - Grant reduction of £12.5m
 - Financial pressures of £4m
 - Budget gap increases by £16.5m
- **Council Tax**
 - One of lowest council tax levels in the country
 - Previously approved Budget assumed 2% per annum increase (i.e. at current referendum limit threshold)
 - Proposals put forward are on the following basis:
 - 2014/15 - Council Tax frozen
 - 2015/16 - Council Tax frozen
 - Lose freeze grant if we increase. Potential impact:
 - 2% increase costs taxpayers roughly £1.2m
 - Grant loss around £0.7m
 - Net benefit around £0.5m
- **Reserves, balances and risk**
 - £6 million working balance is maintained
 - Capacity building reserve – low
 - Tight financial control even more important
 - Key risks:
 - Business rate retention – impact if Government growth targets are

- not hit, appeals etc
- Savings plans
- Council tax benefit

Each section of the budget was then taken in order according to how it was presented in the Budget Book. Each section was introduced by the relevant Cabinet Member before taking questions from the Committee.

Questions and observations were made around the following areas:

Item	Section of the Budget	Questions / Comment	Response
4	Introduction of the Budget and Overall Budget Strategy (Pages 1 -71)	<p>Members referred to the slide 'Meeting the Financial Challenge' and suggested the following should be considered:</p> <ul style="list-style-type: none"> • Council Tax to be put up by 2% to provide additional income of £500,000. • Increasing efficiency savings e.g. make the management more efficient. • Look at the claims for VAT and reducing some of the costs in buildings. • Additional income could be gained from marketing the buildings that are being used for children's centres. They could be used at weekends and evenings. The income would then help towards the reduction in cuts to Children's Centres. 	<p>A Council Tax increase of 2% brings in £500,000 extra to the Council, but would mean that that residents pay an extra £1.2M. If the Government does not put into the Councils baseline the Grant Freeze Monies going forward then the benefit would be higher in future years.</p>
		<p>Members sought assurance that the Grant Freeze monies would continue.</p>	<p>It had been confirmed that the freeze grant for 2014/15 would continue into 2015/16, but Government could not guarantee that the Grant Freeze Monies would continue into the next Parliament.</p>
		<p>Please explain the funding reductions.</p>	<p>The table includes Public Health which is an increase that cannot be used for any other purpose than Public</p>

Item	Section of the Budget	Questions / Comment	Response
		Page 7, paragraph 5.4 the table shows funding for 2013/14 of £119M and the funding for 2014/15 is £112.2M. On page 10 para 5.14 there is a table showing inescapable and essential costs of £10,343k for 2014/15. If this is the budget shortfall why are we making savings of £16.2M	Health matters.
<p>Action</p> <p>The Committee noted this section of the budget.</p>			
5	<p>Treasury Management Strategy 2014/2015 – 2023/2024 (Pages 72 -95)</p> <p>Capital Strategy 2014 – 2024 (Pages 96 – 123)</p> <p>Asset Management Plan 2014 – 2019 (Pages 124 – 151)</p>	<p>Appendix 2, page 94 – Summary of capital and treasury prudential indicators. In the section ‘Ratio of financing costs to net revenue budget’ there is an ever increasing percentage of revenue budget going towards financing costs. Is this being kept in hand?</p> <p>Asset Management Strategy. Two of the car parks are being sold which will provide a good capital receipt. We are investing in the city centre and want people to come into the city with their cars and will therefore need car parking facilities. Are there any further plans to sell any of</p>	<p>This was due to the Energy from Waste Plant investment and investment in schools.</p> <p>The car parks are not at saturation point and there is plenty of capacity within the city centre. It is therefore appropriate that the council considers other opportunities for those sites.</p>

Item	Section of the Budget	Questions / Comment	Response
		the other car parks?	
		Cost for translation is £50k but it is probably more like £100K.	A policy regarding translation was introduced some years ago which states that the council should only spend money on translation where there is a statutory or legal requirement. An example would be translation of documents for court proceedings.
		In Cambridge the authority has a project called 'Making Assets Count' which maps out and analyses usage of all their assets. Is this something that is done by PCC and if so where can the information be found?	The budget book includes the Asset Management Plan which details the council's approach to managing assets with partners in a similar way to the Cambridgeshire project.
		Could the commitment of a Healthy City be added to the council's priorities?	This was a worthwhile suggestion and Cabinet would consider this.
		How flexible are the budget pressures. Can the risk be moved up or down to relieve pressures elsewhere?	One of the responsibilities of the Chief Financial Officer was to advise the council on the robustness of the budget estimate which included management of risk. Pages 32 to 36 of the budget book details the risks and how these are managed.
		As the budget processes are getting better and efficiencies are being produced and the budget is reducing. Could we reduce our reserves from £6M to a more appropriate level of £4 or £5M?	The Chief Financial Officers role is to recommend to Members whether the £6M is an adequate amount for the reserves. At the start of the year there are always pressures which may eat into the £6M. When looking at a £17M budget deficit for 2015/16 if the balances are not right then the money would have to be replaced the following year. The Chief Financial Officer cautioned against moving away from the £6M.

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		<p>Councillor Murphy remarked that Looked after Children needed to be looked at as there appeared to be tens of thousands of pounds spent on visits by social workers to Bulgaria.</p>	<p>The Cabinet Member for Children's Services requested that Cllr Murphy provide evidence that Social Workers were being sent to Bulgaria or withdraw his remarks. No Social Workers had been sent to Bulgaria.</p> <p>The Executive Director for Children's services confirmed that no Social Workers had been sent to Bulgaria. It may have been that placements had been identified to place children in their country of origin which would cut down on the money being spent on Looked After Children.</p>
		<p>Page 20, paragraph 1.2.5 the budget projections are not taking into account the retained business rates. However at paragraph 1.2.3 it indicates increased funding as a result of that. If this were reanalysed would this produce different figures.</p>	<p>There is a degree of offsetting there between increases in business rate income and future reductions in grants from Central Government.</p>
<p>Recommendations:</p> <ol style="list-style-type: none"> 1. Councillor Lamb seconded by Councillor Lee recommended that Cabinet include as part of the Councils Priorities on page 4 of the Budget Book the Commitment to a Healthy City. <p style="padding-left: 40px;">The recommendation was put to the vote and approved. (18 in favour, none against, none abstained)</p> <ol style="list-style-type: none"> 2. The Committee recommend that Cllr Seaton investigates whether Business Rates retention would impact on the revenue budget and whether more accurate forecasts would assist in revenue allocation and budget setting. 			

Item	Section of the Budget	Questions / Comment	Response
Action			
The Executive Director of Children's Services to provide the Committee with a full briefing note regarding the comment about Social Workers that may have been sent to Bulgaria and placements for children in their country of origin.			
6.	Adult Social Care Appendix 1 and related Capital Programme (Pages 16 – 25)	Supplementary report, Appendix 1, page 5. ASC – Quality Information and Performance show savings of £50K regarding joint initiatives with Children's Services. What is this and why is it listed under Adult Social Care.	There has been a reorganisation of the Councils Senior Management Team and commissioning of children's services and adults now come under one area. This efficiency saving is about bringing responsibilities of the workforce development functions together across adults and children's services.
		Supplementary report, Appendix 1, page 5. What does the proposed cut of £80K in services for Mental Health cover? Is it the funding to the Cambridgeshire and Peterborough Foundation Trust (CPFT)?	There is a Section 75 arrangement with the CPFT the Mental Health Trust for the provision of Adult Social Care Services. Work had been done on the personalisation agenda with them and this is where the £80K saving has come from.
		There is mention of aiming for a more modern service. Can you give an example of what service is being offered now that is not modern?	Adult Social Care transformation is about the transition from providing very traditional day services, residential services and home care services in a very traditional way to a better service with the aim to enable everyone to live as independently as possible. Part of this is giving people skills to obtain employment. In doing this the dependency on statutory services is often reduced.
		Will the Gloucester Centre be closed?	The Gloucester Centre is not run by the Council. It is operated by the CPFT and the Council provide funding to 35 of the 40 users who also use the

Item	Section of the Budget	Questions / Comment	Response
			Gloucester Centre. The Council are also providing the same funding directly to the Gloucester Centre which cannot continue. The CPFT gave notice to the Council to discontinue the service.
<p>Action</p> <p>The Committee noted this section of the budget.</p>			
7.	Chief Executive's Appendix 2 and related Capital Programme (Pages 26 – 27)	No questions were submitted.	
<p>Action</p> <p>The Committee noted this section of the budget.</p>			
8.	Children's Services Appendix 3 and related Capital Programme (Pages 28 – 32)	No questions were submitted.	
<p>Action</p> <p>The Committee noted this section of the budget.</p>			

Item	Section of the Budget	Questions / Comment	Response
9.	Communities Appendix 4 and related Capital Programme (Pages 33 – 37)	<p>Angela Brennan a Member for the Public who was in attendance asked the following questions:</p> <p>With regards to children's centres, what is this figure made up of? Could I have a break down? Has the budget now encompassed the extra 100K coming from the EIG grant to setup new children's groups or the Bus Fares that the council are now promising everybody who is getting to the new proposed hubs?</p> <p>What is the figure for the transport costs and is this included in the £100K.</p> <p>Members were concerned that the councils priority of 'Safeguarding Vulnerable Children and Adults was being compromised by closing the children's centres.</p>	<p>The £931K in the supplementary report on page 8 is there because the savings will not be made by 1 April. The full year effect would be £1,181K and does include the £100K to support parent groups etc.</p> <p>If people need to go to a hub or an outreach centre and are not in a position to fund their transport but they needed to go to a centre for some particular therapy then we would look to help them with their costs. We did not say that we would fund all the transport.</p> <p>Members were referred to Appendix 3 of the budget book – Children's Services. There was a commitment to the social workers in the city to maintain the safeguarding work that they do and the service to help the most vulnerable children in need.</p> <p>Every Council in the country has had to look at the expenses associated with Children's Centres. The Government are putting £10M of ring fenced money into Peterborough this year to fund 15 hours of free</p>

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			child care to all three and four year olds in the city and to children aged two years who meet the criteria.
		The Werrington Children's Centre was opened less than four years ago and now it is being closed. Where was the forward plan for this?	Members were referred to the Settlement for 2014/15 and 2015/16 to remind Members of the reduction in funding. 2014/15 - £9M less than previous year. 2015/16 - £12.5M less than previous year.
		Supplementary report, Appendix 1, page 8 – 'Communities'. Could an explanation be given for the £1,019K pressures against the CHS – Strategy, Commissioning and Prevention section?	Most of the £1,019K relates to the upward trend in numbers of Looked After Children which is a national trend. There are also some elements of related transport cost.
		<p>A member of the public Bobby Day who works at a Children's Centre was in attendance and asked the following questions.</p> <p>In the Cabinet report on Children's Centres presented at the Cabinet meeting on 3 February there was a document, Appendix 5, Calculation of savings required for each Children's Centre. The Westwood and Ravensthorpe Children's Centre was £233,370. Please can you provide a breakdown of costs and does it include the running costs of being at Ravensthorpe School.</p>	It did include Ravensthorpe at the time it went out to tender but not now. The Director for Communities did not have the detailed information at the meeting and offered to meet with the member of public to provide a comprehensive response outside of the meeting.

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		Westwood and Ravensthorpe Children's Centre was initially over two sites. The Children's Centre had not been in Ravensthorpe school for some time.	
		<p>A member of the public Chris York was in attendance and asked the following questions.</p> <p>David Cameron has said that he was increasing funding to Children's Centres. Why therefore are the council cutting Children's Centres budgets?</p>	The report presented to Cabinet on 3 February included a letter from Elizabeth Truss MP from the Department of Education which clearly states that Children's Centres funding was included in the Early Intervention grant. This is possibly what David Cameron was referring to.
		More work needs to be done to look at the specific budgets to see if savings can be achieved through identifying efficiencies and additional income to reduce the level of cuts.	Councillor Murphy had been invited to meet with the Director of Communities and the Cabinet Member for Children's Services to discuss ideas for the identification of further efficiencies.
		Children's Centres. Have the lease closures and terminated contracts already been included in the budget?	Yes these had been included.
		Officers should provide assistance in supporting Members in discussing alternatives ways of saving money and identifying efficiencies. A working party	The Chair advised Members that there was not enough time to establish a working party and allow suitable deliberation before the budget had to be approved. It was therefore suggested that other Members of the Scrutiny Committee may also wish to meet with the Director of Communities to discuss

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		<p>could be established to look further at this.</p>	<p>alternatives to saving money.</p> <p>The Director of Communities extended the invitation to all Members of the Scrutiny Committee to attend the meeting to be held with Councillor Murphy at 4.30pm on Tuesday 11 February at Bayard Place.</p>
		<p>David Whiles from Healthwatch asked the following question.</p> <p>The reduction in budget of £45K to pay for the running of St Georges Hydrotherapy Pool will mean that it will close on 31 March 2014. The 1700 service users will have no alternative provision. The Health and Wellbeing Board in September endorsed the role of hydrotherapy for the physical and mental wellbeing of the people of Peterborough. What alternative provision will be put in place for the 1700 users?</p>	<p>The Cabinet Member for Environment Capital and Neighbourhoods advised that he had been working with local groups at the hydrotherapy pool. The groups were looking at raising sufficient funds to keep it open three months beyond the due closure dates. If the funds can be raised then it will provide some time to look at ways of keeping it open over the next two years. The question arises as to whether the NHS should provide the funding.</p> <p>The St Georges centre requires some maintenance work and funding would not be available. The school in which the centre is housed is due to close in two years' time. Discussions are being held with PJ Care to see if they have hydrotherapy provision.</p>
		<p>David Whiles from Healthwatch asked the following question.</p> <p>The NHS and the Council both have some degree of responsibility for hydrotherapy. Please can the council use their</p>	<p>It is the intention to pursue NHS funding.</p> <p>The Leader of the Council commented that by working unilaterally a new sports centre had been provided in Hampton. There was a possibility of two more sports centres being provided in the city with swimming pool facilities. This might provide an</p>

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		<p>best officers to persuade the NHS to fund the commissioning of this service in the city?</p>	<p>opportunity to explore the possibility of having a hydrotherapy pool at one of the new facilities. If the Council, the NHS and users of the hydrotherapy pool worked together to provide funding it might be possible to keep the hydrotherapy pool open until other possibilities were explored.</p>
		<p>Could a breakdown be provided of the maintenance and running costs of the hydrotherapy pool?</p> <p>Could a full assessment of the condition of the building also be completed?</p>	<p>The Head of Corporate Property and Children's Resources informed Members that a report has been prepared to answer these questions. He also advised that the building was safe and a full conditions report has been completed.</p>
		<p>Councillor Fox recommended that funding be found to keep the hydrotherapy pool running until an alternative could be found.</p>	<p>The Leader of the Council requested that the NHS should be included within the recommendation.</p> <p>The Cabinet Member for Adult Social Care informed the Committee that it was the responsibility of the Cambridgeshire and Peterborough Clinical Commissioning Group to provide the hydrotherapy service and he was having discussions with them concerning this.</p>
		<p>Angela Brennan a member of the public asked if any charities had been contacted about the closure of the hydrotherapy pool to see if they could assist with costs. This would then put less strain on the budget.</p>	<p>The Chair requested that charities be included in any recommendation made.</p>

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		<p>Members requested that the Community Leadership Fund (CLF) contributions be unblocked so that they could be used to help towards funding to help the hydrotherapy pool stay open longer.</p>	<p>Members were advised that the CLF had not been blocked but had been held until the decision had been made on whether the hydrotherapy pool would close or not. Subject to the agreement that the hydrotherapy pool stays open the CLF money will go towards the funding.</p>
		<p>Supplementary report, Appendix 1, page 8 – ‘Communities’. Section OPS – Neighbourhoods. The homelessness Bed and Breakfast Costs - £150K. This appears to be increasing and yet the housing budget is being reduced by £50K. The housing budget should be increased to reduce the demand for homelessness bed and breakfast accommodation. Can Cabinet review the use of bed and breakfast accommodation?</p>	<p>The £150K that has been put forward is in response to the impact of welfare reform and the changes that are taking place. The assessment of need indicates that there are likely to be more people who are temporarily homeless. The £50K is for the increase in the charge to Registered Social Landlords for the choice based lettings. The assessment report can be provided to the Committee.</p>
<p>Recommendations</p>			
<p>1. Councillor Murphy seconded by Councillor Forbes recommended to Cabinet that on going and additional work is done to identify efficiencies and income generation to mitigate the current level of service reductions in Children’s Centres.</p> <p>The recommendation was put to the vote and approved. (11 in favour, 5 against, 2 abstained)</p> <p>2. Councillor JR Fox seconded by Councillor Lee recommended to Cabinet that they seek to maintain St George’s Hydrotherapy Centre running until alternative sources of funding are identified. This to be done by working with services users, the NHS, and the voluntary sector to keep the pool open for two years until a solution or an alternative is found.</p>			

Item	Section of the Budget	Questions / Comment	Response
<p>The recommendation was put to the vote and was unanimously approved.</p> <p>Action</p> <ol style="list-style-type: none"> 1. The Director of Communities to provide the Committee with the Assessment of Needs report produced to inform the reason for increasing the funding of Homelessness Bed and Breakfast costs. 2. The Head of Corporate Property and Children's Resources to provide the Committee with a copy of the report detailing the running costs of the hydrotherapy pool and a breakdown of repairs with costings for both the pool and building. 			
10.	Governance Appendix 5 And related Capital Programme (Page 38 - 40)	<p>Page 39, Reducing the Community Leadership Fund - saving of £183K. Please can you explain how this figure has been arrived at?</p> <p>In reducing the CLF to £1K per councillor what assessment has been done to ascertain the impact on deprived areas or is this an arbitrary approach to save money.</p> <p>How can an arbitrary approach like this be taken when it could potentially discriminate against councillors with large wards for example rural wards which cover fourteen or more villages.</p> <p>A request was made that the Director of Governance provide</p>	<p>The Chair provided an explanation. Last year the default rate of £10K per ward was kept even though the budget was reduced for one year to £7K. This year it is proposed that it is reduced permanently to £1K. This is how the figure is arrived at.</p> <p>It was an arbitrary approach to save money.</p> <p>CLF funding does not have an ongoing revenue implication. By definition the spend year on year should not be supporting services and therefore no implications. There is no equality impact assessment on CLF.</p> <p>The Director of Governance confirmed that it was an annual discretionary spend with no ongoing impact.</p>

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		an explanation in writing.	
		<p>Councillor Lee seconded by Councillor Fower recommended that the CLF funding be raised to £10K per ward.</p> <p>The recommendation was put to the vote and NOT approved. (5 in favour, 6 against, 7 abstained)</p>	<p>The Cabinet Member for Resources reminded the Committee that when making recommendations to increase the budget that consideration needed to be given to where money could be saved elsewhere.</p>
		<p>Supplementary report, Appendix 1, page 9 – ‘Governance’. CEX – Legal. What are the £50K changes to the Electoral System for?</p>	<p>Page 40 of the budget book details why £50K is having to be spent on changes to the Electoral System. The Electoral Registration and Administration Act requires every resident in the city to fill in their own individual electoral registration form. As a consequence there will be increased postal and canvassing costs to ensure forms are sent to every resident rather than every household. It will also pay for additional canvassers to chase non-returned forms.</p>
		<p>Could Cabinet have a look at the Communications Department and to see if further savings can be made?</p>	<p>Cabinet Member for Community Cohesion, Safety and Public Health invited Councillor Murphy to meet with the Communications team to help him to understand the rationale behind the budget figure.</p>
		<p>Councillor Harper seconded by Councillor Peach recommend that Cabinet reduce the CLF fund to zero and put it back into the budget to use on vital services.</p>	

Item	Section of the Budget	Questions / Comment	Response
		The recommendation was put to the vote and NOT approved. (6 in favour, 7 against, 5 abstained)	
<p>Recommendation</p> <p>Councillor Saltmarsh seconded by Councillor Harrington recommend that Cabinet (only) reduce the Community Leadership Fund to £5000 per ward.</p> <p>The recommendation was put to the vote and approved. (9 in favour, 5 against, 4 not voting)</p> <p>Action</p> <p>The Director of Governance to provide in writing an explanation as to why the CLF funding does not have an ongoing revenue implication.</p>			
11.	Growth and Regeneration Appendix 6 and Related Capital Programme (Pages 41 – 44)	No questions were submitted.	
<p>Action</p> <p>The Committee noted this section of the budget.</p>			
12.	Resources including Strategic Commissioning and Partnerships Appendix 7 and related Capital	Will the Arts Festival be continued going forward.	There will be an Arts Festival. The council took the decision that under the current circumstances it would not be best use of council funds to put on an Arts Festival however following discussions with Vivacity they have found some additional funding from

Item	Section of the Budget	Questions / Comment	Response
	Programme (Pages 45 – 61)		elsewhere and there will be an Arts Festival in some form.
		Could you provide details of the book fund? What are we loosing from the book fund?	The book fund is reducing by £70K and Vivacity believe they can still offer a comprehensive service as close to the current service as possible.
		Angela Brennan a member of the public referred to the page 53 of the budget book – ‘Resources’ - Football ground income loss of £303K. Why after buying the Football ground at an extortionate over inflated price is the Council now recording massive income losses?	The income loss is due to rent abatement as some parts of the ground cannot be used at the moment.
		If people do not opt to pay for the collection of brown bin waste are people more likely to use the black bins for garden waste therefore increasing the amount going to landfill. This would mean increased charges for the council. Would it be better to cut the collection frequency of the brown bin by fifty percent rather than charge?	There were 103 authorities that had already implemented a charge for collection of garden waste. These authorities had noted that an additional 3% of garden waste was going into black bins and there was no reason to believe Peterborough would be any higher than that. The amount that would add to gate fees for landfill tax was included within the savings stated. It would need 35% take up to achieve the savings. Other authorities had shown that this was achievable.
		How will you implement the brown bins? Will there be a chip facility on the bins.	There will be an in cab computer system on the vehicles which will advise the crew which properties are participating or not in the scheme.

Item	Section of the Budget	Questions / Comment	Response
		<p>What happens to areas where people have to put their bins at a designated collection point? How will the crew know which bin belongs to which household and if they have or have not paid.</p>	<p>As part of payment people will receive a tamper proof sticker on the bin. If someone tries to remove the sticker it will disintegrate therefore no one can remove a sticker from someone else's bin and apply it to their own. The in cab information will also advise the crew of which people have paid for the service.</p>
		<p>Has there been an impact equality assessment completed on this policy as it would seem that regardless of income everyone will pay the same.</p>	<p>It is an optional service and if someone cannot afford the service then they do not have to take up the service. The charge of £39 per years in the lower quartile of charges compared to other authorities.</p>
		<p>What happens if the sticker is tampered with and disintegrates and it is not the owners fault.</p>	<p>The sticker will remain on the bin and it cannot be removed in any kind of useable piece. A replacement sticker will be provided.</p>
		<p>For those people who decide that they do not want their brown bins emptied what will happen to the bin.</p>	<p>The bin is part of the property and will therefore need to remain at the property for the use of any future owners or tenants of the property who may wish to take up the service.</p>
		<p>Angela Brennan a member of public asked the following questions.</p> <p>What would happen if the brown bin charges went ahead and people decided to sweep the leaves from their property onto the street? How much more money will then be spent cleaning up the streets. How much money will go into policing the new charges?</p>	<p>If leaves are in the street they will be collected by the street cleansing regime which is already in place. Any additional work like this has been taken into consideration within the cost savings.</p>

Item	Section of the Budget	Questions / Comment	Response
		<p>Bobby Day a member of public asked the following questions.</p> <p>Has the new charge included the cost of having to collect dumped rubbish like fly tipping?</p> <p>Chris York a member of public asked the following question.</p> <p>As our food waste goes to Northampton has the council had an increase in gate fees and if so is this the reason that our brown bins are now going to be charged for.</p>	<p>Yes this has been included.</p> <p>No.</p>
<p>Action</p> <p>The Committee noted this section of the budget.</p>			
13.	<p>Staff Implications Appendix 8 (Page 62)</p>	No questions were submitted.	
<p>Action</p> <p>The Committee noted this section of the report.</p>			
14	General Comments, any overall recommendations and Conclusion		

Item	Section of the Budget	Questions / Comment	Response
		<p>Councillor Murphy questioned the freeze on council tax and felt that this might jeopardise services even further in the long term.</p> <p>Councillor Murphy requested that Cabinet should consider the implications of not increasing the Council Tax by 2% over future years.</p> <p>Page 122 of the budget book. Capital Receipts Summary from 2014 to 2018. When is the land at Riseholme, Orton Goldhay scheduled for disposal and also Thorney Tank Yard?</p> <p>Councillor Arculus commented that unused assets should be disposed of as quickly as possible.</p>	<p>Members were advised that if Council Tax is raised above 2% then a referendum will need to be held.</p> <p>Members were referred to page 14 of the budget book, paragraphs 7.8, 7.9 and 7.10 for further clarification on Council Tax.</p> <p>Both of these assets are currently being reviewed and there are no timescales currently in place for disposal.</p>

The Chair thanked all members of the Scrutiny Committee and Commissions for attending the meeting and the Cabinet Members and Directors for attending and responding to the questions.

RECOMMENDATIONS

The Committee recommends that:

1. Cabinet include as part of the Councils Priorities on page 4 of the Budget Book the Commitment to a Healthy City.
2. Cllr Seaton investigates whether Business Rates retention would impact on the revenue budget and whether more accurate forecasts would assist in revenue allocation and budget setting.
3. To Cabinet that on going and additional work is done to identify efficiencies and income generation to mitigate the current level of service reductions in Children's Centres.
4. To Cabinet that they seek to maintain St George's Hydrotherapy Centre running until alternative sources of funding are identified. This to be done by working with services users, the NHS, and the voluntary sector to keep the pool open for two years until a solution or an alternative is found.
5. Cabinet (only) reduce the Community Leadership Fund to £5000 per ward.

ACTIONS AGREED

The Committee requested that:

1. The Executive Director of Children's Services to provide the Committee with a full briefing note regarding the comment about Social Workers that may have been sent to Bulgaria and placements for children in their country of origin.
2. The Director of Communities to provide the Committee with the Assessment of Needs report produced to inform the reason for increasing the funding of Homelessness Bed and Breakfast costs.
3. The Head of Corporate Property and Children's Resources to provide the Committee with a copy of the report detailing the running costs of the hydrotherapy pool and a breakdown of repairs with costings for both the pool and building.

CHAIRMAN 6.30- 9.38 pm

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 5
7 APRIL 2014	Public Report

Report of the Joint Scrutiny Committee

Contact Officer(s)

- **Adrian Chapman, Assistant Director for Communities and Targeted Services – Tel: 01733 863887**
- **Paulina Ford, Senior Governance Officer – Tel: 01733 452508**

SCRUTINY IN A DAY OVERVIEW REPORT: UNDERSTANDING AND MANAGING THE IMPACTS OF WELFARE REFORM ON COMMUNITIES IN PETERBOROUGH

1. PURPOSE

- 1.1 The purpose of the report is to provide the Committee with the overview report (attached at Appendix 1) detailing the outcomes from the Joint Scrutiny in a Day event held on 17 January 2014 which looked at understanding and managing the impacts of welfare reform on communities in Peterborough.

2. RECOMMENDATIONS

- 2.1 The recommendations from the Joint Scrutiny in a Day event are detailed in the attached report at Appendix 1.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The issues of welfare reform and tackling poverty affect the entire Sustainable Community Strategy. The Strategy is developed to build a bigger and better Peterborough and it is essential that our communities are supported and given the right opportunities to help achieve this.

It is hoped that, by adopting some of the core principles of the Strategy, we can holistically address some of the risks and harness some of the opportunities identified during the Scrutiny in a Day event. These principles include:

- A focus on outcomes, not organisations
- Addressing the root cause of issues by adopting a preventative approach
- Doing things differently for less through innovation
- Ensuring we prioritise and maintain a clear focus

4. BACKGROUND

- 4.1 The 2012 Welfare Reform Act is making the biggest change to the welfare benefits system since the 1940's. These changes will have a direct impact for most benefit claimants, which for some will be significant. There may also be a number of indirect and unintended consequences, some negative (such as overcrowding in housing) and some positive (such as greater innovation leading to new employment schemes).

Between 2012 and 2018, a number of important changes will come into effect on a range of welfare benefits such as housing benefit, council tax benefit, tax credits, disability living allowance and incapacity benefit amongst others. Welfare Reform will affect people both in and out of work.

The Act will also see the introduction of Universal Credit, which aims to simplify the current benefits system by bringing together a range of separate benefit payments into one single streamlined payment process.

Welfare Reform will have an impact on how the Council and its partners deliver support, advice and services to the public.

In July 2013 each Scrutiny Committee and Commission agreed to participate in a ground-breaking joint 'Scrutiny in a Day' event, entitled 'Understanding and Managing the Impacts of Welfare Reform on Communities in Peterborough', to develop an in-depth understanding of the issues and opportunities and to scrutinise responses on this cross-cutting agenda. The event, held on January 17th 2014, provided all Scrutiny Councillors and other participants with a chance to understand the Government's strategy on Welfare Reform, and how it affects Peterborough.

This report provides an overview of the event and its consequential outcomes.

5. KEY ISSUES

- 5.1 A series of key issues and recommendations for further debate and exploration by each Committee or Commission are set out in the attached report.

6. IMPLICATIONS

- 6.1 The attached report provides an overview of the outcomes from the event. It is likely that, as work is developed and actions taken forward following discussion at committee, there will be implications across the Council and within our partner organisations, but at this stage these implications are not known. As each recommendation and line of enquiry is taken forward, separate and more detailed reports will be presented to committee identifying these implications in more depth.

7. CONSULTATION

- 7.1 None

8. NEXT STEPS

- 8.1 The attached report will be presented to each of the Council's five Scrutiny Committees and Commissions during March and April 2014. Members will be asked to discuss, debate, refine and finalise their key lines of enquiry and recommendations in order that they can be added to the relevant meeting schedules for the 2014/15 municipal year.

Officers will also continue to work with the Centre for Public Scrutiny to define and calculate the return on investment achieved as a result of this intensive scrutiny approach, and will support the CfPS who wish to produce a case study based on our experience of the event which can be shared nationally.

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 - Scrutiny in a Day: Understanding and Managing the Impacts of Welfare Reform on Communities in Peterborough – Overview Report

SCRUTINY IN A DAY

17th January 2014

Understanding and Managing the Impacts of Welfare Reform on Communities in Peterborough

Overview Report

March 2014



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Introduction

The 2012 Welfare Reform Act is making the biggest change to the welfare benefits system since the 1940's. These changes will have a direct impact for most benefit claimants, which for some will be significant. There may also be a number of indirect and unintended consequences, some negative (such as overcrowding in housing) and some positive (such as greater innovation leading to new employment schemes).

Between 2012 and 2018, a number of important changes will come into effect on a range of welfare benefits such as housing benefit, council tax benefit, tax credits, disability living allowance and incapacity benefit amongst others. Welfare Reform will affect people both in and out of work.

The Act will also see the introduction of Universal Credit, which aims to simplify the current benefits system by bringing together a range of separate benefit payments into one single streamlined payment process.

Welfare Reform will have an impact on how the Council and its partners deliver support, advice and services to the public. The Council will need to work even closer with local partners across the public and civil society sectors, and with businesses in delivering the changes that Welfare Reform brings. Key to the successful implementation of Welfare Reform will be ensuring that the Council and local partners have an agreed strategy and understanding of the issues and how they can be addressed. Given the scale and impact that changes will bring each of the Council's Scrutiny Committees and Commissions have a strong interest in understanding these impacts on their areas of work and in making recommendations to manage these impacts.

Each Scrutiny Committee and Commission therefore agreed to participate in a ground-breaking 'Scrutiny in a Day' event, entitled 'Understanding and Managing the Impacts of Welfare Reform on Communities in Peterborough', to develop an in-depth understanding of the issues and opportunities and to scrutinise responses on this cross-cutting agenda. The event, held on January 17th 2014, provided all scrutiny councillors and other participants with a chance to understand the Government's strategy on Welfare Reform, and how it affects Peterborough.

This report provides an overview of the event and its consequential outcomes, and sets out a series of issues and recommendations for further debate and exploration by each Committee or Commission.

Further work is underway to identify the longer term impacts of and benefits from the event in order that these can be more widely shared and used to influence and shape policy and practice across Peterborough.

Context to welfare reform and poverty

The Scrutiny in a Day event, although primarily focussed on welfare reform, was organised against a backdrop of the broader issue of tackling poverty.

Britain has some of the highest levels of child poverty in the industrialised world. It is estimated that some 3.5 million children and young people in the UK live in relative poverty (defined as living in households with an income of 60% or less of the median household income).

The Child Poverty Act 2010 sets challenging UK-wide targets to be met by 2020. These targets are to:

- reduce the number of children who live in families with income below 60% of the median to less than 10%
- reduce the proportion of children who live below an income threshold fixed in real terms to less than 5 per cent.

In 2012 the Welfare Reform Act received Royal Assent. The Act legislates for the biggest change to the welfare system in over 60 years.

The Act has been designed to deliver £18bn savings from the national welfare budget as announced in the spending review 2010, and a further £12bn savings by 2018 announced in the budget of March 2012.

One of the Government's priority aims in reforming welfare benefits is to make the system of benefits and tax-credits fairer and simpler, protecting the most vulnerable in society and delivering fairness both to benefit claimants and to the taxpayer. It also seeks to recreate the incentive to get more people into work by ensuring that 'work always pays'.

According to the last available figures, the East of England has an unemployment rate of 7.2%¹, which is less than the national average. Peterborough has an average workless household² rate of 16.6%³, slightly higher than the regional average of 15.4% but lower than the national average of 18.9%. However, Peterborough has higher levels of poverty than many other areas in the country, with 24.3% of Peterborough's population considered in poverty (higher than the English average of 21.4% and the regional average of 16.9%).

¹ House of Commons Research paper 12/04, Jan 2012

² Where the household contains at least one adult of 16-64 years old.

³ "Households by the combined economic activity status of household members by area (Jan – Dec 2011)", Office for National Statistics, September 2012

Centre for Public Scrutiny Return on Investment Model

The Scrutiny in a Day event was organised with the support of a cross-party, cross-committee working group. The working group benefited from the generous support and advice of the Centre for Public Scrutiny (CfPS) who provided three days of funded support via one of their scrutiny expert advisers, Brenda Cook.

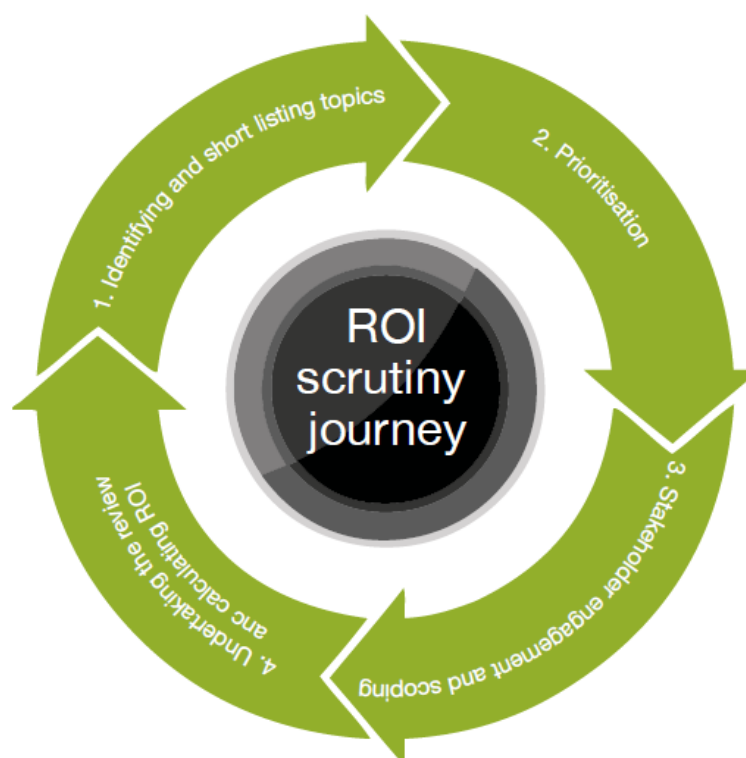
The CfPS is a charity whose principal focus is on scrutiny, accountability and good governance, both in the public sector and amongst those people and organisations who deliver publicly-funded services.

Brenda Cook advised the working group on the 'Return on Investment' model for scrutiny developed by the CfPS, and it is this model that was used as the tool for measuring the impact of the event and subsequent workstreams.

The Return on Investment model is based on four stages of a scrutiny journey (figure 1 below refers):

1. **Identifying and short listing topics:** understanding the potential impacts and opportunities the city faces as a result of welfare reform
2. **Prioritisation:** being clear about what aspects of welfare reform we want to focus on
3. **Stakeholder engagement and scoping:** broadening out the review to draw in the experience and expertise of partners and members of the public
4. **Undertaking the review:** and then estimating and evaluating the impact of the scrutiny process, and testing the ways in which a potential return on investment may be calculated

Figure 1:



Officers are currently working with the CfPS to calculate the returns on investment that can be attributed to the event. Some of these are already evident and are happening, including:

- New relationships being formed between different individuals and partners, leading to different processes and procedures being introduced that make best use of resources
- New investments or expert support from the private sector into organisations such as the Foodbank and Carezone
- Young people from City College Peterborough's John Mansfield Campus learning about the risks of excess credit and inappropriate borrowing

Other returns on investment will evolve and emerge throughout the course of the year, depending upon which lines of enquiry each Committee or Commission chooses to pursue. However, even at this early stage we can be confident that some of the returns on investment will be linked to:

- Greater connectivity between partners to deliver more seamless support services to people adversely affected by welfare reform
- New schemes that develop volunteering, training or employment opportunities
- A focus on reducing gambling, particularly on the High Street
- Greater and more consistent investment in preventative programmes, including quality advice and guidance, appropriate financial products, housing related support and reducing criminality

The Scrutiny in a Day Event – Format and Overview

The event combined sessions designed to inform and educate councillors, to connect councillors with service providers and support organisations, and to enable councillors to consider workstreams, lines of enquiry and recommendations that their respective Committees might wish to pursue during 2014/15.

A copy of the programme for the event is attached at appendix 1.

A wide range of councillors, council officers, and partner agencies attended the day. The Joint Scrutiny Committee was made up of the following Councillors:

Joint Scrutiny Committee:

Cllr Nick Arculus
Cllr Chris Ash
Cllr Sue Day
Cllr Lisa Forbes
Cllr John Fox
Cllr Judy Fox
Cllr Chris Harper
Cllr Jo Johnson
Cllr Nazim Khan
Cllr Pam Kreling
Cllr Diane Lamb
Cllr David Over
Cllr John Peach
Cllr Brian Rush
Cllr Lucia Serluca
Cllr John Shearman
Cllr Ann Sylvester
Cllr Nick Thulbourn
Al Kingsley – Independent Co-opted member

Other Councillors in attendance were:

Cllr Charles Swift, and

Cabinet Members:

Cllr Graham Casey
Cllr Wayne Fitzgerald
Cllr Nigel North
Cllr David Seaton
Cllr Marion Todd
Cllr Irene Walsh

In addition, we are extremely grateful to the wide range of council officers and partners who helped to organise and facilitate the event.

Set out below is a summary of each of the various components that made up the programme for the event. The morning sessions were held without members of the public or the media present, to enable participants to focus on learning more about the subject, whilst the afternoon sessions were all held in public.

Morning Sessions

Welcome and Introductions

Brenda Cook, expert adviser from the Centre for Public Scrutiny and facilitator for the event, welcomed all attendees and set out the objectives for the day.



Opening Address

Gillian Beasley, the Council's Chief Executive, gave the opening address stating how innovative the event was. Gillian also set out the opportunities that could come from the event and the subsequent year of scrutiny, and how critical this was in the context of supporting our citizens and strengthening our communities.

Overview of the Reforms

Julie Coleman from the Department for Work and Pensions and Keith Jones from Peterborough Citizens Advice gave an overview of the breadth of the reform agenda, including the scale of some of the changes being made. They confirmed the recent news that the funding being used in Peterborough to deliver the Community Assistance Scheme (the Local Welfare Provision from the Department of Work and Pensions) was to be withdrawn from 2015/16.

The Wider Context: Poverty in Peterborough

Jawaid Khan from the Council's cohesion team and Sharon Keogh from Carezone gave an overview of the wider issue of poverty and its impacts in Peterborough. Sharon then shared a number of real case studies, bringing to life the reality for some of the clients her organisation supports.

Development Session 1: The Experience

Participants were invited to experience five scenarios, each drawn from real experience in Peterborough, that articulated the impacts of welfare reform or poverty, the support available to people affected by these issues, and the temptations that some people turn to in order to help them cope. The five scenarios (attached for information at appendix 2) were acted out by council officers and staff from partner agencies.



Development Session 2a: The Evidence

Participants were invited to learn more about the facts and figures associated with welfare reform and poverty, through the medium of a short interactive quiz. Voting buttons were used to answer a series of questions that were designed to challenge people's understanding and knowledge of the issues and to expose some of the key facts. In advance of the event, councillors were provided with a pack of information and evidence (see appendix 3), and this part of the event was designed to pick out the key points from that pack. The questions asked and their respective answers are included at appendix 4.



Development Session 2b: The Reality

Participants were invited to meet a small number of Peterborough residents who have been directly affected by welfare reform. This was an opportunity to hear the reality that some people were facing, and we are grateful to those who volunteered to attend and to the various partner agencies that supported them.

In addition, this session provided an opportunity for participants to view a series of displays and information from a wide range of partner organisations, specifically:

- Accent Nene
- Age UK Peterborough
- Anglia Rainbow Savers Credit Union
- Axiom Housing
- Care and Repair Home Improvement Agency
- Carezone (Kingsgate Community Church)
- City College Peterborough
- Council 0-19 service
- Cross Keys Homes
- DIAL Peterborough
- Foodbank (Kingsgate Community Church)
- Health Watch
- Heataborough
- Home Group
- Hyde Housing

- Job Centre Plus
- Peterborough and Fenland MIND
- Peterborough Citizens Advice
- Peterborough Council for Voluntary Service
- Public Health Live Healthy Team
- Ready to Switch

Afternoon Sessions

The Impacts

The Shontal Theatre Company were commissioned to deliver a performance entitled ‘Bust’ which exposes the issues of excessive credit and inappropriate borrowing in a domestic setting, and the impacts that changes of circumstances can have on a family. The hard hitting performance involves actors acting out a domestic scenario, with interludes for the audience to engage and comment on what they’ve seen.

Feedback from Development Session

Brenda Cook summarised the initial feedback from the morning development sessions in order to focus the participants on the more detailed discussions and debates to be held during the afternoon. During the morning sessions participants were invited to post ideas and questions in ballot boxes that were located throughout the areas being used. These were reviewed during lunchtime, enabling Brenda to summarise the key points. Brenda identified four common themes:

1. There are many different organisations that are engaged in supporting people in poverty and people who are relying on benefits, welfare or support, but how well are organisations working together? How well are organisations signposting to each other? And can the current practise be improved?
2. The impact of gambling, and the prevalence of gambling in Peterborough, and also the amount of money that’s involved in the gambling industry. What can the Council do in relation to gambling? What stance can we take? Is there a need for education in schools, or for young people to see some of the figures that the councillors were given earlier? What action can be taken?
3. The issues associated with educational attainment and young people, and why Peterborough is so poor when measured against other areas at Level 4 and above. What can be done? What can we as a Council do to address that, working with partners?
4. The issue of managing debt: how is this dealt with? What can be done to improve it?

Public Engagement

This session provided an opportunity for members of the public who were in attendance to ask any specific questions or make any points they felt were relevant. Nobody chose to ask anything at this point, although it should be noted that various members of the public who did attend contributed to the discussions at other times throughout the afternoon.

Joint Scrutiny Committee – the Big Questions

Brenda Cook facilitated a question and answer session during which a range of issues and queries were responded to in order to prepare scrutiny councillors for their more detailed discussions. The questions asked and the answers provided is attached at appendix 5.

Individual Scrutiny Committee and Commission Meetings

Each of the Scrutiny Committees and Commissions met separately to develop a list of recommendations and lines of enquiry, formed as a result of the day's various sessions (although unfortunately the Scrutiny Commission for Rural Communities had insufficient numbers of Scrutiny Members present to meet during this session). The various recommendations and lines of enquiry developed during this session are set out in section 4.

Final Remarks, Next Steps and Close

Councillor Irene Walsh, Cabinet Member for Community Cohesion, Safety and Public Health, gave closing remarks, commenting on the impact and diversity of the event and the wide ranging topics discussed. Councillor Walsh reaffirmed our collective commitment to supporting people affected by welfare reform and poverty.

Recommendations and Lines of Enquiry from each Scrutiny Committee or Commission

Four of the five Scrutiny Committees or Commissions produced a shortlist of key lines of enquiry or recommendations that those present felt they may want to focus on during the 2014/15 municipal year. These are set out as follows:

Creating Opportunities and Tackling Inequalities Scrutiny Committee

1. To explore the impact of welfare reform on young people and their attainment in mainstream education.
2. To identify barriers to work and explore how early years provision, support and related services can help parents into employment.
3. To understand the impact and needs arising from welfare reform and ensure that initiatives such as Connecting Families can meet these needs.

Strong and Supportive Communities Scrutiny Committee

1. To explore the impact of the cessation of the Local Welfare Provision funding from Department of Work and Pensions and develop recommendations to Cabinet on how the Peterborough Community Assistance Scheme can be sustained.
2. To raise awareness of the ongoing reforms, the impacts and support available with communities, councillors and partners. Develop opportunities for sharing experiences caused by welfare reforms between communities, councillors and partners.
3. To explore opportunities of how investing in local community groups can help to prevent and tackle poverty.
4. To receive a report on the extent of gambling within the city and develop actions to mitigate the impact of gambling such as education, awareness raising and prevention.

Scrutiny Commission for Health Issues

1. To create an accessible, visible and customer-orientated access point for advice.
2. To receive and scrutinise a report from Public Health on planned initiatives relating to healthy eating, food and nutrition along with the links to poverty and other lifestyle factors.
3. When receiving the Public Health report above, to look at links between the nutrition and uptake of school meals and educational attainment.
4. To receive and scrutinise a report on the impact of poverty on public health and explore how investing in measures to tackle poverty can improve health outcomes.

Sustainable Growth and Environment Capital Scrutiny Committee

1. To consider the Council's response to gambling and to devise a holistic approach to combatting the economic threats posed by gambling and vice
2. To understand the role that the voluntary sector can play in helping the council to deliver its key objectives. To foster closer links into and between the voluntary sector and review how the Council can support this
3. To scrutinise the Affordable Housing Capital Strategy to enable the Committee to consider recommendations relating to social housing.

Scrutiny Commission for Rural Communities

As the remit of the Scrutiny Commission for Rural Communities is cross-cutting, members will consider which of the recommendations and lines of enquiry above they wish to pursue alongside new suggestions that have emerged since the event.

Next steps

This report will be presented to each of the Council's five Scrutiny Committees and Commissions during March and April 2014. Members will be asked to discuss, debate, refine and finalise their key lines of enquiry and recommendations in order that they can be added to the relevant meeting schedules for the 2014/15 municipal year.

Officers will also continue to work with the Centre for Public Scrutiny to define and calculate the return on investment achieved as a result of this intensive scrutiny approach, and will support the CfPS who wish to produce a case study based on our experience of the event which can be shared nationally.

Finally, when agreed by each Scrutiny Committee and Commission, this report will be shared with all who participated in the event as well as with our wider partnership networks to help define and guide our work programmes for the coming years.

Further information on this report is available from:

Democratic Services Team

Chief Executive's Department, Town Hall

Bridge Street

Peterborough, PE1 1HG

Telephone – (01733) 747474

Email – scrutiny@peterborough.gov.uk

Understanding and Managing the Impacts of Welfare Reform on Communities in Peterborough

Programme

Joint Meeting of the Scrutiny Committees and Commissions: Scrutiny in a Day

Friday 17th January 2014

Town Hall 9am – 4.40pm

Session 1: 9am to 1pm – Development Session for Councillors

9.00 – 9.30 Arrivals, registration and coffee

9.30 – 9.35 Welcome and introduction to the day

Brenda Cook, Centre for Public Scrutiny

9.35 – 9.45 Opening address

Gillian Beasley, Chief Executive, Peterborough City Council

9.45 – 10.00 Overview of the Reforms

Julie Coleman, Department for Work and Pensions and Keith Jones, Peterborough Citizens Advice

10.00 – 10.15 The Wider Context: Poverty in Peterborough

Sharon Keogh, Kingsgate Community Church and Jawaid Khan, Community Cohesion Manager for Peterborough City Council

10.15 – 12.15 Development sessions:

Session 1

10.15 – 11.15 The Experience

An interactive walk-through of the impacts of welfare reform, the support available and the temptations facing individuals and families.

Session 2a

11.15 – 11.45 The Evidence

Gary Goose and Ray Hooke, Peterborough City Council

An interactive workshop to better understand data and evidence on poverty and deprivation

Session 2b

11.15 – 11.45 The Reality

An opportunity to hear from local residents who have been impacted by welfare reform and an opportunity to meet with agencies providing frontline support to people.

11.45 – 12.15 Sessions 2a and 2b repeated

12.15 – 1.00 Lunch

1pm to 4.40pm – Joint Scrutiny Event – Open to Public

1.00 – 2.00 Theatre Production ‘Bust’

Shontal Theatre Company to perform ‘Bust’ production: a young couple who manage to attract a portfolio of debt leading to a change in personal circumstances.....

2.00 – 2.10 Feedback from the Development Session and Introduction to the Afternoon

Brenda Cook, Centre for Public Scrutiny

2.10 – 2.30 Public Engagement

An opportunity for members of the public to give evidence on the impact of welfare reform

Facilitated by Brenda Cook, Centre for Public Scrutiny

2.30 – 3.10 The Big Questions

Facilitated by Brenda Cook, Centre for Public Scrutiny

3.10 – 4.10 Joint Scrutiny Committee Workshops

Explore key lines of enquiry and develop recommendations

4.10 – 4.30 Feedback from Workshops

Facilitated by Brenda Cook, Centre for Public Scrutiny

4.30-4.40 Closing Remarks and Next Steps

Councillor Irene Walsh, Cabinet Member for Community Cohesion, Safety and Public Health

APPENDIX 2: SCENARIOS USED IN THE 'EXPERIENCE' SESSION

The Experience Session – Zone Scenarios

The following scenarios were used to set the scene for the Experience Session, during which council officers and staff from other agencies acted out different situations that brought together the impacts of welfare reform and poverty, the support that is available to people affected, and the temptations that are open to them.

Zone 1: Charlene

Charlene is a single mum with school age children. She has a history of receiving benefits for her disability, but following a recent reassessment, Charlene has been told that she is no longer eligible for disability benefits.

Charlene has now got a part time job, but on minimum wage. She is finding it difficult to pay her bills and provide food for the family. To make matters worse, her cooker no longer works and needs replacing. Charlene needs to find £300 urgently as she cannot provide a hot meal for her family.

Zone 2 – The McGuire Family

The McGuire family consists of Mr & Mrs McGuire and two children. Both parents have been unemployed for a number of years and receive benefits. Due to the changes in the Council Tax scheme, the family are now required for the first time to pay an element of Council Tax.

The family live in a House of Multiple Occupation (HMO). Conditions are very poor affecting the family's health and wellbeing.

The family have problems managing their money properly and are in debt. The children are often given convenience foods (ready meals, junk food etc.) and are in poor health. The parents see the black market as a way of making some quick money through the sale of illegal tobacco /alcohol.

Zone 3 – Andy

Andy is a private tenant aged 32. He has been renting a 1 bedroom self-contained flat from his landlord for the last 4 years. The rent is £400.00 per calendar month. When he started renting the flat he was working full time, but was made redundant and has been unable to find another job since.

Andy is in receipt of housing benefit which covers his rent. Due to changes in Housing Benefit rules, Andy's benefits have reduced from £400 per month to £242 per month.

Andy is unable to meet the shortfall in his rent and is now in arrears. He currently owes £1400.

After numerous threatening phone calls, the landlord has now told Andy that she will be visiting the property at 11am today and if he's not out of the property she'll "get some guys round" to forcibly remove him and his belongings. Andy is considering turning to crime as a means of covering his debts

Zone 4 – Denham

Denham is a single father living in a four bedroomed house. He has two children, both boys, one aged 7 and the other 14 who attend different schools. Due to the changes in housing benefit from the Spare Room Subsidy, his benefit has been cut by 25%.

Denham's new job means he has to leave the house at 6am. This means that the children have no one to get them ready for school.

The school is concerned about the lack of attendance of the younger child and the disrupting behaviour in class. The school has asked to meet with Denham on a number of occasions. Denham is also concerned that the older son is hanging around a group of older boys known for anti-social behaviour and being a bad influence.

Denham is struggling to cope and turning to alcohol.

Zone 5 – Dave

Dave moved to a small village with his partner six months ago in a bid to make a fresh start after they kept arguing and Dave's partner started becoming violent. Dave doesn't work as his partner preferred him to stay at home and look after the house, however the rent and bills are all in Dave's name at his partner's insistence. Since they moved, the arguments got worse; Dave's partner cut him off from his friends and family and stopped him going out. Then one day Dave's partner simply took the car, his things and left.

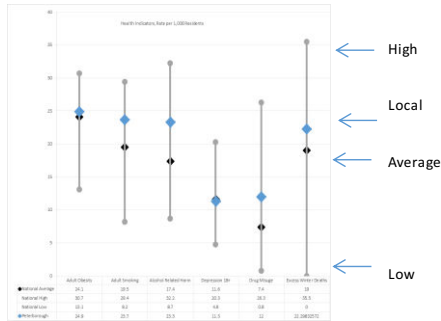
This left Dave alone in the village, isolated without a car and no income. His bills are mounting and Dave is getting into debt. Dave doesn't know anyone locally because his partner didn't allow him to socialise.

Dave starts to visit his local pub daily and uses the fruit machine to pass the time, he occasionally wins and starts to think this a means of getting himself out of debt.

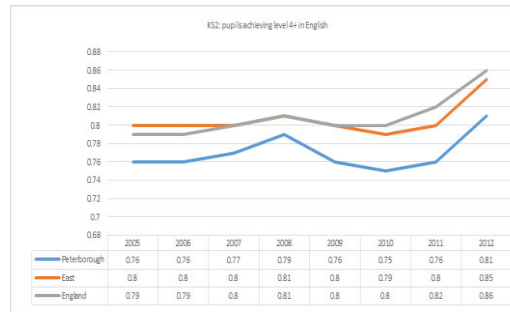
Scrutiny in a Day - Information pack guidance notes

This evidence pack has been developed to assist with the scrutiny in a day "Tackling the effects of the welfare reform" event. The information contained within has been sourced predominantly from open data with some local datasets included and has been grouped, where possible, into themes relevant to each of the five scrutiny committees. The most recently available data has been utilised where possible. This pack has been designed to allow questions to be raised as opposed to providing definitive answers. Where possible, Peterborough has been shown as a comparison to all other Local Authority areas in England, with a proportion showing a localised "drilled down" element.

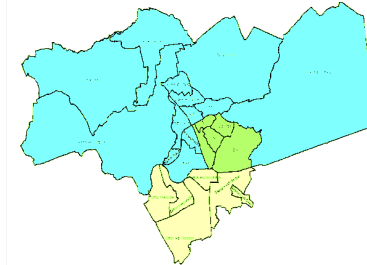
A guide to interpreting the data.



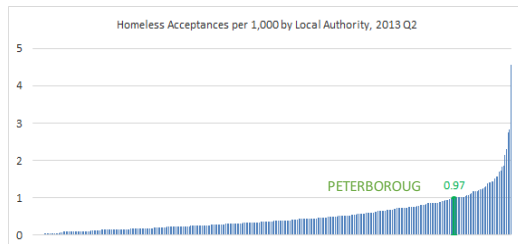
Stock Charts - are a quick way to look at a broad range of data. The maximum and minimum ranges are shown as the highest and lowest points of the line, with Peterborough featuring a blue diamond and the national average shown as a black diamond, these charts will either be shown across a time range, or across a range of themes.



Line Charts - These are utilised for displaying trends over time. The horizontal X axis shows the date range while the vertical Y axis will show either a number (i.e.. age) a rate (i.e.. per 1000 population) or a percentage (i.e.. a proportion). All Line charts in this evidence pack utilise the same colour themes. Blue = Peterborough, Orange =

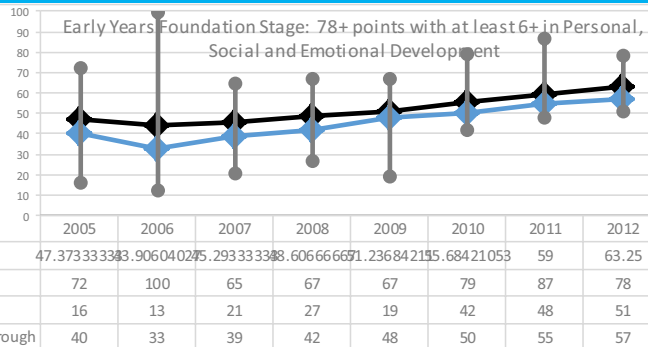


Maps - All maps that have been utilised within this evidence pack are based on ONS defined Output Areas within Peterborough Unitary Authority Ward boundaries and are shown as shaded "heat maps" based on the relative values or rates relevant to each

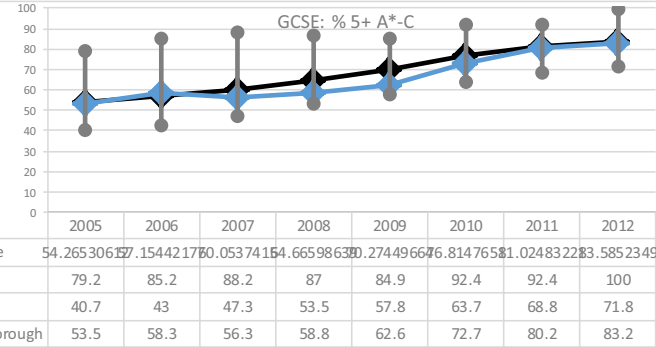


Column Charts - These charts are utilised throughout this document primarily as a way of demonstrating where Peterborough is placed in a national context. Each column represents a Local Authority in England and Wales. Peterborough will always be represented as a green column with its respective data label visible. Lowest volumes/rates will always feature to the left, where highest volumes or rates will appear to the right.

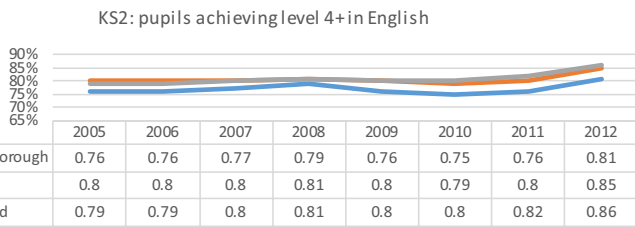
Creating Opportunities and Tackling Inequalities



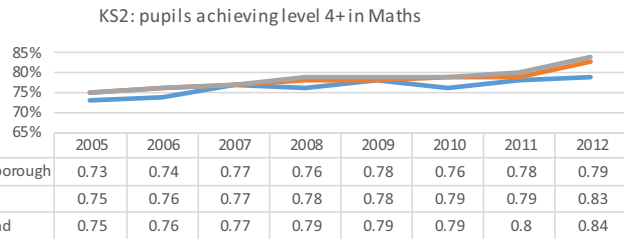
This graph shows that, regarding Early Years achievement, Peterborough and the national average are improving at a similar rate with Peterborough remaining in a relatively deficient position.



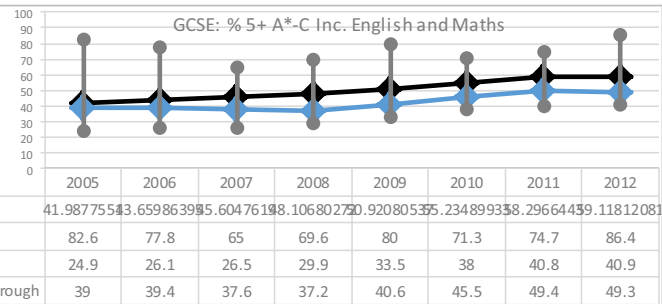
This graph shows that, despite a minor dip from 2007 to 2010, the percentage of students achieving 5+ GCSEs at A*-C grades is in line with the national average.



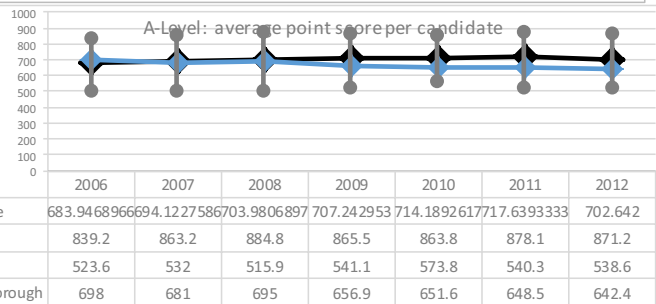
This graph shows that KS2 pupils in Peterborough have consistently trailed the region and country in English achievement since 2006.



This graph shows that, while Peterborough is improving in KS2 pupils achieving level 4+ in Maths, it is at a slightly slower level when compared to regional and national progress.



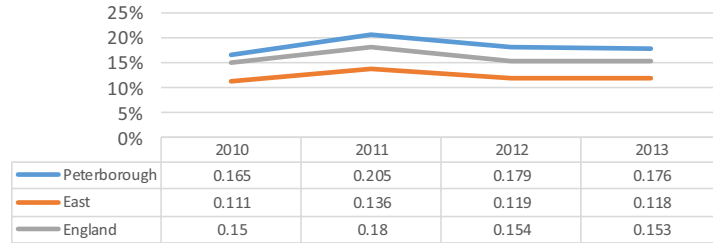
In contrast, this graph shows that Peterborough lags behind the national average regarding A*-C achievement in English and Maths in GCSE.



This graph shows that, beginning in 2009, Peterborough's average A level score per candidate has fallen below the national average.

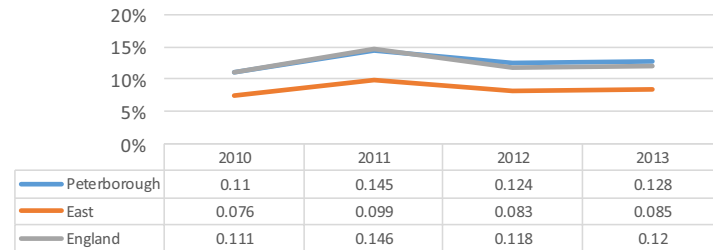
Creating Opportunities and Tackling Inequalities

FSM: primary schools

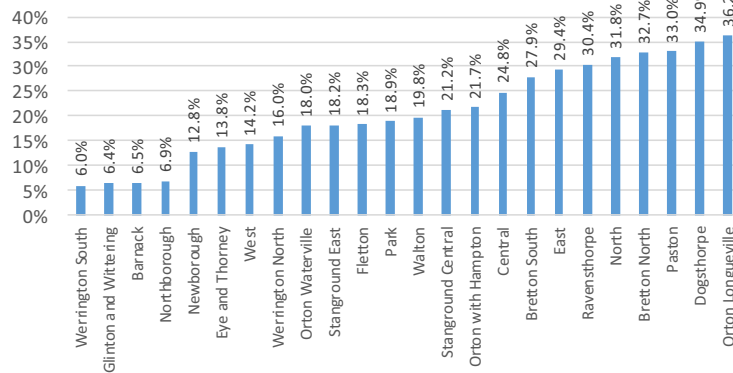


These two graphs demonstrate that Peterborough has a marginally larger percentage of pupils receiving free school meals than England and a considerably larger amount than the region.

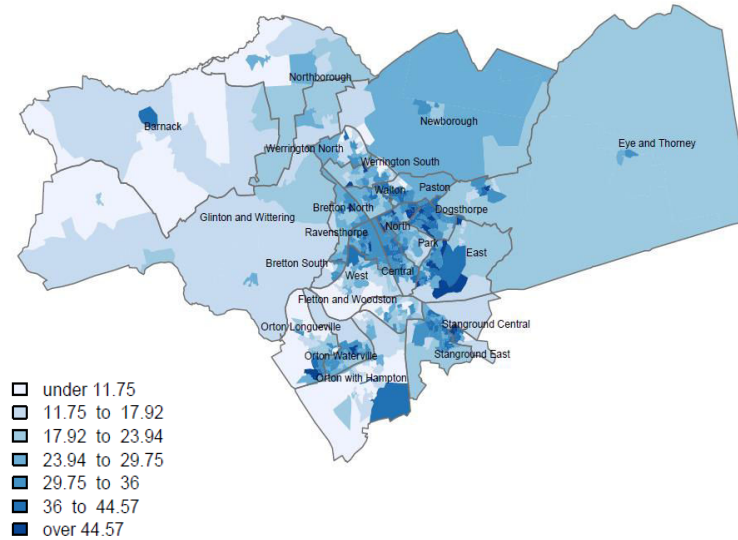
FSM: secondary schools



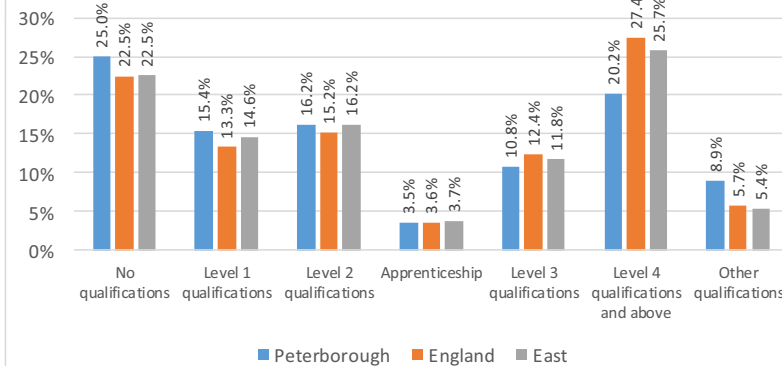
Percentage of Children Under 16 in Poverty



KS501EW0014 (No Qualifications)

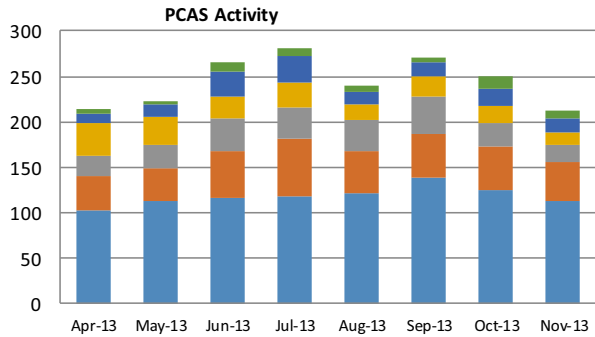


Highest Level of Qualification

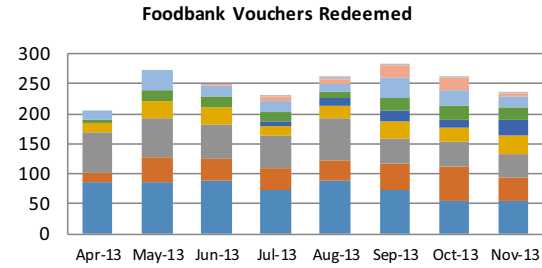


This graph shows that Peterborough has a higher percentage of people with no or other qualifications than the region and country. It also demonstrates that Peterborough has a significantly lower percentage of people with level 4 qualifications (degrees and above) than the region and country.

Creating Opportunities and Tackling Inequalities

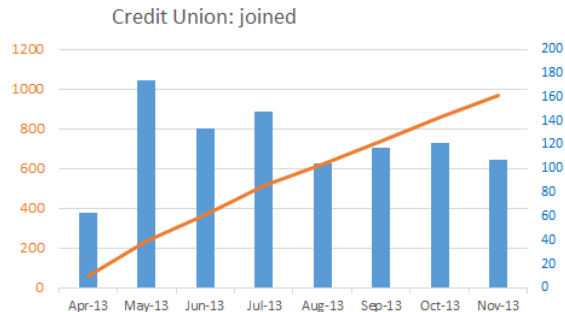


	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13
Microwave Packs Issued	6	3	10	8	7	6	13	8
Wee Re-Use Vouchers	10	14	28	30	13	15	20	15
Referrals to Care Zone	35	30	23	28	18	23	19	15
Emergency Foodbox	23	27	36	34	34	40	26	19
Meter Card Vouchers Issued	38	35	52	63	46	49	48	43
Food Vouchers Issued	102	113	116	118	122	138	124	112

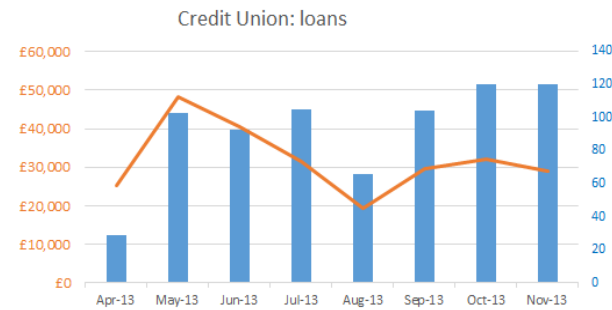


	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13
313 Cromwell Road (Central ward)	0	0	0	3	4	4	2	3
Orton	0	0	2	7	7	21	21	7
Stanground	14	33	17	17	15	33	25	16
Bretton	7	18	20	16	10	21	24	23
Salvation Army (Central ward)	0	0	0	8	13	19	14	24
Paston	14	30	28	17	19	28	23	31
Westgate	67	64	57	52	71	42	41	39
Gunthorpe	17	41	37	38	33	43	57	40
Dogsthorpe	86	87	88	73	90	74	55	55

These above two graphs firstly demonstrate the activities of PCAS of which the majority activity was issuing food bank vouchers. Accordingly, the second graph shows the food banks where vouchers were redeemed, the major three location were Dogsthorpe, Gunthorpe and Westgate.



	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13
Total Joined (Credit Union)	63	174	134	148	105	118	122	108
Cummulative total	63	237	371	519	624	742	864	972

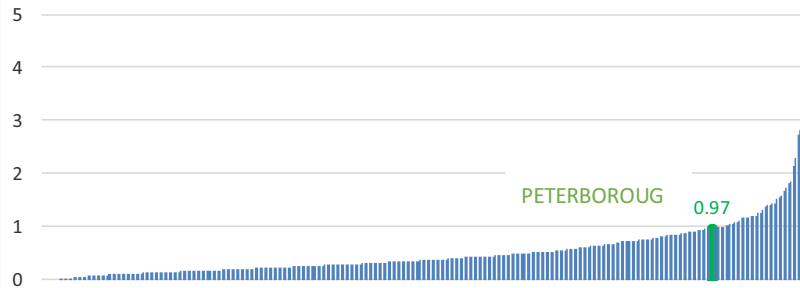


	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13
Total number of loans	29	103	93	105	66	104	120	120
Total value of loans	£25,163	£48,291	£40,397	£31,502	£19,480	£29,544	£32,137	£28,945

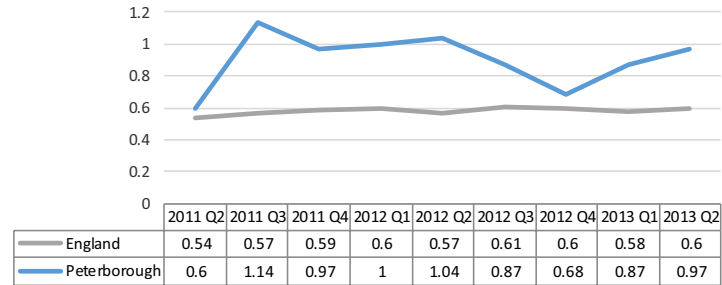
The bottom two graphs track the number of members of the credit union and the amount and value of loans approved.

Strong and Supportive Communities

Homeless Acceptances per 1,000 by Local Authority, 2013 Q2

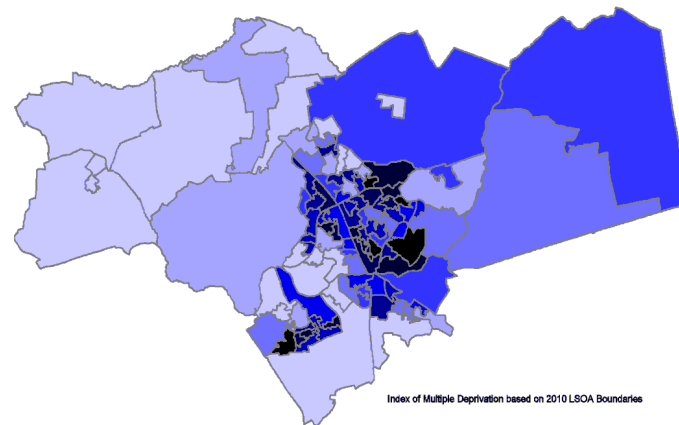
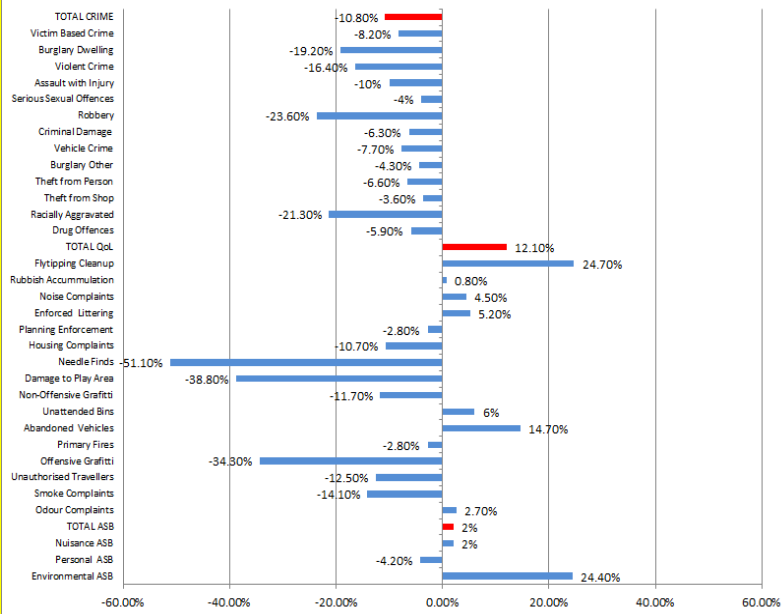


Homeless Acceptances per 1,000



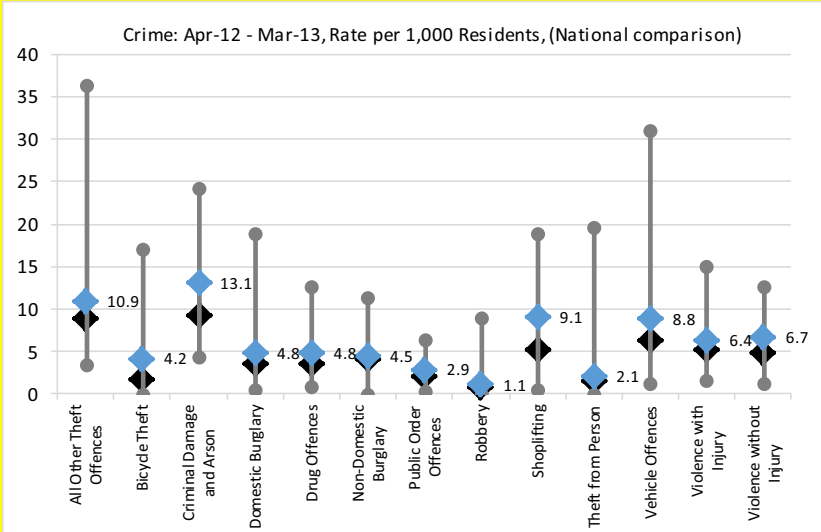
This above graphs show that Peterborough has consistently recorded homelessness acceptances as a rate per 1,000 population in excess of the country. Accordingly Peterborough lies at the higher end of all local authorities in England.

% Variation of Quality of Life factors across Peterborough from Baseline Period (Apr 2012- Mar 2013) to Current period (Dec 2012 - Nov 2013)

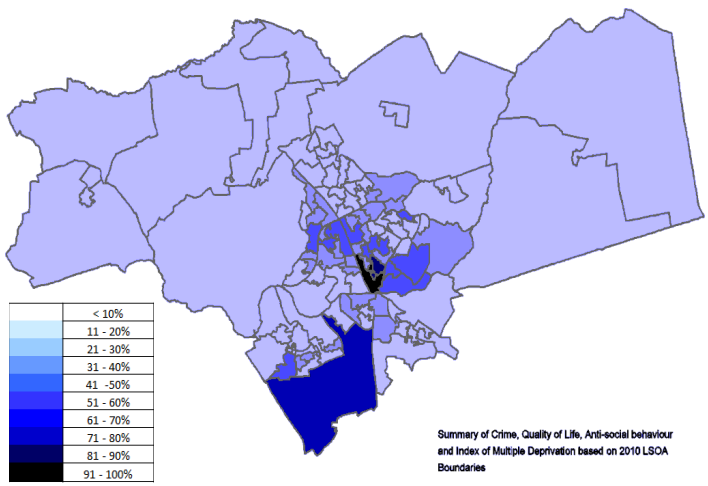


The map above shows the overall rank based on the 2010 Indices of Multiple Deprivation by LSOA. The darker the area, the more deprived it is (and the lower the rank is). When compared to 2007 IMD rankings there is little change. This is the most recent IMD data available. IMD scores will be refreshed in 2014.

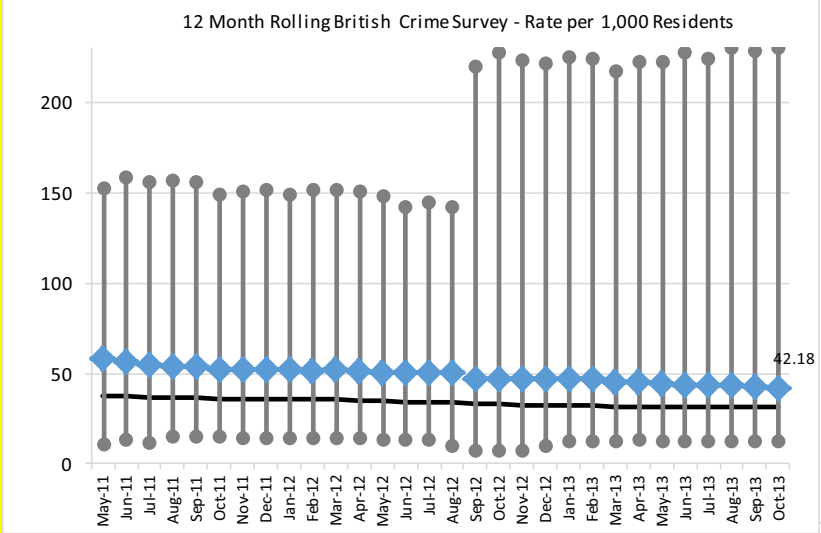
Strong and Supportive Communities



This graph plots the range of crime types per 1,000 residents with the national average and Peterborough's scores superimposed. In all cases Peterborough exceeds the national average.



The map above shows the combined proportion of all Crime, Anti-social behaviour and Quality of life incidents reported to the police and local authority.

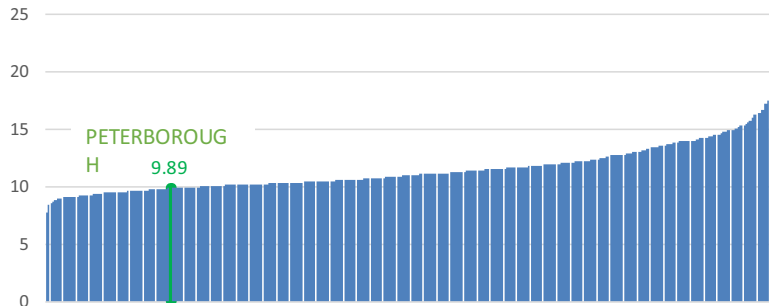


This graph to the left shows the range of Crime Survey of England and Wales scores with the national average and Peterborough superimposed. Peterborough exceeds the national average, but the gap is gradually reducing.

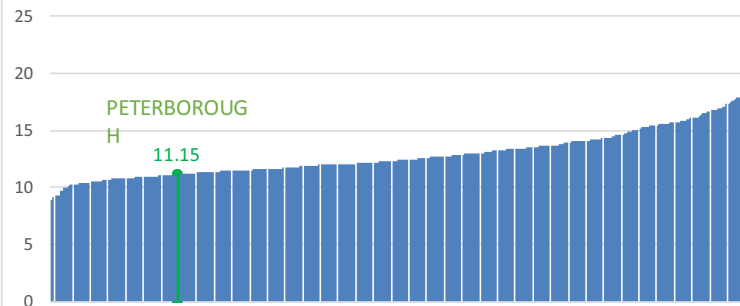
Sustainable Growth and Environmental Capital

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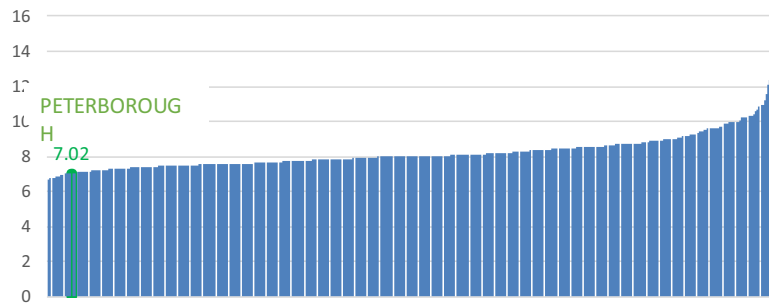
Gross Median Pay (£) by Local Authority - All Pay



Gross Median Pay (£) by Local Authority - Full-Time Pay

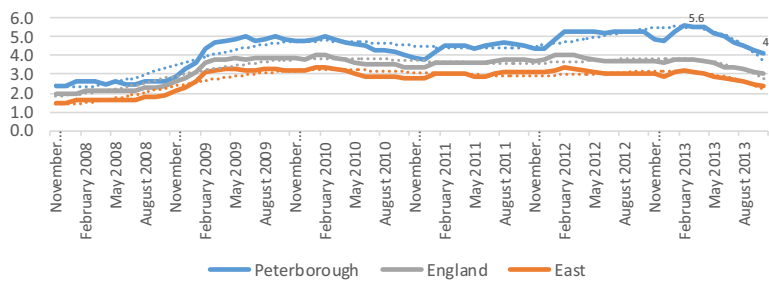


Gross Median Pay (£) by Local Authority - Part-Time Pay

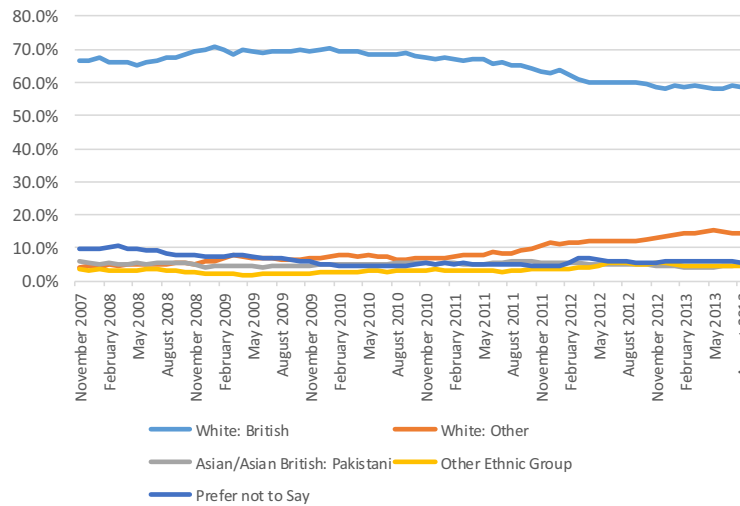


Residents of Peterborough earn comparatively less than the national median of all British local authorities. This is especially so regarding Peterborough's part-time employees whose median wage is amongst the very lowest in Britain after having experienced an annual reduction of 6.8%. This places Peterborough as 359th of 373 comparable local authorities and well within the lowest 5% in the country at 3.8%. Peterborough's part-time employees accordingly account for 22,000 (27.5%) of Peterborough's 80,000 employees.

Rate of Unemployment, Nov-07 - Oct-13



Percentage of Top 5 Ethnicities Claiming JSA, Nov-07 - Sep-13

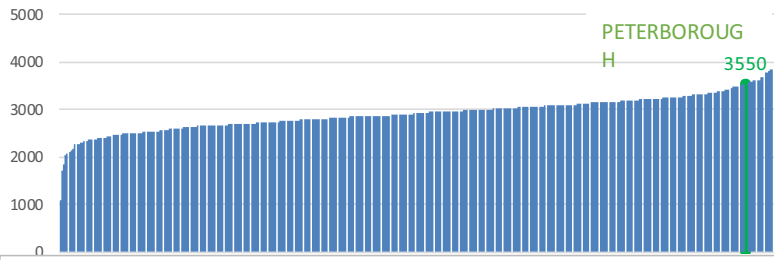


This graph shows the rate of working age unemployment. Peterborough has historically had a higher rate than the region and country although this has been exacerbated by the financial crash. However, during the last couple of months, Christmas hirings seems to have reduced the gap.

This graph shows the proportion the top 5 ethnicities contribute to Jobseekers' claims. As would be expected, White British contribute the most although this has been in gradual decline for the past few years. White Other contribute a distant second and has been increasing for roughly the same

Sustainable Growth and Environmental Capital

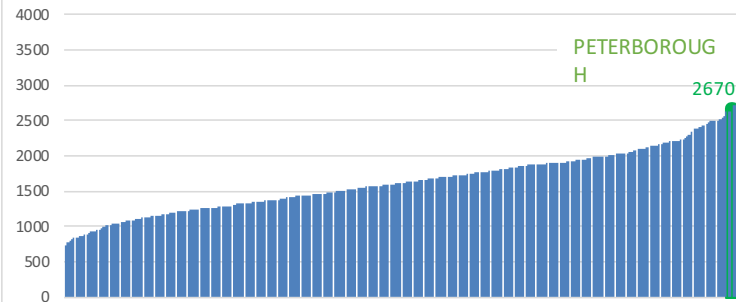
Child Benefit reductions, Households Affected Rate per 10,000



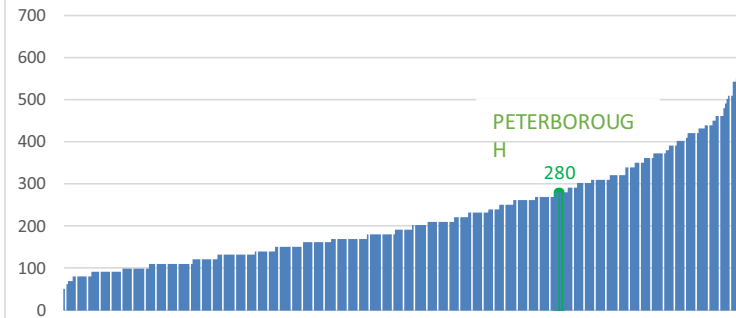
- Peterborough has amongst the highest rate of households affected by child benefit cuts in England and Wales with 3,600 (36%) per 10,000 households affected. This puts Peterborough at 365th of 379 comparable local authorities and well within the top 5% of local authorities most affected at 3.7%.

- Peterborough has amongst the highest rate of households affected by tax credit cuts in England and Wales with 2,720 (27.2%) per 10,000 households affected. This puts Peterborough at 372nd of 379 comparable local authorities and well within the top 5% of local authorities most affected at 1.8%.

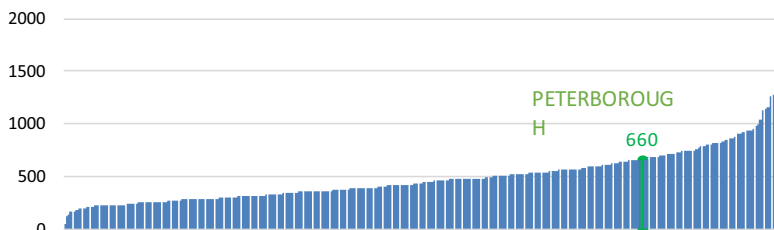
Tax Credit reductions, Households Affected Rate per 10,000



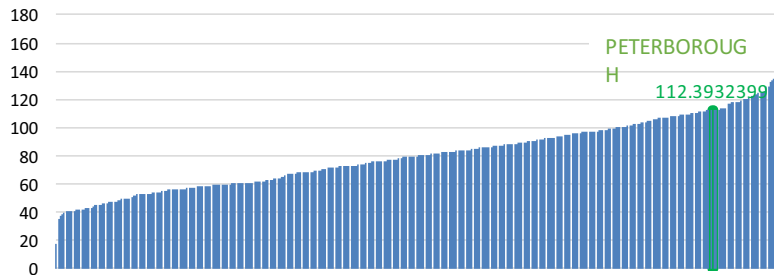
Housing Benefit reductions: Under Occupation (Bedroom Tax), Households Affected Rate per 10,000



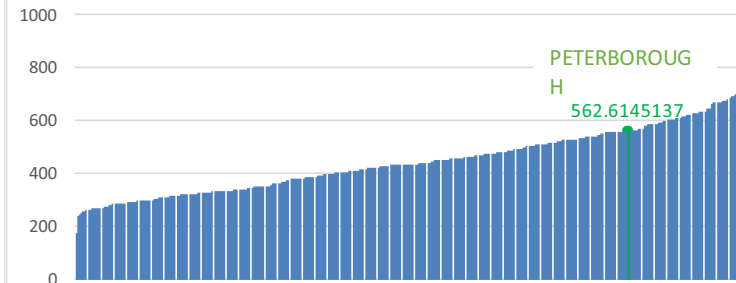
Housing Benefit reductions: Local Housing Allowance, Households Affected Rate per 10,000



1% Uprating, Financial Loss per Working Age Adult, £ per Year

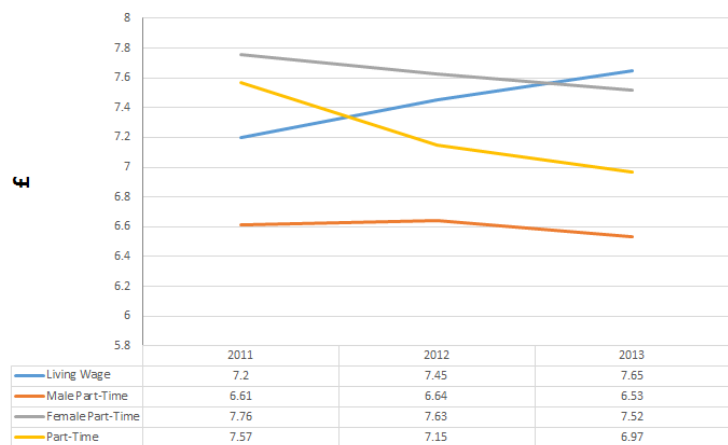


Total reductions, Financial Loss per Working Age Adult, £ per Year

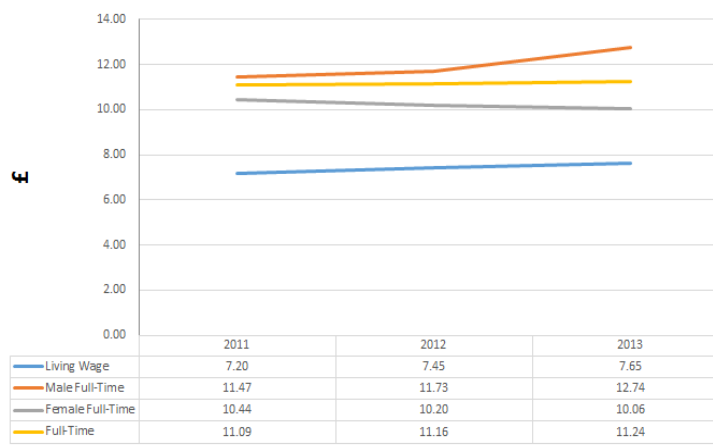


Sustainable Growth and Environmental Capital

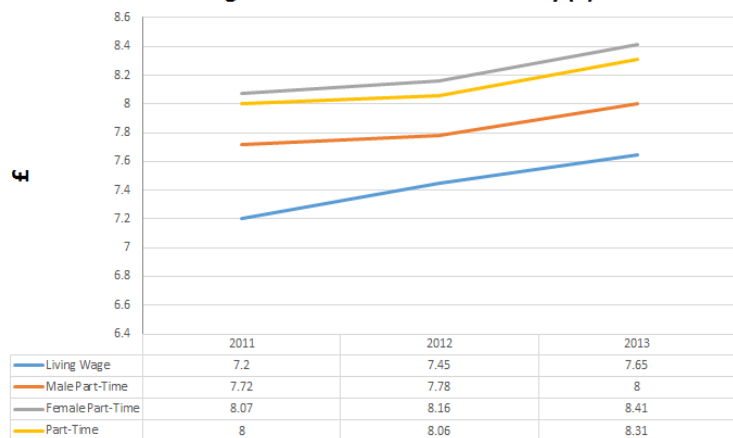
Peterborough - Part time median salary (£)



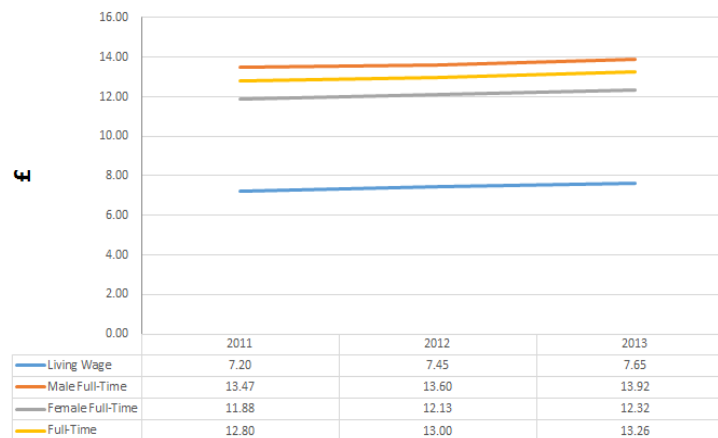
Peterborough - Full time median salary (£)



England - Part time median salary (£)



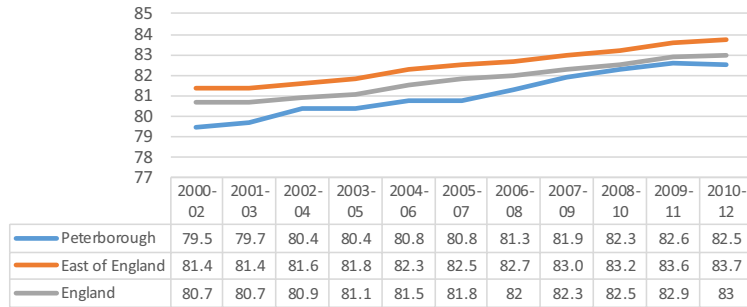
England - Full time median salary (£)



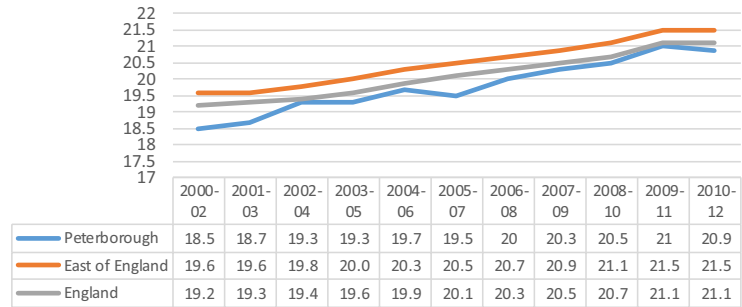
The living wage (not inclusive of London) is currently £7.65, the current minimum wage is £6.31, therefore, in Peterborough, part time males salaries are significantly lower than the living wage, and broadly in line with the minimum wage. These graphs also show that Peterborough's hourly wages are lower than the region and country, as well as demonstrating that female part-time workers are paid in excess of their male counterparts and vice versa regarding full-time wages.

Health Issues

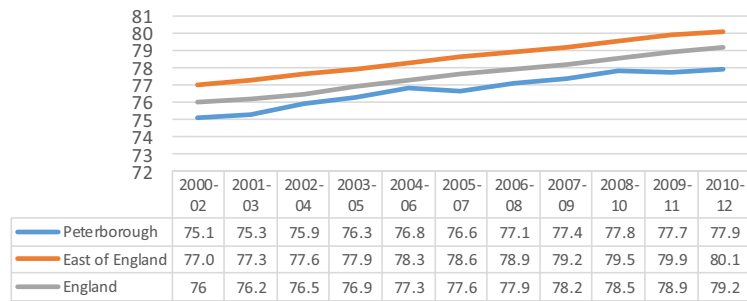
Female Life Expectancy at Birth



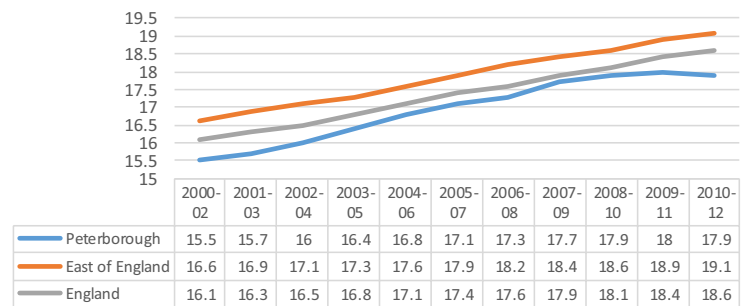
Female Life Expectancy at 65



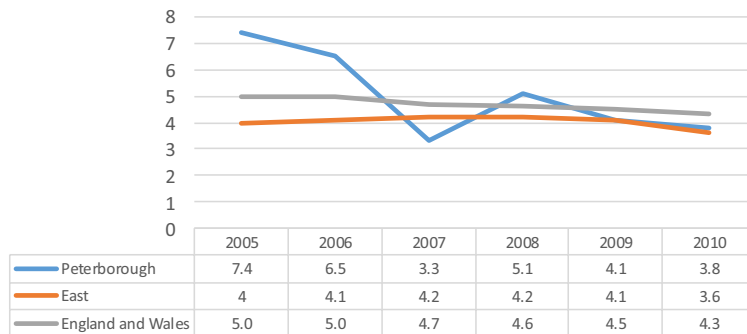
Male Life Expectancy at Birth



Male Life Expectancy at 65



Infant Mortality, Rate per 1,000 Live Births

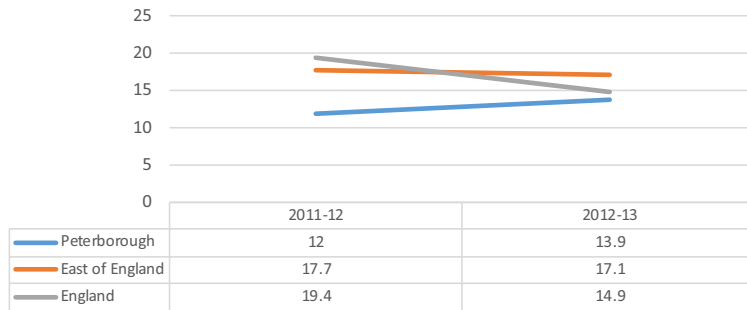


The above four graphs show that life expectancy in Peterborough, regardless of sex and stage of life, is below the region and country, although is improving at a similar rate.

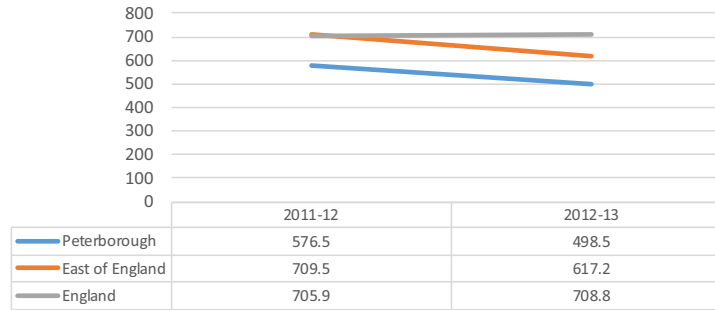
The graph to the left shows that infant mortality has declined from significantly above the regional and national rates in 2005 to in line with both in 2010.

Health Issues

Care Home Admission (18-64), Rate per 100,000 Residents



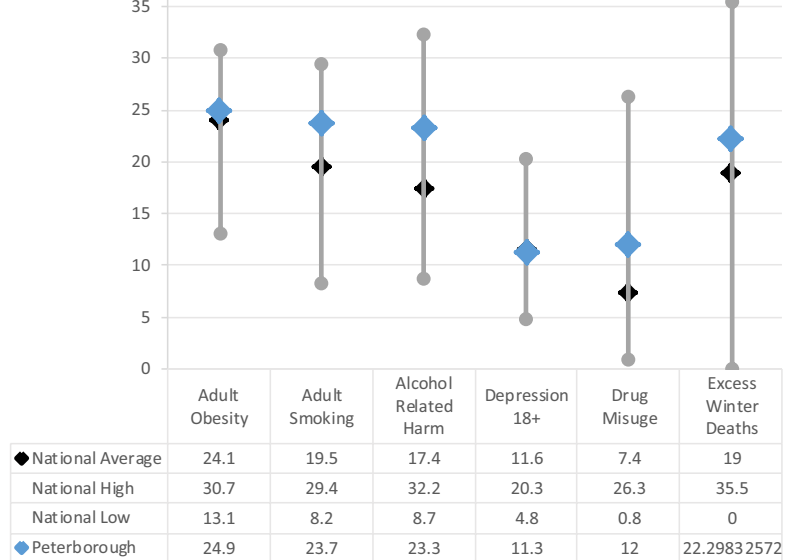
Care Home Admission (65+), Rate per 100,000 Residents



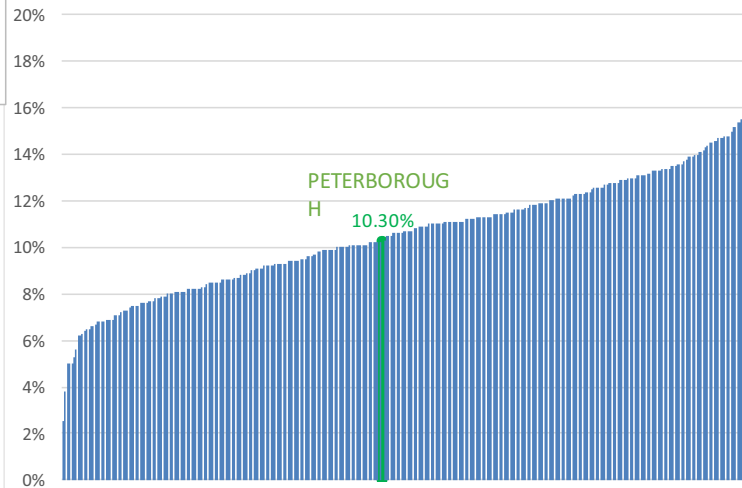
The above two graphs show that Peterborough has less care home admissions per 100,000 people than the region or country, although the trend for the ages of 18-64 suggests Peterborough will soon exceed both in this area.

This graph below shows the range of various health indicators per 1,000 residents with the national average and Peterborough's score superimposed. These show that Peterborough exceeds the national average in all but one indicator, that of Depression 18+.

Health Indicators, Rate per 1,000 Residents



Percentage of Household's Experiencing Fuel Poverty by Local Authority

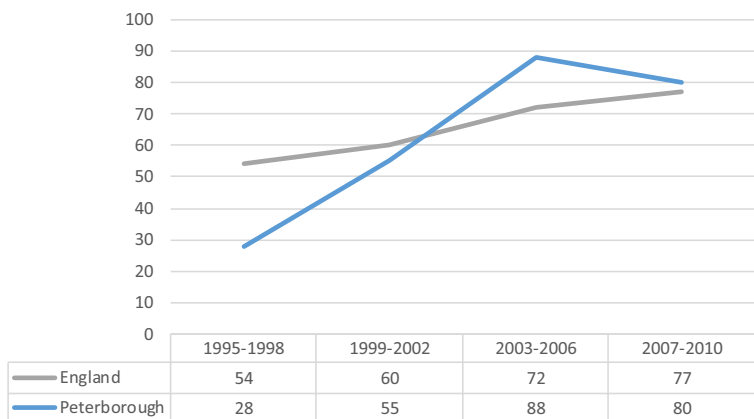


- Peterborough's rate of fuel poverty is 10.3%, better than the median of all comparable English local authorities of 10.7%. This places Peterborough 150th out of 326 local authorities with a percentile of 46%.

- There is a significant range in households experiencing fuel poverty in Peterborough's 104 LSOAs. The highest was 35.8% in one of Central's 6 LSOAs which accounted for 177 households, while the lowest was 3.1% in one of Orton Waterville's 5 LSOAs which accounted for 23 households. Across the 104 LSOAs Peterborough's average was 10% while the median was 9.4%.

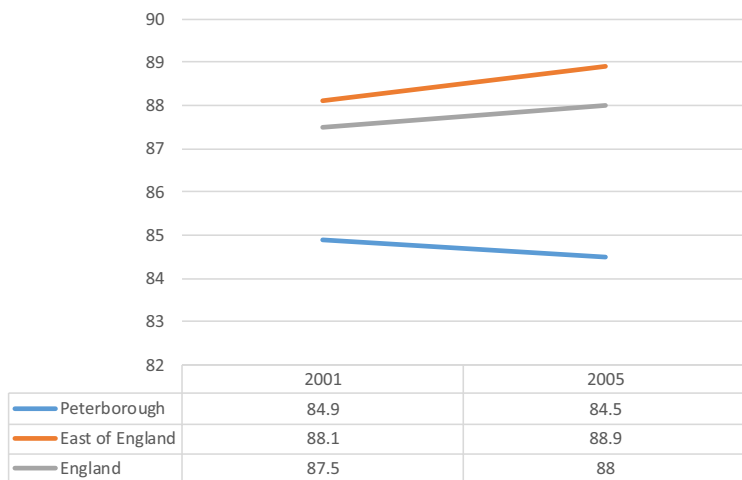
Rural Communities

Proportion of New Dwellings on Previously Developed Land



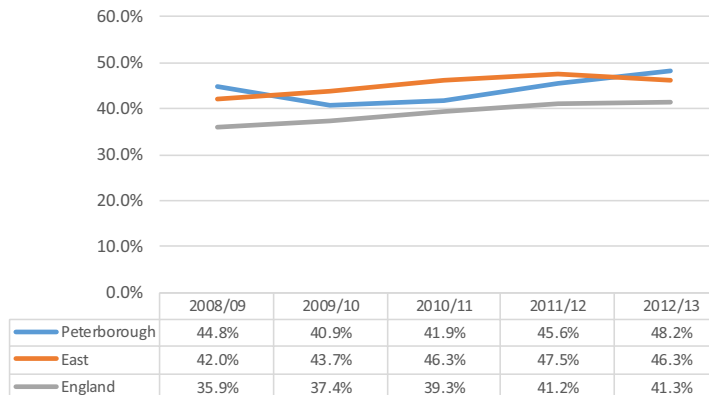
This graph shows that in recent years Peterborough has exceeded the country regarding the percentage of new dwellings built on previously developed land.

Percent of Green Space Land

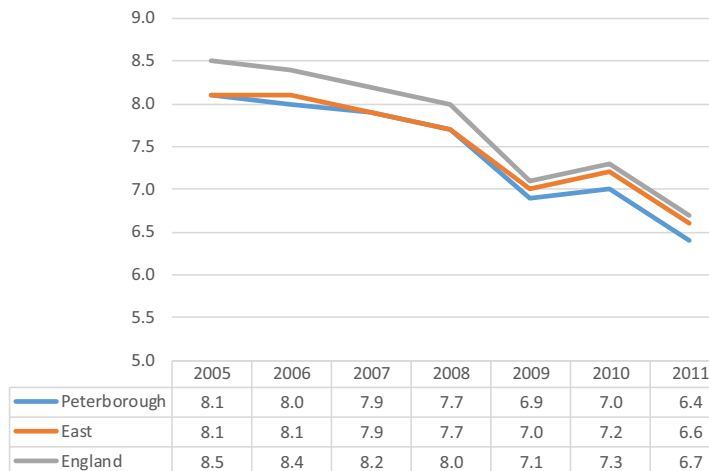


While the percent of green space land appears to have increased at both a regional and national level, Peterborough has noticed a very slight reduction.

Percent of Local Authority Collected Waste Sent for Recycling/Composting/Reuse



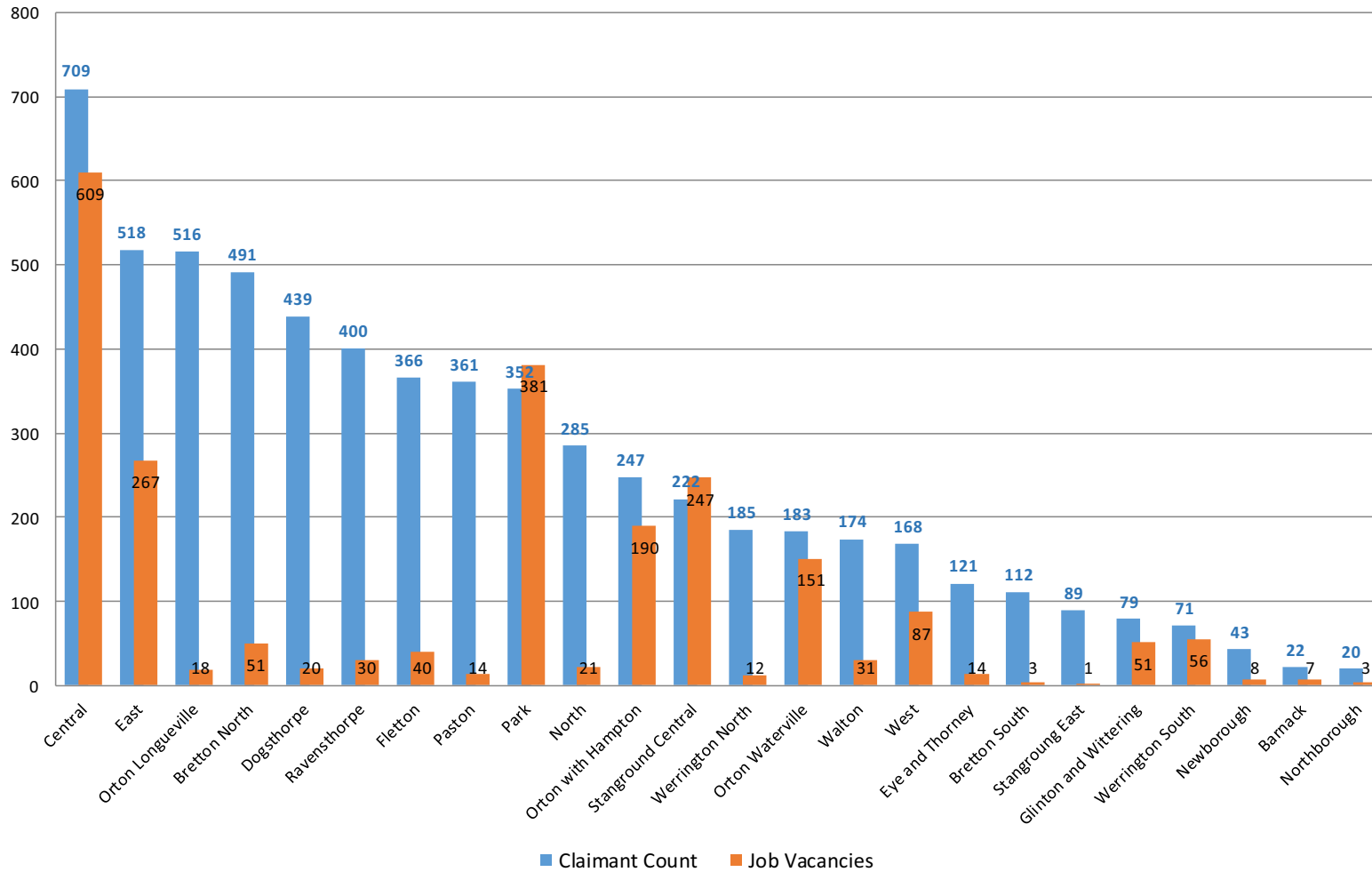
Total Per Capita CO2 Emission Estimates (t)



The above two graphs show that Peterborough is in line with the region and country regarding recycling, composting and reusing collected waste and also CO2 emissions.

Rural Communities

Average number of monthly claimant counts and Job vacancies by Ward (Dec2011 - Nov 2012).



There are clear disproportions regarding the volume of claimants by ward when compared to job vacancies by ward, this is likely to effect those living in rural communities as well as those less mobile claimants ability to easily commute to work without rely upon transport.

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APPENDIX 4: THE 'EVIDENCE' SESSION QUESTIONS AND ANSWERS

N.B. Correct answers are bold and underlined

Question 1

What is the Median Gross annual pay in Peterborough?

- a) £15,756 **b) £20,799** c) £23,539 d) £26,925

Question 2

There are approximately 40,000 children living in Peterborough, what % are classed as living in poverty?

- a) 6% b) 11% c) 18% **d) 24%**

Question 3

In 2001, 6% of households lived in either a council house/Registered Social Landlord property, what is the % 10 years later in 2011?

- a) 4% b) 6% **c) 13%** d) 19%

Question 4

What proportion of Peterborough's over 16 population have NO qualifications?

- a) 5% b) 15% **c) 25%** d) 35%

Question 5

Of Peterborough's 16-74 year population, what % is in full time employment?

- a) 23% b) 33% **c) 43%** d) 53%

Question 6

Of Peterborough's 16-74 year population, what % is classed as unemployed?

- a) **5%** b) 8% c) 12% d) 16%

Question 7

With the aforementioned question in mind, what proportion of prison entrants are unemployed?

- a) 24% b) 36% **c) 54%** d) 62%

Question 8

Peterborough has 80 Fixed Odd Betting Terminals spread over 20 licensed premises across the city, each arguably in the most deprived areas of Peterborough. How much money was lost over the last 12 months in these 80 machines?

- a) £40,000 b) £300,000 c) £1 million **d) £4million**

Question 9

With the last question in mind, how much money was actually gambled/put into these machines over 12 months?

- a) £1 million b) £5 million c) £50 million **d) £100 million**
(£127,363,700, equivalent to £1,103 per voteable adult)

Question 10

England and Wales has circa 7500 wards, each has been ranked according to its deprivation levels based on the Indices of Multiple Deprivation, With 1 being the least deprived and 7500 being the most deprived, where on this scale do you think Peterborough's least deprived ward sits and where does Peterborough's most deprived sit?

Least deprived is **Glinton ranked 1337**

Most deprived is **Central at 7256**

Question 11

The Peterborough Community Assistance Scheme has been in operation since April 2013. From then up to December last year, what is the average number of loans given out each month by the Credit Union?

- a) 22 b) 45 **c) 95** d) 327

Question 12

How much on average does the credit union effectively loan out?

- b) £ 58 b) £92 **c) £376** d) £820

This equates to an average of over £31,000 being loaned out per month.

APPENDIX 5: TRANSCRIPT FROM THE 'BIG QUESTIONS' SESSION

Question: We had the scenarios about people with not a lot of money buying ready meals and snacks and also the food banks. Is there anywhere or anybody that gives out recipes that people can use where they can buy bigger bags of say, rice and pasta and mixer. Is there anything out there where there are recipes whereby people can put down the cost of buying ready meals?

Answer: Through the public health service we work with a range of different communities, and it's not just about the recipes. In some cases and for some of the members in our communities it's about some very basic early learning about how to prepare and actually cook the food, so the support we provide goes beyond just providing recipes and looking at particular food which preserves longer, but also helping people choose the correct food and helping them prepare and cook that food, which we've found to be quite a challenge in certain communities. So we undertake that type of work both within communities – we run educational programmes within schools and we try and go the most appropriate place to access the people rather than seeking members of a community to try and find that information. We use a range of different health champions in the community that allows us to access those communities that are in most need.

Question: I was going to make the comment that eating properly is essential to both physical and mental health, and if people are suffering from a lack of money, that's going to be exacerbated. Now, I know that people try their hardest to help with food parcels, but a food parcel doesn't give a family a proper diet, certainly it doesn't give people fresh fruit and I was wondering what was being done to address this? And I can't help but add that as one of the richest nations in the world, it seems utterly appalling that we have to even consider this type of thing.

Answer: First of all, we are aware that giving people good menus would be something that we've got to look to in the future and we are working with volunteers, but just coping with what we are doing is taking our priority at the moment. The Food Bank gives out shopping lists to people which have been worked out nutritionally by the Trussell Trust and we know that it's all tinned food, dried food and we haven't got fresh food and we haven't got facilities to store that at the moment, but we are aware of it and we are thinking further ahead in the work we're doing. And we're aware that with some people we have to ask a question: do you have a tin opener? So there are problems out there which we are trying to cope with.

Question: One of the things we were able to see this morning looking at the Experience Session was looking at a number of different 'zones' and feedback looking at everything from adolescent intervention to domestic abuse, and there seemed to be a recurring theme: that many of those individuals access the services by referral, because they wouldn't have had access directly or known of the different services available. It seems that with lots of agencies and partners together today, there must be some kind of common ground on how we can improve awareness for the general public so they could access directly some of these services.

Answer: I'm primarily responsible for crime reduction, however it's much wider than that and I think we've accepted that one of the things we really need to work upon in the next phase of our work is being proactive in getting the messages out. We've got a very strong partnership in the field we've been working in.

One of the strongest partnerships, I daresay, in the country around community safety and crime, so we've got a strong statutory membership that works well together. The key for us, as I say, is in being more proactive rather than just waiting for referrals and I can assure you that that will be something that's in our plan for the next three years. It's one of the key things we've already identified and we will make sure that it happens. In particular, picking up on a meeting that we had earlier this week – it's not just the city, it's the rural areas as well which have very distinct issues for us.

Answer: We are going out and visiting all the community groups in Peterborough that are registered with us (PCVS) – we've got about 500 registered groups at the moment. Every week we have views of groups that have come forward – we had Women's Groups that have come just last week saying that they want to set up. So I think it's important that the questions that we're asking those groups are: what are the issues that you're facing? What are you currently doing to support people in your community? So I think that's the place that we need to get information to those groups out about what's available, to make sure that they are aware.

Question: Can I come back on that? I think it's a positive strand, because there's so many things discussed this morning that I wasn't aware of and we've confirmed other people couldn't access. Perhaps the suggestion for consideration is: rather than lots of individual groups finding means to spread the message, if they were consolidated, it might be a more effective way.

Answer: Just two things I wanted to come back on. One is that we do have a new communities directorate that does bring together the services we're talking about alongside the adolescent intervention services and all of the 0-19, and interestingly we do have a meeting actually set up with PCVS to look at how we can bring the services the Council provides – targeted services – with the voluntary and communities sector. In terms of letting people know, we do actually have a locality tool that is a web-based tool that is updated on a termly basis, which is services available to children and families at the moment, but we actually want to extend that to wider services, so we are going to build on that and I'd be happy to send that link out again.

Question: Do the members of the voluntary sector here look to leadership from the City Council, or would we be better funding a separate body to co-ordinate a response to the welfare changes? Because I'm conscious that we're delivering the welfare changes, so we're not necessarily the people that people would automatically come to for assistance.

Answer: What we have done very recently is gone out to the whole of the voluntary sector and asked them if they would be interested in setting up a partnership for voluntary organisations to look at how we can meet things that are coming up in the city and some of those partners are here today. I think of course the issue for us is – our intention – is to look at all of the issues that are coming up, we know that there's a strategy that you are currently delivering with the Council that was written with the voluntary sector. So we know that what we need to do as a sector is come back to you and say "this is how we think the best outcomes can be delivered", which may not be just about helping people fill out benefit forms. It might be about the whole need of a family, of their carers involved and basically we need to be able to come back to you and say that we've made a difference.

So the voluntary sector partnership and the community involvement partnership are coming together to do that. Where the challenges are, of course, as always, are around resourcing. What we're doing is coming back to local authorities and saying "with this amount of money, we can make this much difference". I also want to say something I think is very important – there are a lot of groups out in the communities – 98% that we believe with a little bit of resource could be delivering a lot more than they're currently doing. I've been in contact with people on the ground – they're the people that can be trusted to be honest about what's happening and where we can really make the changes.

I think it's also important to recognise that every time someone walks into a voluntary sector organisation, it's an opportunity for us to make a difference in that person's life all round.

Question: One thing that happens is that many people see councillors as the one-stop-shop. They come to us for the signposting that's been referred to, and I think that picks up from what was said earlier. What would be handy for me as a councillor and what I think would be even more handy for new councillors, is to have a list of all the agencies that are there to help and what they specialise in, so we can say – "have you tried so-and-so". Not that you'd do it off the top of your head and you're thinking it as you're there talking, but it would be handy to have a checklist in front of you, and I wonder whether other people would find that useful and whether our offices have considered that. I find trawling through the Council website when you're in a hurry is a hard slog.

Answer: I think that's something very practical we can do fairly easily from today, and I think it would be useful to have one set of information and not have multiple sets of information, so assuming there is general support for that approach, I think that's something that could be achieved.

Question: Peterborough is growing in its population and its diversity. Since often that growth in diversity is unplanned, how is it that we can work together to ensure that the poverty level of the people that are coming in are not going to be majorly affected. How do we work together to alleviate that?

Answer: I work as Community Cohesion Manager at the Peterborough City Council. In fact, it is very important that in tackling poverty that none of the communities are left out, whether they are new or settled communities. It's very important, particularly in groups that PCVS mentioned such as the Timorese, and other community groups are not left out because of the language they use, but the bulk of the issues dealt with are as I say, as evidenced by the people that are seeking help at least, are coming largely from the British White communities as they are 60% of the people seeking help, but there are growing numbers of other communities. But the Councillor is absolutely right – it's important for us to make sure that the others are not neglected and that's an important part which in the city is being done by the Community Cohesion Board and the work that we do with the Diversity Forum is linked with that.

Question: Can I just follow up on the question given by the Councillor and the reply given by the Community Cohesion Manager? People in the main, and we've been talking about councillors and their situations – Councillor Khan's and Councillor Peach's wards are a lot more challenging than mine. Five years ago I had five percent Eastern Europeans. This year, in my ward, I have 20%. In some wards there are 25%. One thing that came out to me this morning and worried me a great deal was the fact that one out of every eight is White British and the changing pattern in the population. Now, I can't speak these languages, and we're the councillors that represent, and there's been a 140% increase in those that have come from Eastern Europe in the past four years. They may be in poverty, but they don't know how to come to me and I don't know how to go to them, so how do we look into that?

Answer: We've been talking about this within the new Communities Directorate and saying that what we need to do now is more around community development, but when we talk about is getting into the community to identify people that can help us to provide information to the different people from the different cultures and that's something we're keen to major on in this coming year.

Answer: In my own church we have a big international community and we've found that by nominating a representative to each group that they can then come forward to the clergy and say that they've got problems. The East Timorese were one in particular, as they are a young community of young men especially living on their own, living in multi-occupancy houses.

The other thing we have being set up is an African Group being set up because we see that our African population is growing within our church. I think that churches have a role in this to help the Council by realising what they've got in their own churches, and there are many international churches using the state churches here in Peterborough and it's trying to keep up with them. And unfortunately, some of the groups split – they're not happy with their church leaders, so they go off, but I am aware of where people are from various groups, but I'm sure the churches could help.

Answer: I'd like to respond to the support available to the councillors, because it is a crucial area. So apart from the community development work that we've talked about and also the important work that the faith communities are doing – I think this could be a good opportunity for us to see what support we can give to the councillors. It's not about training for languages – it's about understanding the way of life of different communities. So in fact that could be something we can explore further with the Democratic and Governance services to see what we can do in terms of understanding different communities. We've done something similar for the Roma community and I know City College are in the process of organising it further, so that could be one of the starting points and I can discuss details with Governance services on that.

Answer: As a businessman and some academics and people from voluntary sectors – I'd watch this space because we're actually going to trial something in Peterborough which is about exactly this issue, which has been hopefully picked up nationally, which is a cross-language communication device, which allows doctors, legal professionals and people like ourselves to communicate without the language knowledge. So the issue has created an opportunity which looks like it could work.

Question: Helping people with crisis support is perhaps when people first go to the voluntary services – how do you currently help people in poverty that maybe have long-term mental health problems in the long term?

Answer: We are part of the community assistance scheme so we do provide support with crisis in the short term, but it isn't what we provide long-term support with, but we do provide support with the recovery style which looks at all aspects of life – everything that encourages living full life in the community, so money, employment, having a social life, hobbies is all part of that. We have a 12-step recovery program which is an outcomes-focused model that looks at the whole life. But there are links between poverty and depression, and they go hand-in-hand.

Question: I don't think any individual or family has a single-issue problem and if our approach to solving problems is to hit each crisis as it comes, we'll end up with families still in crisis. One example in a very small way in which St. Marks is trying to get to the root of a person's lifestyle and choices is we've partnered with the Hope Into Action project which is based in Peterborough. Between us we've purchased a house in our ward and we've installed three tenants there – three young men who we look after. So they have to make their way in life – they've had problems with homelessness, drug-taking and employability and we're applying a team of people who are befriending them over the long period, which could be years, in order to help them turn their lives around and become practical, valuable citizens which they want to be, but they find they're trapped within the lifestyle they've been brought up in. But it's about building that long, healthy relationship rather than just hitting individual crises.

Question: This is one of the key strands you picked up on at the beginning and I guess links into lifestyle and choices which, I guess, is the gambling theme that was highlighted this morning, and some of the numbers were presented during the quiz session. It appears there's less controls over the licensing of gambling than there is perhaps for alcohol, but I wonder if there was any grand plan of what can be done locally to limit the proliferation moving forward?

Answer: There is a national campaign for local authorities to come together to use aspects of the Localism Act to restrict the number of gambling shops on the high street. That would be one approach. We, like many authorities, have been asked to sign up to that. We are currently producing thoughts on whether that's a viable option, but I've had some discussion with Simon Machen to limit the number of licensed premises.

Answer: The largest difficulty we face is that under the planning system there is the ability to change the use of a property from one thing to another without the need for planning permission. Local authorities do have the opportunity to remove those automatic rights, but all that does is require someone to apply for planning permission for that change of use which they otherwise wouldn't have to do. If you're in a situation whereby planning permission is required for that change of use, what you've got to have if you're going to refuse those planning applications, is a body of evidence that can demonstrate that the new use into this area would be proven to cause harm, and that's where the challenge lies.

Question: I just wonder if there's been any studies done it really affects the amount of gambling – the number of gambling establishments. So for example if on a particular road there's a couple of gambling establishments and a third one wants to open, does that increase the amount of gambling in that area, or will those who want to gamble go to the existing two? I actually do think there's too many gambling establishments around, but I wonder if there's been any studies on whether the actual numbers increase the amount of gambling or if it just spreads it around a bit?

Answer: I don't know if we have the answer, but not meaning to pass the buck at all, I wonder if that wouldn't be a recommendation by the Sustainable Growth Committee this afternoon?

Question: Most people claiming benefits are actually genuine and I believe there's a stigma attached to claiming benefits. As a result people that are disabled might be more at risk of being a victim of a hate crime. What are the Council doing to reduce that, to protect vulnerable people in our city and to take that stigma away?

Answer: I don't know if I can say from my perspective whether there is stigma attached to being a benefit claimant. I can't answer that positively or negatively. But the issue around vulnerable groups and vulnerable people is something that we started people on over the course of this current year to try and make sure that our services were proactive in identifying vulnerable groups, and we've already discussed how many groups there may be in the city that could be vulnerable to different types of issue. That's a theme that will carry on in earnest through the Safer Peterborough Partnership throughout the next year, and as has been said the reorganisation of the Council into a communities directorate gives more scope and grip around that issue and it should be more joined up now than it has been in the past, so I think the direction in which we're travelling is positive. However, the issue of stigma I can't make a comment on.

Answer: I think it's hard to feel generally whether there is a stigma or not. I think some people feel about benefit claimants in a different way to how others do. So whereas some may sit in judgment, others may not necessarily. I think nowadays due to the financial crisis there's less negativity because I think there's an understanding that some people have found themselves in a difficult situation. So the fact is, however, that the benefits system has been and is sometimes exploited and when you have a situation where there is a degree of exploitation, there'll be a degree of negativity around it. I mean – even bankers have a stigma now.

Answer: I feel a lot of the stigma could be self-perceived, which is a difficult one to tackle – if people feel they're letting themselves down. Certainly one thing I've found in the Council offices there's no stigma at all. Certainly with housing, Sean has been fantastic and his team are very good at sorting out those sorts of problems – they're all too willing to help, and the same goes with benefits departments too.

Answer: On stigma being self-inflicted. I meet a lot of people who want a job and don't have one, and they feel shame that they can't provide what they want to provide for their families – when schools come with letters saying it's another £40 for a trip somewhere, it's a real challenge. Having been involved in giving out some money to people in need from another charity. People cried when they were given it – cried because they needed it, cried because they've been given it, but they also there was an element of “why do I need this – I shouldn't need this, but I do”.

Question: Has anybody actually looked at the impact that Universal Credit will have on Peterborough, bearing in mind online applications, if people don't know how to fill in the forms. How will that impact on Peterborough?

Answer: The welfare reform action group put together a paper on what we thought the effects of Universal Credit would be when we thought it was coming in last year, which I believe was published?

Answer: Yes, it was fairly widely circulated. Sheffield Hallam University did a study which is probably more scientific and that shows a breakdown of the costs and impact of various welfare reforms so we can circulate that.

Question: I'm interested – we talked about firefighting post-crisis. I'm interested in what the voluntary sector would say are the solutions pre-crisis. In other words – what are the solutions that they see the Council could deliver i.e. better housing, licensing issues – that type of thing. What do they think?

Answer: We feel very strongly that the first point of contact in the voluntary sector is to pick up issues that aren't picked up. If, for example, I come to Bayard Place for an issue – I'm unlikely to tell you that I'm unable to feed my child because social workers might work two floors above, and maybe a social worker will then come and take my child away. But if I go and see a voluntary sector I'm more likely to trust them and open up more to what the issues might be and to accept that.

One of the important things about our partnership is that once we've got the outcome on the table we can come back and say "this is what we think" and we know that it's a difficult budget time and there's cuts, but whatever funding may be available left over to deal with poverty – this is the best way we think it should be dealt with, we're on the ground day to day – this is the best way we think your outcomes can be achieved. And this would be up to you to decide if you agree. This decision would be made by key voluntary organisations that have seen the changes as they occur. I think I should refer to my other colleagues.

Answer: The Council don't take children into care because their parents are unable to feed them so that isn't something we would like the voluntary sector to communicate to them.

Answer: My point is that people are not likely to tell the full story to the Council.

Answer: I accept that.

Question: The economy is slowly coming out of the doldrums that it's been in and it's now growing, inflation rates are down. This is likely to lead to an interest rate increase. Do members of the voluntary sector or members of the officer team have any expectations as to how that will impact on people. Will the situation for welfare claimants and others in need get worse before it gets better?

Answer: This is a major issue we see across England and Wales. Lots of people in work doing their best to keep their families together are right on the edge. Salaries and wages haven't grown over the last two or three years but the cost of living has grown exponentially. Those people who are either in mortgage properties or whose landlords bought buy-to-let properties, if the mortgage rate starts to rise you will either see people in mortgaged or tenanted properties struggling to move forward.

So I keep lobbying the council because this is the next major issue in the city and in areas like Hampton which are relatively new communities, where people struggle to get on the property ladder in the first place, I think that'll be a key area in the city, moving forward.

Question: In the voluntary sector, if someone rung up today asking for an appointment, how long would it be until they were able to see somebody?

Answer: It depends. We do an initial assessment from everyone who comes to see us. Different people get different service. We've moved from the bad old days where we'd spend an afternoon with you and someone suffering domestic violence would have to wait in the queue. If it's an urgent issue we will try and see you in the same day or same week. We've seen demand on our service rise 35%. In the first week of January we doubled the amount of clients we saw in the same week last year, so it's a resource issue and whilst we've had increased funding from some funders, other funding from, say, legal aid, has been reduced, so it's a balancing act. But what we try and do is if it's an urgent case we try and see you in the same day or within a few days. If it's something that is challenging to you as an individual but in the real world isn't so material, you may have to wait two or three weeks, or even longer I'm afraid. It's very much down to resource and prioritisation.

Answer: We'd agree with that as well - various waiting times. If it's urgent we will see immediately, we will always do an initial assessment within two weeks. But the demand is so high – in our advocacy service which helps with a wide range of issues from housing benefits to family law, civil law, two thirds of the waiting list is benefits at the moment and welfare reform. We just cannot cope with that sort of demand, so one of the things we're trying to do to meet that demand. One thing we've done recently is introduce clinics where we have a full day where people spend 45 minutes with an advisor so we can at least get them started with the forms. But some of the clients are so ill that they can't even talk. I recently did a home visit with one of our advocates because the person was too ill to leave the house and to speak. The thought of them having to manage filling in the form is impossible. They won't be able to do it by themselves. So we are doing everything we can to meet the demand because if we're not there to help then I don't know where else people will go, so it is a concern.

Question: Migrants are lured to this country with the promise of good pay, but when they get here they find that they're exploited and given poverty pay and end up in poverty. They're basically exploited by business and landlords that take too much money for accommodation. They also end up paying travel costs and things like that. So the reality is that when they arrive here they're exploited and they're able to undercut the amount that local people will work for. So my question is an issue of enforcement – how are we enforcing the national minimum wage in this city to make sure people aren't coming here and ending up in poverty?

Answer: Do you want to hear an answer on behalf of the Council? We're looking at whether it would be feasible to introduce a living wage. What we have found is that it isn't as simple as it appears because it would have repercussions on the local authority schools as well, which would then possibly present a problem for them that we hadn't foreseen, so it's wider than just the Council. So that's what we're looking at from the Council's point of view. It's not a no, it's just we're looking at what it means.

Answer: There are some other examples of how we can eat away at these issues - you mentioned housing officers who can identify problems in accommodation and see what we're providing and they have a great relationship with other agencies such as the UKBA. So whilst it doesn't directly tackle the issue of minimum wage, it is a way of enforcing and encouraging certain behaviours from landlords, employers and so on.

Answer: I think we have good and bad examples in Peterborough, in not just the minimum wage, but living wage employers. In our day-to-day work we do come across bad examples which we treat as a social policy issue and try and address it on behalf of our clients, but on the other hand we do have examples of workers being treated equally and properly.

Answer: You heard my presentation early on this morning and seen some of the reality of what vulnerable people and those in poverty face in Peterborough. The one main positive thing out of this is the very positive working relationship between the voluntary and statutory sectors – we've broken down the barriers and have very adult, realistic conversations and we drill down, find out what the issue is and we're moving forwards in a very positive way to assist people. Predominantly that major piece of work has been funded by the DWP through the welfare support grant. That ends in March 2015. We spoke about interest rates rising, we know about zero hours contracts, we know about the minimum wage. The problems are not going to go away – potentially they will get greater. My challenge to the Council is – what are you going to do to support the vulnerable and poor in our city in March 2015?

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 6
7 APRIL 2014	Public Report

Report of the Director of Growth and Regeneration

Report Author - **James Fisher, Wildlife Officer**
Contact Details - **01733 453543**

CITY COUNCIL'S BIODIVERSITY STRATEGY: PROGRESS REPORT 2012/13 & 2013/14

1. PURPOSE

1.1 The purpose of this report is to:

- a) Provide information with respect to progress against the actions and targets contained in the Council's Biodiversity Strategy (2010).
- b) Allow feedback to be given by the Committee with respect to progress against the existing strategy.

2. RECOMMENDATIONS

2.1 The Committee is asked to note progress made against the Council's 2010 Biodiversity Strategy and to make any recommendations with regards to the future implementation of the Strategy.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

3.1 The 2010 Strategy is linked to the Community Strategy and National Indicators via the Cleaner/Greener agenda and sections of these documents. Reporting against the Council Biodiversity Strategy will be used, along with other reporting, to give a more detailed picture of the breadth of the actions taking place for biodiversity within our local authority area.

4. BACKGROUND

4.1 This report is submitted to the Committee by the Council's Wildlife Officer as a progress report for 2012/13 and 2013/14 against the existing Biodiversity Strategy. The Strategy was agreed in 2010 with a requirement for annual reporting on progress against the specific actions and targets of the Strategy.

5. KEY ISSUES

5.1 The key issues which the Committee need to consider are laid out in the appendices. All progress on required actions since the 2011/12 progress report have been achieved from within the Council's existing budgets. Future ability to progress against the 2010 Strategy will be dependent on some changes to land management and maintaining existing resources where possible.

6. IMPLICATIONS

6.1 The 2010 Biodiversity report included consideration of cost and resource implications. It was made clear that the actions set out in the 2010 report would have to be achieved within existing resources and that it was envisaged that biodiversity gain could be made through adjusting rather

than completely changing current practices. The adoption of the vision statement by Council strongly reinforced this.

7. CONSULTATION

- 7.1 Consultation and discussion has been undertaken with the Director of Growth and Regeneration and representatives from various departments including Bereavement Services, Children's Services, Climate Change Team, Natural & Historic Environment Team and Enterprise Peterborough.

8. NEXT STEPS

- 8.1 Feedback from the Committee will be used to inform the future focus of the Council's Biodiversity Officer Working Group.

9. BACKGROUND DOCUMENTS

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

- Natural Environment and Rural Communities Act 2006 (Section 40).
- Guidance for Local Authorities on Implementing the Biodiversity Duty, Defra, May 2007.
- Peterborough City Council Approach to Biodiversity submitted to the Environment Capital Scrutiny Committee in 2010.
- Peterborough Sustainable Community Strategy (including Rural Vision Strategy and Environment Capital manifesto).
- Biodiversity 2020: A strategy for England's wildlife and ecosystem services, Defra 2011

10. APPENDICES

- 10.1 Appendix A: Report of progress against actions and targets of Peterborough City Councils Biodiversity Strategy
- 10.2 Appendix B: Full reports from the members of the Biodiversity Officer Working Group

Appendix A: Report of progress against actions and targets of the Councils Biodiversity Strategy

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
1	<p>All Council and contract staff directly involved in the management of open space should be given training and guidance on good management practice to safeguard and promote Biodiversity.</p> <p>This should include the identification of 'model' sites to demonstrate best practice.</p>	<p>The Natural and Historic Environment (N&HE) Team has continued general liaison and advice to officers and departments from across the Council with respect to Biodiversity, including for example Highways and Rights of Way officers and Enterprise Peterborough (EP) staff.</p> <p>Green-spaces at a number of locations (e.g. Thorpe Meadows, Ravensthorpe) are now being managed by EP in a way that promotes biodiversity, with their success or otherwise being regularly reviewed via close liaison between EP, the Client Team and the Wildlife Officer.</p> <p>Best practice guidance has been produced by the Wildlife Officer for use by EP with regard to bats and trees.</p> <p>Updated wildlife guidance notes have been produced by the N&HE Team to assist call centre staff in dealing with wildlife-related enquiries from members of the public and now include information relating to non-native invasive plants and noxious weeds; this information has also been added to the Council's website.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Continue this role.</p> <p>Wildlife Officer to liaise with Enterprise Peterborough to highlight sites where best practice is being implemented and seek to replicate elsewhere.</p> <p>Continue this situation</p> <p>Continue this situation</p>
2	Where Council owned or managed land forms part of a wildlife corridor	An extension to conservation management has been successfully	N/A	Continue this situation

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	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
	its management will aim to facilitate its role as a part of the ecological network it is part of.	<p>employed on Stamford road verge County Wildlife Site (CWS), Ailsworth which links with Ailsworth Marsh and Green Lane CWS.</p> <p>In addition, some financial resources have now been allocated towards extensions to the four other Road Verge CWS recommended in the Biodiversity Strategy (at Wittering, Helpston, Upton & Southorpe). These have now been included within the EP contract.</p> <p>Marker posts have been installed along all of the of the city's protected verges by the N&HE Team in partnership with the Wildlife Trust and EP.</p>	<p>N/A</p> <p>N/A</p>	
3	Secure funding for enhancement works and SSSI specific management for the Council owned part of the Orton Pit SSSI.	This is the only Council owned SSSI and consists of part of the treebelt which runs along the southern edge of the Fletton Parkway. A meeting has taken place with EP, Wildlife Officer, Natural England & Froglife to discuss management options. A proposal and method statement are being developed with tree works planned for winter 2014/15.	Works are subject to availability of Trees & Woodland budget but this has been agreed to in principle. Any works will require consent from Natural England (NE).	EP to produce detailed method statement with close liaison with Wildlife Officer & NE.
4/5	All Council County Wildlife Sites (CWSs) to be in positive management to conserve and where possible enhance the site for the criteria for which they are designated CWS.	The re-surveying of all wildlife sites has continued during the reporting period which is in part covered under a service level agreement between the Wildlife Trust and the Council.	N/A	Continued budget allocation for SLA with Wildlife Trust.

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>Eye Green Gravel Pit: The existing management by the Wildlife Trust on behalf of the Council continues to ensure this site remains in positive management. However it should be noted that the current agreement between Council & the Wildlife Trust ends in a few years' time and the Trust has a number of concerns regarding their continued involvement at this site.</p> <p>The Boardwalks: Existing basic management has been maintained, however an updated management plan has now been produced. It is anticipated that this plan can be fully implemented upon release of s.106 funds which have been secured via the planning process and are expected to become available in 2015. Recent damage caused to the boardwalk path has resulted in the temporary closure of the site, however the Council has commissioned a structural survey & is currently seeking funds to enable repairs to be implemented.</p> <p>Debdale pond: Site is currently in good condition following restoration in 2012.</p> <p>Broadway Cemetery: Existing management has been maintained during reporting period.</p>	<p>Concerns raised by the Wildlife Trust in relation to financial issues & development pressure on the site means their future involvement is currently in question.</p> <p>Current site closure resulting from severe damage to the path structure.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Action is required to ensure the site continues to be positively managed by the Trust. Discussions will be scheduled between the Council & the Trust.</p> <p>Council's Strategic Property team to secure budget to enable repairs to path & re-opening of site.</p> <p>Continue this situation.</p> <p>Continue this situation.</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>Eastfield Cemetery: Wildlife Site status is currently incompatible with the ongoing burials at this site. Works with respect to the wildlife site are therefore not compatible with the site's primary function. It is therefore likely to be de-designated following a review by the Wildlife Trust.</p> <p>Council managed ancient woodland (Pocock's Wood, Grimeshaw Wood, Highlees Spinney, Spencer's Hurn & Water Spinney): Following the adoption of Council's revised Trees & Woodland Strategy, a new management plan has been developed for the ancient woodlands to enable their ecological restoration as well as ensuring that essential safety works are implemented in a sensitive manner. In addition, Council and EP continue to work with PECT who are leading on an Heritage Lottery Fund funded project to promote traditional woodland skills and public engagement within these woodlands.</p> <p>Holywell Fish Ponds: Existing management has been maintained during reporting period with Peterborough Conservation Volunteers having carried out a successful habitat management task. The Cambs Bat Group also continues to monitor the site's bat population.</p>	<p>N/A</p> <p>N/A</p>	<p>It is anticipated that the Wildlife Trust will confirm the site's de-designation during 2014.</p> <p>Continue to work in partnership with all relevant organisations to ensure successful implementation of new management plan.</p> <p>Continue this situation.</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>Council managed County Wildlife Site Road Verges (Southey Lodge verge; Stamford Rd./Heath Rd./ Ailsworth Rd./King St. verges; Barnack road verges & Bedford Purlieus-Wittering road verge): Existing management has been maintained involving a cut at the end of the growing season (late September depending on weather conditions) and removal of cuttings.</p> <p>An additional cut at the start of the growing season to reduce standing grass growth has not yet been implemented.</p> <p>Following its recent designation as a County Wildlife Site, 1400 metres of verge at the south end of Highfield Road (700m of road length) has been added to the County Wildlife Site management specification for road verges.</p>	<p>N/A</p> <p>Discussions on-going with EP, however due to current financial constraints it would appear unlikely this will be implemented in the near future.</p> <p>N/A</p>	<p>Continue this situation.</p> <p>Continue to progress negotiations with EP.</p> <p>Continue this situation.</p>
6	<p>Employ best practice procedures to deal with invasive non-native species on sites of wildlife importance; or where these are on land in the Council's control and threaten habitats and species of importance or the coherence of habitat networks.</p> <p>Otherwise the occurrence of invasive</p>	<p>The Boardwalks LNR is the only relevant known site containing Orange Balsam and Japanese Knotweed. Initial treatment of Knotweed appears to have been relatively successful, however follow-up treatments are likely to be necessary for several years to effectively eradicate this species from the LNR. A quote from EP is currently being sought to carry out</p>	<p>Continued funding required during short-term to ensure full eradication of Knotweed from Boardwalks LNR.</p>	<p>EP to continue programme of treatment of Knotweed as detailed in updated five year management plan.</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
	non-native weed species should be reported by Council officers where this is observed as a result of carrying out their normal duties.	<p>treatment during 2013.</p> <p>Effective control of Orange Balsam is currently being achieved by Peterborough Conservation Volunteers (PCVS) on behalf of the Council.</p> <p>New Zealand Pigmyweed (<i>Crassula helmsii</i>) has been recorded at Botolph Green Pond. Initial treatment of the crassula by EP was partially successful, however Council & EP are now working with the local community action group with support from the Wildlife Trust to develop a management plan for the area which has now resulted in removal of pond sediments to remove all traces of <i>Crassula</i> as part of the pond's restoration.</p>	<p>N/A effective control currently taking place.</p> <p>N/A</p>	<p>Continued financial support of PCV's.</p> <p>N/A</p>
7	Planning services of the Council to continue to work with internal advisers, conservation bodies and local groups with respect to the production of the Local Plan and also specific development proposals.	<p>The N&HE Team continue to provide specific advice to both Development Control officers with regard to specific development proposals and to Planning Policy colleagues in relation to the Local Plan including policies and site allocation documents.</p> <p>The N&HE Team has produced comprehensive developer guidance notes to advise applicants how biodiversity can best be incorporated into new developments and is now available via the planning section of the Council's website.</p>	<p>N/A</p> <p>N/A</p>	Continue current efforts.

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>The Council has worked with the Environment Agency & River Nene Regional Park to produce a River Nene biodiversity opportunity report (EA funded) to help inform key strategic planning documents including the city centre plan. Priority projects are now being developed with key partners.</p> <p>PCC in partnership with the local Environmental Records Centre is keeping the key environmental characteristics of the Authority area under review in order to be able to progress the LDF and has also produced the annual monitoring report on the LDF.</p> <p>The monitoring of barn owls to the East of Peterborough has proved important in the authority's ability to consider major road and wind farm applications.</p> <p>County Wildlife Site monitoring has also had a key role to play in the ability of the authority to comply with these requirements.</p>	<p>Projects now require identification of funding sources to enable progression.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>The report will be used to inform strategic planning documents including the city centre plan. Continue to develop business cases for priority projects in partnership with other organisations.</p> <p>Support for the ERC is on-going. Continued budget allocations essential.</p> <p>A three year Service Level Agreement has been secured for the barn owl project up to 2014/15.</p> <p>Continued budget allocations for Wildlife Trust SLA essential.</p>
8	<p>In the short-term reasonably significant areas should be identified for trialling new approaches to landscape management.</p>	<p>A number of trials have been carried out and/or continue. These include.</p> <ul style="list-style-type: none"> • Un-mown wildflower verges in Barnack village centre • Crematorium Wildflower area. • Ravensthorpe habitats & verges. 	<p>Generally these trials have been successful, however some concerns have been raised regarding the "untidy" appearance of unmown verges in Ravensthorpe and their benefits for wildlife.</p>	<p>The trial areas approach continues and positive/ negative aspects of management investigated and addressed wherever possible. Dependent upon this, expansion of management for biodiversity within a site or to another similar site can</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<ul style="list-style-type: none"> • Dogsthorpe and Olive Road allotment Initiatives • Wildflower planting on earth bunds in Orton Malborne 		then be given informed and realistic consideration.
9	Biodiversity should be incorporated into all landscape management contracts.	<p>Biodiversity already features in a number of landscape management contracts; these include the mowing regimes of protected road verges and management of areas such as the Bluebell community area and Broadway cemetery.</p> <p>The production of biodiversity specifications for consideration at contract renewal continues to be investigated. The need to work within existing resources is however an over-riding factor.</p> <p>A specification with respect to working on watercourses with water voles was incorporated into the Drainage ditch management contract when it was renewed.</p> <p>Woodland and shelterbelt management is undertaken in a manner to sustain and enhance biodiversity.</p> <p>A specification with respect to the implementation of hedge, shrub and tree works in the bird nesting season was developed as part of the update of the</p>	<p>N/A</p> <p>Cost element of this has been identified as key. Has to work within existing resources. Pursuit of external funding for this area unlikely to be successful.</p> <p>N/A</p> <p>N/A</p> <p>Following concerns with respect of cost of implementation from Corporate Management</p>	<p>Support of these efforts continues.</p> <p>Ways in which further biodiversity can be incorporated at no additional cost continue to be sought.</p> <p>N/A</p> <p>N/A.</p> <p>A revised specification has been drafted and is expected to be submitted to Scrutiny Committee for</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		biodiversity strategy. Key feedback from RSPB and Natural England was secured for this specification.	Team, EP has drafted a revised specification in partnership with PCC.	approval during 2014.
10	Production of management plans for open spaces as has been done for Central Park. In this context, where appropriate, incorporate differential grass cutting regimes in parks, verges and large open spaces.	<p>It is recommended this is linked to the trial areas discussed above. Plans will need to be written sequentially by the relevant officer to that site. It is not likely to be possible to write management plans for all sites concurrently due to the magnitude of this task.</p> <p>The City Councils ancient woodlands consisting of Pocock's, Grimeshaw & Highlees Spinney have been surveyed and widespread consultation was undertaken. A management plan that will secure these valuable assets for decades to come has been produced.</p> <p>An updated draft management plan has been produced for the Boardwalks Local Nature Reserve. Tree management within the site was carried out during winter 13/14 following positive discussions and survey work by EP. A pond habitat project is also being developed in partnership with Froglife to create & enhance ponds and associated habitats.</p> <p>A biodiversity assessment of Central Park has been produced in support of its green flag status.</p>	<p>The production of management plans is potentially a very time consuming process.</p> <p>N/A</p> <p>Many of the enhancements required to the site are unlikely to be implemented prior to 2015 when s.106 funds are expected to be released.</p> <p>N/A</p>	<p>Progress sequentially. Investigate sources of external funding.</p> <p>Active woodland management is now being implemented in accordance with the approved management plan.</p> <p>Add business case to PCC Verto system to secure s.106 funds when available.</p> <p>N/A</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		The Bereavement Services Team produced a management plan for the memorial gardens which led, at the first attempt, to the award of the Green Flag in 2009. Development of the management plan has resulted in the award of a further Green Flag awards.	N/A	Maintain this status.
11	The loss of trees, hedges and shrubs will be resisted unless there are sound horticultural or other reasons to indicate otherwise e.g. disease, structural damage or the shrubs are due for replacement.	This approach is specified in the new Trees and Woodland Strategy and is being applied by EP. In addition the Natural and Historic Environment Team continue to provide this advice in relation to privately owned hedges and shrubs.	N/A N/A	Continue current efforts. Continue current efforts.
12	Where it is appropriate consideration will be made for the gradual replacement of non-native species with native species.	This has been investigated by the Officer Group; the appropriate and gradual nature of this action is viewed as being key. For example non-native shrubs could only be replaced once they have reached the end of their lifespan. There would be a significant cost element to undertaking this in advance of such a time. Planting opportunities in the shelter belts have all been filled with native, and wherever possible locally sourced plants.	Cost of early replacement. Limited budgets are available for this item.	Continue current efforts.
13	Give explicit support for small-scale community wildlife schemes, including encouraging community management of existing landscaping	PCC Natural Environment Project grants have continued. Up to 15 community wildlife schemes are supported each year.	This has been successful in the reporting period; however funding for the next reporting period has been	Wildlife Officer to make groups aware of alternative sources of funding going forward.

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
	where requested and appropriate.	<p>Support for community projects has continued, as has support for projects such as Broadway Cemetery and Cuckoos Hollow groups.</p> <p>Peterborough Conservation Volunteers continue to undertake conservation tasks for Recreation Services on PCC sites and County Wildlife Sites with support from the Natural and Historic Environment Team. These have included works at the Boardwalks Local Nature Reserve as well as Barnack Grassland and Sutton Disused Railway County Wildlife Sites.</p> <p>The probation services also undertake works on semi-natural areas and Nature Reserves.</p>	<p>removed.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Continue to support these efforts.</p> <p>Maintain budget allocations and continue to support these efforts.</p> <p>Support to this group to continue.</p>
14	Recognise the role of allotments and cemeteries in promoting Biodiversity.	<p>This approach has been trialled at the Dogsthorpe allotments site. For example young offenders have undertaken a pond creation scheme with the Froglife group. This is contributing to both of the parts of this action point.</p> <p>Where allotment sites are not utilised this is very difficult to achieve.</p>	<p>N/A</p> <p>Limited resourcing to bring disused plot back into active use.</p>	<p>This project is continuing to be supported.</p> <p>Recreation services have actively promoted allotments and allotment tenancies are continuing to increase as plots are cleared and brought into active use to meet the demand.</p>

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		<p>The Allotments Officer has produced a wildlife leaflet for allotment holders.</p> <p>In conjunction with sponsorship from Frog Life and utilising available sponsorship the tenants to various sites have constructed ponds to encourage amphibians.</p> <p>The wildlife value of cemeteries is well recognised. A wild garden of remembrance has been created at the crematorium and the Friends of Broadway Cemetery Group continue to appreciate the wildlife value of this site.</p> <p>A great deal of work to control bramble and scrub at the Broadway Cemetery Site has continued in the last reporting period.</p> <p>The wildflower area at the Crematorium continues to develop with self propagation supported by careful planting of native species. As with Eastfield Cemetery, the balance between the demands of the bereaved and supporting biodiversity needs sensitive management.</p> <p>The Children's Memorial Garden at the Crematorium is maturing well with a good mix of indigenous planting supporting a range of butterflies, bees and other</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Antisocial usage of this site continues to be a concern.</p> <p>N/A</p> <p>N/A</p>	<p>Continue existing management and projects.</p> <p>Continue these efforts.</p> <p>The efforts of Bereavement Services, supported by Officers from other relevant departments and bodies are ongoing.</p> <p>Continue these efforts.</p> <p>Continue these efforts.</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>insects. The woodland pond has naturalised well and sports its own flora and fauna.</p> <p>A management plan has been developed for Pockocks Wood with the aim of re-opening the woodland to visitors as well as enhancing the wood's wildlife value.</p>	N/A	Implement plan in partnership with EP, PECT Bereavement Services and Wildlife Officer.
15	Support initiatives to encourage wildlife friendly gardening, recognising the increasing amount of land devoted to this usage.	<p>School wildlife projects have been supported via the Natural Environment Projects Grants Scheme administered by the Natural & Historic Environment Team and also the eco schools initiative. In the reporting period this has for example included the restoration, creation and enhancement of school ponds and wildlife areas.</p> <p>70 PCC schools have either registered, participated, or are currently working towards an eco-school award (see below). Others are actively involved in similar schemes or have developed their own action plans; PECT have their own education officer who assists schools with the scheme. Many of these schools also have school gardens and wildlife spaces.</p>	<p>None in the reporting period.</p> <p>N/A</p>	<p>Continue these efforts. Also support of urban wildlife initiatives is continuing both directly and also indirectly such as those with other organisations including Froglife and the Wildlife Trust.</p> <p>Continue these efforts.</p>
16	With partners investigate the re-instatement of a Peterborough Wildlife Group or Wildlife forum.	This has been considered and it is now felt that it would be more appropriate at the current time to continue to focus at the parish/ neighbourhood level working with local community groups such as at	N/A	Wildlife Officer to continue to support community groups, schools and parish councils in providing targeted wildlife advice.

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		Cuckoos Hollow and Holywell Ponds.		
17	Establish measurable annual targets for the creation of new areas of wildlife interest.	<p>The Biodiversity Partnership continues to review and update the local Biodiversity Action Plan targets for specific habitats and species for Cambridgeshire and Peterborough.</p> <p>The Natural Networks partnership is investigating how the targets from the Green Grid Strategy, Cambridgeshire and Peterborough Biodiversity Action Plan and Peterborough Environment Audit can be brought together as one set of targets for Peterborough. If this were achieved it may be possible to further extract a set of targets for the City Council.</p> <p>PCC continues to work in partnership and support PECT in developing the Forest for Peterborough concept. The F4P Business Plan sets out specific targets for tree planting and woodland creation in the city and PCC continues to seek opportunities for new tree planting as well as monitoring the number of trees planted on its own land.</p>	<p>N/A</p> <p>NNP currently under-resourced to progress this further.</p> <p>N/A</p>	<p>Support for the BP is on-going. Continued budget allocations essential.</p> <p>Consider opportunities that may arise via the Local Nature Partnership (LNP) to draw in additional funding.</p> <p>Continue to report back to PECT re numbers of trees planted.</p>
18	Continue to support the Environmental Records Centre (ERC) for Cambridgeshire and Peterborough.	The centre, which is currently hosted by the Wildlife Trust and based in Cambourne, continues to receive support from PCC and other authorities and organisations in Cambridgeshire. It has completed the establishment phase funded by HLF and has progressed into a	N/A project progressing well.	Support for the ERC is ongoing. Continued budget allocations essential.

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>self sustaining operation.</p> <p>The Natural and Historic Environment Team and Planning Policy have continued to support the ERC which has provided data for a number of PCC projects and reports including those associated with the Local Development Framework, Annual Monitoring Report and Single Data List (SDL)160.</p> <p>In addition, PCC receives an annually updated species data disc from the Records Centre to assist in identifying protected sites and species associated with each application. This 'front-loading' of data assists with identifying ecological issues at the outset of development and ultimately may enable developments to progress more smoothly than would otherwise be the case.</p> <p>The N&HE Team has assisted in securing an HLF grant to fund a Biodiversity Outreach Officer post based at the ERC who's role has focussed on engaging people in providing species records and carrying out surveys in under-recorded areas including Peterborough.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>PCC to continue to provide environmental records to the Centre to ensure data records are as up to date and complete as possible.</p> <p>Continue this situation.</p> <p>Continue this situation</p>
19	Give particular emphasis to the protection of ancient and semi-natural habitats through all the City Council's activities.	The protection of these habitats continues to be emphasised in planning for example through the existence and use of policies and allocation of development sites in the	N/A	Emphasis on the protection of ancient and semi natural habitats is being continued.

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>Local Development Framework.</p> <p>The City Councils ancient woodland has recently been surveyed and a management plan that will secure these valuable assets for decades to come has been produced.</p> <p>Children's Services assets and school place planning team also operate a "landlord's consent" scheme whereby all schools are required to register capital works to their premises, this enables monitoring and advice to schools in respect of grounds works, planting schemes, ponds, etc. Occasionally works which are not in accordance with City Council policy or procedure, such as inappropriate felling or pruning of trees, can be intercepted via this scheme.</p> <p>Children's Services has responsibility for all trees on school sites and are in the process of going out to tender to various arboriculturists for the maintenance of the trees on a 3 year rolling programme. This will ensure that the sites are visited on a regular basis and general advice will be given, including the addition of features which will enhance the grounds as wildlife habitats.</p>	<p>Resources have now been secured via the Trees & Woodland Strategy to begin implementation of the plan, however maintaining public support is essential going forward.</p> <p>N/A</p> <p>N/A</p>	<p>Implement plan whilst engaging with local community wherever possible.</p> <p>Continue efforts in this area.</p> <p>Continue efforts in this area.</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>The Natural and Historic Environment team has led on the achievement of the National Indicator Target for Biodiversity (percentage of County Wildlife Sites in positive management). This has included close liaison with key partners such as the Wildlife Trust, Environmental Records Centre and GeoPeterborough. Peterborough Conservation Volunteers have also played a vital role in undertaking work on Peterborough sites to maintain and bring them into positive management. Within this surveys, provision of advice to landowners and activities have been carried out on behalf on the Natural and Historic Environment Team by the Wildlife Trust via a Service Level Agreement.</p> <p>Continued support for the long standing Peterborough Barn Owl recovery programme. This is now recognised as one of the most successful of these programmes in the UK. Monitoring in the last year has also included additional boxes erected in the previous reporting period which replacement those lost or which had fallen into disrepair over the last 15 years. The data from this ongoing monitoring scheme has proved crucial in the provision of advice to the Planning Department with respect to a number of strategic planning applications for</p>	<p>N/A</p> <p>N/A</p>	<p>Continue efforts and budget allocations in this area.</p> <p>Continue efforts and budget allocations in this area.</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>example for wind farm proposals and public enquiries and how they would relate to this key environmental feature of the Unitary Area.</p> <p>Continued support for monitoring and habitat management for the rare four spotted moth in Peterborough. The monitoring has also allowed the extension of the neighbouring County Wildlife Site and its continued assessment as being in positive management which has directly contributed to the Single Data List 160 target included in the Local Area Agreement.</p> <p>The Natural and Historic environment team continues to play an active role with the County Biodiversity, Peterborough Natural Networks and Local Nature Partnerships.</p> <p>Operational works within the shelterbelts has been followed by chipping the cut back into the belt and the stacking of the logs for their gradual decay and production of invertebrate habitat.</p>	<p>None in the reporting period, possible concern with respect to continued budget allocations.</p> <p>None in the reporting period, possible concern with respect to continued budget allocations.</p> <p>N/A</p>	<p>Continue efforts and budget allocations in this area.</p> <p>Continue efforts and budget allocations in this area.</p> <p>Continue efforts in this area.</p>
20	Investigate and exploit external funding opportunities for creating and enhancing the Biodiversity value of City Council managed land. For example from Forestry Commission, Landfill Tax or Aggregates Levy.	<p>The seeking of external funding would have to be linked to a number of actions outlined above.</p> <p>The Natural and Historic Environment team has supported the successful Skills</p>	<p>N/A</p> <p>N/A</p>	<p>Additional detail is laid out in this respect in the proposed update to the PCC biodiversity Strategy.</p> <p>N/A</p>

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		<p>for the Future Bid to the Heritage Lottery Fund by Peterborough Environment City Trust. This included a Trainee Wildlife Officer post who was hosted within the team during 2012. Tasks included mapping and updating the woodland elements of the Green Grid Strategy as a live electronic (GIS) document and undertaking field surveys of woodland, grassland and wetland habitat networks.</p> <p>The Natural and Historic Environment team has supported the development of a Countywide pond restoration project by the County Biodiversity Partnership. Whilst an initial bid was unsuccessful, those reserves held by the BP have enabled some pond restoration schemes to be progressed in Peterborough with further works planned during winter 14/ 15.</p>	N/A	Apply to Biodiversity Partnership for suitable pond schemes in Peterborough.
21	Continue to review the use of pesticides (including fungicides and herbicides) in the City Council's land management.	<p>COSHH regulations require that this is undertaken and therefore this is ongoing for all users of pesticides.</p> <p>The use of pesticides in the Council's cemeteries has been significantly reduced and is now only used for weed control on paths and roads.</p> <p>The use of pesticides in the Crematorium gardens has been significantly reduced by</p>	N/A	N/A

	Key Recommendations and Action Points from the Biodiversity Strategy	Update on Progress/Action underway	Barrier to Progress	Future Action
		a policy of manual hoeing and weeding of the beds, etc. Pesticides are now only used for treating the roses or for weed control on paths and roads.		

Appendix B: Full reports from the members of the Biodiversity Officer Working Group

1. Bereavement Services

Cemeteries

- 1.1 The wildlife value of cemeteries is continuing to be recognised, the Friends of Broadway Cemetery Group continue to appreciate the site, which is a County Wildlife Site (CWS). The control of bramble and scrub is ongoing at Broadway and the evidence of wildlife has been constant since the last reporting period. A new 3 year contract has been issued to Enterprise Peterborough (EP) Tree Services Section for a programme of lifting tree canopies, clearing self-sets and bramble which started in autumn/winter 2013.
- 1.2 No further action has taken place at Eastfield Cemetery since the last report and the CWS carried out in 2009. The mowing regime has remained the same as it was felt that the cemetery is relatively new compared to Broadway and a change in the cutting regime to aid the wildlife would not be suitable. It has been noted that the sighting of rabbits and squirrels have increased in recent years. Consideration may be given to selective flora and fauna management within the older areas of the cemetery to encourage animals and wild plants.
- 1.3 Bereavement Services may put forward an application and management plan to the Green Flag Award Scheme in 2016 to try and get accreditation for Broadway Cemetery.

Crematorium

- 1.4 The wildlife area has again continued to develop. The native species are propagating well supplemented with the planting of plugs of native species. The sensitive management of the area has ensured that the compromise with the cutting regime has been accepted by the bereaved.
- 1.5 The Children's Memorial Garden continues to flourish. It is regularly maintained in a sympathetic manner which ensures it continues to attract butterflies, bees and other insects. The planned extension to the path from the garden into Pococks Wood has been shelved due to the discovery of an active badger sett along the proposed route.
- 1.6 The reopening of the old path into Pococks Wood at the eastern end, with a view to a controlled reopening of the woodland to the public, is now a step closer. The trees along the route of the path have now been made safe and funding has now been identified via the Heritage Lottery fund. (see below) With bramble cleared and the tree canopies lifted it is hopeful that native woodland plants may once again thrive.
- 1.7 The Woodland Heritage in Action (WHiA) project has been agreed between Peterborough Environment City Trust (PECT) and Peterborough City Bereavement Services. The partnership agreement is from 1 January 2013 to 31st January 2016 and is funded by the Heritage Lottery Fund. The project aims to conserve the natural heritage of Pocock's Wood and promote the cultural heritage of the associated woodland management techniques and green woodworking skills in order to preserve Peterborough's woodland heritage for future generations.
- 1.8 In conjunction with the Wildlife Officer, consideration is being given to further measures to encourage wildlife at the Crematorium.
- 1.9 Peterborough Crematorium has retained its Green Flag Status for 2013.

2. Children's Services

- 2.1 Children's Services has responsibility for all trees on school sites and have recently awarded a contract for the maintenance of the trees to EP. This will ensure that the sites are visited on a regular basis and general advice will be given, including the addition of features which will enhance the grounds as wildlife habitats.
- 2.2 70 PCC schools have either registered, participated, or are currently working towards an eco-school award (see below). Others are actively involved in similar schemes or have developed their own action plans, indicated below as 'other comparable frameworks'. PECT have their own education officer who assists schools with the scheme.

Eco Schools Awards Available: Bronze, Silver, Green Flag which must be renewed every 2 years.

School Name	type of school	Eco School Award
Abbotsmede Community Primary	primary	bronze
All Saints' C of E (VA) Primary School	primary	1st Green Flag
Arthur Mellows Village College	academy convertor	registered
Barnack C of E Primary School	primary	silver
Bishop Creighton Academy	primary academy	registered
Braybrook Primary School	primary	1st Green Flag
Brewster Avenue Infant School	infant	silver
Castor C of E Primary School	primary	silver
Cavestede Early Years Centre	early years centre	1st Green Flag
City of Peterborough Academy (Free School)	free school	registered
Discovery Primary School	primary	silver
Dogsthorpe Infant School	infant	registered
Dogsthorpe Junior School	junior	silver
Eye C of E Primary School	primary	1st Green Flag
Eyrescroft Primary School	primary	silver
Fulbridge Academy	primary academy	bronze
Gladstone Primary School	primary	bronze
Gunthorpe Primary School	primary	bronze
Hampton College	secondary	silver
Hampton Hargate Primary School	primary	1st Green Flag
Hampton Vale Primary School	primary	silver
Heltwate School	special	bronze
Heritage Park Primary School	primary	bronze
Highlees Community Primary School	primary academy	bronze
Iqra Academy	secondary	registered
Jack Hunt School	secondary	silver
John Clare Primary School	primary	1st Green Flag
Ken Stimpson Community School	secondary	1st Green Flag
Leighton Primary School	primary	silver
Longthorpe Primary School	primary	bronze
Matley Primary School	primary	bronze
Middleton Primary School	primary	bronze
Nene Park Academy	academy sponsor led	registered
Nene Valley Primary School	primary	1st Green Flag

NeneGate School	special	coordinator some activities
Newark Hill Primary School	primary	bronze
Newborough C of E Primary School	primary	other framework
Northborough Primary School	primary	other framework
Norwood Primary School	primary	other framework
Oakdale Primary School	primary	silver
Old Fletton Primary School	primary	silver
Ormiston Bushfield Academy	academy sponsor led	bronze
Orton Wistow Primary School	primary	registered
Park House School	special	registered
Parnwell Primary School	primary	1st Green Flag
Paston Ridings Primary School	primary	coordinator some activities
Peakirk cum Glinton C of E Primary School	primary	bronze
Phoenix School	special	1st Green Flag
Queen's Drive Infant School	infant	silver
Ravensthorpe Primary School	primary	bronze
Sacred Heart RC Primary School	primary	2nd Green Flag
Southfields Primary School	primary	silver
St Augustine's C of E Junior School	junior	5th Green Flag
St Botolph's C of E Primary School	primary	1st Green Flag
St John Fisher Catholic High School	secondary	bronze
St John's Church School	primary	registered
St Thomas More RC Primary School	primary	bronze
Stanground Academy	academy sponsor led	registered
Stanground St John's C of E Primary School	primary	registered
The Beeches Primary School	primary	bronze
The Duke of Bedford Primary School	primary	bronze
The King's School (The Cathedral School)	junior and secondary (7-19) academy convertor	silver
The Peterborough School	private (4-19)	silver
The Thomas Deacon Academy	Junior and secondary academy sponsor led	registered
Thorpe Primary School	primary	bronze
Voyager Academy	academy sponsor led	silver
Watergall Primary School	primary	registered
Welbourne Primary School	primary	bronze
Welland Primary School	primary	bronze
Werrington Primary School	primary	3rd Green Flag
West Town Primary School	primary	bronze
William Law Primary School	primary	1st Green Flag
Winyates Primary School	primary	registered
Wittering Primary School	primary	bronze

- 2.3 Children's Services assets and school place planning team also operate a "landlord's consent" scheme whereby all schools are required to register capital works to their premises, this enables monitoring and advice to schools in respect of grounds works, planting schemes, ponds, etc. Occasionally works which are not in accordance with Council policy or procedure, such as inappropriate felling or pruning of trees, can be intercepted via this scheme.
- 2.4 With a rapidly expanding school building programme at both primary and secondary level sustainable features are being incorporated wherever possible. Green roofs that encourage birds and insects are being installed for both new builds and replacement roofs. External landscaping designs are developed to provide some natural spaces both to benefit wildlife and to be an educational resource for pupils.

3. Climate Change

- 3.1 The last Climate Change Strategy for Peterborough was produced in 2007. The document did not contain a date detailing when the document should be revised and therefore the Climate Change team has reviewed this to determine the most appropriate way forward. The outcome of this is the development of an Environment Capital Action Plan for the city based on the concept of One Planet Living. One Planet Living is a nationally recognised scheme developed by Bioregional and WWF that covers ten themes of sustainability including Zero Carbon and Land Use and Wildlife. The plan, which contains a vision to 2050 and short term targets to 2016 went out for public consultation during the 12/13 winter.

4 Natural & Historic Environment

The Natural and Historic Environment Team by its nature continues to be involved with much biodiversity activity both within the Council and in partnership with external partners. A significant proportion of the team's activity is focussed in providing expert advice to the Planning Departments with respect to the development of the Local Development Framework as well as planning applications and the implementation of development within the Unitary Area.

4.1 Recent/ongoing activities. These include:

- a) Leading on the achievement of the National Indicator Target Single Data List (SDL) 160 for Biodiversity which relates to the management of local sites which are in positive conservation management. This has included close liaison with key partners such as the Wildlife Trust, Environmental Records Centre and GeoPeterborough. Peterborough Conservation Volunteers have also played a vital role in undertaking work on Peterborough sites to maintain and bring them into positive management.
- b) Support to the development of the successful Skills for the Future Bid to the Heritage Lottery Fund by PECT. This included the Trainee Wildlife Officer post which was hosted within the team during 2012 and included mapping and updating woodland elements of the Green Grid Strategy as a live electronic (GIS) document and undertaking field surveys of habitat networks including grasslands and wetlands. In addition, funding has been secured for one further year to include a trainee landscape officer post.
- c) Continued support for the long standing Peterborough Barn Owl recovery programme. This is now recognised as one of the most successful of these programmes in the UK. The data from this ongoing monitoring scheme has proved crucial in the provision of advice to the Planning Department with respect to a

number of strategic planning applications for example for wind farm proposals and public enquiries and how they would relate to this key environmental feature of the Unitary Area.

- d) Liaison and advice to officers and departments from across the Council with respect to Biodiversity including Highways, EP, Bereavement Services and Rights of Way officers.
- e) Surveys, provision of advice to landowners and activities carried out on behalf on the Natural & Historic Environment Team by the Wildlife Trust via a Service Level Agreement.
- f) Continued support for monitoring and habitat management for the rare four spotted moth in Peterborough. The monitoring has also allowed the extension of the neighbouring CWS and its continued assessment as being in positive management which has directly contributed to the SDL 160 target included in the Local Area Agreement.
- g) Representation of the Council with and support to the Cambridgeshire and Peterborough ERC which has provided data for a number of Council projects and reports including those associated with the Local Development Framework, Annual Monitoring Report and SDL 160.
- h) Representation of the Council with and support to the Cambridgeshire and Peterborough Biodiversity Partnership and its associated projects. The work of the partnership has recently included the development of a ponds restoration project aimed at restoring at least 30 ponds across the County with at least 5 of these within the Peterborough area. Whilst the initial bid was unsuccessful, funding is expected to be made available from reserves in the Biodiversity Partnership to enable the restoration of suitable ponds in Peterborough during 2014/15.
- i) Representation of the Council within and support to the Natural Networks Partnership. This has also included supporting the successful Cambs & Peterborough Local Nature Partnership (LNP) bid and the Nene Valley Nature Improvement Area (NIA) bid. The team is now working closely with the RNRP to deliver this scheme within the Peterborough area.
- j) Administration and technical support to the Councils Natural Environmental Grant Scheme which has supported a significant number of projects with schools, Parish Councils and other organisations.
- k) Continued support to the planning department to enable the integration of Biodiversity into new development. This has for example included recent and ongoing developments at, Hempstead, Great Haddon as well as wind farms, road schemes and minerals and waste sites. A planning application checklist has also been produced based upon the NE standing advice for use by planning applicants and planning officers.
- l) Continued support to the Planning Policy Team with respect to the production of Local Development Framework and associated policies and documents.
- m) Liaison with and support to local conservation organisations such as the Wildlife Trust, Buglife, Froglife and the Langdyke Countryside Trust and their sites and projects.
- n) Provision of support and guidance to landowners and community groups in relation to biodiversity including Schools and Parish Councils.

- o) Provision of biodiversity education via schools liaison, interpretation, guided walks and presentations, including a bat walk and a presentation to students at Peterborough University.
- p) Support to the Peterborough Green Festival through Officer support during the planning of this event and provision of activities as part of the festival.
- q) Administration and support to the Peterborough Tree and Pond Warden Networks. The Council continued as a full member of the Tree Council and was therefore able to continue to fully support the tree Warden Network.
- r) Continued support to Peterborough Conservation Volunteers where their activities have taken place on PCC owned sites and Peterborough CWS.

4.2 **Current activities:** In addition to the continuation of many of the activities listed in 4.1 current activities and projects of note include:

- a) Leading and co-ordinating the update on annual progress against the Councils Biodiversity Strategy, which is due to be reviewed by Cabinet in April.
- b) Support to PECT with respect to the production of work and training plans for Skill for the Future placements which are being hosted with the team.
- c) Continued support to the CWS System and progression against the LAA/ National Indicator target.
- d) To work with EP and PECT in progressing the implementation of woodland management plans for the Council's ancient woodlands.

4.3 **Future Activities:** Where relevant, and budgetary approval is received, it is planned to continue activities listed in 4.1 and 4.2. Planned future activities and projects of note include:

- a) To continue to work with the project group of the Biodiversity Partnership to prepare project bids for various schemes aimed at enhancing biodiversity at several of Peterborough's CWS and ponds.
- b) To continue to work with PECT to ensure that the Skills for the Future posts hosted by the team are well recruited and a success.
- c) To work with Natural Networks partners on the Forest for Peterborough initiative.

5.0 **Enterprise Peterborough**

5.1 **EP Property Services:** Local Authorities have an explicit duty to consider biodiversity in the discharge of their functions. In accordance with this duty and the Councils Environmental Strategy the EP Property Services department actively champion biodiversity and sustainability in a number of ways, the majority of which are already incorporated into standard practice through the careful specification and monitoring of contracts. For example:

- ensuring trees are adequately protected when development takes place
- planting new trees for any that have to be removed when development takes place,
- the control of waste and pollution,
- the sustainable sourcing of materials,
- the temporary storage of soils that might otherwise be removed from site,
- good site fencing to ensure that areas damaged by the very disruptive nature of construction activity to a minimum

- 5.2 Additionally the department adopts a general design philosophy to provide environmentally sustainable buildings that aim where possible to encourage and enhance biodiversity. They operate under the best practise principle of 'fabric first' which involves investing in a building's built fabric, ensuring that thermal mass is incorporated and the building is well insulated, usually far in excess of the standards outlined in the Building Regulations.
- 5.3 As part of this approach they aim to included Sedum roof coverings, with between seven and twelve species of plant, which aids the control of overheating and heat loss, dependent upon the season, and has acoustic benefits as well as a long life expectancy; usually in the region of 60 years, far in excess of standard membrane roof coverings. Another recurrent theme through the Council's buildings is the design of passive ventilation systems, utilising the 'stack ventilation' methodology, allowing for cooling of the building and an influx of fresh air without the need for mechanical assistance or comfort cooling.
- 5.4 These principles can be seen on recently completed projects such as the extensions to the Key Theatre and the Hampton Hargate Primary school, both of which harness solar energy in varying capacities to supplement the building's usage. Hampton Hargate Primary school also boasts a geothermal ground source heat pump and solar thermal water heating as well as a rainwater harvesting system, ensuring efficient and responsible recycling of the building's water. Green roofs have also recently been installed at Welland Primary School and Longthorpe Primary School.
- 5.5 **EP Street Care & Grounds Maintenance:** Action in support of biodiversity & sustainability taken;
- 5.6 The G50 parkway grass cutting specification has been changed to one breed along the kerb line of 50mm to 100 mm with the remainder cut at 100mm to 200mm where it was previously 75 mm. In addition various areas across the city are now cut at 50mm to 100mm where previously they were cut at 25mm to 50mm. This not only reduces an operational carbon footprint but allows for colonisation of wildflowers.
- 5.7 The cutting regime for shrubs has been altered to flail works from the traditional cutter bar which results in a quicker operation for carbon diminution as well as a reduction in collection requirement followed by transportation to tip. In addition the tops of shrubs/hedges are not cut back between 1st March and 31st August due to the active/ nesting birds policy. A site-line cut only, on a health and safety basis, is carried out which totals 10% of the 750,000m² and the same amount for 58,000lm of hedges.
- 5.8 An agreement has been made between Betterland and City Services through which garden waste collected from the brown bins is taken and composted, the latter being used to grow plants purchased by the Authority for amenity landscaping. Recently we delivered approximately 300 tonnes of leafs, grass cuttings, bedding plants for composting.
- 5.9 The Crematorium has retained the Green Flag award within the time period with support for associated issues of sustainability. We have also retained a Green Flag award for Central and Itter Parks.
- 5.10 Central Park & Itter Park: Habitat log piles being created from recent tree works. Also, lengths of tree trunks are being left (if the site is appropriate) to degrade. Both parks have bat and bird boxes including an owl box in Itter Park. Also, the use of chemicals is really very low.
- 5.11 **EP Trees:** 70% of trees that are now planted on streets etc. are native species. The tree survey captures data about wildlife, for example bats, birds and bees. This data is entered into the tree management system. Wood from tree works is being left proactively on-site to create wildlife refuges
- 5.12 **EP Community Projects:** Manor Farm Park (aka Manor Farm Recreation Ground) has proved to be a good example of site improvement works encouraging and underpinning biodiversity. The wildflower area planted three years ago has now settled down and at dusk

three varieties of bat can be seen feeding on insects visiting the wildflower area. Also, the new pond (created in November last year) is establishing itself and once again this feature attracts bats to feed on insects. The pond will itself settle down and support wildlife in due course. The community group organised a bat walk for both adults and children in late August and this proved to be a successful evening which showed people that simple but positive work encouraged wildlife (in this case bats). Additional bat boxes have also been put in. A community orchard has been planted with native fruit trees and once again this will encourage birds and insects to visit the site. The work here has created a template for improving public open space (from the green desert) which can be used in other areas.

- 5.13 **EP Allotments:** Use of chemicals: EP encourages allotment holders to manage pests and diseases via good husbandry rather than through pesticides and herbicides. The personal preference of the site representatives tends to steer this, but overall use of chemicals has dropped in recent years.
- 5.14 **Bees and hives:** There is currently one hive on the allotment sites in the city and EP would welcome more. EP has developed a policy over the past 12 months (based on talks with other Councils and the British Beekeepers Association) that requires potential beekeepers to have undergone the Basic Assessment in Beekeeping. This develops good beehive husbandry and supports the health and welfare of the bees and minimises the risk of diseases being spread. EP requires any beekeeper to have adequate insurance and membership entitles beekeepers to comprehensive insurance at a fair price.
- 5.15 **Wildlife groups:** Froglife continue to have a plot on Dogsthorpe Road allotments, however, the often presumed non-management of plots by wildlife groups can cause internal conflict which needs to be carefully managed.
- 5.16 **Allotment management and maintenance:** There are 25 allotment sites across the city. Each has its own individual character that can range from the chaotic to the orderly. Some sites have overgrown boundaries which may not have seen any intervention for many years. Often a boundary has been allowed to grow wild to create a barrier to increase the security of a site. Many plot holders harvest rainwater for irrigation and some have small ponds on their plots. Some large plot holders will leave part of the plot to run to nettles or bramble or plant bee gardens, etc.

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 7
7 APRIL 2014	Public Report

Report of the Chief Executive

Contact Officer **Mike Kealey, Interim Head of Human Resources**
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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. KEY ISSUES

4.1 STATISTICAL DATA

It was agreed at the Sustainable Growth & Environment Capital Group Reps meeting on the 12th February 2014 that HR data would be provided on a consistent six monthly basis. The September report will include figures up to and including June and the March report will provide figures up to and including November. This is to ensure that data can be compared effectively.

The data shown in Appendix 1 has been written to present as concisely as possible all the key measures requested; it was designed following consultation at the group reps meeting prior to the March 2013 report. This provides figures up to and including November 2013. This can then be compared with data in the last two reports [at November 2012 and June 2013]. It is also benchmarked against other authorities in the most recently available annual exercise. The data reported represents the new council organisational structure which means that staff are included within their revised departments. This does impact on the figures in certain directorates. Feedback on the format and content of the data provided will be taken into account for future reports.

4.2 HR DEVELOPMENTS \ UPDATES \ PRIORITIES

HR TEAM

The HR Staff costs as a percentage of the council's overall pay bill is 1.29%. The ratio of HR staff to employees is 92:1, this compares to the benchmark average of 76:1. The HR team have four key areas of responsibility: Employee Relations, Policy & Reward, Training & Development and Occupational Health. A restructure of the HR team is planned with the introduction of a new HR Manager for Adult Social Care, Health and Wellbeing. Recruitment is in progress. A new

additional junior HR Business Partner is also planned. This is a development role as part of a succession planning objective for the department.

PDR ratings for the team were 3 and above for 2013, with the spread from 3-5. In the last 12 months there have been five leavers (two voluntary redundancies, one ill health retirement, one end of fixed term contract and one voluntary resignation). During the same period there have been three new starters, (one of which has since left as they were employed on a fixed term contract). The stability index runs at 89.95% as all other members of HR have been employed for one year or more, with the average length of service being six years

REWARD AND POLICY

HAY Review – New job descriptions have been written and evaluated, and appointments have been made for the new Director posts. The roll out continues with the evaluation of the remaining senior managers posts.

The Hay group have assisted HR with the structure of the senior management pay scales which are designed to ensure the council is able to attract and retain quality staff going forward.

New Policies/Updates

Employment policies continue to be revised following consultation with the Trade Unions. Changes have been made to the Travel & Subsistence, Social Media, Probationary, Key User, Disclosure & Barring Service policies and procedures. A new procedure has been introduced in respect of the UK Border Agency to ensure the council's compliance. Policies specifically for teachers are also being introduced (Teacher's Pay Policy, Appraisal Policy and Capability procedure). The 2013/14 Pay Policy has been drafted and includes a new discretionary statement on terms and conditions following a TUPE transfer.

Local Government Pension Scheme 2014 – A revised LGPS comes into effect on 1 April 2014 changing the scheme from a final salary scheme to a career average scheme. This will involve significant changes to be made to HR and payroll processes to ensure that the contributions are correctly calculated and recorded against each pension scheme member. Other major changes include the contribution rates, definition of pensionable pay, method of calculating the contribution tier. A new 50/50 option is also introduced for those who elect to pay half the contributions for half the benefits on a short term basis.

Living Wage - The council is currently considering introducing a local living wage to the existing salary bands. If this were agreed a supplement would be paid to those earning below the (local living wage) rate. The main issue would be the importance of including the community schools to ensure that no equal pay risk arose and also the implications of imposing the local living wage on contractors. This exercise is ongoing.

Pensions Auto Enrolment - 1 July 2013 was the council's 'staging date' at which all employees were assessed against the criteria for auto enrolment into a pension scheme. Most employees are already contractually enrolled into a scheme (either the Local Government Pension Scheme or the Teacher's Pension Scheme) when they join the council. A letter confirming the pension status of each employee was issued to home addresses. For those eligible employees who weren't in any scheme the council took the option to defer their pension scheme membership until 2017 in line with the auto enrolment rules.

Equal Pay Audit 2014 - Any future equal pay audit undertaken will include employees of the city council plus those employed in community schools.

TRAINING AND DEVELOPMENT

4.3

PDR Process *(The data for PDRs [figures 3.1 and 3.2 have not changed since the last report but are included for completeness])*

A survey of employees and managers was carried out in autumn of 2013 to ascertain their views on the changes introduced that year, as well as to find out how well they felt their PDR was carried out. There were 194 responses; 45 from managers and 145 from employees.

Overall there was a high level of satisfaction in how PDRs were carried out. Their outcomes and their value and benefits were recognised by employees and managers. However there were some concerns about the processes especially on how the performance ratings were determined, reviewed by senior management and notified to employees. There were other concerns that objectives were not relevant, motivational or appropriate to individual needs and capabilities; or had been imposed with little involvement with the employee.

A sample of the PDR forms received by the HR were audited by the Training and Development team. The purpose of this was to assess the quality of the objectives set for 2013/4 to test how "SMART" they were; to review the quality of the completed training and development plans; and to evaluate the written evidence to support the overall performance rating. 100 PDR forms were selected randomly for analysis; approximately 10% of those received.

Many objectives were unclear and not specific, did not include performance measures or timescales for completion; they lacked clarity on the expected outcomes or results. There were some instances of generic objectives, several employees in one team having the same objectives and objectives being repeated from the previous year. Training plans had insufficient detail, did not specify what action was to be taken or described training needs vaguely.

In response to these results the PDR process and the guidance issued to both managers and employees has been revised to ensure clarity on how managers recommend ratings, discuss these with their senior managers and agree any revisions, before they are reviewed and signed off by senior management teams. Employees are then informed of their rating and have the opportunity to comment on that rating. The PDR process now includes a discussion on what the employee has done or said to demonstrate the new core values and the PDR form has been redesigned to include this as well as make it easier to complete.

Guidance has been produced on how to set quality objectives, how to give and receive feedback and on how to conduct a PDR meeting to ensure it is constructive, positive and worthwhile for both employees and managers.

The training course for managers new to PDRs has been amended to allow more time to practice writing objectives. Courses have been scheduled and run in preparation for this year's PDR round which starts in April.

A series of one hour briefings have been delivered separately to managers and employees to explain these changes in readiness for the start of the PDR round in April.

The survey and audit results and proposed actions have been presented by the Training Manager to all DMTs. They are clear in what is expected of them in managing the process, ensuring all PDRs are completed, reporting the results to HR by the end of June and challenging the quality of completed PDR forms.

As well as reporting the completion rates and the spread of performance ratings, HR will undertake a further quality employee survey and an audit with a larger sample size once all the PDR forms are received, to ascertain if the above changes have produced the expected improvements.

INVESTORS IN PEOPLE

4.4

The council was assessed in October 2014 against the Investors In People standards and was successfully accredited with Silver status. Across the UK there are only 855 organisations with this accreditation and within the Peterborough area there are only 2. The next reassessment is in autumn of 2016 and the IIP Steering Group determined that IIP will still remain a priority with the council not only maintaining Silver standard but also working towards achieving Gold by that

time. The steering group, led by Training and Development is producing an action plan for 2014-16 to ensure momentum is maintained and that we continue to make improvements in managing and developing our people and the organisation. Also, it was recognised that each directorate should have its own liP group to help progress the activities in the plan and provide a channel for information and feedback to and from employees. The action plan will be presented to all DMTs to go through it in more detail, listen to feedback and to discuss their involvement in ensuring the action plan is implemented successfully.

The Training and Development team continue to deliver a range of courses covering induction, management development, HR policies and procedures, personal effectiveness skills and ICT. Since November last year 23 events have been run with 123 employees attending (see figures 3.3 and 3.4).

In addition a full range of e learning modules are offered to employees. Since November last year 7 modules have been added including one on safeguarding of children and adults for those employees who are not in Childrens services or Adults Social Care. Some of these modules are mandatory such as Introduction to Data Protection which has been completed by 1384 employees. Others such as Equality and Diversity, Freedom of Information and Display screen equipment are mandatory for all new employees and processes are in place to ensure these are completed. The module for managers in how to deal with stress in members of their team will be mandatory for all managers once the pilot within selected teams is concluded. Overall there is a completion rate of about 80% of all the modules that are accessed by employees (see figures 3.5 and 3.6).

One of the indicators for liP is ensuring that new employees receive a quality induction. All new employees are invited to Corporate Induction and figure 3.7 shows the percentage of employees who attend this event. In addition managers are required to carry out a local induction using a corporate checklist of key activities and information that new employees should be provided with. Training and Development conduct a quarterly survey of new employees to check that this has occurred and to ascertain their views on its quality.

For November 90% of delegates rated courses as either Excellent or Good. Figure 3.8 shows the results since April 2013 with the current level of 100%. Two months after training, delegates are sent a questionnaire on the impact of that training. For the quarter Oct to Dec 2013 70% of the respondents were able to identify a positive impact from training, including improved service delivery, improved communications and increased confidence. The population of respondents was lower for the period Oct-Dec than Jul-Sept – see figures 3.9 and 3.10

STATISTICS/ANALYSIS

4.5

Figure numbers refer to the statistics and charts in appendix 1 on page 9

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 June 2013 figures presented at the last meeting the directly employed staff numbers has reduced by 35, net of starters. There have been 240 leavers over this 6 month period, which include 14 who transferred out under the TUPE regulations to Skanska from the new Growth and Regeneration directorate (included in the last report). Work is in progress in respect of a further 15 employees from this directorate.

Voluntary turnover [figure 1.5] is currently running at 7.27% up marginally from 7.16% in the September report. The stability index [which measures the percentage of staff currently at the Council who have worked continuously for more than one year] stands at 92.88%, which is in the upper quartile for local authorities, and is generally a good sign of retention of staff and the retention of experience and expertise within the workforce. 42 employees opted to take voluntary redundancy during the six month 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 is also affected by market conditions as well as staff satisfaction. More detail on turnover by Service and Directorate is included in the turnover graphs \ tables.

Absence [see figures 2.1 to 2.5]

Progress on reducing the sickness rate of current employees is shown in figure 2.1

Sickness rates have been reduced further since the last report in September 2013 with the days per current employee falling from 9.03 days per employee to 8.61 days per employee over a twelve month period.

With the restructure of the council it is difficult at this point to make comparison within each directorate due to the fact that the staffing levels and employees making up the grouped data has changed. Comparisons can continue moving forward and will be included in the next report. Adult Social Care Health and Wellbeing appear to remain the directorate with the highest days lost per employee, in particular in Assessment & Care Management Service Provision, Safeguarding Quality Info & Performance and also seconded to NHS (Mental Health) teams.

52% of absence days lost currently fall within the definition of long term absences [absences of over 20 days], a slight decrease from the last report [55%]. 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 a return to work cannot be facilitated.

In the 12 months to 30th November 2013, 737 or 53% 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.

Employee Relations [cases] [figures 4.1 - 4.3]

HR Business Partners closed 131 employee relations cases during 2013, which had an average time period of 133 days.

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 during times of a 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 do not provide direct case management involvement in cases related to schools or at City College but do ensure the decisions are within the Council's best interest.

Rates of Disciplinary cases have decreased significantly and those of Grievances have increased slightly since the June report. During the six months from June 2013, four employment tribunal cases have been resolved.

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[figure 5.1-2]

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 which is currently under the leadership of the Director for Communities.

A proposal to expand monitoring to the other protected characteristics under the 2010 Equality Act is under review. This would lead to a re-surveying of employee data on equality. This would provide expanded workforce data in order to inform future Impact Assessments, and also ensure data remains relevant and up-to-date.

Equality and Diversity is supported by HR, through training courses, and e-learning. The council gained Investors in People silver award during 2013, achieving all of the six indicators required for this category at all three levels of employee; senior manager; manager and employee.

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].

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.

% of workforce who are female or aged 50 and above have remained static since the last report. The % of the workforce who work part time has dropped; the use of temporary/fixed term contracts has increased. The % of the workforce who have declared that they are from an ethnic minority or mixed origin has dropped slightly but still remains above the upper quartile using the benchmark comparisons. The % of the workforce with a disability dropped slightly.

5.0 REQUESTED INFORMATION

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

5.1 STRESS ABSENCE [figure 2.4 and 2.5]

The figure of FTE sickness absence days has reduced to 2044 for the last 12 months for current employees (3219 FTE Days reported in March 2013). Stress still remains the largest % of days lost, slightly behind Musculo-skeletal inc Back & Neck (2033 days). The % of occasions was 9.14% compared to 21.36% Infections inc Cold and Flu and 19.31% Musculo-skeletal inc Back & Neck

Figure 2.5 shows a Directorate breakdown of stress related data. As the table shows, stress related absence varies considerably from 0.02 FTE days per year per employee in Governance to 3.03 FTE and 3.45 FTE in Children's Services and Adult Social Care and Health and Wellbeing 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 for sickness have continued to be reduced overall [from 9.03 days per employee in June to 8.61 in November].

Here is the profile of sickness days lost and occasions in the 12 months to November 2013 for stress related illness:

Days	Occasions	Total Days Lost	Occasions	Total Days Lost
1 to 5	138	112.04		
11 to 15	12	149.24		
16 to 20	4	70.00		
21 to 30	9	214.80		
31 to 40	4	141.08		
6 to 10	13	102.82		
Over 40	18	1259.43		

In terms of high loss of working days it can be seen that the 9% of occasions over 40 days in length [18 cases] account for 62% of the total 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 27 current long term absences at 30th November 13 cases are assigned to the stress category. 9 of these relate to social work or teaching roles. Business Partner's monitoring notes indicate all cases are being closely monitored. 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. – This is always very well received and employees referred do seem to have benefited and it often supports a return to work/can reduce the likelihood of absence/ and reduce the length of absence.
- 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 - OH have encouraged the HRBP's to facilitate early referral for stress cases, as it can reduce long-term absence. This has also been reiterated in the absence management meetings HRBP's and OH have had with managers from Childrens services and those in Adult Social care.
- Referral to Occupational Health Physician in appropriate long term cases to ensure appropriate action is taken as part of the sickness policy.
- 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.
- E learning courses available from Training and Development in relation to

- understanding and managing stress, both for Managers and employees.
- A pilot of a blended training programme comprising e learning modules, followed by coaching workshops, action learning sets, supported by advice, information and resources on resilience and stress will be carried out with selected teams in Childrens Services and Adult Social Care starting in early April.
 - 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 - there will be a talk from a professional 'a learning lunch' at BOOST in March to address stress & anxiety. There will also be a stand at the Health Fayre by the Samaritans.
 - Occupational Health regularly updates it's Insite page, recent examples include...'Dealing with a traumatic event, tips for managing stress for managers and advice on fast track referral for counselling for managers and employees.
 - 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.
 - Occupational Health and Training are assisting the proposal of a Stress survey to go out next month. We are meeting to finalise the details soon.

DISABILITY

5.2

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?

A decrease in the percentage of those who have reported a disability to us has reduced from 3.69 to 2.15.

The accuracy of this data needs to be kept under review due to the fact that it is not a fixed equality characteristic. Staff need to be resurveyed to capture their current status. As previously mentioned, a proposal to expand monitoring to the other protected characteristics under the 2010 Equality Act is under review. This would lead to a re-surveying of employee data on equality. This would provide expanded workforce data in order to inform future Impact Assessment, and also ensure data remains relevant and up-to-date.

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.

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. Most of the standards in respect of disability were met in the recent assessment.

ETHNIC MINORITY AND DISABILITY DIVERSITY IN THE WORKFORCE

5.3

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 outstanding for 2012/13)

The figure for November 2013 dropped slightly to 5.97 from the previous year of 6.31. The HR benchmark was 3.90, whilst the 2011 Census was 17.17.

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.

The council continues to review ethnic diversity by:-

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

[b] continuing awareness training initiatives and celebration of our diverse culture. E learning modules providing awareness on dementia, learning disabilities and mental health have been launched this year.

[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.

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.

7. NEXT STEPS

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

8. BACKGROUND DOCUMENTS

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

8.1 None.

9. APPENDICES

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

HR report for Sustainable Growth and Environment Capital Scrutiny Committee 7th April 2014
Key Summary statistics from 2012 HR Benchmarker study and internal reporting

Metric \ Comments	Bench marked measure	Unit	Data as at 30/11/13	Benchmarking figures for PCC Directorates						Most recent Comparisons \ Benchmarks [11-12]			
				30/06/13 Report	30/11/12 Report	PCC 12/13	PCC 11/12	PCC 10/11	PCC 09/10	Lower Quartile	Average	Median	Upper Quartile
Workforce size													
Headcount exc. schools and casuals (at end 11/13)		People	1391	1426	1690	1551	1722	1728	2759				
Full time equivalent exc. schools (at end 1/13)		FTE	1184	1299	1439	1336	1448	1425	2083				
Voluntary Staff Turnover and Retention													
% Voluntary Staff Turnover (Last 12 months)	✓	%	7.27%	7.16%	7.6%	6.50%	6.12%	6.20%	6.63%	5.50%	6.80%	6.40%	8.30%
% Stability Index (Last 12 months)	✓	%	92.88%	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	8.61	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]	✓	%	4.01%	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 (Short Term - Days)	✓	Days	5.13	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	27	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	116	157	176	165	230	190	309				
Current Staff with no absence in last 12 months [at end of period]		People	737 (53%)	575 [38%]	702	601	660						
% of Total Sickness Absence which is Long Term (i.e. over 20 working days)	✓	%	51.92%	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. (2013/4)	✓	£	£276	-	-	£305	£276	£279	£261	£175	£259	£276	£260
% of delegates on corporate courses rating their course as either Excellent or Good for Meeting			90%	100%	100%								

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Metric \ Comments	Bench marked measure	Unit	Data as at 30/11/13	30/06/13 Report	30/11/12 Report	PCC 12/13	PCC 11/12	PCC 10/11	PCC 09/10	Lower Quartile	Average	Median	Upper Quartile
Their Expectations [Latest monthly figures]													
Impact of Training (2 months post course) – % respondents identifying positive impact of training, increased confidence, improved service delivery, improved communications etc. [Latest monthly figures]			70%	95%	79%	6.6							
% of employees set individual targets \ objectives each year	✓	%	100%	100%	95%	96.1%	85%	67%	47%	80%	89%	97%	100%
% of staff rated as constantly above expectations			1.77%	1.77%	3.1%	3.2%	10.1%	4.3%					
% of staff rated as regularly below expectations			0.34%	0.34%	0.0%	0.0%	0.5%	0.4%					
Disciplinary and Grievance Cases [over 12 months]													
Formal Grievance Cases per 1000 employees(Current at Nov13)	✓	Cases	5.65 (8 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(Current at Nov13)	✓	Cases	3.53 (5 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	4.24 (6 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	0.70 (1 case)	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	✓	%	71.44%	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	✓	%	31.91%	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	✓	%	8.33%	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	✓	%	5.97%	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	✓	%	2.15%	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	✓	%	49.25%	---	---	56.96%	52.75%	50.00 %	50.68 %	43.80 %	46.20 %	50.10 %	54.30 %
% of employees aged 50+	✓	%	33.1%	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	92:1	---	---	75:1	106 : 1	77 : 1	73 : 1	57 : 1	76 : 1	66 : 1	88 : 1

Metric \ Comments	Bench marked measure	Unit	Data as at 30/11/13	30/06/13 Report	30/11/12 Report	PCC 12/13	PCC 11/12	PCC 10/11	PCC 09/10	Lower Quartile	Average	Median	Upper Quartile
HR Staff Cost expressed in £ per Employee	✓	£	£312	---	---	£492	£278	£348	£454	£297	£406	£402	£506
HR Staff Cost as % of Organisation Pay Bill	✓	%	1.29%	---	---	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 November 2013

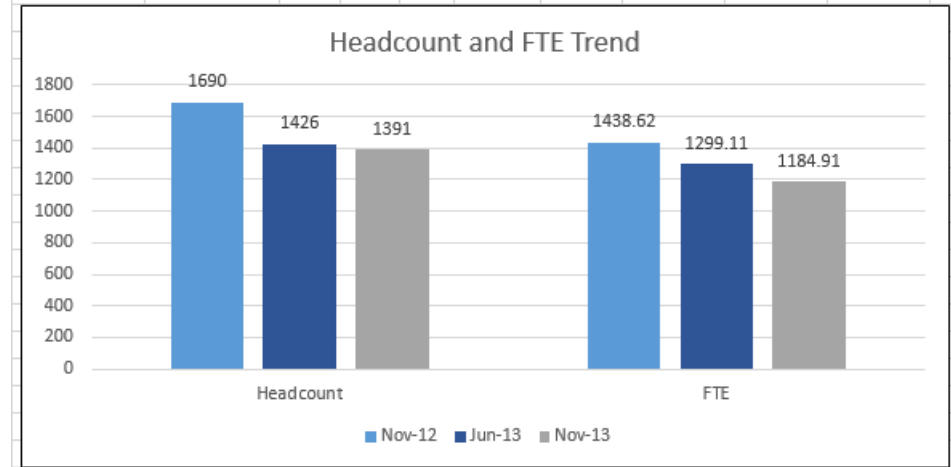
Directorate	Breakdown of headcount									
	Headcount	Appointments	Full Time Equivalent	Casual	Full Time	Part Time	Permanent	Temporary	FTE change since Nov 12 report	FTE change since Jun 13 report
Adult Social Care and Health & Wellbeing	278	281	236.91	2	146	130	266	10		
Chief Executive Department	44	44	35.12	0	23	21	44	0		
Childrens Services	311	337	268.70	11	190	110	291	9		
Communities	358	402	278.98	55	207	96	290	13		
Governance	138	139	129.90	1	113	24	130	7		
Growth and Regeneration	124	127	112.07	5	97	22	117	2		
Resources	138	138	123.24	1	96	41	137	0		
Grand Total	1391	1468	1184.91	75	872	444	1275	41	-114.20	-253.71

Headcount excluding Casuals = 1316

1.3 Headcount by Terms and Conditions at November 2013

Terms	No	%	Mini chart	Change from Nov12
Single Status	1035	70.50%		-106
NHS	215	14.65%		-195
Teachers	41	2.79%		-3
Senior Management	31	2.11%		-3
Soulbury	29	1.98%		-3
Youth & Community	18	1.23%		-3
All other	99	6.74%		91
Grand total	1468	100.00%		-222

1.2 Headcount and FTE Trend at November 2013



1.4 12 Months Leavers by Type to November 2013

12 months leavers by type	No	%	Mini Chart
Redundancy - Voluntary	152	43.43%	
Resignations	97	27.71%	
Transfer of Undertaking	59	16.86%	
Retirements	15	4.29%	
Redundancy - Compulsory	5	1.43%	
End of Fixed Term Contract	15	4.29%	
Dismissal	6	1.71%	
Death in Service	1	0.29%	
Directorates Total	350	100%	

1.5 Turnover by Directorate and Service for last 12 Months to November 2013

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

Directorate	Service Level	FTE Start	FTE End	Average FTE	Voluntary Leavers	Other Leavers	Leaver FTE	Voluntary Turnover 12m to Nov 13	Other Turnover 12m to Nov 13	All Turnover 12m to Nov 13
Adult Social Care and Health & Wellbeing	Adult Social Care Finance	20.62	11.85	16.24	0.00	8.77	8.77	0.00%	54.00%	54.00%
	Adult Social Care Management	2.80	1.80	2.30	1.00	0.00	1.00	43.48%	0.00%	43.48%
	Assessment & Care Mgmt Serv Provisioning	248.55	188.35	218.45	7.56	60.68	68.23	3.46%	27.78%	31.24%
	Public Health Client	0.00	2.29	1.15	0.00	3.54	3.54	0.00%	309.20%	309.20%
	Safeguarding Quality Info & Performance	42.90	14.32	28.61	8.24	23.98	32.22	28.80%	83.81%	112.61%
	Seconded to NHS (Mental Health)	12.89	11.89	12.39	0.00	0.00	0.00	0.00%	0.00%	0.00%
	Strategic Commissioning	10.40	6.40	8.40	0.00	4.00	4.00	0.00%	47.62%	47.62%
Adult Social Care and Health & Wellbeing Total		338.16	236.91	287.53	16.79	100.97	117.76	0.06	0.35	0.41
Chief Executive Department	Chief Executive Office	2.00	2.00	2.00	0.00	0.00	0.00	0.00%	0.00%	0.00%
	Commercial Operations	30.44	33.12	31.78	1.11	0.00	1.11	3.49%	0.00%	3.49%
Chief Executive Department Total		32.44	35.12	33.78	1.11	0.00	1.11	0.03	0.00	0.03
Childrens Services	Childrens Senior Management	2.00	3.00	2.50	0.00	0.00	0.00	0.00%	0.00%	0.00%
	Education	122.98	116.07	119.53	15.49	10.25	25.73	12.96%	8.57%	21.53%
	Safeguarding Families Communities	153.75	149.63	151.69	18.41	2.00	20.41	12.14%	1.32%	13.46%
Childrens Services Total		278.72	268.70	273.71	33.90	12.25	46.15	0.12	0.04	0.17
Communities	Communities and Targeted Service	183.85	171.60	177.73	3.96	26.21	30.17	2.23%	14.75%	16.97%
	Strategic Commissioning and Prevention	115.12	107.38	111.25	9.41	15.62	25.03	8.46%	14.04%	22.50%
Communities Total		298.97	278.98	288.98	13.37	41.83	55.20	0.05	0.14	0.19
Governance	Communication	10.00	10.54	10.27	3.00	0.00	3.00	29.21%	0.00%	29.21%
	Governance	28.56	24.73	26.65	2.00	4.50	6.50	7.51%	16.89%	24.39%
	Human Resources	18.43	16.12	17.27	0.89	2.22	3.11	5.17%	12.83%	18.00%
	Legal Services	30.60	29.56	30.08	2.68	0.00	2.68	8.90%	0.00%	8.90%
	Regulatory Services	54.36	48.95	51.65	2.00	0.81	2.81	3.87%	1.57%	5.44%
	Solicitor & Support	1.00	0.00	0.50	0.00	1.00	1.00	0.00%	200.00%	200.00%
Governance Total		142.94	129.90	136.42	10.57	8.53	19.10	0.08	0.06	0.14
Growth and Regeneration	Delivery	4.68	3.68	4.18	1.00	0.00	1.00	23.95%	0.00%	23.95%
	Growth and Regeneration Management	1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00%	0.00%
	Planning Transport & Engineering	129.51	107.39	118.45	10.00	14.31	24.31	8.44%	12.08%	20.52%
Growth and Regeneration Total		135.18	112.07	123.63	11.00	14.31	25.31	0.09	0.12	0.20
Resources	Corporate Property & Childrens Resources	40.09	35.89	37.99	0.00	2.00	2.00	0.00%	5.26%	5.26%
	SR Direct	5.00	6.00	5.50	0.00	0.00	0.00	0.00%	0.00%	0.00%
	Strategic Commissioning & Transformation	53.92	50.26	52.09	3.66	3.93	7.59	7.02%	7.55%	14.57%
	Strategic Finance	32.89	31.08	31.99	2.00	0.68	2.68	6.25%	2.11%	8.36%
Resources Total		131.90	123.24	127.57	5.66	6.61	12.26	4.43%	5.18%	9.61%
Directorates Total		1358.32	1184.91	1271.62	92.39	184.49	276.89	7.27%	14.51%	21.77%

2. Absence

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

Name	Emp FTE	12M Days	12M Occ	Approx FTE days available	Approx % working days absence	FTE Days per Current Employee	Direction of Travel from last month(DPE)	DPE Last Month	Days-Sept	Occ-Sept	Days-Oct	Occ-Oct	Days-Nov	Occ-Nov	Direction of Travel from Last Month(Days)
Corporate Property & Childrens Resources	35.89	181.42	50	7,825.20	2.32%	5.05			10.50	3.00	27.50	4.00	25.00	3.00	
Strategic Commissioning & Transformation	50.26	193.01	39	10,651.81	1.81%	3.84			6.52	4.00	2.19	2.00	3.20	3.00	
Strategic Finance	31.08	61.82	36	6,955.31	0.89%	1.99			0.00	1.00	13.78	5.00	18.16	0.00	
Resources Total	123.24	441.26	127	26,747.29	1.65%	3.58			17.02	8.00	43.47	11.00	46.36	6.00	
Delivery	3.68	12.00	3	822.47	1.46%	3.26			0.00	0.00	4.00	1.00	0.00	0.00	
Planning Transport & Engineering	106.39	413.31	157	23,727.77	1.74%	3.88			21.50	19.00	41.23	7.00	53.75	23.00	
Growth and Regeneration Total	111.07	425.31	160	24,774.00	1.72%	3.83			21.50	19.00	45.23	8.00	53.75	23.00	
Communications	10.54	18.54	8	2,079.02	0.89%	1.76			0.00	0.00	7.54	3.00	1.00	1.00	
Governance	24.06	176.00	200	5,214.16	3.38%	7.32			18.00	4.00	37.00	5.00	19.00	17.00	
Human Resources	16.08	148.44	81	3,441.06	4.31%	9.23			20.54	1.00	27.78	5.00	2.57	3.00	
Legal Services	29.56	189.44	63	6,182.22	3.06%	6.41			36.00	15.00	33.40	5.00	39.50	20.00	
Regulatory Services	48.95	327.21	50	10,952.14	2.99%	6.69			39.32	3.00	66.00	11.00	32.00	4.00	
Governance Total	129.19	859.64	402	27,868.61	3.08%	6.65			113.86	23.00	171.72	29.00	94.07	45.00	
Communities and Targeted Services	171.25	1,136.66	253	36,591.78	3.11%	6.64			93.35	23.00	107.09	20.00	85.91	22.00	
Strategic Commissioning and Prevention	104.51	1,041.78	147	21,909.55	4.75%	9.97			76.53	8.00	129.78	14.00	164.59	11.00	
Communities Total	275.76	2,178.44	400	58,501.33	3.72%	7.90			169.88	31.00	236.87	34.00	250.51	33.00	
Childrens Senior Management	3.00	14.50	5	544.99	2.66%	4.83			5.00	0.00	0.00	0.00	1.00	1.00	
Education	112.43	970.24	307	23,882.51	4.06%	8.63			56.93	14.00	87.33	15.00	80.25	12.00	
Safeguarding Families Communities	149.63	1,457.75	204	31,451.68	4.63%	9.74			128.42	15.00	157.52	26.00	203.44	17.00	
Childrens Services Total	265.06	2,442.49	516	55,879.18	4.37%	9.21			190.35	29.00	244.86	41.00	284.69	30.00	
Commercial Operations	31.85	284.35	64	7,017.14	4.05%	8.93			25.00	12.00	10.62	2.00	3.08	2.00	
Chief Executive Department Total	33.85	284.35	64	7,464.66	3.81%	8.40			25.00	12.00	10.62	2.00	3.08	2.00	
Adult Social Care Finance	11.85	23.48	8	2,651.98	0.89%	1.98			3.20	1.00	3.00	1.00	0.00	0.00	
Adult Social Care Management	1.80	3.00	1	402.77	0.74%	1.67			0.00	0.00	0.00	0.00	0.00	0.00	
Assessment & Care Mgmt Serv Provision	187.72	2,968.52	421	40,610.13	7.31%	15.81			292.75	47.00	320.20	30.00	331.99	36.00	
Public Health Client	2.29	2.45	2	341.24	0.72%	1.07			0.00	0.00	0.00	0.00	0.00	0.00	
Safeguarding Quality Info & Performance	14.32	323.68	29	3,000.14	10.79%	22.61			59.75	5.00	45.20	3.00	30.66	0.00	
Seconded to NHS [Mental Health]	11.89	153.76	14	2,660.93	5.78%	12.93			9.76	4.00	1.00	1.00	11.00	1.00	
Adult Social Care and Health & Wellbeing Total	236.27	3,474.89	475	51,097.41	6.80%	14.71			365.45	57.00	369.40	35.00	373.66	37.00	
GRAND TOTAL	1,174.43	10,106.37	2,144	252,332.48	4.01%	8.61			903.06	179.00	1122.18	160.00	1106.12	176.00	

Direction of travel will be available in future reports when data built up for new structure

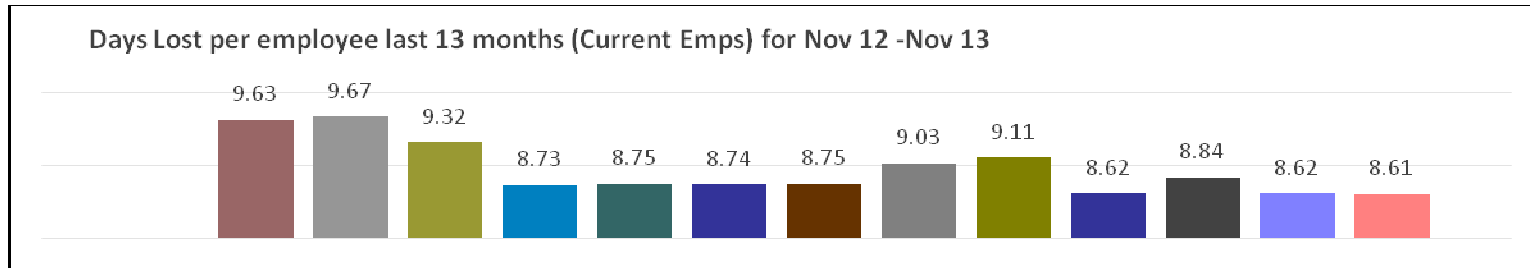
2.2 Monthly Sickness Information provided since October 2013

Days lost in top two categories by month, current employees (*Note: data will change month on month as report is based on current employees*)

Row Labels	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	Grand Total
Musculo-skeletal inc Back & Neck	141.66	146.46	157.75	212.49	173.70	183.93	209.49	165.06	160.83	188.63	155.01	175.26	2,070.27
Stress, Depression, Anxiety, Fatigue	193.01	174.00	168.92	195.62	157.59	204.32	198.23	178.36	250.52	266.61	256.15	268.85	2,512.17
Grand Total	334.67	320.47	326.67	408.11	331.29	388.25	407.71	343.42	411.35	455.24	411.16	444.11	4,582.44
Total sick days lost by month	819.92	796.61	810.16	1,070.95	886.71	877.64	945.80	751.05	875.95	880.48	919.29	1,084.83	10,719.39
Percentage of total days lost	40.82%	40.23%	40.32%	38.11%	37.36%	44.24%	43.11%	45.73%	46.96%	51.70%	44.73%	40.94%	42.75%

Row labels	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Grand Total
Musculo-skeletal inc Back & Neck	155.86	209.21	172.07	179.08	192.56	161.42	160.83	182.83	156.68	148.28	155.29	159.30	2033.41
Stress, Depression, Anxiety, Fatigue	123.08	154.46	106.66	154.65	122.47	92.94	179.59	212.21	209.34	205.05	257.89	231.08	2049.41
Grand Total	278.95	363.67	278.72	333.73	315.03	254.36	340.42	395.04	366.02	353.32	413.18	390.38	4082.82
Total sick days lost by month	694.32	946.30	772.07	772.31	793.62	619.43	782.58	782.44	811.93	903.06	1122.18	1106.12	10106.37
Percentage of total days lost	40.18%	38.43%	36.10%	43.21%	39.69%	41.06%	43.50%	50.49%	45.08%	39.13%	36.82%	35.29%	40.40%

2.3 Days Lost per employee - 12 Months rolling figures to November 2013 [Current Employees]



2.4 Absence Occasions and days by category - 12 Months to November 2013 [Current Employees]

Absence Category	Occasions	% Occasions	FTE Days Lost	% Days Lost	% Occasions	% Days Lost	FTE days lost 12 months to Nov 13(last report)	Change in days lost over 12 months
Infections inc. Colds And Flu	458	21.36%	1503.75	14.88%			1748	-244.25
Musculo-skeletal inc Back & Neck	414	19.31%	2033.41	20.12%			2041	-7.59
Stomach, liver, kidney & digestion	398	18.56%	1500.36	14.85%			1267	233.36
Other	235	10.96%	1226.81	12.14%			1313	-86.19
Stress, Depression, Anxiety, Fatigue	196	9.14%	2049.41	20.28%			2709	-659.59
Chest & Respiratory inc Chest Infections	187	8.72%	487.85	4.83%			348	139.85
Neurological inc. Headaches & Migraine	111	5.18%	266.08	2.63%			640	-373.92
Eye, Ear, Nose, Mouth, Dental, Sinusitis	78	3.64%	502.66	4.97%			433	69.66
Genito-urinary/gynaecological	32	1.49%	228.81	2.26%			187	41.81
Pregnancy Related	18	0.84%	158.20	1.57%			130	28.20
No Reason Given	9	0.42%	32.78	0.32%			396	-363.22
Heart, Blood Pressure & Circulation	8	0.37%	116.25	1.15%			13	103.25
Grand Total	2144	100.00%	10106.37	100.00%			11225	-1118.63

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

Directorate	Stress days 12m current employees	Current Emp FTE	Stress Related days per FTE
Adult Social Care and Health & Wellbeing	813.84	236	3.45
Chief Executive Department	44.00	34	1.29
Childrens Services	803.26	265	3.03
Communities	291.70	276	1.06
Governance	2.81	129	0.02
Growth and Regeneration	59.42	111	0.54
Resources	29.38	123	0.24
Grand Total	2044.41	1174	1.74

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. Training and Development activity (No update has been made to this data. It has been included for completeness)

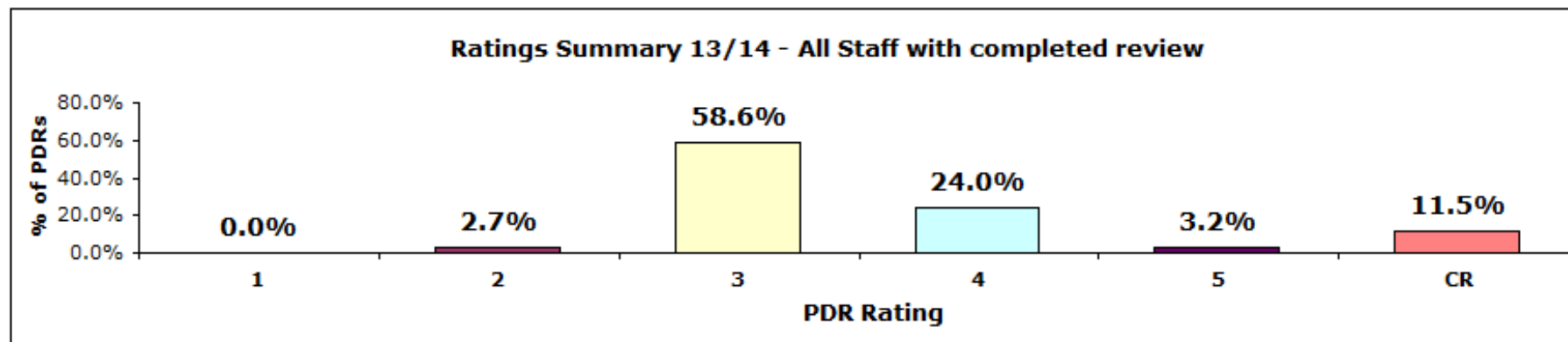
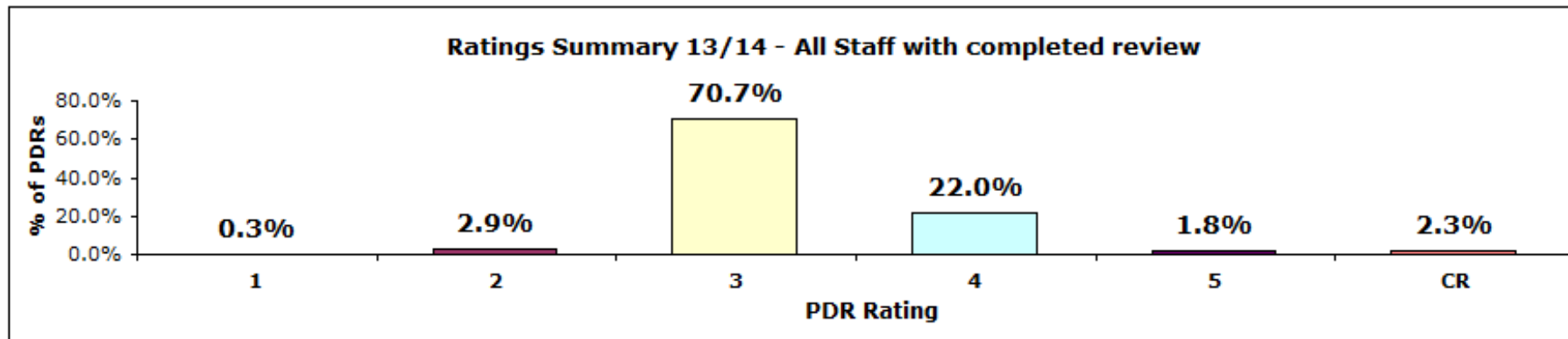
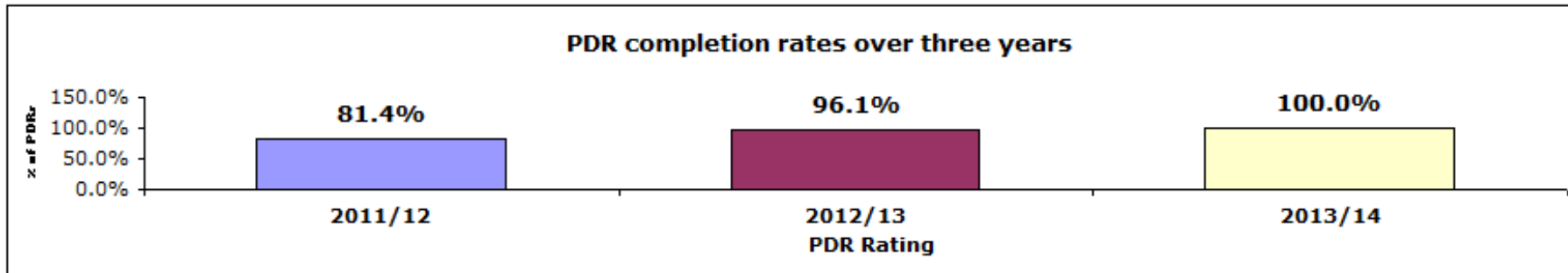
3.1 PDR Monitoring Report Final for 2013/14 round.

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.

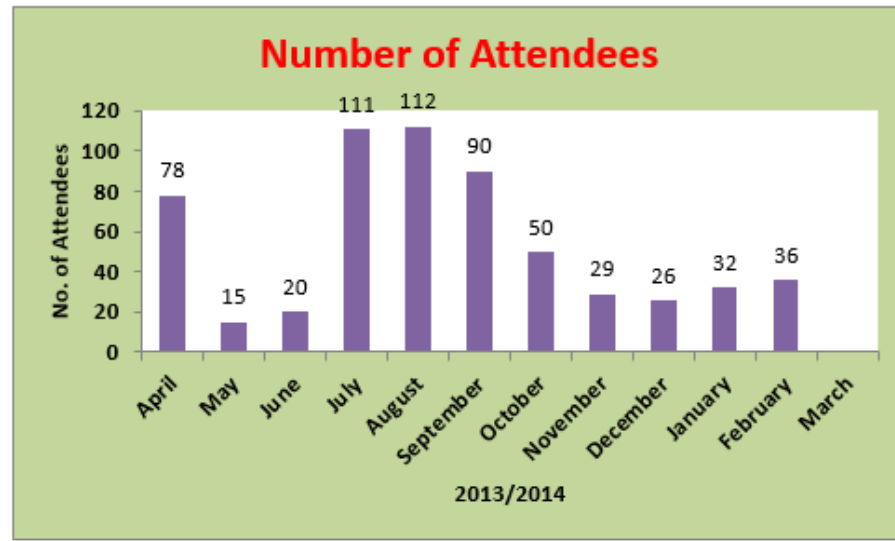
* Some small teams of 5 or less staff not shown separately but included in totals

3.2 PDR Graphical Summary for 2013/14 round

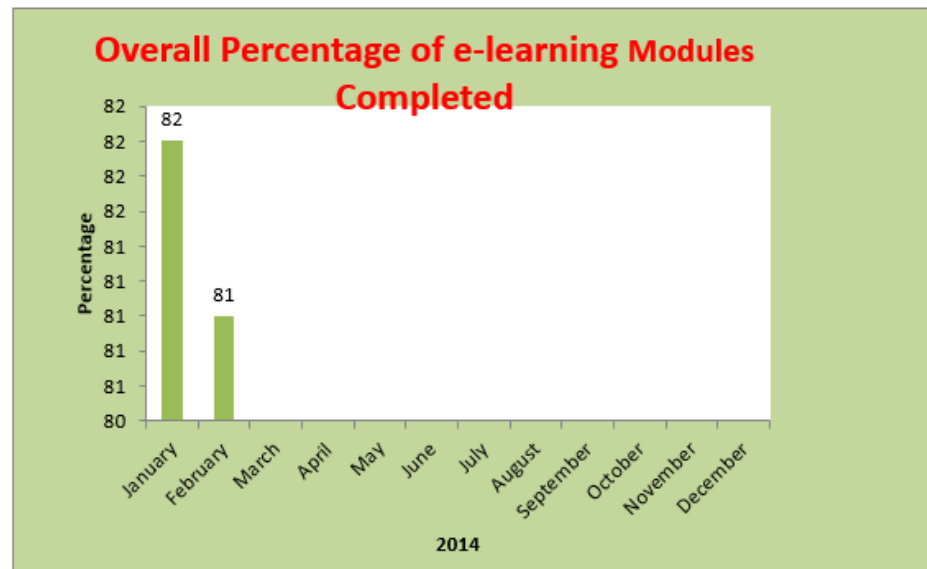
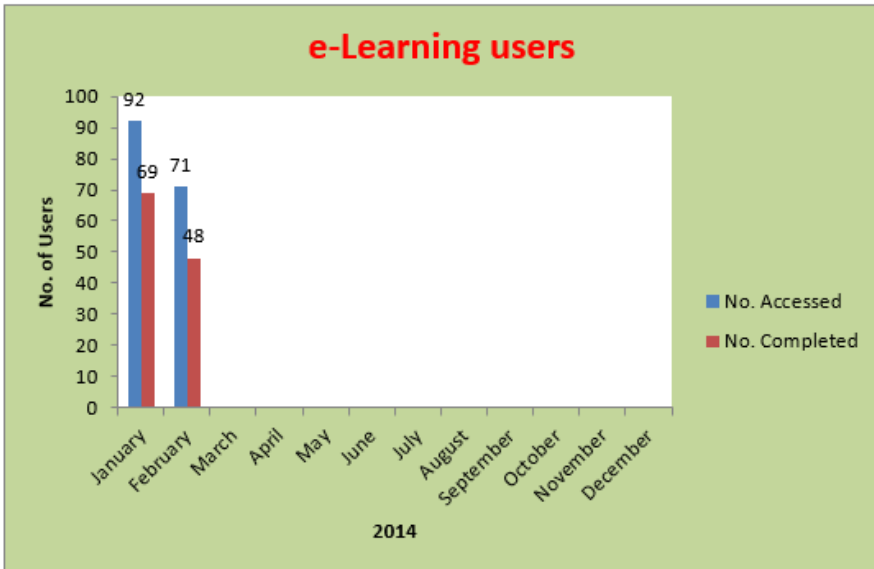


Key - CR Cannot rate [too soon]; 1 Regularly below expectations; 2 Occasionally below expectations; 3 Meets expectations; 4 Sometimes exceeds expectations; 5 Consistently exceeds expectations.

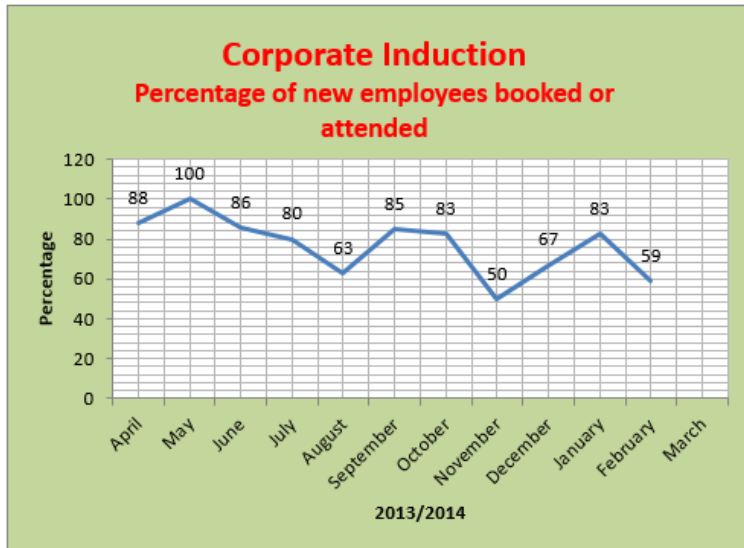
3.3/3.4 Number of Training Events/Numbers of Attendees



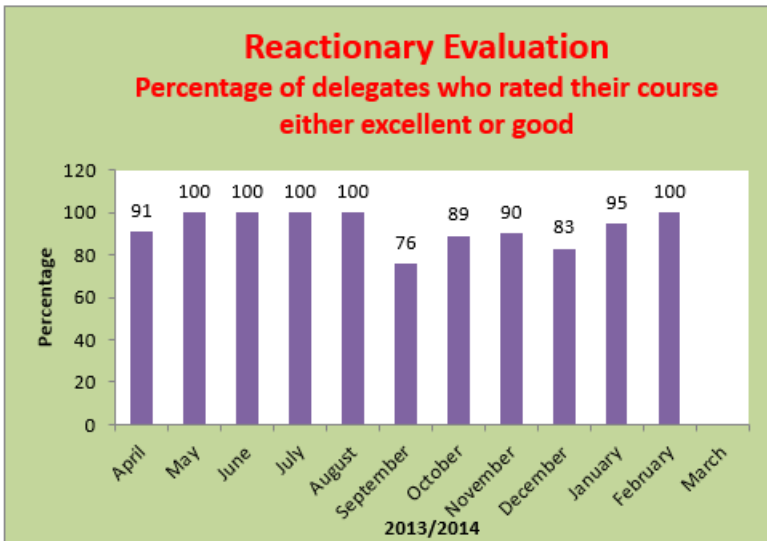
3.5/3.6 E-learning Users/Completion



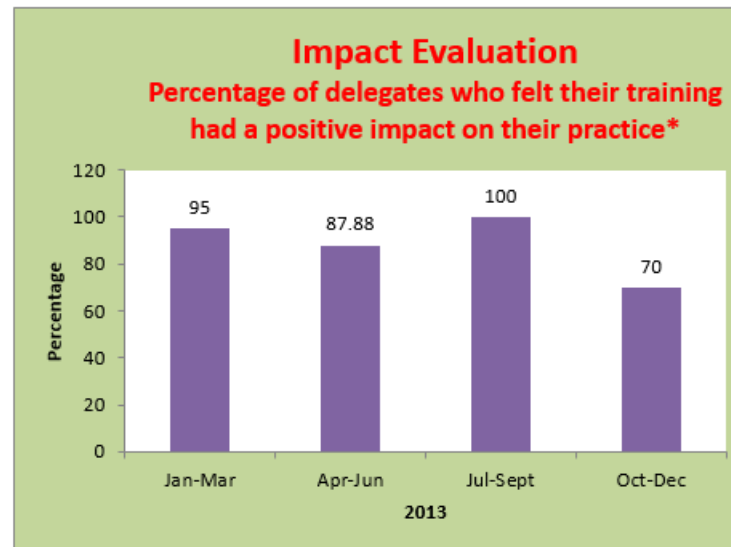
3.7 Corporate Induction



3.8/3.9 Course Ratings Excellent or Good/Positive Impact Evaluation

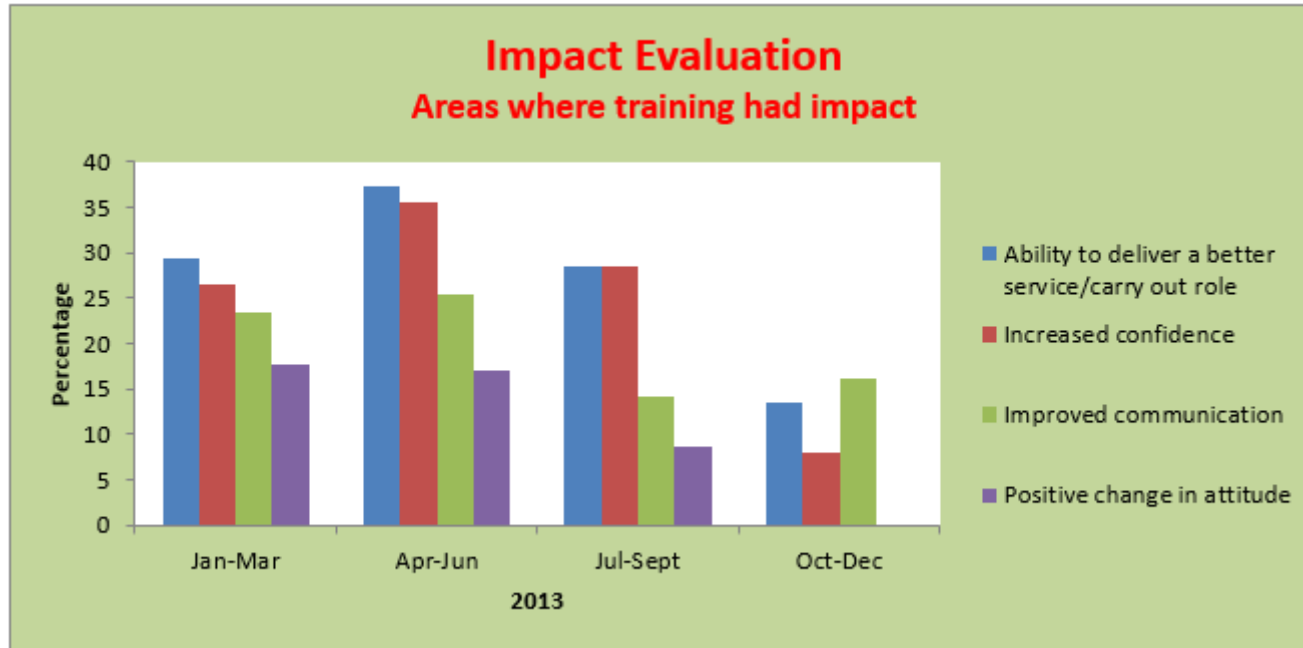


Note: These ratings are taken from questionnaires completed immediately at the end of the training.



Note: These ratings are taken from the questionnaire sent to delegates two month after the training.

3.10 Areas of Impact Evaluation



4. Employee Relations [cases]

4.1 Current Disciplinary, Capability and Grievance cases at November 2013

Directorate	Capability	Discipline	Grievance
Adult Social Care and Health & Wellbeing		2	2
Childrens Services	2	2	5
Communities	2	1	
Governance	1		
Growth and Regeneration			
Resources			1
Grand Total	5	5	8

[Includes cases that may be resolved informally]

4.3 Breakdown of cases ended in the 12 months to November 2013

Disciplinary Cases

Grievance Cases

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

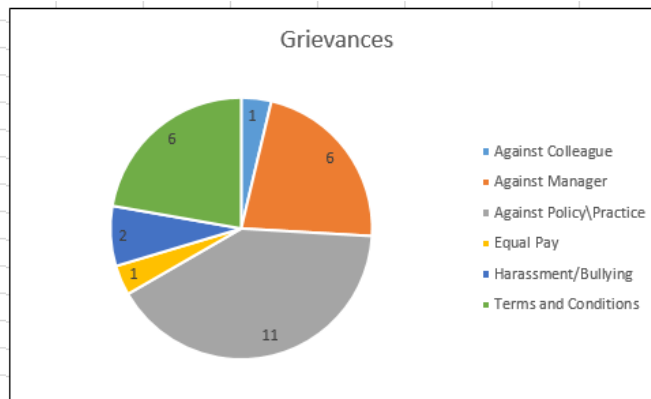
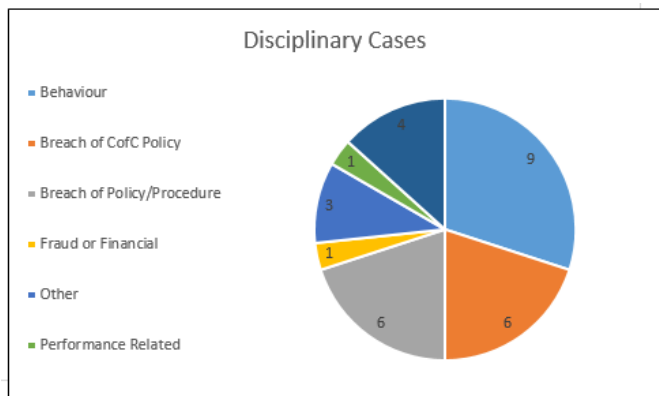
Disciplinary cases [includes Capability]

Outcome	Total
Appeal not Upheld	2
Appeal Upheld	2
Case not Found	4
Employee Resigned	1
Final Written Warning Issued	2
Proceed to Hearing	2
Proceed to Investigation	2
Resolved Informally	6
Stage Letter Issued	1
Summary Dismissal	2
Verbal Warning Issued	2
Written Warning Issued	4
Grand Total	30

Grievances

Outcome	Total
Not Found	12
Proceed to Formal	2
Resolved	3
Resolved Informally	9
Upheld	1
Grand Total	27

Tribunal Cases



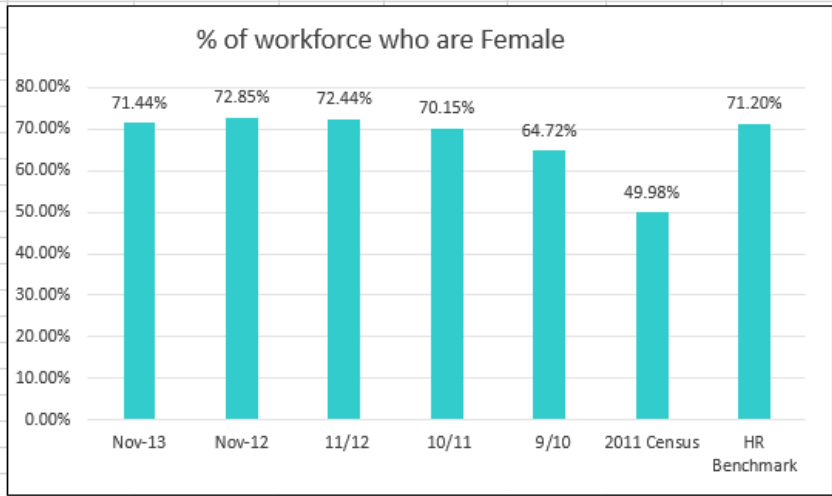
Outcome	Total
Case Dismissed	1
Resolved mutually no liability accepted	1
Settled Out of Court	2
Grand Total	4

5. Workforce Diversity

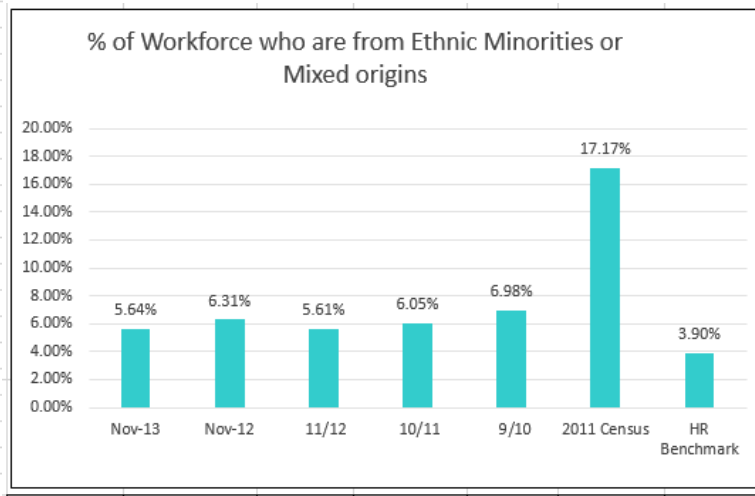
5.1 Directorate Breakdown at November 2013

Team	All Staff	Minority/ Mixed Ethnic	Self Identified Disability	Females	Males	Over 50	% Minority /Mixed Ethnic	% Disab	Females %	Over 50 %
Adult Social Care and Health & Wellbeing	275	4	5	219	56	121	1.45%	1.82%	79.64%	44.00%
Chief Executive Department	44	5	1	19	25	14	11.36%	2.27%	43.18%	31.82%
Childrens Services	313	23	5	263	50	103	7.35%	1.60%	84.03%	32.91%
Communities	326	24	4	250	76	100	7.36%	1.23%	76.69%	30.67%
Governance	135	9	3	91	44	34	6.67%	2.22%	67.41%	25.19%
Growth and Regeneration	118	3	1	49	69	28	2.54%	0.85%	41.53%	23.73%
Resources	137	8	10	72	65	45	5.84%	7.30%	52.55%	32.85%
Directorates Total	1348	76	29	963	385	445	5.64%	2.15%	71.44%	33.01%

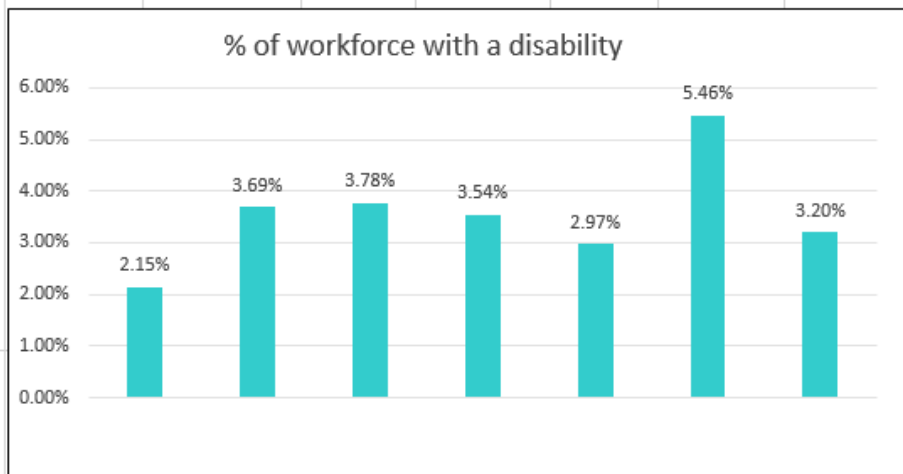
5.2 Trends compared with Benchmarks and Census 2011



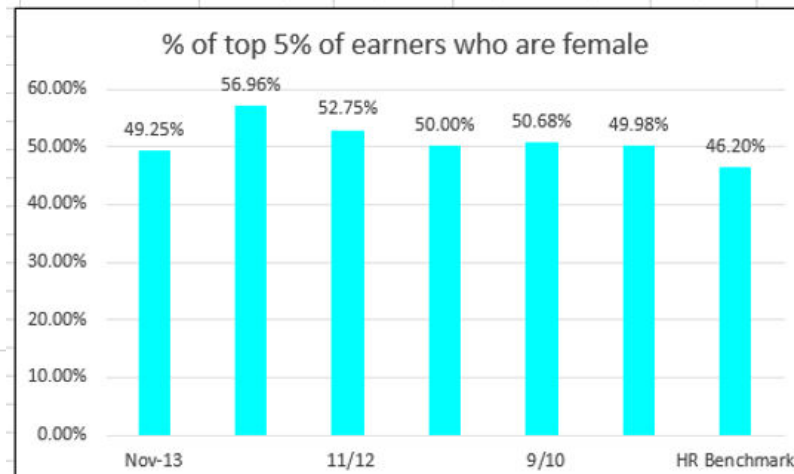
Nov-13	Nov-12	11/12	10/11	9/10	2011 Census	HR Benchmark
71.44%	72.85%	72.44%	70.15%	64.72%	49.98%	71.20%



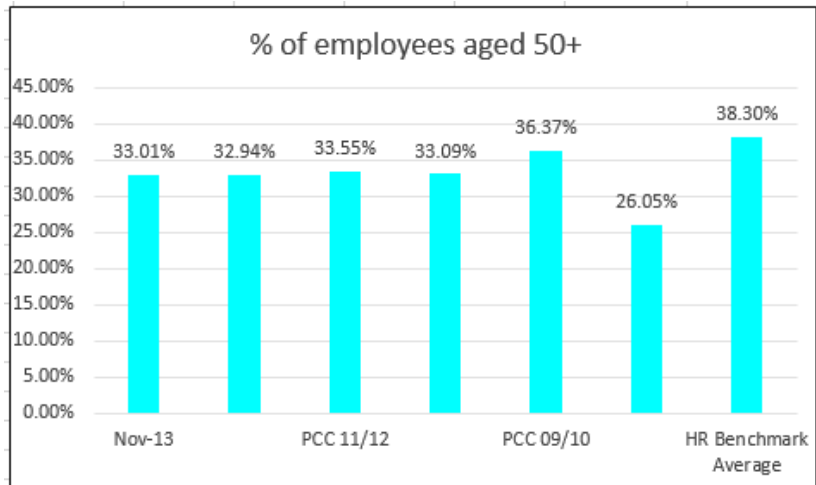
Nov-13	Nov-12	11/12	10/11	9/10	2011 Census	HR Benchmark
5.64%	6.31%	5.61%	6.05%	6.98%	17.17%	3.90%



Nov-13	Nov-12	11/12	10/11	9/10	2011 Census	HR Benchmark
2.15%	3.69%	3.78%	3.54%	2.97%	5.46%	3.20%



Nov-13	Nov-12	11/12	10/11	9/10	2011 Census	HR Benchmark
49.25%	56.96%	52.75%	50.00%	50.68%	49.98%	46.20%



Nov-13	Nov-12	11/12	10/11	9/10	2011 Census	HR Benchmark
33.01%	32.94%	33.55%	33.09%	36.37%	26.05%	38.30%

2012 HR Benchmarker Notes

% Voluntary Staff Turnover (Based On Actual Headcount)	Voluntary leavers only - exclude leavers arising from redundancy, dismissal, normal or early retirement and end of fixed term contract.	
	To calculate % of Staff Turnover, Divide the Number of Voluntary Leavers by the average employee headcount for the 12 month period. Multiply by 100. For example :	
	$\frac{\text{Voluntary Leavers (during 12 month period)}}{\text{Average Number of Staff (employed for the 12 month period)}} \times 100$	

% Stability Index	The % of current employees, who were in the employment of the organisation at the beginning of the 12 month period covered.	
	$\frac{\text{Number of current employees with at least 12 months service}}{\text{Total Number of Employees (with more or less than 12 months service) during the 12 month period}} \times 100$	

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SUSTAINABLE GROWTH SCRUTINY COMMITTEE	Agenda Item No. 8
7 APRIL 2014	Public Report

Report of the Executive Director of Strategic Resources

Contact Officer(s) – Mark Sandhu, Head of Customer Services – Tel: 296321
Belinda Evans, Customer Service Manager - Tel: 296324

COMPLAINTS MONITORING REPORT 2012 - 13

1. PURPOSE

- 1.1
- To provide a summary of formal complaints monitored between 1st April 2012 and 31st March 2013 which fall under the Corporate Complaints' Policy.
 - To provide an update on proposed changes to the current Corporate Complaints Policy
 - To comment on the annual report from the Local Government Ombudsman (LGO) about the council's performance on complaints.

2. RECOMMENDATIONS

- 2.1
- Members to note the information presented in this report regarding complaints received between 1st April 2012 and the 31st March 2013.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The effective management of complaints is important to ensure action is taken when customers express dissatisfaction about the delivery of any of our services. Failure to do so could impact upon any of 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

- 4.1 The Scrutiny Committee requested this item at its first meeting on 16 June 2003 and it is agreed that they will continue to receive regular monitoring reports.

5. KEY ISSUES

- 5.1
- Complaint volumes have continued to decrease this year.
 - More complaints are being resolved at Stage 1 with less escalation to both Stage 2 and Stage 3.
 - Better compliance with the 15 day timescale at Stage 2.

- Speed of response to Local Government Ombudsman (LGO) enquiries has successfully been maintained at 15 days average response time against a target of 28 days for the 2nd year running.
- A change to the complaints process from 3 stages to 2 is currently being piloted.
- Compliments about council services continue to exceed complaints and have shown an increase on the previous year.

6. IMPLICATIONS

6.1 Customer Service

Customer service and perception of the council will improve if complaints are processed quickly and effectively. If complaints are resolved at the earliest opportunity this ultimately saves time, particularly of senior officers when complaints are escalated. If service improvements are identified and acted upon this will lead to fewer complaints in the future and improve the Council's reputation and efficiency.

Financial

The report contains no financial implications

7. CONSULTATION

- 7.1 The report has been shared with relevant senior managers and comments have been incorporated.

8. NEXT STEPS

- 8.1 Any comments and suggestions from Committee will be considered and incorporated in subsequent complaints reports.

9. BACKGROUND DOCUMENTS

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

- 9.1 • Local Government Ombudsman Annual Review 2012-13

10. APPENDICES

- 10.1 Appendix 1 - Complaints Monitoring Report 2012-13

Appendix 2 – Service Improvements Detail

Appendix 3 – Proposed changes to the complaints process

APPENDIX 1

1. COMPLAINTS MONITORING REPORT 2012-13

1.1 This report will analyse the performance of the council's formal Corporate Complaints Procedure between 1st April 2012 and 31st March 2013. It is important to note that this report does not include complaints that fall outside the Corporate Complaints Policy, for example, complaints relating to schools, Statutory Children Social Care and Adult Social Care.

1.2 The Corporate Complaints Policy has three-stages:

Stage	Action	Timescale
1	The council aims to settle the majority of complaints quickly and satisfactorily through the 'front line' employees who provide the service or the relevant manager. The complaint may be resolved informally by way of an apology, by providing the service required, or providing an explanation to the customer.	10 Working Days *
2	If the customer is not happy with the decision at Stage 1, he/she can appeal to the Central Complaints Office, who asks the relevant Head of Service or Assistant Director to investigate the complaint fully and provide a written response to the customer.	15 Working Days
3	If the customer is not happy with the decision at Stage 2, he/she can appeal to the Chief Executive who will appoint an independent person to investigate the complaint fully and provide a written report to the customer.	30 Working Days

- Stage One (First Contact Complaint)
- Stage Two (Service Review)
- Stage Three (Independent Person Review)

Note: *Stage 1 complaints can be responded to in various ways depending on how the customer contacts the council and the complexity of the complaint. For example, it is hoped that the majority of complaints will be resolved without delay on the telephone or in person, but those that are sent in by letter should be responded to within the corporate standard of 10 working days.

1.3 Where a complaint is received by the central complaints office, a decision is made on where the complaint should be forwarded to. If it is known that a complaint falls outside of the complaints process, as for example, there is a different appeal route, then the customer will be advised of that. However, if a complaint is referred to a service and they decide that a matter cannot be resolved via the complaints process as there is a different route available, then the service area is expected to liaise with the central complaints team to decide how to proceed with the matter.

2. STAGE ONE COMPLAINTS (FIRST CONTACT COMPLAINTS)

2.1 The table below shows the number of Stage 1 complaints received for each department during 2012/13 including those that were received and logged by the Central Complaints Office (CCO). The data for the previous year is included to allow comparisons to be made.

Table 2: STAGE ONE COMPLAINTS RECEIVED				
Department	2011/2012		2012/2013	
	Total complaints received	Logged by CCO	Total complaints received	Logged by CCO
Chief Executive's Dep't	15	10	13	3
Children's Services	16	16	29	14
Operations	86	65	92	65
Strategic Resources	170	102	143	63
TOTAL	287	193	277	145

2.2 We have continued to collect more detailed data from departments. This allows us to analyse all Stage 1 complaints received by the council. The next two tables show the category and outcomes for all stage 1 complaints.

2.3 All complaints are classified into a category, the table below shows the breakdown by category for all stage 1 complaints logged for 2012/13.

Table 3: Department	Not To Standard	Poor Facility/Building	Broken Promise/Appointment	Staff Attitude Conduct	Breach Of Confidentiality	Denial/Withdrawal Of Service	Delayed/Failed Service	Lack Of/Incorrect Info About A Service	About Legislation	About Policy	Other	Overall
Chief Executives	0	0	0	0	1	0	8	0	0	2	2	13
Communications	0	0	0	0	0	0	0	0	0	0	0	0
Legal Services	0	0	0	0	0	0	0	0	0	0	0	0
Growth & Regeneration	0	0	0	0	0	0	0	0	0	0	0	0
Governance Team	0	0	0	0	1	0	8	0	0	2	2	13
Human Resources	0	0	0	0	0	0	0	0	0	0	0	0
Strategic Resources	2	0	5	27	3	3	90	4	7	0	2	143
Customer Services	2	0	0	26	2	0	17	2	0	0	0	49
STS (formally Revs and Bens)	0	0	5	1	1	2	72	2	7	0	2	92
Business Transformation	0	0	0	0	0	1	1	0	0	0	0	2
Children's Services	1	0	0	0	2	1	13	1	6	2	3	29
Admissions, Transport & Assets	0	0	0	0	1	1	3	1	6	0	3	15
Attendance/Ed Welfare	0	0	0	0	0	0	0	0	0	0	0	0
Education & Resources	1	0	0	0	0	0	2	0	0	0	0	3
SEN/Inclusion/Ed Psychology	0	0	0	0	1	0	6	0	0	0	0	7
Social Care (corporate)	0	0	0	0	0	0	1	0	0	2	0	3
Commissioning & Prevention	0	0	0	0	0	0	1	0	0	0	0	1
Operations	11	1	2	13	0	1	42	5	0	13	4	92
Planning Delivery Services	0	0	0	2	0	0	9	0	0	4	0	15
Commercial Operations (City Centre)	0	0	0	2	0	0	1	2	0	0	0	5
Environment, Transport & Engineering	4	1	1	1	0	0	16	0	0	3	3	29
Neighbourhood Services	7	0	1	8	0	1	16	3	0	6	1	43
Overall	14	1	7	40	6	5	153	10	13	17	11	277

2.4 'Delayed/failed service' remains the most common category with 55% of the total number of stage 1 complaints. The second most common remains 'Staff Attitude/ Conduct' at 14% - which has shown a slight drop from last year. Staff attitude complaints are most common in the areas where customer contact levels are high.

2.5 To put the number of complaints received into perspective it is useful to have an understanding of the number of contacts a service may receive and to indicate the complaints received as a percentage of total contacts. For example, within customer services there were 561,924 customer contacts during 2012/13 either via telephone or face to face. As customer services received 49 complaints during the year this equates to 0.0087% or 1 complaint for every 11467 contacts.

2.6 Table 4 shows the outcomes for all stage 1 complaints registered for 2012/13.

Table 4 : Department	Upheld	Not Upheld	Partially Upheld	Overall
Chief Executives	9	3	1	13
Communications	0	0	0	0
Legal Services	0	0	0	0
Growth & Regeneration	0	0	0	0
Governance Team	9	3	1	13
Human Resources	0	0	0	0
Strategic Resources	69	42	32	143
Customer Services	28	8	13	49
Shared Transactional Services	39	34	19	92
Business Transformation	2	0	0	2
Children's Services	7	16	6	29
Admissions, Transport & Assets	2	12	1	15
Attendance/Ed Welfare	0	0	0	0
Education & Resources	1	1	1	3
SEN/Inclusion/Ed Psychology	3	1	3	7
Social Care (corporate)	1	1	1	3
Commissioning & Prevention	0	1	0	1
Operations	16	54	21	91
Planning Delivery Services	1	12	2	15
Commercial Operations (City Centre)	0	2	3	5
Environment, Transport & Engineering	8	14	7	29
Neighbourhood Services	7	26	9	42
Overall	101	115	60	276

2.7 There was a slight rise in the number of upheld cases this year at 37% of all stage 1 complaints, an increase of 5% from the previous year. There was a corresponding drop in the not upheld cases which decreased to 42% from 47%. The remaining 21% were partially upheld. A high uphold rate confirms that responsibility is accepted where problems have occurred and this generally leads to more resolution of issues at the earliest stage of the process.

3. **STAGE TWO COMPLAINTS (SERVICE REVIEW)**

3.1 Table 5 provides a breakdown of Stage 2 complaints by department, which have dropped in volume since the previous year. This supports the fact that more cases are being upheld at Stage 1 leading to earlier resolution for customers and fewer escalations to Stage 2.

Table 5: Stage Two Complaints By Dept	2011-12	2012-13
Chief Executive's Department	2	3
Children's Services	8	4
Operations	24	27
Strategic Resources	16	9
Overall	50	43

3.2 Table 6 gives greater detail of the business units who have had Stage 2 complaints during 2012/13 as well as which category the complaint fell into. The table shows that Delayed/failed service is still the most common category with 30% of the stage 2 complaints falling into this category. For the second year the second highest category has been about policy at 25% this year. Not to Standard was the third most common reason for complaint at 16%. It is reassuring that staff attitude complaints are a very small percentage of complaints that escalate to Stage 2.

Table 6: Department	Not To Standard	Poor Facility/Building	Broken Promise/Appointment	Staff Attitude Conduct	Breach Of Confidentiality	Denial/Withdrawal Of Service	Delayed/Failed Service	Lack Of/Incorrect Info About A Service	About Legislation	About Policy	Other	Overall
Chief Executives	0	0	0	0	0	0	1	2	0	0	0	3
Communications	0	0	0	0	0	0	0	0	0	0	0	0
Legal Services	0	0	0	0	0	0	0	2	0	0	0	2
Democratic Services	0	0	0	0	0	0	1	0	0	0	0	1
Human Resources	0	0	0	0	0	0	0	0	0	0	0	0
Growth & Regeneration	0	0	0	0	0	0	0	0	0	0	0	0
Strategic Resources	1	0	0	0	0	0	3	1	1	3	0	9
Customer Services	1	0	0	0	0	0	0	0	0	0	0	1
Revenues and Benefits	0	0	0	0	0	0	2	0	1	2	0	5
Business Transformation	0	0	0	0	0	0	1	1	0	1	0	3
Children's Services	0	0	0	0	0	1	3	0	0	0	0	4
Admissions, Transport & Assets	0	0	0	0	0	0	1	0	0	0	0	1
Attendance/Ed Welfare	0	0	0	0	0	0	0	0	0	0	0	0
Education & Resources	0	0	0	0	0	0	1	0	0	0	0	1
SEN/Inclusion/Ed Psychology	0	0	0	0	0	0	0	0	0	0	0	0
Social Care (corporate)	0	0	0	0	0	0	1	0	0	0	0	1
Commissioning & Prevention	0	0	0	0	0	1	0	0	0	0	0	1
Operations	6	0	1	1	0	1	6	2	1	8	1	27
Planning Delivery Services	1	0	0	1	0	0	1	0	0	2	0	5
Commercial Operations (City Centre)	0	0	0	0	0	0	0	0	0	0	0	0
Environment, Transport & Engineering	2	0	0	0	0	1	1	1	0	4	0	9
Neighbourhood Services	3	0	1	0	0	0	4	1	1	2	1	13
Overall	7	0	1	1	0	2	13	5	2	11	1	43

3.3 Table 7 shows the outcomes for all stage 2 complaints registered for 2012/13.

74% of complaints were not upheld – a major increase from 2011/12 when the percentage was 58%. A higher Not Upheld rate at Stage 2 is expected as most upheld cases will stop at Stage 1. However a high upheld rate can only be justified where the decision is correct and can stand up to scrutiny when escalated further. Where a complaint is not upheld at Stage 2 this was the last opportunity by the service concerned to identify any fault that they may have been responsible for.

	Upheld	Not Upheld	Partially Upheld	Overall
Table 7: Department				
Chief Executives Department	0	2	1	3
Communications	0	0	0	0
Legal Services	0	2	0	2
Democratic Services	0	0	1	1
Human Resources	0	0	0	0
Growth & Regeneration	0	0	0	0
Strategic Resources	3	5	1	9
Customer Services	1	0	0	1
Revenues and Benefits	1	3	1	5
Business Transformation	1	2	0	3
Children's Services	0	2	2	4
Admissions, Transport & Assets	0	1	0	1
Attendance/Ed Welfare	0	0	0	0
Education & Resources	0	0	1	1
SEN/Inclusion/Ed Psychology	0	0	0	0
Social Care (corporate)	0	0	1	1
Commissioning & Prevention	0	1	0	1
Operations	2	23	2	27
Planning Delivery Services	0	5	0	5
City Centre Operations	0	0	0	0
Environment, Transport and Engineering	0	9	0	9
Neighbourhood Services	2	9	2	13
Total	5	32	6	43

3.4 All Stage 2 complaints were acknowledged within the 2 working days target. This task is undertaken by the Central Complaints team.

- 3.5 Table 8 shows that in 2012/13, there was a slight improvement in the number of stage two complaints which were responded to within 15 working days. It is important that Stage 2 complaints are responded to promptly to prevent premature escalations.

	2011-12	2012-13
Chief Executive's Dep't	100%	100%
Children's Services	50%	75%
Operations	87%	81.48%
Strategic Resources	73%	88.88%
Overall	77.6%	84.8%

4. STAGE THREE COMPLAINTS (INDEPENDENT PERSON REVIEW)

- 4.1 Complaints at stage 3 are investigated by the Governance Team, although occasionally it is necessary to appoint other independent investigators due to capacity within the Governance team. In 2012/13 there were two cases where independent investigators were used. The remaining ten investigations were conducted by the Governance team investigators. The Complaint Manager in consultation with the Chief Executive can also decline to offer a Stage 3 investigation where it is considered there is no merit in continuing with further investigation, or where the complainant may have recourse to an alternative process such as an appeals process. In such cases the complainant will usually be given the option of early referral of the matter to the Local Government Ombudsman.
- 4.2 In 2012/13 only 12 complaints were investigated at Stage 3 of the complaints process. This is a substantial reduction from 22 in the previous year. However another 5 complaints were assessed for a Stage 3 investigation but were declined in favour of early referral to the Local Government Ombudsman. If these complaints had been investigated at Stage 3 the reduction in Stage 3 investigations would still have been significant at 23%.
- 4.3 The purpose of a Stage 3 investigation is to ensure the customer has access to a fair investigation process which concludes in an investigation by experienced officers who are not employed by the service the complaint refers to. It also ensures that the council's Chief Executive is satisfied that any resolution possible has been offered before the complaint is referred externally.
- 4.4 In 2011/12 the outcome of complaints at Stage 3 indicated that there was a declining need for Stage 3 investigation with the outcome on only one case changing significantly from the Stage 2 findings. Therefore the complaints manager proposed a review of the process to establish if a two stage complaints process would offer a more efficient way of proceeding with complaints whilst still

providing a fair and considered response to the complainant. A new process was developed and a pilot of this new process has commenced.

4.5 The outcome on Stage 3 complaints this year has changed from the position last year. Of the 12 cases which were investigated there were 4 where the Stage 3 complaint investigation partially upheld the complaint where the complaint was not upheld at stage 2. This indicates some type of independent scrutiny is still required to ensure that issues are recognised and resolved from within the Authority without the need for external scrutiny.

4.6 Table 9 breaks down the stage 3 complaints by directorate.

	2011/12	2012/13
Chief Executive's Dep't	1	0
Children's Services	2	3
Operations	14	8
Strategic Resources	5	1
Overall	22	12

4.7 The complaints at Stage 3 are detailed as follows:- Children's Services had three complaints at Stage 3; with only four at Stage 2 this is a high escalation rate – all of these were partially upheld at Stage 3 and relevant feedback was given to the Heads of Service concerned to improve practise. Operations had the majority of Stage 3 complaints with eight cases but there was a reduction against the previous year. Of these cases four were Partially Upheld, three were Not Upheld and one was withdrawn by the customer. The final Stage 3 was in regards to the Waste 2020 team within Strategic Resources and this complaint was Partially Upheld. Only 4 of the cases reviewed at Stage 3 were escalated by the complainant to the Local Government Ombudsman. The Council's decision was not challenged by the LGO in any of these cases.

4.8 The five complaints which were considered at Stage 3 which did not result in an investigation were all in relation to the Operations department. One of these cases was subsequently upheld following review by the Local Government Ombudsman.

4.9 Table 10 break down the stage 3 complaints received during 2012/13 by category and final outcome. It should be noted that the Upheld/Partially upheld rate at Stage 3 is much higher than the Stage 2 Upheld/partially upheld rate. This indicates that a percentage of customers have the conviction that their case has merit and will pursue the matter rigorously. The fact that independent scrutiny will identify issues that the department concerned may not have acknowledged at Stage 2 indicates the continuing need for a stage which looks at the complaint outside of the department concerned.

Table 10 : Stage 3 Category Breakdown	No.	Upheld	Partially Upheld	Not Upheld	Withdrawn
Not to standard	0	0	0	0	0
Poor Facility/Building	0	0	0	0	0
Broken Promise/Appointment	0	0	0	0	0
Staff Attitude Conduct	2	1	1	0	0
Breach Of Confidentiality	1	0	1	0	0
Denial/Withdrawal Of Service	0	0	0	0	0
Delayed/Failed Service	5	0	3	1	1
Lack Of/Incorrect Info About A Service	1	0	1	0	0
About Legislation	0	0	0	0	0
About Policy	3	0	1	2	0
Other	0	0	0	0	0
Total	12	1	7	3	1

5 THE LOCAL GOVERNMENT OMBUDSMAN (LGO)

5.1 Each year the LGO provide an annual review to the Council. For 2012/13 the LGO's review letter only presented the total number of complaints received and not the more detailed analysis they had offered in previous years.

The reason for this is that the LGO changed their business processes during the course of 2012/13 and therefore did not feel able to provide a consistent set of data for the entire year.

They confirmed that in 2012/13 they received 28 complaints about our authority. This compares particularly favourably with the 60 complaints they received about our authority the year before and compares favourably with the average for Unitary Authorities which was 36 (although recognising considerable population variations between authorities of a similar type).

Although the LGO have not provided more detailed analysis the council's central complaints team capture some data about LGO cases on their database. This confirms that of the 28 cases which the LGO received about Peterborough City Council in 2012/13 they made formal enquiries on only 19 cases, compared with 18 in the previous year. There were no maladministration reports from the LGO in 2012/13 which is the most serious finding that the LGO will make on a case. The average response times on LGO enquiries was also maintained at a low level of 15 days against the target of 28 days for all responses.

6 PERSISTENT COMPLAINANTS

- 6.1 The complaints policy contains provision to restrict customer's access in exceptional circumstances.

Complainants can sometimes pursue their complaints in a manner which can impede an investigation or can cause a significant resource issue for the council. In these circumstances, the behaviour of the complainant may be defined as unreasonably persistent. The council defines an unreasonably persistent complainant as:-

'those complainants who, because of the frequency or nature of their contacts with the council, hinder the council's consideration of their, or other people's, complaints.'

During 2012-13 this was applied to four customers who had their access formally restricted in various ways.

A policy on when and why to restrict access is in place. The decision to place a customer on this register and restrict their access to the complaints process is taken as a last resort and following recommendation by the Complaint Manager this must be authorised by the Head of Customer Services.

The process involves a review every six months to ensure where the customer complies with the restrictions they can be removed from the register at the earliest possible point.

The policy includes a right of referral to the Local Government Ombudsman if the customer believes the policy has been applied to them unfairly.

7 SERVICE IMPROVEMENTS

It is important that where faults and system weaknesses are identified that improvements are recommended and implemented at a departmental level to ensure a service improves and future complaints are reduced.

Appendix 2 shows a full list of service improvements which were identified and delivered following investigation into individual complaints in 2012-13

8 HOW COMPLAINTS ARE RECEIVED

Table 11 shows how complaints are received. The most popular contact method continues to be email, with letters next and telephone calls third. This trend is repeated across all departments with the exception of Customer Services who take the majority of calls that our customers make with the council and therefore receive most of their complaints this way.

Table 11: Department	Email/Online Form	Letter	Person	Telephone	Overall
Chief Executives	12	1	0	0	13
Communications	0	0	0	0	0
Legal Services	0	0	0	0	0
Growth & Regeneration	0	0	0	0	0
Governance Team	12	1	0	0	13
Human Resources	0	0	0	0	0
Strategic Resources					
Customer Services	14	10	1	24	49
Shared Transactional Services	33	35	8	16	92
Business Transformation	2	0	0	0	2
Children's Services					
Admissions, Transport & Assets	6	8	0	1	15
Attendance/Ed Welfare	0	0	0	0	0
Education & Resources	3	0	0	0	3
SEN/Inclusion/Ed Psychology	4	2	0	1	7
Social Care (corporate)	2	1	0	0	3
Commissioning & Prevention	0	0	0	1	1
Operations					
Planning Delivery Services	9	5	1	0	15
Commercial Operations (City Centre)	1	0	0	4	5
Environment, Transport & Engineering	17	11	0	1	29
Neighbourhood Services	19	12	2	10	43
Overall	122	85	12	58	277

9 COMPLIMENTS

- 9.1 This data is captured by all Council departments and sent to the Complaints team to provide annual figures. This is showing an upward trend with 794 in the first year, 822 in the second year and 853 this year.

As can be seen from table 12 we have recorded both internal and external compliments. External compliments are compliments received by members of the public or external organisations and internal compliments are from Councillors or from one department to another. Both internal and external compliments have seen a rise against the previous year.

Table 12: Compliments	External	Internal	Overall
Chief Executives Department			119
Communications	0	0	0
Legal & Democratic Services	68	40	108
Human Resources	0	11	11
Strategic Resources			240
Customer Services	145	66	211
Shared Transactional Services (inc Revs & Bens)	27	2	29
Children's Services			17
Admissions, Transport & Assets	3	1	4
Attendance/ Education Welfare	2	1	3
Education & Resources	4	1	5
SEN/ Inclusion/ Ed Psychology	2	0	2
Commissioning & Prevention (inc 8-19 service)	3	0	3
Operations			477
Planning Delivery Services	177	36	213
Commercial Operations (City Centre Services)	15	2	17
Environment, Transport and Engineering	24	18	42
Neighbourhood Services	201	4	205
Overall	671	182	853

PARTNER COMPLAINTS

10 VIVACITY

10.1 In May 2010, management of Peterborough City Council's Key Theatre, Museum and Art Gallery, Public Libraries and Sports Centre's transferred into a specially created culture and leisure trust called Vivacity.

The table below details the complaints for Vivacity during 2012/13.

Table 13: Department	Q1	Q2	Q3	Q4	Total
Sports Services	5	6	5	9	25
Libraries	0	0	0	2	2
Arts	3	1	1	1	6
Heritage	2	2	0	2	6
Total	10	9	6	14	39

This is an increase of 20% over the previous year where **32** complaints were received. Complaints about Sports Services and Heritage have increased, whilst Libraries and Arts have seen a decrease in complaints.

11. ENTERPRISE PETERBOROUGH (now AMEY)

In 2011/12 Enterprise provided complaints figures for the second half of the year only and these were provided in the annual report last year. This indicated 132 complaints had been recorded in a five month period November 2011 – March 2012.

This year a full set of complaints figures have been provided by Enterprise, Enterprise interacts with around 1,423,332 households per quarter and the services they offer have a direct impact on all of the residents of Peterborough. The table below sets out the total numbers of complaints and expresses these against a percentage of the interactions.

Enterprise Peterborough has provided the following commentary alongside these figures:-

Although there are increased interactions due to the food waste roll out, we have also decreased interactions by cutting the central ward from a weekly residual collection to a fortnightly collection.

It should be noted that Enterprise Peterborough implemented the food waste collection scheme in late October, this naturally has generated calls from service users.

To add to this Enterprise Peterborough have also taken on more tree and woodland officers to deal with PCC's tree stock, this is now moving at pace with the officers visiting and assessing many sites every day, this generates interest from members of the public and in cases where work takes place it can often attract complaints.

Month	Total	Justified	Unjustified	Customer Interactions	Percentage justified complaints/compared to customer interactions
April	67	43	24	474,444	0.009%
May	108	62	46	474,444	0.013%
June	111	34	77	474,444	0.007%
July	116	58	58	474,444	0.012%
August	115	51	64	474,444	0.011%
September	82	32	50	474,444	0.006%
October	102	25	77	474,444	0.005%
November	139	81	58	474,444	0.017%
December	81	36	45	474,444	0.007%
January	160	55	105	474,444	0.011%
February	83	36	47	474,444	0.007%
March	88	43	45	474,444	0.009%
TOTAL	1252	556	696		

APPENDIX 2 – SERVICE IMPROVEMENTS

Service Improvements are identified during the course of investigating complaints and these are recorded by the Central complaints team who then contact the relevant department later in the year to ensure the service improvement has been delivered.

Below is the full detail of service complaints which have been delivered following complaints investigated in 2012/13.

Reference	Description	Service Improvement	Feedback
C11/232	Complaint regarding the Council Tax department not liaising with Equita Bailiffs regarding money outstanding	Ensure that the bailiffs are chasing the correct balance	Council tax manager has confirmed that they have introduced a 'Daily Bailiff Cash Report' which is run every day and highlights any changes of circumstances/ balances etc
C11/233	Complaint regarding difficulties getting through to the Emergency Out of Hours service on Saturday night (31 March 2012)	2 operators should be available to cover the CCTV/ out of hours service	Manager has advised that they now have 2 operators on duty whenever possible.
C12/006	Complaint regarding lack of action by the parking attendants in the Dickens Street area	Extra CEO's are being employed and it is hoped they will patrol this area more frequently	The Parking Manager confirmed that extra Civil Enforcement Officers have been employed and they are currently recruiting a further two to bring the total up to 12.

Reference	Description	Service Improvement	Feedback
C12/038	Complaint regarding the lack of signage/ information about card payment facilities in the Car Haven car park	It is planned to upgrade the machines in car parks so that they will accept both coin and credit/debit card payments – as well as a cashless payment method through the use of mobile phones.	All surface car parks have now been upgraded to Solar Powered machines accepting payment by cash, credit and debit card. The machines in the Multi Storey Car Park have not been upgraded as they are all situated away from natural light. ALL car park spaces BOTH ON-STREET AND CAR PARK throughout the city are covered by Ring-GO the cashless payment system where drivers can pay for parking using their mobile phones.
C12/106	Foster carer complaining about his treatment by the Fostering dept.	In the process of completing a new guide for foster carers which will cover the issues of reviews and resignations making it clear for all foster carers	A new 'Foster Carers Handbook' has been updated with this information and reissued
C12/137	Complaint regarding handling of a Street Lighting report	Pass reports to the relevant developer if not council lighting - and explain this to customers	Now when reports are passed onto the developers customers are given the relevant contact details to contact the developer direct for future reference.
C12/150	Lack of response from the Passenger Transport department regarding her sons school taxi pick up when it was snowing.	Reviewing procedures regarding school transport in adverse weather conditions	Passenger transport team confirmed that they receive an update of school closures from the Education team, a process is in place to cancel transport and notify parents as soon as practically possible

Reference	Description	Service Improvement	Feedback
C12/013	Complaint regarding a mini bus being parked in a permit area (without a valid permit) for 6 days without being issued with a ticket	Parking enforcement team to undertake regular patrols of the area as part of their current rota arrangements. In addition they can now respond to urgent and immediate calls for service.	Patrols regularly cover York Road in line with other areas of the city. Residents can call the 747474 Peterborough direct. Reports are now usually responded to within a 24 hour period.
C12/147	Fletton Cemetery – the deceased's grave was still being dug when the funeral party arrived at the cemetery	Procedures have been amended to ensure graves are fully dressed a minimum of 30 minutes prior to scheduled funeral time) and will improve liaison arrangements with Funeral Directors.	Confirmation received that graves are now always prepared and dressed at least 30 minutes before the scheduled funeral. If the funeral is likely to arrive more than 30 mins early funeral directors have been advised to ring ahead to notify the cemetery.
C12/003	Concerns about the charge for bulky waste collections – and whether an Equality Impact Assessment was conducted.	Client team agreed to carry out an equality impact assessment on the charges for bulky waste collection to ensure this was done. It is recommended that individual officers involved in services where policy decisions may impact on the public undertake the e-learning programme for equality impact assessments to ensure these are always considered.	EQIA training undertaken by Client team in Nov 2012 to ensure EQIA could be completed Equality Impact assessment training recommendation referred to all Heads of Service to roll out to all relevant staff. EQIA's conducted are posted on the Council website for customer information. This provides evidence that EQIA's are being conducted in advance of service changes.
C12/044	Complaint regarding the 'History' page on the Peterborough Homes Website being out of date	New website is being launched ensuring the process is automated	New website has been introduced

Reference	Description	Service Improvement	Feedback
C12/049	Complaint regarding the answering service in the Housing Needs department	Suggestion to include a recommended time to call back will be implemented	Message has been updated on telephone line to ensure customers know the peak times and are asked to avoid calling at these times unless they have an emergency
C12/168	Complaint regarding failure to get through to Housing Options and the lack of response from a previous complaint	Investigating the possibility of implementing an improved call management system in order to give clients more information about how quickly we may be able to answer their call	Housing Manager in discussion with ICT to implement a system which explains the number of customers holding on the line for this service.
C12/131	Complaint regarding offer letter received from Housing Needs which offered a property which was subsequently withdrawn	Letters need to be reworded	Housing Manager has confirmed that it is now clear from the letter that applicants are being offered a viewing not guaranteed the property.
C12/159	Complaint regarding delays in housing assessment and band allocation and loss of personal possessions due to homelessness.	Introduce a policy to deal with personal property at risk in homeless situations and included this on homeless application forms so that applicants know what action the service will take.	Policy has been introduced and housing application forms updated with the new information.

Appendix 3

Review of Corporate Complaints Process

The Complaint Manager was asked to review the current three stage corporate complaints process in December 2012 and develop a two stage process to replace it.

This was following guidance by the Local Government Ombudsman that indicated that a two stage process should be achievable within most Authorities.

The benefits of a two stage process would be:-

- Earlier resolution for the complainant where resolution is possible
- Greater compliance with the Ombudsman's stated timescales of 12 weeks in total for a complaint to be handled through the Council's process
- Reduction in resources as less resource expended on complaint handling
- In addition, it is apparent from some cases that the same manager is providing the stage 1 and stage 2 responses and so this change will remove this duplication.

The Complaint Manager and Head of Governance developed a revised process during 2013 and in September 2013 the Chief Executive agreed to a pilot of this new two stage process to test its effectiveness. The pilot of the new process began in October 2013. The Head of Service, Neighbourhoods, Adrian Chapman, agreed to test the new process within the Neighbourhoods service and feedback to the Complaint Manager to decide if the new process was working well and if it could replace the three stage complaints process across the Council.

Feedback from the Head of Service, Neighbourhoods is that the new process is working well for the department. So far there have not been any cases where a complaint under the new process has not been resolved at Stage 1. Whilst this is positive it has meant that it has not yet been possible for the second stage of the new process to be tested. For this reason it has been necessary to extend the pilot further so that this can be tested and any amendments to the process made before full implementation across the other Council departments.

It is believed that the new process will prove to be a better process for all parties involved and that it can be adopted as the Council's corporate complaint process during Q1 of 2014/15.

The Chief Executive has endorsed the continuation of the pilot for a further quarter and requested that the Complaint Manager seek authorisation from Corporate Management team when the process has been fully tested.

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 9
7 APRIL 2014	Public Report

Report of the Director of Growth and Regeneration

Contact Officer(s) – Simon Machen
Contact Details – 453475

FUNDING PETERBOROUGH'S FUTURE GROWTH

1. PURPOSE

- 1.1 To update the committee on the current position and progress in relation to the planned investment joint venture between the Council and a new Peterborough Investment Fund.

2. RECOMMENDATIONS

- 2.1 For the Committee to note the contents of this report.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The planned Joint Venture will contribute positively and significantly to realising that Strategy's priority of "Delivering substantial and truly sustainable growth".

4. BACKGROUND

- 4.1 On the 24th of February, Cabinet considered a report entitled "Funding Peterborough's Future Growth". This report made a series of recommendations about a proposal for how the next phase of Peterborough's growth could be taken forward, including the establishment of a new Joint Venture Company that the Council would have a 50% share in and make an investment of £3m into. This Joint Venture Company would develop commercially viable schemes to the point of planning consent before passing these schemes to the new Fund partner for private funding and subsequent delivery 'on the ground'.

Cabinet approved the recommendations in the report, and recommended to Council some amendments to the Capital Strategy and Asset Management Plan, Treasury Management Strategy, and constitution; Full Council approved these recommendations on the 5th of March.

5. KEY ISSUES

- 5.1 With the approvals above in place, work is now ongoing in preparing and finalising the necessary legal agreements for these arrangements.

6. IMPLICATIONS

- 6.1 Entering into these arrangements has a range of legal, financial and property implications, as were explored in the aforementioned Cabinet Report.

7. CONSULTATION

- 7.1 Internal consultation with relevant senior officers has taken place.

8. NEXT STEPS

- 8.1 Following this report, the Council will continue to work with its legal advisors and the fund manager to complete the necessary agreements to put these arrangements in place.

9. BACKGROUND DOCUMENTS

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

10. APPENDICES

- 10.1 Appendix 1 - Cabinet Report, 24th February 2014, "Funding Peterborough's Future Growth"

CABINET	AGENDA ITEM No.
24 February 2014	PUBLIC REPORT

Cabinet Member(s) responsible:	<i>Cllr Marco Cereste, Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital</i>	
Contact Officer(s):	<i>Simon Machen, Director of Growth and Regeneration</i>	Tel. 453475

FUNDING PETERBOROUGH'S FUTURE GROWTH

RECOMMENDATIONS	
FROM : Cllr Marco Cereste, Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital	Deadline date : 5 March 2014
<p>In order to facilitate the establishment of a Peterborough investment Fund to bring forward development through £130M of external investment, Cabinet is recommended to approve:</p> <ol style="list-style-type: none"> (1) The business case for an investment joint venture at Appendix 1 (2) The establishment of a Joint Venture Company with a Fund regulated by a UK registered fund manager with a 50% equal shareholding for each party (3) Investment of £3m funded from the existing capital programme, representing the value of the 50% shareholding in the joint venture company and match funded by the Fund (4) Granting of Option Agreements in favour of the Fund on the sites listed within this report, and to be included in the asset disposal list to be agreed by Council as part of the Capital Strategy (5) An Agreement for Lease with the Fund for the development of offices on Fletton Quays <p>Cabinet is asked to recommend to Council:</p> <ol style="list-style-type: none"> (6) Amendments to the Capital Strategy and Asset Management Plan as part of the Medium Term Financial Strategy to be approved by Council to include the revised capital programme, the sites listed in this report on the asset disposal list and the approach to granting Option Agreements (7) Amendment to the Treasury Management Strategy as part of the Medium Term Financial Strategy to be approved by Council to allow the Council to elect to take the benefit of land transfers as units in the fund (8) Amendment of the Constitution 'Appointments to external organisations' to include the joint venture company and the Fund within the 'key partnerships category' to enable the Leader to appoint members to <ol style="list-style-type: none"> a. the Board of the Joint Venture Company b. the Fund investment committee c. the Fund management board <p>Cabinet is recommended to delegate authority to the Director of Growth & Regeneration, in consultation with the Leader of the Council, the Director of Governance and Executive Director of Resources, to</p> <ol style="list-style-type: none"> (9) Agree the fund investment criteria, shareholders agreement and all other necessary documents to establish the joint venture company and the agreements with the Fund (10) Authorise the creation of additional organisations such as limited companies, or limited liability partnerships (a council wholly owned company) to hold any dividend bearing units in the Fund (11) Cabinet is further recommended to delegate authority to the Director of Governance, in consultation with the Executive Director of Resources, to agree the terms of the Agreement for Lease and to execute the transfers of land in response to the exercise of the Option Agreements by the Fund 	

1. ORIGIN OF REPORT

1.1 In December 2009 Cabinet agreed a report entitled ‘Peterborough’s Growth Delivery Arrangements’ which included a series of proposals aimed at driving forward the city’s growth agenda. This report includes detailed proposals for the delivery of growth and regeneration schemes in Peterborough and for the Council’s involvement in those schemes.

2. PURPOSE AND REASON FOR REPORT

2.1 In summary, the purpose of this report is to seek Cabinet’s approval to:

- establish a 50:50 joint venture company with a new Peterborough Investment Fund to prepare viable and consented development schemes for a series of sites
- participate in the governance of the Peterborough Investment Fund through representation on the Fund’s Investment Committee and Management Board
- grant Option Agreements on the sites listed in section 4.3.3 of this report to the Peterborough Investment Fund
- Approve the future Council office consolidation plan described in this report and enter into an Agreement for Lease with the Peterborough Investment Fund for new administrative offices to be developed on Fletton Quays
- recommend to Council that the Treasury Management Strategy is amended to permit investments in Collective Investment Schemes to enable the Council to participate in the profits of the Peterborough Investment Fund, if it chooses to do so

2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.3, 3.2.4 and 3.2.7.

3. TIMESCALE AND URGENCY

The Council’s urgency provisions have been invoked for this Cabinet report. This decision was included in the current Forward Plan on the 4 February 2014, which is less than 28 days prior to the decision being taken. Details of the proposed decision were placed upon the forward plan as soon as the business case for the scheme was considered viable. It is considered preferable to refer this matter to Cabinet on the 24 February so that this scheme can be referred to Council to be considered as part of the budget setting process for 2014/15. The Cabinet’s recommendations for the budget to Council takes place on the 24 February 2014.

The Chief Executive, as the Proper Officer, has advised the Chair of the Sustainable Growth and Environment Capital Scrutiny Committee of the intention to invoke the urgency procedure.

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	
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4. Funding Peterborough's Future Growth

4.1 Background

4.1.1 The growth context

4.1.1.1 The Council has a firm commitment to growth expressed through the adopted Core Strategy and its supporting site allocation documents. The priorities that drive the Medium Term Financial Strategy include:

- Growth, regeneration and economic development to bring new investment and jobs. Supporting people into work and off benefits

4.1.1.2 It continues to invest in the infrastructure to support that growth including transport and public realm schemes, energy and digital infrastructure, and the schools capital programme.

4.1.1.3 The recent Centre for Cities 'City Outlook 2014' reported that Peterborough:

- is the fastest growing city in the country by population – a 1.6% growth rate
- has the second highest private sector employment growth at 5.5%
- has the 5th highest growth rate in housing stock – 0.9%
- is in the top 10 for the highest proportion of private sector employment

4.1.1.4 Housing and employment growth is clearly regaining momentum in the city, but there remain significant challenges given the fragile national and international economic climate, with significantly reduced public sector grant subsidy available to support growth. Whilst progress is being made in securing the development of brownfield and greenfield sites in Peterborough (for example, the Great Haddon employment site and the recently announced residential redevelopment scheme on the former District Hospital site), ambition has had to be reined back to be more commercially realistic and a number of key strategic opportunity sites, particularly in the city centre, are stalled.

4.1.2 The Council's growth delivery arrangements

4.1.2.1 In December 2009, Cabinet agreed a series of measures in the report 'Peterborough's Growth Delivery Arrangements' aimed at driving forward the city's growth ambitions in the wake of the economic downturn that began in 2007.

4.1.2.2 The report created a mandate to work directly with the capital markets to secure investment for a series of development projects that would help drive the city's growth agenda. A dialogue with the capital markets was to be developed, and the city's growth projects and ambitions presented so that they were attractive to long term investors. It was anticipated that if these activities were undertaken effectively then by the end of the third year it would be possible to attract private funding to offset these costs in the future. In short, the interactions with the capital markets would have been sufficiently valuable to investors that going forward the investors would want to fund the work.

4.1.2.3 The report recognised that new approaches were needed, including:

- a redefined role for Opportunity Peterborough to enable more focused economic development activity, skills, and marketing of the city to businesses and investors

- establishing the Peterborough Delivery Partnership initiative to pull together public and private sector finance to deliver development programmes mandated by the Council

4.1.2.4 Given the fluid economic context, some elements of the original proposals to Cabinet were not taken forward in full. For example, policy and strategy functions relating to the growth agenda such as the Local Plan and Housing Strategy were combined with the planning and transport functions of the Council in a single service to more closely align strategy and delivery. The Growth and Regeneration directorate has also been created more recently to ensure a consistent and co-ordinated approach across the Council's suite of growth functions.

4.1.2.5 Since December 2009 work has been ongoing to develop relationships with potential investors willing to work collaboratively with the Council, focussing initially on Council-owned land and assets, and particularly those in and around the city centre. These investors need to be flexible and willing to work with the Council to develop schemes rather than expecting the Council to have done the scheme development work – and incurred the associated costs – up front.

4.1.2.6 In July 2012, Cabinet approved a strategy for bringing forward the delivery of the Riverside Opportunity Area (ROA), including extending the assets the Council considered as part of this area to include the Pleasure Fair Meadows car park. Part of this strategy included intent to establish a joint venture company to deliver parts of the ROA, beginning with Fletton Quays. This proposal (and what Cabinet are now being asked to approve) supersedes that work.

4.1.2.7 Discussions have been positive and have helped shape the proposals set out in this report. Operational independence from the Council, for example, was seen as important and helpful by the private sector investors, capital markets and developers that would need to be involved going forward. This was a factor in proposing a new wholly-owned company to take forward growth and regeneration, included in the senior management restructure presented at Employment Committee in September 2013. Implementation of this wholly owned company has been paused as it became clear that the proposals presented in this report would potentially deliver greater, more far-ranging benefits to the Council and city.

4.1.3 Summary of the proposed model

4.1.3.1 The groundwork that followed the 2009 report has created an opportunity to form a long-term relationship with the capital markets, and to use this relationship to help fund and drive forward Peterborough's growth ambition. The proposals set out in detail in the following sections of this report are to establish a Joint Venture Company (JVCo) that would provide access to a significant and reliable stream of funding for delivering growth schemes. The proposal would include the following elements:

- establishing a Joint Venture Company (JVCo) that would be 50:50 owned and controlled by the Council and a new Peterborough Investment Fund, whose purpose would be to develop viable schemes for key sites in the city
- the Fund would initially raise in the region of £130m using international and UK investors to take forward development schemes and deliver new homes and commercial facilities in Peterborough. This money represents entirely new investment to the city raised by the Fund

- The Council would make available to the Fund some of the sites it has available for disposal, in exchange for which the Council would receive market value and also have the opportunity to benefit from profit share from schemes that are delivered
- the schemes that the JVCo develops would have to be approved by both the Council's and the Fund's representatives on the JVCo Board, before they are recommended to the Fund's Investment Committee. Only then can the Fund take them forward, and the Council would only transfer sites to the Fund at this stage

4.2 The Model Proposed

This section provides an overview of the delivery model proposed.

4.2.1 How the new approach would work in summary

The basic model of operation is designed to be straightforward:

- as part of the process of establishing these arrangements, an initial pipeline of schemes involving Council owned assets is proposed for the new JVCo to develop
- in each case, the JVCo would work to create a commercially viable scheme for which it can apply for planning consent, including the design work, environmental studies, and financial modelling that are necessary to ensure the scheme is deliverable. An essential part of this work would also be to demonstrate that the business case for each scheme was acceptable from both the Fund's and the Council's perspective
- subject to the JVCo Board agreeing to take the scheme forward, the JVCo would then pass the 'on the ground' delivery of each scheme over to the Fund, which would create a Special Purpose Vehicle (SPV) company to oversee scheme implementation
- the costs that the JVCo incurred in developing the scheme and taking it through the planning process would be invoiced to each SPV after it is set up, allowing the JVCo to recoup those costs for funding future activity, thereby creating a 'revolving fund' for future scheme development

4.2.2 The JVCo and its structure

4.2.2.1 The JVCo would be a company limited by shares, owned 50:50 by the Council and the Fund. It would be overseen by a small Board, envisaged as comprising four voting board members. The Board would have equal representation from both parties and have a decision making structure that requires consensus. Only projects that are approved by both partners would go ahead.

4.2.2.2 Both the Council and the Fund would pay £3 million for shares in the company, which would provide the JVCo with the working capital it needs to cover the cost of developing schemes up to the point of investment by the Fund into an SPV. The cost of developing the scheme would then be refunded to the JVCo by the SPV. This investment would be funded by existing capital programme budgets earmarked for delivering growth (this is outlined in more detail in section 5.1 below). These payments would be made over a three year period, with equal amounts drawn down quarterly from the Council and the Fund.

4.2.2.3 The £3 million would be the Council's only cash investment into these arrangements. This investment has the potential to:

- secure a new investment fund for Peterborough projects
- deliver in the region of £130 million of new investment into the city
- provide a springboard to further investment in future phases

4.2.2.4 Day to day, the JVCo would be run by a small team that that would include seconded posts from the Council's current growth and regeneration team. The costs to the Council of any secondments would be recharged to the JVCo. Whilst the JVCo is not designed to make a profit, it is intended to cover its costs by recharging the costs of developing schemes to the SPVs that deliver them. This is explained in more detail later in this report.

4.2.2.5 More detail of the financial implications for the Council of this proposal can be found in section 5 later in this report.

4.2.3 The Fund and the Council's participation

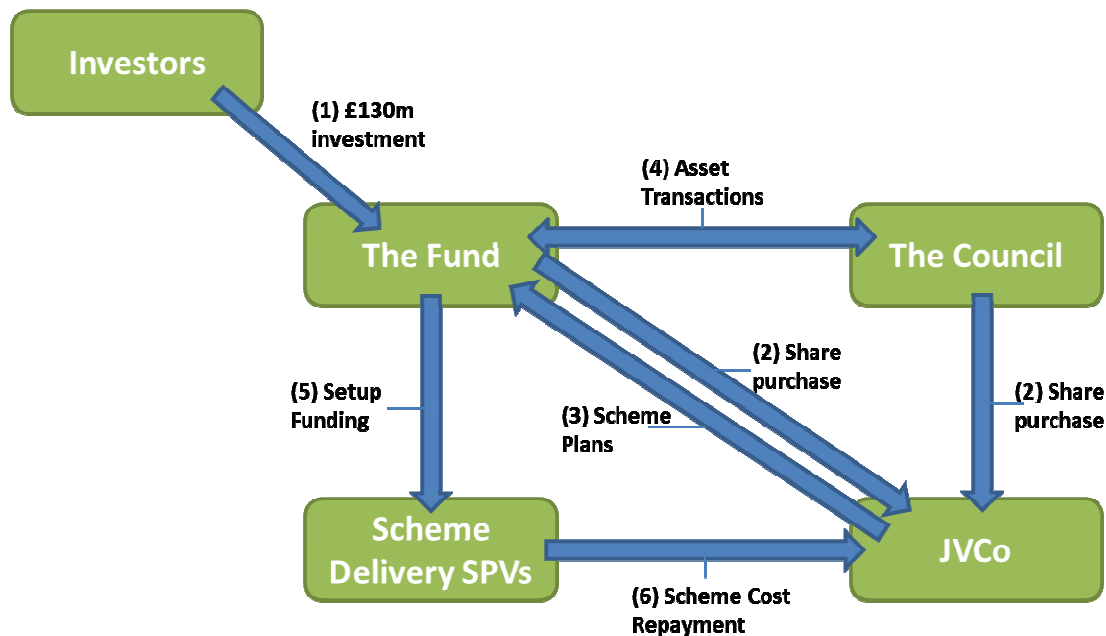
4.2.3.1 The Fund would be newly established specifically to take forward infrastructure projects within Peterborough, and it would be the main method by which the scheme SPVs referred to above are financed. The Fund will be domiciled in Guernsey, be regulated by the Guernsey Financial Services Commission, and be VAT-registered in the UK. It would be managed by an experienced, fully UK-regulated fund manager. Investors into the fund will, like all funds of this nature, vary over time, but is likely to be a mix of UK and overseas investors.

4.2.3.2 The Council will interact with the Fund in three primary ways:

- firstly, the Fund will be the Council's partner in the JVCo
- secondly, the Fund will be able to buy over time and at market value specific assets from the Council, if the JVCo's Board approve schemes that require them (see section 4.3.3 later in this report)
- thirdly, because these arrangements are intended to be collaborative, the Fund has offered the Council representation on its Investment Committee – which must approve any projects before the Fund can invest in them – and the Fund's Management Board, with the Council being offered the option of taking two out of five seats and one out of five on each respectively.

4.2.4 The overarching structure of the arrangement

The diagram and description on the next page illustrates in simple terms the interrelationship between the Council, the JVCo and those elements of the Fund referred to above.



1. Investors would make available in the region of £130m of investment in these arrangements and approved schemes that come forward
2. Both the Council and the Fund would buy shares in the JVCo for £3m in cash, payable to the JVCo quarterly over three years
3. The JVCo develops viable schemes and passes these plans to the Fund to invest in and take forward to delivery
4. The Council sells assets involved in viable, approved schemes to the Fund. The Council may choose at the point of sale to receive payment either in cash or in units in the Fund
5. The Fund creates scheme delivery companies (Special Purpose Vehicles (SPVs)) to take forward each scheme, pulling together working capital that allows these to operate. The precise ownership structures of these SPV's would be determined on a case by case basis.
6. The scheme delivery companies would refund to the JVCo the costs that the JVCo has incurred in developing the scheme that the company was created to deliver

4.3 The Projects Proposed

4.3.1 The project pipeline

4.3.1.1 The initial pipeline of projects that would be taken forward by the JVCo is outlined below. They are consistent with the vision in the Proposed Submission City Centre Development Plan Document (CCDPD) approved by Council in December 2013, and would be subject to the normal planning application process. The first scheme for development would be the delivery of new offices on Fletton Quays, which would enable the Council to consolidate its current back office functions onto one site (sections 4.3.2 and 5.3 of this report provide further detail).

- Fletton Quays Phase One - new offices for the Council's back office functions
- the completion of Fletton Quays - a mixed use scheme with high quality homes, offices, ancillary retail and leisure uses, and potentially student accommodation
- the Worrina car park – new homes close to the city centre

- the Pleasure Fair Meadow car park - a new multi-storey car park topped with residential accommodation
- Northminster multi storey car-park / Bayard Place – new homes in the city centre
- re-use of the Town Hall (retained in the Council's ownership) – retention of the existing civic suite and democratic functions, and relocation of the Council's customer interface from Bayard Place. The feasibility of relocating Central Library here would also be considered, alongside plans for re-using remaining parts for higher education use

4.3.1.2 The projects above would help deliver in the region of 300 new mixed tenure homes, including an element of affordable housing consistent with the Council's planning policies.

4.3.2 Office Consolidation

4.3.2.1 The Council has changed considerably in size and nature in recent years as it has moved increasingly towards a commissioning model, and employee headcount has reduced significantly. The Council recognises that its office needs have not kept pace with these changes and office consolidation could provide more efficient accommodation for employees, improved energy efficiency and the potential for cost savings in the long-term. In particular the current office estate has costly maintenance requirements. Whilst the Council's current 10 year capital programme includes some funding for maintenance, the likely investment needed over the next 25 years would be considerably higher.

4.3.2.2 Office consolidation also presents the Council with an opportunity to use its covenant to stimulate wider investment and regeneration by serving as a potential 'anchor tenant' to provide the confidence needed for others to invest in the surrounding area.

4.3.2.3 This proposal would consolidate those back office functions currently within Bayard Place, the Town Hall, Stuart House and Manor Drive into a single new office building as the anchor scheme on Fletton Quays. Development of this site remains challenging, and office consolidation here could help to kick-start wider redevelopment. The successful delivery of that development could in turn increase investor confidence in the wider city.

4.3.2.4 The collaboration proposed in this report offers an opportunity to achieve the Council's consolidation objectives and realise other beneficial outcomes at the same time:

- the Town Hall would remain in the Council's ownership and continue to serve as the heart of Peterborough's democratic life, retaining all civic functions, and would have a greater customer facing role through inclusion of Peterborough Direct
- the potential relocation of Central Library to the Town Hall could further strengthen this role, helping to create a new 'civic and customer hub' for the city, although this element requires more detailed consideration and consultation
- footfall in Bridge Street could be maintained through the strengthening of the Town Hall's customer facing role
- The Bayard Place and, potentially, Central Library sites become available to support the ambitions within the Proposed Submission City Centre DPD for a revitalised city centre, including significant new sustainable residential accommodation
- The residual space in the Town Hall can be used to support the development of the city's higher education offer, with preliminary discussions with University Centre

Peterborough indicating that the Town Hall may be well-suited to becoming teaching space, subject to further understanding of the proposals

4.3.2.5 Re-using the Town Hall in this way is seen as a positive option by University Centre Peterborough, meeting a future growing need for teaching space in the city and offering a town centre location for students, and aiding the development of a 'student offer' in Peterborough.

4.3.2.6 Critically, any proposal for consolidation must also work for the Council financially. An initial financial assessment has been undertaken, and is outlined in more detail in the financial implications section later in this report (section 5).

4.3.2.7 Subject to Cabinet approving this report, part of the suite of legal agreements the Council would enter into would be an Agreement for Lease with the Fund. By entering into this Agreement, the Council would be agreeing to lease new offices subject to conditions that would be specified in the Agreement for Lease being met. The Council would only enter the final lease if the financial model underpinning this consolidation proves *at worst* cost-neutral for the Council. In short, consolidation only goes ahead and the Council only enters into the lease if it makes financial sense for the Council to do so.

4.3.3 Use of Council assets

4.3.3.1 The Council has a variety of assets that it could make available to support the city's growth and regeneration, such as those located on the south bank of the river. Some of these would be made available to the Fund for purchase at market value through a series of Option Agreements. The list of sites is set out in the table below, along with details of whether the site has been included in the disposal list within the draft Capital Strategy (part of the Medium Term Financial Strategy) presented to Cabinet on 3rd February 2014, and also the relevant policy reference for the Proposed Submission City Centre DPD.

Site	In Disposal list	CCDPD policy
Wirrina Car Park	Yes	CC7: Riverside North
Former B&Q site	No	CC6: Riverside South
Former Matalan site	No	CC6: Riverside South
Bridge House Site	No	CC6: Riverside South
Engine Sheds	No	CC6: Riverside South
Bayard Place	No	CC3: City Core
Market Multistorey Car Park	Yes	CC3: City Core
Pleasure Fair Meadows Car Park	Yes	CC6: Riverside South
Aqua House (currently being purchased)	No	CC6: Riverside South
The Mill (purchase negotiations in progress)	No	CC6: Riverside South
Central Library (inclusion subject to further discussions)	No	CC10: City North

4.3.3.2 Where the assets are not currently included in the disposal list, then Council would need to amend the Capital Strategy to reflect these proposals as part of the Medium Term Financial Strategy. Whilst the Council cannot enter into the Option Agreements for the strategic sites it does not yet own, it is proposed that they are included once they are. The

Council will also update the Asset Management Plan to ensure it reflects entering into Option Agreements in this manner as an approach to disposals.

4.3.3.3 There will be a number of changes to parking provision in the city centre should the developments in the project pipeline proceed as planned, moving parking provision away from the core of the city centre and re-using other surface parking for redevelopment. These changes are in line with the strategy outlined in the Third Local Transport Plan and the Proposed Submission City Centre DPD that Council have previously approved.

4.3.3.4 As part of the setup of these arrangements, the Option Agreements put in place would allow the Fund to subsequently purchase these sites, providing predetermined conditions are met. The Council would only sell these assets to the Fund if, through its membership of the JVCo's Board, it is satisfied that the scheme proposed for the site is appropriate and viable. Even then, the actual transaction would only take place if planning consent is granted for the scheme.

4.3.3.5 These two factors provide comfort to the Council that it retains ownership of assets it wants to see developed until there is an appropriate scheme ready, with planning permission granted, that requires them. As is normal practice, each Option Agreement would 'ring-fence' the relevant asset to ensure it remains available for the Fund to buy for however long the Option specifies. This means, for example, that the Council could not grant the Option and then sell it to someone else within the life of the Option.

4.3.3.6 When the Council sells an asset to the Fund, the Council would receive market value for that asset. This could be a simple cash transaction. Alternatively, the Council would have the option to take its payment in whole or part by acquiring units in the Fund. This would allow the Council to receive upside from successful schemes because successful schemes should increase the value of the Fund and of the Council's units in it. The Council would then need to sell the units in the market if it wished to create a cash return.

4.3.3.7 It is important that the Council is clear on the potential risks and benefits of each of these options, but also that it does not need to select a preference at this point. The Option Agreements would be written so that the Council only has to decide how it wishes to receive payment at the point the Option is exercised by the Fund and the asset is sold.

Payment Choice	Risks	Benefits
Cash only	Value gained is potentially less than if taking units	Cash received can be used to invest elsewhere, or reduce borrowing costs to create an annual revenue return
Units only	The value of the Council's units in the Fund could go down, impacting the value of its investment. Any reduction in value would result in a write-off hitting the Council's revenue bottom line	The value of the Council's units in the fund has the potential to increase as successful schemes are delivered
Mix of cash and units	The value of the Council's units in the Fund could go down, impacting the value of its investment. Any reduction in value would result in a write-off hitting the Council's revenue bottom line	There is lower risk than the 'units only' option because the Council only takes a part payment in units.

- 4.3.3.8 This Cabinet report does not outline a preferred approach at this stage, because the Council can choose which of the approaches above it wants to take at the time of each asset's sale. The preferred approach can be determined at that point on a scheme-by-scheme basis. It should also be noted that if the Council wished to proceed with a payment approach that included dividend bearing units then it would need to establish a trading company through which to do this with the Fund. This is because the Fund would be a Limited Liability Partnership (LLP), which is common for Funds, and the Council can only commercially trade with an LLP through an intermediary trading company.
- 4.3.3.9 In the future, other assets in addition to those above could be made available to the Fund, and would be secured through the same Option Agreement mechanism, with the same protections built in. Clearly, both the Fund and the Council would have to agree to this at that point.

4.4 Council governance and these arrangements

- 4.4.1 This proposal begins with the creation of the joint venture company. Once it has been set up with the Council as a 50% shareholder, two separate legal entities will exist: the Council and the joint venture company. The Council operates in accordance with its Constitution and the company with its Memorandum and Articles of Association. The officers and members of each separate entity are bound by the rules relevant to their business when they carry out the functions of that entity. In other words, there are different governance procedures that apply to each entity and one does not override the other.
- 4.4.2 The Leader will nominate two members to sit on the Board of the joint venture company. They will represent the Council on the Board, but they will also continue in their normal duties as Councillors. This is part of normal Council business and there are many examples of this currently in operation, for example Cross Keys and Opportunity Peterborough.
- 4.4.3 Whilst those members sit at Council meetings, any decision making will be done in accordance with Council rules and procedures. When those members sit on the JVCo Board they have obligations to act in the best interests of the company. This is a requirement of the Companies Act 2006.
- 4.4.4 The question, therefore, is whether this creates any conflict for the Council? The answer is no, provided that the Council has appropriate governance arrangements in place to manage the relationship between the Council and the company.

These governance arrangements consist primarily of

1. nominating a member within the Council to act on behalf of the Council as the shareholder. This is an executive function and likely to be included within the portfolio of one of the existing executive members. This person may also be one of the members nominated to the Board, as it is common practice that shareholders often sit on the Board of Directors.

This member will be responsible for deciding which future options for land ought to be granted to the joint venture company and signing off the subsequent land transfers. They will take decisions in accordance with the Council's access to information rules and, as executive decisions, those will be subject to call-in by Scrutiny in the way that any other executive decision is;

2. ensuring that members nominated to the Board do not take decisions within the Council related to the work of the joint venture company. Whilst there is not always a direct conflict when acting on the Council and on behalf of another body, any member nominated to the Board, for example, will have a disclosable pecuniary interest if the Board decides that its members will be remunerated. (There are no plans for Board members to receive remuneration but guidance on this point is included here purely to highlight the governance issues that may arise). It is important to emphasise therefore that the members take advice from the Monitoring Officer on their interests when acting on Council business.
 3. Members will be required to attend training on their legal duties to the joint venture company so that when they take decisions on the Board, they are not drawn into any potential conflict issues. This satisfies the requirements of the Companies Act 2006, which places directors under a duty to promote the success of the company, exercise independent judgement and avoid conflicts of interest.
- 4.4.5 There are further additional controls which the Leader might want to have in place; for example, the annual business plan for the joint venture company should be submitted to the Cabinet for review each year, which again will be subject to scrutiny in the usual way.
- 4.4.6 *An example: Office consolidation*
The following is given as an example of how the governance process will operate within the Council for the proposal to consolidate the office accommodation on Fletton Quays.
- 4.4.7 If Cabinet approves these recommendations, it will mandate officers to establish a joint venture company with the Fund. That decision itself is subject to call in.
- 4.4.8 The Leader will nominate two members of the Council to the Board. Those nominations will follow the procedure for 'Appointments to external organisations' set out in the Constitution. A CMDN will be required, which again is subject to scrutiny in the usual way.
- 4.4.9 The Council will also enter into an Agreement for Lease with the Fund. An Agreement for Lease sets out the prior conditions which must be complied with before a lease can be granted. In this case the Council will enter the lease for the offices only if a fully consented business plan has been approved by the joint venture company, of which the Council is equal shareholder.
- 4.4.10 An outline business case would be developed for the new offices. That proposal will be presented to the Board, upon which the Council's two members are sitting, for approval. If approved, this will lead to a planning application for consent to develop the site. That application will be submitted to the Council by the joint venture company.
- 4.4.11 Once the planning application is received, the Council will sit as the Local Planning Authority to consider the scheme. The Director of Growth and Regeneration has the planning function within his directorate; however any potential conflict will be avoided by referring the application to the Planning Committee for determination. The Council has Member and Officer Codes of Conduct which require Councillors and employees to avoid any potential conflict of interest and therefore any member or officer assisting the joint venture company to develop the planning application cannot take any part in advising upon, or deciding the application as the local planning authority. Similar controls are currently in

place for example where the Council makes applications to develop sites it owns within Peterborough.

4.4.12 If the scheme is granted consent, the Fund is likely to exercise the relevant Option Agreement to acquire the land to build the offices. This is subject to the Fund’s Investment Committee (on which the Council will have a representative, and which will have already agreed the investment in principle) approving this action. The Fund will establish a separate Special Purpose Vehicle (SPV) to deliver the offices. No additional Cabinet member decision will be needed to enter into a lease at this stage, as the lease can only take place if the conditions within the Agreement for Lease above are met.

4.4.13 A further Cabinet member decision may however be necessary should the Council decide to take units in the Fund representing the market value of the site as opposed to the current cash value. As there is discretion in considering whether to take the higher risk/higher reward option of units, a decision will be necessary. Should the Council make this decision, a wholly owned company will need to be established to hold those units.

4.4.14 The joint venture company will ask for reimbursement from the SPV of all its costs incurred in putting the scheme together. Those funds will then be used to develop further proposals on other sites within the asset disposal list.

5. FINANCIAL IMPLICATIONS

This section considers the financial implications in the following four areas:

- the investment into the JVCo
- future scheme development and the interaction with the fund, including potential holding of units in the Fund
- the emerging office consolidation business case
- the impact on the draft Medium Term Financial Strategy

It should be noted that it focuses on the financial implications for the Council, and does not cover the broader financial benefits to the city of the growth and regeneration proposals.

5.1 The £3m investment into the JV

5.1.1 The Council currently invests in growth in three main areas:

- the Growth and Regeneration team, including the direct costs of the team and the funding for taking forward Cabinet’s proposals. The revenue budget for this is £544k per year from 2015/16. Given that the Council has been working to develop growth opportunities across the city in recent years, this budget has typically been fully spent. It is envisaged that if the Council continued to work in isolation that this level of annual funding would not be sufficient to bring about the scale of development that is envisaged in the Proposed Submission City Centre DPD
- a capital budget for general growth projects (funded by the remaining elements of the Growth Area Fund, and then through borrowing).

	2014/15	2015/16	2016/17	2017/18	2018/19
	£m	£m	£m	£m	£m
Peterborough Delivery Partnership (PDP) projects	2.237	0.500	0.500	0.500	0.000

- a number of capital budgets to support specific purposes, for example the cost of disposals, riverside opportunity area and public realm. In addition to this, the Council uses Section 106 monies to provide new infrastructure to support growth.

5.1.2 As well as delivering benefits more generally across the city, growth brings additional income to the Council through business rates, additional council tax income and the New Homes Bonus. The Council's budget proposals for 2014/15 benefit from this income. It is also a key element of how the Council would generate additional income in future to help to support its budget at a time of continued grant reductions.

5.1.3 The JVCo would have £6m to invest in developing schemes and bringing forward investment in the city. The Council's investment in developing growth is doubled by the Fund's contribution. The Council's £3m contribution would be funded from the approved capital programme as follows:

- £2m from the 2014/15 PDP capital budget outlined above. This majority of this budget is funded from the Growth Area Fund grant, which as the name implies should be used for growth related capital schemes.
- £1m from affordable housing Section 106 monies. The level of affordable housing required in new development by the Council's planning policies allows this contribution. The Council's internal Legal team has advised on the use of this funding.

The financial impact of this is already included within the approved capital programme and MTFs.

5.1.4 There are a number of direct financial benefits to the Council arising from these proposals.

- the Council's investment in developing growth is doubled by the Fund's contribution
- the capital investment from the Council into the JVCo allows greater resource to be targeted towards getting schemes moving more quickly than would be the case if the Council simply continued investing its revenue budget at around £0.5m per year
- the use of capital investment into a company in this manner frees up some of the revenue budgets outlined above (the JVCo will undertake development work, and pick up the costs of the team). The Council will still have some internal costs, and may need to create a sinking fund to support some of the one-off office consolidation costs, including the stamp duty costs from the move, but otherwise the savings are as follows:
 - 2015/16 to 2017/18 £250k per year
 - 2018/19 onwards £400k per year¹

5.1.5 There is some potential risk arising from this investment, as there is in any type of development arrangement. For example, the JVCo could get to the end of three years and not have developed a viable scheme. There are a number of controls and mitigations against this:

- money can only be spent by the JVCo on developing projects that the JVCo Board – and thus the Council, through its joint control of the Board – approve, giving consideration to the probability of a successful scheme being developed that the JVCo could recoup its costs from

- the Board will receive regular reports on the progress of developing a viable scheme to be presented to it. This would allow it to review progress and be assured that a scheme is likely to remain commercially viable. Projects where this viability was in question would be halted by the Board
- the £3m contributions from both the Council and the Fund will be paid quarterly over 3 years, offering an extra level of control

5.1.6 The initial finance within the JVCo from the Fund and the Council's share purchase would fund its operation for three years. The collaboration is designed so that the JVCo should create financially viable schemes that can be taken forward within that time. When the Fund takes a scheme forward, the company it creates to do this would reimburse the JVCo for all of the costs the JVCo incurred developing that scheme. This would help finance the JVCo's activities beyond the first three years of operation, creating a revolving fund.

5.1.7 The Council will discuss with its external auditors whether it will need to include its interest in the JVCo in a set of Group Accounts. This will depend on a review of the final legal documentation for the JVCo. The only implication of this is on the level and format of financial information the JVCo will need to provide to the Council.

5.2 Future scheme development and the interaction with the Fund, including potential participation in the Fund

5.2.1 Previous sections have outlined how schemes would be brought forward, and how the Fund's and the Council's representatives on the JVCo Board would determine if these schemes progress. These business cases will need to ensure that the Council's financial position is not adversely affected. Examples of issues that would need to be taken into account include (but are not limited to):

- the market value of assets and impact on the Council's disposals assumptions and capital programme
- any revenue implications, for example if a car park is redeveloped, would there be a reduction in car park income, or would that simply be dispersed to other car parks, and what would be the impact in pricing etc.?

The Council's finance team and external advisors would be involved in this validation, and advise the Council's shareholder and representatives on the Board as necessary.

5.2.2 The Council has several possible areas of benefit that arise from schemes that get taken forward by the Fund:

1. the Council would receive payment for its assets, either:
 - a. in cash, at market value, or
 - b. units in the Fund equivalent to the valuation of the assets, an appreciation of whose land values through scheme delivery would increase the value of the Fund, and thus the Council's shares within it, or
 - c. a mix of the two

¹ Increasing as the sinking fund contribution drops out

2. Shares of developers' profits in relevant SPVs (if the Council is a participant in the SPV, although it should be made clear it is not under any obligation to do so)

These were outlined in more detail in section 4.3.3 above, along with a summary of the main risks and benefits of each. As was also outlined, the Council only needs to make the decision as to which is the optimum route as each scheme is developed and considered.

- 5.2.3 The Council would also receive a proportion of business rates generated from any overall net increase in commercial floor space / businesses, and benefit from the New Homes Bonus whilst it is in force. It may also face a reduction in business rate income if any existing premises are redeveloped. Both elements would be factored into each individual business case. As the Government is proposing to rebase the scheme 10 years after its introduction (2023/24), this will also need to be borne in mind.

5.3 Initial outline Office Consolidation business case

- 5.3.1 The Council has previously looked at options for office consolidation, for example within a possible Station Quarter redevelopment. This work identified a number of key issues when developing such proposals:

- Our current office estate has high maintenance costs. Some provision has been made in our ten year capital programme, but this is unlikely to be sufficient and additional maintenance will also be required beyond this period
- Initial comparisons between leasehold options and our existing freehold estate tend to show that leasehold is more costly, but this is for two key reasons:
 - The annual impact of the initial purchase cost tends to be excluded (as it cannot be freed up unless the asset is sold). For example the annual cost of the original purchase of Bayard Place is around £0.7m per year
 - The full maintenance costs of freehold are not included

- 5.3.2 An initial outline business case has been developed for the office consolidation. This includes a 30 year financial model, with key assumptions reviewed by GVA, our external property advisers for this work. This initial outline business case is simply intended to be a starting point for the JVCo to develop further into a full business case, including the full development appraisal.

- 5.3.3 A high level summary of the annual position is outlined below:

	£m
Forecast costs of 120k sq ft new site, including rent, business rates, utilities, annual maintenance etc.	3.5
Financed by:	
Accommodation budgets freed up from vacated premises (mainly rates and running costs)	1.7
Proposals to sub-let 30k sq ft of new office premises, plus other income	1.2
Potential rental income from Town Hall	0.4
Net business rate gain (gain from south bank less loss from Bayard Place)	0.2
Total	3.5

5.3.4 This summary highlights a number of key assumptions that will be tested further during the development of the detailed business case:

- that there will be a reduction in the floor space needed for office accommodation through consolidation, from agile working etc.
- that the Council will not require all the space in the new office building and will sub-let part of that development
- that while retaining ownership of the Town Hall and continuing to utilise the civic core, the Council will secure income from letting office areas outside this core

It should also be noted that it is easier at this early stage to estimate some of the potential costs than some of the benefits e.g. the potential business rate loss from vacating Bayard Place is included, but not the potential benefit from any redevelopment.

5.3.5 It will be the role of the JVCo to develop the detailed business case, including investigating further the options for ensuring a viable business case. That business case would be presented to the JVCo Board, which includes the Council representatives, for approval.

5.4 Impact on draft MTFS

5.4.1 Whilst the current approved MTFS includes the capital funding for the investment in the JVCo, the draft MTFS considered by Cabinet on 3rd February 2014 did not include all elements of this proposal. Whilst there are no adverse financial implications (the proposals actually provide for a revenue saving), there are documents in the MTFS that need amending in light of these proposals. These are:

- the capital programme will be updated to reflect the contribution to the JVCo. This will simply reflect the reallocation of existing funds as outlined in 5.1.3 above
- the asset disposal list in the Capital Strategy needs updating to include all assets identified previously in this report that the Council would enter into Option Agreements with the Fund for
- the Asset Management Plan will be updated to ensure it reflects entering into Option Agreements in this manner as an approach to disposals
- the Treasury Management Strategy needs updating to allow the Council the ability to accept units in the Fund, if it wishes to do so at a later point. To be clear, this is simply to put into place the framework to allow this to happen – at this point the Council does not need to make any decisions as to whether to accept cash or units for assets sold to the Fund

Subject to Cabinet approving the recommendations in this report, the budget papers presented to Full Council on 5th March 2014 will include these changes.

6 LEGAL IMPLICATONS

This section contains the legal implications in the following 4 main areas:

- authority of Cabinet and Council to approve the proposal
- constitution – terms of reference and Cabinet’s recommendations
- procurement and state aid implications
- other statutory considerations

6.1 Authority of Council to approve the proposal

6.1.1 The proposal is contained in the Business Case attached as Appendix 1 to this report titled “A Business Case for an Investment Joint Venture for the Council”. A brief outline of the proposed activities are for the Council to:

- a) set up a Joint Venture Company (JVCo) to deliver business schemes to develop key sites in Peterborough city centre. The JVCo will be on 50% equal ownership between the Council and a new fund from the private sector, the Peterborough Investment Fund (Fund)
- b) invest in the Fund to develop key sites, and
- c) sale of assets to the Fund

6.1.2 Before the Council approves the proposal, the Council must be satisfied that it has appropriate statutory powers to carry out the proposed activities. The Council must also consider relevant statutory guidance when it exercises its statutory powers.

6.1.3 The Council has several statutory powers it may rely on to carry out the proposed activities, namely:

- Power to trade
- General power of competence
- Power to invest
- Power to promote the economic, environmental and social well -being of its area
- Incidental powers to discharge its functions
- Power to sell its assets

6.1.4 In relation to the power to trade, the Council is allowed to trade with the private sector to carry out its ordinary functions. However, the trading must be done through a company. This trading power is further supported by its general power of competency to generally do anything for a commercial purpose, unless there are restrictions.

6.1.5 The main restriction is that the commercial purpose or trading must be done through a company, as mentioned above. What this means is that the Council has the power to set up a JVCo to deliver the business schemes, and for the JVCo to be equally owned by the Council and the private sector Fund. Before the Council exercises its trading powers, the Council has also considered statutory trading guidance regarding its powers. In accordance with the trading guidance, the Council must approve the attached Business Case containing the proposals before trading starts. The trading guidance is listed in the section ‘Background Information’.

- 6.1.6 In addition to its trading powers, the Council also has a statutory investment power that it may rely upon in order to buy shares in the JVCo and/or invest in the Fund. Where the Council exercises its investment power in the Fund, it must invest in accordance with its overall investment strategy (the Treasury Management Strategy (TMS)). This report includes a recommendation to request Council to amend the TMS to take account where the Council invests in the Fund by taking units in the Fund. If the Council chooses to take units in the Fund, the Council must establish a separate company, which will be a decision for a later date. It should also be noted that in accounting terms, the regulations classify that the purchasing of shares in the JVCo is capital expenditure, and differentiate between this and the investment in the Fund.
- 6.1.7 These proposals also commit the Council to sell a number of its property assets through specific Option Agreements, providing that the trigger conditions in the Option are met. The Council has the legal power to dispose of its assets in this way, but it has to be careful that it obtains “best consideration” for these, or potential state aid implications might arise.
- 6.1.8 The sale of assets as proposed within this report would be for an independently verified market value, assessed at the time the sale takes place, which provides assurance that the Council will be fulfilling its requirement to obtain best consideration. This also removes any state aid implications.

6.2 Constitution – Terms of reference and Cabinet’s Recommendations

- 6.2.1 The Council’s Constitution, in Part 3, Executive Functions, paragraph 3.2 states the Terms of References of the Cabinet including:
- *‘3.2.3 To take a leading role in promoting the economic, environmental and social well- being of the area.*
 - *3.2.4 To promote the Council’s corporate and key strategies and Peterborough’s Community Strategy and approve strategies and cross cutting programmes not included within the Council’s major policy and budget framework.*
 - *3.2.7 To be responsible for the Council’s overall budget and determine the action required to ensure that the overall budget remains with the total cash limit.’*

6.2.2 All the decisions to establish the proposal are executive decisions falling within the Cabinet’s Terms of Reference above. Those decisions recommended to Council are limited to amendments of budget documents or constitutional powers necessary to achieve the proposal.

6.3 Procurement and state aid

- 6.3.1 The nature of the proposals in this Cabinet report means that they are not subject to a procurement requirement. In the case of the Council’s interactions with the Fund, these would principally take the form of the sale of assets from the Council to the Fund. This is an action that is exempt from the relevant public contract regulations and therefore does not raise a procurement requirement. The investment that the Council would make in the JVCo is also not subject to public procurement.
- 6.3.2 Whilst it is not a situation considered likely to arise, if the JVCo wanted to undertake work for the Council, Cabinet should note that the JVCo would have to compete for any

contracts in the same manner any other private company would. This is because it is a private firm that is not wholly owned or controlled by the Council.

- 6.3.3 In terms of state aid, as noted in 6.1.7 above, a concern could emerge if the Council disposed of an asset for less than “best consideration”. These proposals would specifically provide for the Council receiving an agreed market value consideration for its assets at the time of transfer, regardless as to whether it receives this in cash or units within the Fund, and as such no state aid implication would arise from such transactions.

6.4 Other statutory Considerations

- 6.4.1 The Council has general duty to have regard to the Equality Act 2010. The Council has in accordance with its statutory obligations considered the impact on equalities arising from its proposal. From its initial assessment, the Council considers that there is no equalities impact which requires action or any adverse qualities impact on any protected group. The Equality impact Assessment is listed in the section ‘Background Documents’.
- 6.4.2 There are a number of other statutory considerations (Human Rights Act 1998, Crime and Disorder Act 1998 - as modified) which are considered not to have any implications for this proposal.

7 CONSULTATION

- 7.1 These proposals have been developed through extensive internal consultation with officers from finance and legal services, including the Head of Strategic Finance and the Director of Governance, both of whom have been involved in developing and refining the proposals.

8 ANTICIPATED OUTCOMES

- 8.1 That a Joint Venture Company will be established, unlocking in the region of £130m of new funding for taking forward key growth sites in the city, especially those in the city centre.

9 REASONS FOR RECOMMENDATIONS

- 9.1 The proposals within this report offer the Council an opportunity to unlock significant investment to help bring forward key city centre regeneration sites, allowing the Council to further the city’s growth and regeneration with minimal additional investment whilst delivering potential financial and other benefits to the Council and the city.

10 ALTERNATIVE OPTIONS CONSIDERED

10.1 Use of prudential borrowing

- 10.1.1 The Council has the ability to obtain finance directly from the Public Works Loan Board at preferential rates of interest. It could choose to borrow in this way and invest in some specific growth projects, either itself or through financing of a wholly owned delivery model.
- 10.1.2 There are, however, limitations to this approach that limit its attractiveness. For example, most of the schemes that the joint venture would enable would not create operational Council buildings on Council land. They are schemes for the city, not for the Council, and would not be schemes the Council would normally fund from borrowing.
- 10.1.3 There is also a cost to borrowing finance in this way, and the nature of regeneration schemes tends to result in significant upfront costs and delayed returns, so were the

Council to take this approach there would be a period of time where it is paying a substantial interest charge without receiving income or receipts from a sale of capital assets that a scheme creates to offset this. It would also mean that the Council is taking on 100% of the risk in the development. With the Council forecasting a budget deficit in 2015/16 of £18m, this approach would be extremely difficult.

10.2 Traditional Local Asset Backed Vehicle

10.2.1 A Local Asset Backed Vehicle (LABV) is a partnership or joint venture between a public body and a private sector investment partner, normally over the medium or long-term. The public partner generally inputs assets, with the private sector partner providing finance and technical expertise. In the past, there have been some high-profile examples created in the UK, but they are now less favoured. For example, the private sector firm that created the first UK LABV with Croydon Borough Council, John Laing, announced in January 2013 it would not be involved in any future partnerships.

10.2.2 The level of delivery of schemes by LABVs has been lower than expected. Where they work best is where there are 'oven-ready' schemes and it is clear how to get the best out of specific sites. Peterborough has a number of complex regeneration sites that are not well-matched to this approach. LABVs, by their nature, also tend to be constrained to work on sites the relevant public body has transferred to them, whereas the JVCo proposed here would be free to work more widely if its Board approved.

10.3 Allow the market to drive growth

10.3.1 Whilst the UK economy is slowly recovering, it remains fragile. There are still many difficulties around bank lending and financing options that restrict the ability of the market to deliver growth projects. Peterborough has a number of key strategic sites, such as Fletton Quays, which failed to come forward during the height of the economic boom. With significantly less public sector subsidy available today and more difficulties in raising private finance, relying on the market alone could be a significant risk. Despite Peterborough's recent development successes, the market will also want to cherry-pick the easier, lower risk sites and leave the more difficult ones – of which the city has a number.

11 OTHER IMPLICATIONS

11.1 Staffing Implications

11.1.1 A number of staff within the growth team may be affected by these changes and this will be dealt with in accordance with the council's normal employment policies and procedures, in consultation with those staff and the trade unions.

11.2 Property Implications

11.2.1 As outlined in section 4.3.3 there will be a change to the Capital Disposals programme and the MTFs will be amended to reflect this.

11.2.2 On a day-to-day basis it will be necessary to consult with the JVCo to ensure that any works undertaken on the assets identified for transfer does not lead to unwarranted expenditure. Overall this will allow the Council to target expenditure on those assets which have a long term future and give us greater certainty regarding our future financial liabilities.

12 BACKGROUND DOCUMENTS

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

- Cabinet Report: “Peterborough’s New Growth Delivery Arrangements” (<http://democracy.peterborough.gov.uk/ieDecisionDetails.aspx?ID=248>)
- Cabinet Report: “Delivery Strategy for South Bank & Surrounding Areas” (<http://democracy.peterborough.gov.uk/ieDecisionDetails.aspx?ID=640>)
- ‘General Power for Local Authorities to Trade in Function Related Activities Through a Company’
- Equality Impact Assessment dated 07/02/2014

SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 10
7 APRIL 2014	Public Report

Report of the Executive Director of Growth and Regeneration

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**PETERBOROUGH COMMUNITY INFRASTRUCTURE LEVY (CIL) –
DRAFT CHARGING SCHEDULE (DCS) AND DRAFT PLANNING CONTRIBUTIONS
SUPPLEMENTARY PLANNING DOCUMENT (SPD) UPDATE**

1. PURPOSE

- 1.1 This report is submitted to Scrutiny Committee for information and comment. The purpose of the report is to draw attention to important proposed changes to the way in which we collect and administer developer contributions in the light of recent statutory and regulatory changes instigated at the national scale. The report sets out the proposed timetable through to CIL adoption.

2. RECOMMENDATIONS

- 2.1 The Committee is invited to
- comment in relation to the proposals set out in this report, most notably the proposed Draft Charging Schedule and charge rates, prior to finalisation and consideration by Cabinet and Council in June and July respectively.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The CIL and associated matters cut across all four priorities of the SCS. Without infrastructure, or the funds to deliver infrastructure, none of the priorities could be achieved.

4. BACKGROUND

- 4.1 A number of changes to the way local authorities can collect and distribute developer contributions have and are being implemented. These changes are being driven by legislative and statutory changes at the national level. In order to continue to secure ‘developer contributions’ for investment in infrastructure considered critical to accommodate our growth targets and maintain sustainable communities, we need to make changes to our existing systems and processes. The main thrust of these changes is through the adoption of a Community Infrastructure Levy which, once consulted upon, approved through independent examination and adopted by Council, will replace the current Peterborough Planning Obligations Implementation Scheme (POIS). This report reminds the committee about what CIL is about, how it will work, and timetable for adopting a CIL around April 2015.

5. KEY ISSUES

5.1 **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

5.1.1 Changes to the way local authorities can collect and distribute developer contributions are being driven by legislative and statutory changes at the national level. The main thrust of these changes is through the adoption of a Community Infrastructure Levy.

CIL Charging Schedule

5.1.2 Before a CIL Charging Schedule is adopted it must go through two formal rounds of consultation, followed by an independent examination. The first round, known as the Preliminary Draft Charging Schedule stage occurred in Nov/Dec 2012. It took note of SG&EC SC's explicit request to '*ensure that an element of the CIL receipts are ring-fenced for spend by Neighbourhood Committees and that they are distributed to each Neighbourhood Committee on an equal basis*'.

5.1.3 The second round known as the Draft Charging Schedule stage is proposed for August/September 2014 and precedes an independent examination later in 2014. A successful examination would allow adoption of the Peterborough CIL Charging Schedule by April 2015, given Full Council support.

5.1.4 April 2015 is a key date. From April 2015 it will be unlawful for Local Authorities to pool contributions from more than 5 planning obligations secured via Section 106 agreements for funding any single infrastructure project. In effect, this makes our current S106/POIS¹ tariff-based system unlawful from April 2015 and a CIL will become the only available mechanism to pool funds. At the same time as the CIL is adopted in Peterborough, it will be necessary to revoke the existing POIS SPD.

5.1.5 The CIL Proposed Draft Charging Schedule (Appendix A) sets out '£ rates per m²' for different development types that are liable to pay the charge (usually all new dwellings and most new floorspace over 100m² for buildings which are normally occupied by persons).

5.1.6 The setting of a CIL charge for development must be based on viability grounds and backed up by the demonstration of an infrastructure funding gap. A supporting viability study has been commissioned which forms the basis of the proposed CIL Charging Schedule rates. CIL cannot be used as a policy mechanism i.e. you cannot: set artificially low rates in order to attract development, or too high rates if this would make the majority or specific types of development unviable.

5.1.7 The regulations now allow for differential rates to be set by geographical zone, by land use, by scale of development or a combination of those approaches (this has not always been the case). Zero rates can also be set where viability evidence shows that development across the area would be unviable because of the imposition of a charge. The proposed Draft Charging Schedule utilises these options. (See Appendix A).

5.1.8 Officers recommend that Discretionary Charitable Relief and Discretionary Relief for Discount Market Sale developments is not included in our policy, because of the complexity and infrequent likely use of such relief.

5.1.9 Officers do recommend that the council includes the use of Discretionary Relief for Exceptional Circumstances and a local Instalments Policy to spread the cost of CIL liability payment. These recommendations on various optional 'Reliefs' are not unusual or controversial, and are in line with other councils.

5.1.10 The 2014 CIL Regulations exempt self-build homes, and residential extensions and / or annexes from the levy.

5.1.11 A number of points raised in the first consultation have been considered, leading to recommended changes to the proposed Draft Charging Schedule (Appendix A). The significant

¹ POIS – Peterborough Planning Obligations Implementation Scheme SPD (Feb 2010)

recommended changes are :-

- A likely charge rate of £NIL/m² for all business development (B1 to B8 uses). The PDCS rate (previously) was £10/m².
The £10/m² charge was a cause of concern by a number of representors during the first round of consultation. It also tended to contradict the published viability evidence. This matter has now been addressed and the rate is comparable with neighbouring authorities (see Appendix C).
- Introduction of three geographical charge zones across Peterborough for residential development. The zones will reflect the broadly different residential values across Peterborough, and the significant S106 obligations that will remain for development of strategic sites. It is recommended in total that there should be three different charge rate zones. These are mapped in Appendix B.
The lack of property value distinction across Peterborough, notably from east to west, was raised and queried by a number of people at the previous round of consultation. The proposed charging zones are more sensitive and reflective of the differences. This is considered to be fair and evidenced based.
- The CIL charge for a typical single 3 bed house in a small-scale development scheme is likely to range from £12,600 in the higher charge area to £9,000 in the lower charge area. Recognising the increased S106 obligations for developments involving 15 or more dwellings (e.g. affordable homes provision), the rate for a 3 bed house on a site of 15 or more dwellings is likely to range from £6,300 to £1,350 dependent on location.
This compares with the current city-wide POIS charge of £6,000 for a 3 bed house.
- The proposed retail charge rates are generally lower than those set out at the earlier stage of consultation (PDCS stage), reflecting latest evidence and best practice nationally.
The rates proposed in the earlier version were amongst the highest nationally, provoking many related comments. The new rates and types are considered to be more reasonable and appropriate in all respects.
- The spending of CIL funds
This topic engaged many persons, even though it is not a matter for the CIL examination process nor adoption. The matter is addressed below.

5.1.18 Over the past year, work to fully understand the cost implications of planning policy developer contributions and the likely interaction between S106 planning obligations and CIL has been undertaken. This work has been passed to consultants Peter Brett Associates who have re-run the CIL Development Viability Study to determine proposed CIL charge rates for the Draft Charging Schedule. The refreshed CIL Development Viability Study will be available for public viewing in late May 2014, prior to the Cabinet meeting in June 2014.

5.2 **DEVELOPER CONTRIBUTIONS**

5.2.1 The council expects new development to contribute to site related and other infrastructure needs through a combination of the following mechanisms :-

- Planning **conditions** (Site/development related)
- Planning **obligations** to secure developer contributions or works in kind e.g. s106 Agreements or Unilateral Undertakings (site/development related)
- Peterborough Community Infrastructure Levy (**CIL**) (Strategic, local and city wide requirements)

5.2.2 Although CIL will replace some elements of S106 planning obligations, S106 obligations will still play an important on-going site specific role. They will be used for site-specific

infrastructure or mitigation required to make a development acceptable in planning terms. The principle is that all eligible developments must pay a CIL as well as, any site specific requirement to be secured through S106 obligations.

5.2.3 For clarity and transparency, it is important to identify the relationship between S106 obligations and CIL; and to make clear the circumstances when each will or won't be used. This inevitably involves making choices about which infrastructure types or projects will be funded from S106 obligations or CIL.

5.2.4 The relationship between S106 and CIL will be set out clearly in a Planning Contributions Supplementary Planning Document (SPD) which is currently under preparation. The SPD will be made available in draft for consultation alongside the CIL Draft Charging Schedule, though it will not be required to pass through an examination. A summary of this relationship is set out in Appendix D.

The Scrutiny Committee will have an opportunity to review the emerging SPD prior to its adoption.

5.3 **DRAFT CIL REGULATION 123 LIST**

5.3.1 The Reg 123 List lists all known infrastructure projects or types that could be funded in whole or in part by CIL funds. The relationship between S106 and CIL is also influential in shaping the CIL Regulation 123 List (Reg.123 List), a list that needs to be made available alongside the Draft Charging Schedule at the time of examination. (See Appendix E).

5.3.2 In turn, in order for Charging Authorities (Peterborough City Council in this instance) to justify setting a CIL, they need to demonstrate that CIL rates will not make overall development of the area unviable (which is the purpose of the CIL Development Viability Study); but also demonstrate that they have an '*infrastructure funding gap*'.

5.3.3 The '*infrastructure funding gap*' is calculated by taking into account what infrastructure will be funded by S106 obligations, other available internal and external funding sources and forecast CIL revenue. In simple terms, forecast CIL revenue mustn't be greater than the costed items in the CIL Reg. 123 List.

Forecast CIL Revenue 2015-2031

5.3.4 Forecast CIL revenue is approximately **£29 million** over the sixteen year period to 2031 (i.e. £1.8 million per annum on average, but this will vary considerably year to year). This figure assumes that the Great Haddon proposal has permission before the CIL Charging Schedule is adopted.

5.3.5 This forecast income is notably less than the £67 million forecast at the previous stage ie Preliminary Draft Charging Schedule stage. This is due to the combined effect of a) generally lower charge rates, b) reducing the charge rate to NIL for commercial development (each on viability study evidence) and c) significant new planning applications have progressed since the PDCS stage, such as the Great Haddon employment area and the Great Haddon urban extension, for which S106 contributions of £3.3million and £75million have been secured and negotiated respectively (and hence will not pay CIL).

5.4 **SPENDING CIL RECEIPTS**

5.4.1 The CIL Reg's 2013 were helpful in this respect, in that they specified the 'minimum meaningful proportion' to be passed to Parish Councils. This is highlighted below.

CIL Revenue split	Proportion of total where development has taken place
'Meaningful Proportion' for neighbourhoods	15% capped at £100 per existing council tax dwelling
Neighbourhoods with an adopted Neighbourhood Plan	25% uncapped

5.4.2 For communities without a Parish Council the 15% incentive still remains. In such areas (probably wards in urban areas, and parishes in rural areas without a parish council) the charging authority will retain the Levy receipts but should engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding. The governance of how this will be achieved has yet to be determined, but is not a matter subject to CIL examination.

5.4.3 **Proposed CIL funding split.**

For the remaining CIL revenue it is proposed that the funds will be managed by the charging authority, along the same lines as POIS contributions are currently managed, with the broad funding split as indicated below.

Remaining CIL Revenue will be provisionally split across the themes as indicated below Precise governance arrangements yet to be agreed.	
Transport	30%
Education & Skills	40%
Community Infrastructure	10%
Utilities Services	5%
Emergency Services / Health & Well Being	5%
Environmental Sustainability	10%
Total	100%

5.4.4 A user-friendly guide titled: 'How CIL may work in Peterborough: A Simple Guide' will also be published on the city council website.

6. IMPLICATIONS

6.1 Representations made at the Preliminary Draft Charging Schedule stage of consultation have been carefully considered and have helped to shape and determine many of the inputs into the CIL Draft Charging Schedule. The majority of representations came from landowners, businesses and developers and many of the issues raised have been addressed.

The important message to get across is that the sum total of the costs being placed on developers and landowners through this mechanism is not dissimilar to the current POIS, which the CIL will be replacing.

6.2 **Legal Implications** – The proposed changes have been prepared and will be consulted on in accordance with the regulations and statutory guidance issued by national government. There are legal implications arising from the changes relating to the implementation, monitoring and enforcement of the CIL once adopted and implemented.

6.3 **Financial Implications** – There are financial implications in terms of the way we collect, administer and spend CIL receipts.

6.4 **Human Resources** – Can be delivered within existing resources but will potentially require additional training and changes to existing work practises.

6.5 **Equality & Diversity** – The changes will have a positive impact on our customers and help to ensure continued investment in infrastructure considered critical to maintaining sustainable communities.

7. CONSULTATION

7.1 The Regulations require a minimum of 6 weeks public consultation on the proposed Draft Charging Schedule. Subject to approval at Full Council (in July 2014), the CIL Draft Charging Schedule will be available for public consultation in August/September 2014. Normally, only developers / agents respond to such consultation, rather than the general public.

7.2 The CIL DCS and supporting documentation (particularly the Infrastructure Delivery Schedule) have been prepared by working closely with infrastructure providers across the board. This documentation has been considered by a wide range of consultees.

8. NEXT STEPS

- 8.1
- **8 April 2014** - P&EPC
 - **June or July 2014** - Cabinet asked to approve CIL DCS for the purpose of public consultation and examination.
 - **July 2014** - Full Council asked to approve CIL DCS for the purpose of public consultation and examination.
 - **August / Sept 2014** – 6 weeks public consultation.
 - **December 2014** – Independent Examination
 - **March/April 2015** - Full Council Meeting for formal Adoption once any amendments proposed by the examiner have been addressed.

9. BACKGROUND DOCUMENTS



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

- 9.1
- Peterborough City Council Community Infrastructure Levy Study, Roger Tym and Partners (2012)
 - Peterborough Planning Obligations Implementation Scheme SPD (2010)

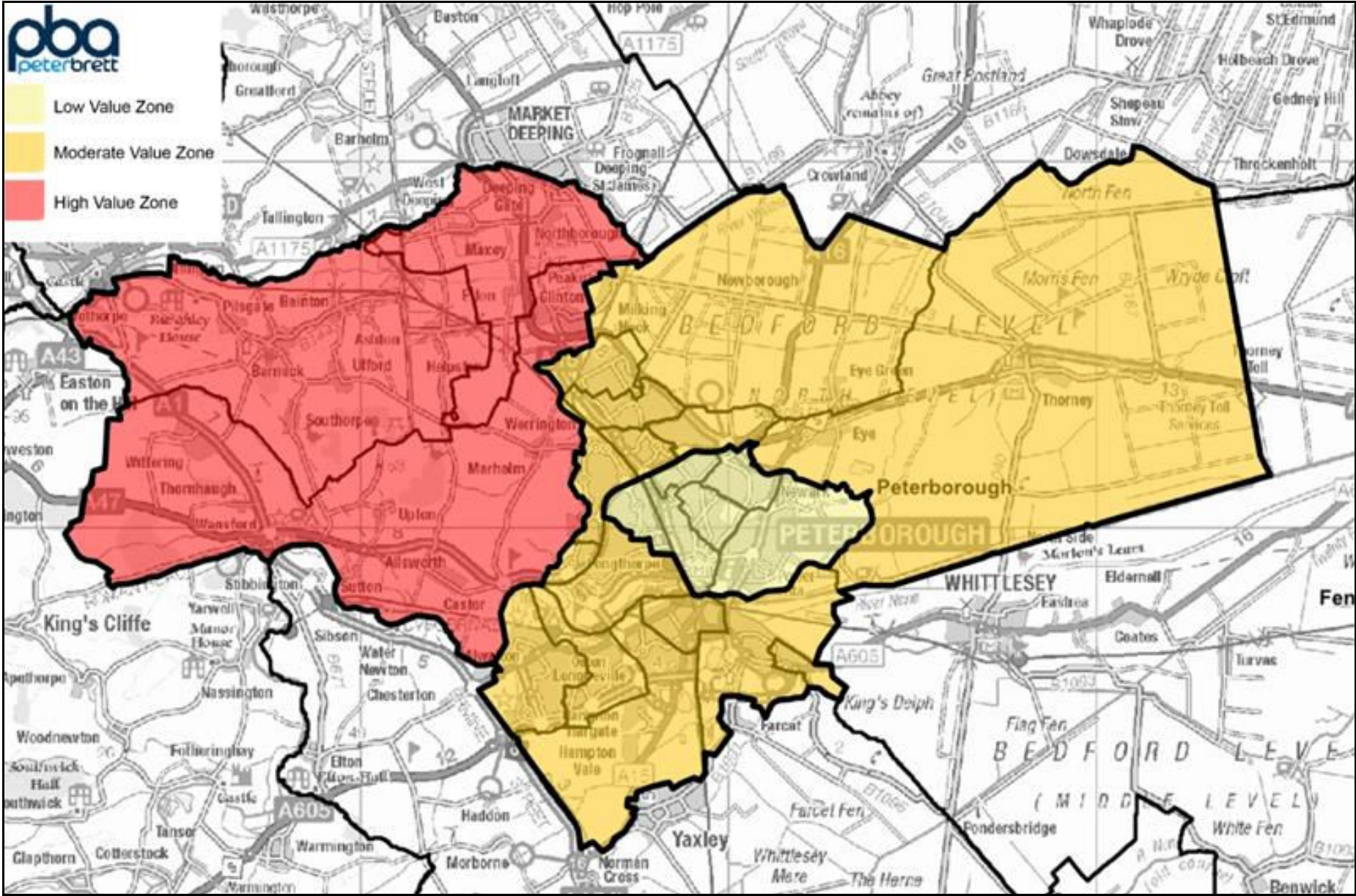
10. APPENDICES

- 10.1
- Appendix A: Proposed Draft Charging Schedule
 - Appendix B: Map showing Proposed Residential Development Charging Zones.
 - Appendix C: Neighbouring Authorities – CIL Charges.
 - Appendix D: The Proposed Relationship between S106 and CIL in Peterborough
 - Appendix E: Draft Peterborough CIL Regulation 123 List.

**APPENDIX A
PETERBOROUGH CIL - PROPOSED DRAFT CHARGING SCHEDULE**

 			
<h2 style="color: #0070C0;">CIL Proposed Draft Charging Schedule</h2>			
Development Type	Charging Zone		
	High	Medium	Low
Market Housing on sites of less than 15 units	£140	£120	£100
Market Housing on sites of 15 or more units	£70	£45	£15
Apartments on sites of less than 15 units	£70	£45	£15
Strategic Sites 500+ dwellings	£15	£15	£15
Supermarket	£150		
Retail Warehouse	£70		
Neighbourhood Convenience	£15		
All other development	£0		
All charges are £ per msq.			

APPENDIX B
PETERBOROUGH CIL - PROPOSED DRAFT RESIDENTIAL CHARGING ZONES



APPENDIX C - NEIGHBOURING AUTHORITIES - CIL CHARGES

As at 25.02.14

AUTHORITY	CURRENT STATUS	CHARGES
Cambridge City	DCS – Going through Committee cycle. Adopt early 2015	£125/m2 Residential & Student Accommodation. £75/m2 Retail £0/m2 All other development
East Cambridgeshire	CIL came into force on 1 st Feb 2013	£40/m2 Residential Zone A (Littleport & Soham) £70/m2 Residential Zone B (Ely) £90/m2 Residential Zone C (Rest of District) £120/m2 Retail £0/m2 All other
South Cambridgeshire	PDCS 19 th July 2013 DCS – Due April 2014	£100/m2 Residential £0/m2 Residential Strategic Sites £125/m2 Residential land north Teversham Drift £50/m2 Retail (up to 280m2) £125/m2 Retail (>280m2) £0/m2 All other uses
Huntingdonshire	CIL approved 25 th April 2012	£85/m2 All development types, except:- £40/m2 Retail (up to 500m2) £100/m2 Retail (>500m2) £60/m2 C1 Hotels £45/m2 C2 Nursing Homes £65/m2 D1 Health £0/m2 B1, B2, B8, Community Uses (within D1 except Health & D2) & Agriculture
Fenland District Council	Commencing Viability Study work (Feb 2014)	

Rutland County Council	PDCS May 2013	<p>£100/m2 Residential</p> <p>£10/m2 Distribution B8</p> <p>£150/m2 Food Retail (Supermarkets)</p> <p>£150/m2 Retail Warehouses</p> <p>£150/m2 Hotel C1</p>
East Northamptonshire Council	PDCS Nov 2012	<p>£150/m2 Residential (High Value – Pink on Map)</p> <p>£100/m2 Residential (Med Value – Yellow on Map)</p> <p>£50/m2 Residential (All other areas – Blue on Map)</p> <p>£125/m2 Retail (>280m2)</p> <p>£0/m2 All other</p>
South Kesteven District Council	“The Council has not yet made a decision on the introduction of CIL.” (Feb 2014)	
South Holland District Council	Still considering whether to have CIL – Viability assessment to be done. (Feb 2014)	

Appendix D
Likely relationship between S106 and CIL

	Residential development on non-strategic sites (1- 499 dwellings)		Residential development on strategic sites (500+ dwellings)	
	CIL £15 - £140/m ²	S106 Obligation	CIL £15/m ²	S106 Obligation
Infrastructure Type	Contribution can be used for	Contribution can be used for	Contribution can be used for	Contribution can be used for
Transport	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Education	✓ (Off-site provision)	✗ (No Site Specific Prov'n if <500 dwellings)	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Affordable Housing	✗	✓ (Site Specific Prov'n if >14 dwellings)	✗	✓ (Site Specific Prov'n)
Lifetime Homes	✗	✓ (Site Specific Prov'n if >14 dwellings)	✗	✓ (Site Specific Prov'n)
Wheelchair Homes	✗	✓ (Site Specific Prov'n if >50 dwellings)	✗	✓ (Site Specific Prov'n)
Emergency Services	✓	✗	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Primary Health Care	✓	✗	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Crematorium/Burial grounds	✓	✗	✓	✗
Non-Strategic Outdoor Open Space	✓(Off-site provision)	✓ (Site Specific Prov'n if >14 dwellings)	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Strategic Outdoor Open Space	✓	✗	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Strategic Green Infrastructure	✓	✗	✓ (City-wide. Projects Only)	✗
Indoor Sports Facilities	✓	✗	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Community Buildings	✓(Off-site provision)	✗ (No Site Specific Prov'n if <500 dwellings)	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Libraries, Museum and Life Long Learning	✓	✗	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Public Realm	✓	✗	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Environment Capital	✗	Condition	✗	Condition / ✓ (Site Specific Prov'n)
Site Drainage	✗	Condition	✗	Condition
Flood Risk Management & Protection	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Waste Management	✓ (City-wide. Projects Only)	Condition	✓ (City-wide. Projects Only)	✓ (Site Specific Prov'n)
Other Infrastructure	Refer to CIL R.123 List	Case by Case	Refer to CIL R.123 List	Case by Case

Key				
✓	Only CIL may be used for this infrastructure type/project			
✘	CIL or S106 planning obligation will not be sought for this infrastructure type/project (as appropriate column)			
Condition	Site specific matters relating to this infrastructure type most likely to be covered by condition i.e. use of planning obligation unlikely.			
✓ (City-wide. Projects Only)	CIL will be charged, but may only be used on city-wide projects or strategic projects.			
✓ (Off-site provision)	CIL will be charged, but may only be spent for off-site provision where on-site provision is not feasible. This may include off-site local or neighbourhood level projects (as opposed to solely city-wide or strategic projects).			
✓ (Site Specific Prov'n)	Infrastructure secured through a S106 planning obligation that is required to be delivered on-site, but can include off-site works within the immediate vicinity, that are required to mitigate unacceptable consequences of the proposal, such a new road junction/improvement.			
✓ (Site Specific Prov'n if >X dwellings)	S106 planning obligation will only be sought on developments involving more than the specified numbers dwellings for site specific provision infrastructure of the type listed.			

Draft CIL Regulation 123 List

Peterborough City Council Community Infrastructure Levy Draft Regulation 123 List

(To accompany the Community Infrastructure Levy Draft Charging Schedule consultation)

The infrastructure listed below will be eligible to be funded through the Community Infrastructure Levy.

The Draft Regulation 123 list, as set out below, defines which projects and/or types/sections of infrastructure that the Council will fund through CIL revenues. It will take effect upon the implementation of the Council's CIL Charging Schedule. The list is not definitive, and in no order of priorities, as no formal decisions have yet been taken to confirm how CIL funds will be allocated amongst the listed infrastructure projects. It is a list of infrastructure that CIL could be used to fund, subject to council priorities and the levels of available CIL funding.

CIL Draft Regulation 123 List -

Infrastructure types and/or projects that will, or may, be funded in whole or in part by CIL:

Development Specific (Non-CIL funded) infrastructure	Remaining Infrastructure (CIL funded)
Local site-related road / transport requirements	Remaining Roads and other Transport facilities
Site specific education provision contributions on strategic sites.	Remaining Educational facilities
Site specific health provision contributions on strategic sites.	Remaining Health facilities
Site specific indoor sports and recreational facilities contributions for developments on strategic sites.	Remaining Indoor Sports and Recreational facilities
Site specific community buildings contributions on strategic sites.	Remaining Community buildings
Site specific library, museum, and life-long learning provision contributions on strategic sites.	Remaining library, museum, and life-long learning facilities
Site-specific waste management provision contributions	Remaining Waste Management infrastructure
Site specific emergency services contributions on strategic sites.	Remaining Emergency services
Local site-related utility requirements	Remaining Utilities
Local site-related flood risk management solutions/ requirements	Remaining Flood defences
Site specific public realm contributions on strategic sites.	Remaining Public Realm infrastructure
Site specific strategic outdoor open space contributions for developments on strategic sites.	Remaining strategic outdoor open space infrastructure
Site specific non-strategic open space provision contributions for sites over 14 dwellings	Remaining non- strategic outdoor open space infrastructure Crematorium and Burial Grounds infrastructure Strategic Green infrastructure

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 11
7 APRIL 2014	Public Report

Report of the Director of Governance

Report Author – Paulina Ford, Senior Governance Officer, Scrutiny

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

FORWARD PLAN OF 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 Forward Plan of 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 Forward Plan of Key Decisions is attached at Appendix 1. The Forward Plan 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 18 April 2014.
- 3.2 The information in the Forward Plan of 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 Forward Plan is published fortnightly any version of the Forward Plan 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 Forward Plan of 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 – Forward Plan of Key Decisions published on 21 March 2014

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF KEY DECISIONS

PUBLISHED: 21 MARCH 2014

FORWARD PLAN OF KEY DECISIONS

In the period commencing 28 days after the date of publication of this Plan, 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 Elsey; Cllr Fitzgerald; Cllr Holdich (Deputy Leader); Cllr North; Cllr Seaton; Cllr Scott; and Cllr Walsh.

This Plan 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 Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Gemma George, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268.

Whilst the majority of the Executive's business at the meetings listed in this Plan 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 Plan, 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 Gemma George, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039), e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268. 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 Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

KEY DECISIONS FROM 18 APRIL 2014

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	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>S75 Agreement Between the Council and Cambridgeshire and Peterborough CCG - KEY/18APR/01 To formalise integrated community equipment service joint funding arrangements.</p>	<p>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</p>	<p>April 2014</p>	<p>N/A</p>	<p>Scrutiny Commission for 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>
<p>Award of Contract for Build of a Waste Transfer Station - KEY/18APR/02 To award a contract for the build of a waste transfer station.</p>	<p>Councillor Gavin Elsey Cabinet Member for Culture, Recreation and Waste Management</p>	<p>May 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>Award of Contract for Build of a Household Recycling Centre - KEY/18APR/03 To award a contract for the build of a household recycling centre.</p>	<p>Cabinet Advisor to the Cabinet Member for Culture, Recreation and Waste Management (Culture and Recreation) Cabinet Member for Culture, Recreation and Waste Management</p>	<p>May 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
PREVIOUSLY ADVERTISED DECISIONS							
<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>March 2014</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>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>Between 2 Nov 2013 and 30 May 2014</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>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>March 2014</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>Amendments to the Affordable Housing Capital Funding Policy - KEY/04OCT13/02 To agree the amendments to the Affordable Housing Capital Funding Policy.</p>	<p>Cabinet</p>	<p>28 Apr 2014</p>	<p>Yes</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Kay Policy and Strategy Manager Tel: 01733 863795 richard.kay@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>Strategy for People with Dementia and their Carers - KEY/04OCT13/05 To approve the Dementia Strategy.</p>	<p>Cabinet</p>	<p>30 Jun 2014</p>	<p>N/A</p>	<p>Health Issues</p>	<p>Service users, relevant departments and Scrutiny Commission for Health Issues.</p>	<p>Rob Henchy Commissioning Manager Tel: 01733 452429 rob.henchy@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Long Causeway Public Realm Improvements - KEY/15NOV13/01 To award the contract to undertake engineering works as part of the Long Causeway Public Realm Improvement 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>March 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Mullins Project Engineer/Development Engineer Tel: 01733 453548 simon.mullins@peterborough.gov.uk</p>	<p>CMDN - Long Causeway Public Realm Improvements PUB</p>
<p>S256 Agreement between the Council and Cambridgeshire and Peterborough CCG - KEY/15NOV13/03 To agree the transfer of funding for social care.</p>	<p>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</p>	<p>March 2014</p>	<p>N/A</p>	<p>Health Issues</p>	<p>Relevant stakeholders.</p>	<p>Paul Stevenson Interim Head of Finance Tel: 01733 452306 paul.stevenson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>To Award a Contract for the Installation of a District Heating Scheme System - KEY/29NOV13/02 To award a contract for the installation of a district heating system.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>June 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Steven Morris Client Property Manager Tel: 01733 384657 steven.morris@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Older People's Day Service Review - KEY/10JAN14/05 To consult users and carers/ family members on proposals to develop a dementia specific day service.</p>	<p>Cabinet Member for Adult Social Care Cabinet</p>	<p>30 Jun 2014</p>	<p>Yes</p>	<p>Scrutiny Commission for 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>
<p>Local Transport Plan Programme of Works 2014/15 - KEY/24JAN14/01 To approve the Local Transport Plan Programme of Works 2014/15.</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>April 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</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>Integrated Community Equipment Service Contract Award - KEY/24JAN14/02 To seek approval for the award of contract to provide an Integrated Community Equipment Service.</p>	<p>Councillor Wayne Fitzgerald Cabinet Member for Adult Social Care</p>	<p>March 2014</p>	<p>N/A</p>	<p>Scrutiny Commission for 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>
<p>Approval of Community Asset Transfer of Gladstone Park Community Centre - KEY/24JAN14/03 Approval for the Council to enter into a full repairing lease with the recommended provider under the terms of the Community Asset Transfer Strategy.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2014</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Emma Everitt Project Support Officer emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Community Based Supported Living Service - KEY/07FEB14/01 Award of a one year contract to Turning Point Services for the period 1 April 2014 – 31 March 2015. The contract is for the provision of home care services to adults with a learning disability living in supported living services. The</p>	<p>Cabinet Member for Adult Social Care Cabinet Member for Adult Social Care</p>	<p>March 2014</p>	<p>N/A</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mubarak Darbar Head of Commissioning Learning Disabilities Tel: 01733 452509 mubarak.darbar@peterborough.gov.uk</p>	<p>CMDN - Extension of Contract to Turning Point Ltd for the Provision of Community Based Supported Living PUB</p>

<p>one year contract is an extension of a current contract.</p>				<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</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>Section 75 Agreement with the Clinical Commissioning Group (CCG) for the Provision of a Joint Child Health and Wellbeing Commissioning Unit - KEY/21/FEB/14/01 Authorisation for the entry into a statutory Section 75 Agreement, for an initial two year period, with the CCG for the provision of a borderline and Peterborough joint child health and wellbeing commissioning unit.</p>	<p>Cabinet Member for Adult Social Care Cabinet Member for Adult Social Care</p>	<p>March 2014</p>	<p>N/A</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>Award of Contract for the Extension of Discovery Primary School - KEY/21/MAR/01 Award of contract for the extension of the Discovery Primary School to accommodate increased pupil</p>	<p>Cabinet Member for Education, Skills and University Cabinet Member for Education, Skills and University</p>	<p>June 2014</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities.</p>	<p>Relevant internal and external stakeholders.</p>		

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Sale of Greenwood House - KEY/21MAR/02 Delivery of the Council's Capital Receipt Programme through the sale of Greenwood House, South Parade.	Cabinet Member for Resources Cabinet Member for Resources	March 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Simon Webber Capital Receipts Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk	It is not anticipated that there will be any further documents.		
Sale of the Herlington Centre - KEY/21MAR/03 Delivery of the Council's capital receipts programme through the sale of the Herlington Centre, Orton Malborne.	Cabinet Member for Resources Cabinet Member for Resources	March 2014	N/A	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Howard Bright Growth Delivery Manager Tel: 452619 howard.bright@peterborough.gov.uk	It is not anticipated that there will be any further documents.		
Financial System Services - KEY/21MAR/04 To award the contract for the provision of a financial system.	Cabinet Member for Resources Cabinet Member for Resources	March 2014	N/A	Sustainable Growth and Environment Capital		Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk	It is not anticipated that there will be any further documents.		

<p>Transforming Day Opportunities for Adults Under 65 - KEY/21MAR/05 To provide an update on consultation and to seek approval to implement the recommendations contained within the report.</p>	<p>Cabinet Member for Adult Social Care Cabinet</p>	<p>24 Mar 2014</p>	<p>Yes</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mubarak Darbar Head of Commissioning Learning Disabilities Tel: 01733 452509 mubarak.darbar@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>
<p>Peterborough City Council Customer Strategy 2014 - KEY/21MAR/06 To approve the Customer Strategy. The vision is to provide a range of high-quality services whilst maximising customer satisfaction and delivering these services through different channels at the lowest reasonable cost, whilst also reducing or diverting demand.</p>	<p>Cabinet Member for Resources Cabinet</p>	<p>28 Apr 2014</p>	<p>Yes</p>	<p>Strong and Supportive Scrutiny Committee</p>		<p>Ricky Fuller ricky.fuller@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p>Assistive Technology Charging Policy - KEY/04APR14/01 To amend the Council's charging policy.</p>	<p>Cabinet Member for Adult Social Care Cabinet Member for Adult Social Care</p>	<p>April 2014</p>	<p>N/A</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Gedhey Adult Social Care mark.gedhey@peterboroughpct.nhs.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p>Housing Related Support Agreements 2014/15 - KEY/04APR14/02 To authorise the award of specific grant agreements for the provision of housing related support funded through the Housing Related Support (formerly Supporting People) Programme.</p>	<p>Cabinet Member for Resources Cabinet Member for Resources</p>	<p>April 2014</p>	<p>N/A</p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Sharon Malia Housing Programmes Manager Tel: 01733 863764 sharon.malia@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
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RESOURCES DEPARTMENT Executive Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Strategic Finance
Internal Audit
Schools Infrastructure (Assets and School Place Planning)
Corporate Property
Waste and Energy
Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

CHILDREN'S SERVICES DEPARTMENT Executive Director's Office at Bayard Place, Broadway, PE1 1FB

Safeguarding Family and Communities
Education
School Improvement
Special Educational Needs / Inclusion and the Pupil Referral Service

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

Care Services Delivery (Assessment and Care Management and Integrated Learning Disability Services)
Mental Health
Public Health (including Health Performance Management)

COMMUNITIES DEPARTMENT Director's Office at Bayard Place, Broadway, PE1 1FB

Strategic Commissioning
Safer Peterborough, Cohesion, Social Inclusion and Neighbourhood Management

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

Communications
Legal and Governance Services
HR Business Relations (Training and Development, Occupational Health and Reward and Policy)
Strategic Regulatory Services
Performance Management

GROWTH AND REGENERATION DEPARTMENT Director's Office Stuart House, St Johns Street, Peterborough, PE1 5DD

Strategic Growth and Development Services
Strategic Housing
Planning Transport and Engineering (Development Management, Construction and Compliance, Infrastructure Planning and Delivery, Network Management and Passenger Transport)
Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets and Commercial Trading and Tourism)

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SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE	Agenda Item No. 12
7 APRIL 2014	Public Report

Report of the Director of Governance

Contact Officer(s) – Paulina Ford – Senior Governance Officer
Contact Details - 01733 452508

WORK PROGRAMME 2014-2015

1. PURPOSE

- 1.1 The purpose of this report is to provide the Committee with a list of possible items to be included in the Committees 2014-2015 work programme.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee note the items listed at point 4 below for the 2014-2015 work programme and discuss in further detail at the next Group Representatives meeting where the work programme can be expanded further.

3. BACKGROUND

- 3.1 The work programme for the Committee is aimed at maintaining a strategic and coordinated work programme based on major areas of work from the various service areas within the Council and partner organisations that are covered within the remit of this committee. The review topics should take account of what is likely to be timely and relevant and to add value. The programme should incorporate the routine on-going work of the committee and the completion of reviews currently underway.

The work programme will necessarily be subject to continual refinement and updating throughout the year.

4. KEY ISSUES

- 4.1 The items listed below have been provided by the Resources and Growth and Regeneration Directorates and are provided as a starting point for discussion.
- Business Plans
 - Budget and Medium Term Financial Strategy
 - Contract Monitoring
 - Energy Monitoring
 - Draft Peterborough Flood Risk Management Strategy (and, probably, a final version later 14/15)
 - Carbon Reduction Commitment and Carbon Management Action Plan update
 - Environment Capital Action Plan Progress Report
 - CIL / Developer Contributions SPD updates (and possibly again, late 14/15)
 - Affordable Housing Capital Funding Policy amendments
 - Local Transport Plan, programme of works – 2015/16

5. NEXT STEPS

- 5.1 The committee to note the report and agreed to discuss the draft 2014-2015 work programme in further detail at a meeting before the next municipal year to ensure a focused work programme is in place for agreement at the first meeting of the year.

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