

## SCRUTINY COMMISSION FOR RURAL COMMUNITIES

**MONDAY 7 MARCH 2016**  
**7.00 PM**

**Bourges/Viersen Room - Town Hall**

### AGENDA

Page No

1. **Apologies for Absence**
2. **Declaration 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 Meeting Held on 11 January 2016** 3 - 8
4. **Customer Experience Programme - Investment in Communities** 9 - 38
5. **Rural Transport** 39 - 46
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7. **Forward Plan of Executive Decisions** 55 - 84

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### Committee Members:

Councillors: D Harrington (Chairman), E Murphy (Vice Chairman), J Stokes, R Brown, D Sanders, J Okonkowski and J R Fox

Substitutes: Councillors: B Rush, J Johnson, K Sharp, R Herdman and S Lane

### Independent Co-opted Members:

Joe Dobson, Helpston Parish Council  
Keith Lievesley, Ufford Parish Council  
Henry Clark, Peakirk Parish Council  
Philip Nuttall, Marholm Parish Council

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

**MINUTES OF A MEETING OF THE  
SCRUTINY COMMISSION FOR RURAL COMMUNITIES  
HELD IN THE  
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH  
ON 11 JANUARY 2016**

**Present:** Councillors: Harrington (Chairman), Murphy (Vice-Chairman), Sanders, Rush, Okonkowski, Stokes and J R Fox.

**Also Present:** Henry Clark Independent Co-opted Member  
Keith Lievesley Independent Co-opted Member  
Joe Dobson Independent Co-opted Member  
Philip Nuttall Independent Co-opted Member

**Officers in Attendance:** Adrian Chapman Service Director for Adult Services and Communities  
Karl Bowden Deputy Manager Safer Peterborough Partnership  
James Collingridge Amey Partnership Manager  
Debbie McQuade Assistant Director Adult Operations  
Gary Perkins Head of School Improvement  
Karen S Dunleavy Democratic Services Officer

**1. Apologies for Absence**

Apologies for absence were received from Councillor Brown. Councillor Rush was in attendance as substitute.

**2. Declaration of Interest and Whipping Declarations**

There were no declarations of interest or whipping declarations.

**2. Minutes of Meeting Held on 3 November 2015**

The minutes of the meeting were approved a true and accurate record.

**4. Environmental Aspect Of Rural Areas**

The Deputy Manager Safer Peterborough Partnership introduced the report which provided the Commission with an overview of the activities that could be delivered in the rural areas of Peterborough to ensure that environmental issues within the rural community remained relatively low. The report described what levels of environmental pollution existed, what activities were in existence in order to tackle the issues and explored some sustainable alternatives that would empower the rural community. Key issues highlighted within the report included:

- Fly Tipping Issues and Activities;
- General ASB Issues and Activities;
- Vehicle Nuisance ASB Issues and Activities;
- Current Key Activities;
- Sustainable Alternative Activities which included:
  - Rural Watch Patrols;
  - Wildlife cameras; and

- Rural Specials.

The Commission was asked to prioritise the schemes contained in the report or identify alternative schemes. Officers would then develop the business cases for these schemes further to inform a debate at a future Commission meeting ahead of any recommendations being made.

Questions and comments were raised around the following areas:

- Members asked where the 76 cases of hare-coursing incidents had occurred and if it had been a specific issue to the rural areas? *The Deputy Manager, Safer Peterborough Partnership advised that he believed that the figures related to the wider Peterborough area.*
- Members asked which areas of Peterborough would receive support of the special constables and what areas would be covered? *The Deputy Manager, Safer Peterborough Partnership confirmed that special constables would be deployed across wider Peterborough area;*
- Members asked who the members of the Police Service Volunteers were? *The Deputy Manager, Safer Peterborough Partnership confirmed that the members consisted of community residents that undertook similar responsibilities to a Speed Watch scheme. The Police Service Volunteers also had use of a CCTV van, which had acted as a deterrent.*
- Members asked whether the 54 incidents of fly tipping in the rural detailed within the report were accurate? *The Deputy Manager, Safer Peterborough Partnership confirmed that this would be checked and confirmation provided to the Commission.*
- Members also commented whether it would be possible to consider CCTV covert monitoring in rural fly-tipping hot spot areas?
- Members asked about the progress to introduce the use of covert cameras placed in coke can tins. *The Amey Partnership Manager confirmed that Amey were working with a company over the coke can covert camera technology. Members were also advised that the Council was required to adhere to the Regulation of Investigatory Powers Act 2000 (RIPA) regulations in respect of the use of covert monitoring activities.*
- Members commented that money could be saved in the long run if covert camera monitoring was utilised more by the Authority, which would act as a deterrent.
- Members commented on the remit of the report and commented that there were a number of other environmental impacts, which included noise and traffic issues that had not been highlighted as an issue. *The Deputy Manager Safer Peterborough Partnership confirmed that the report alluded to the impact of ASBs and other environmental impact issues, such as rowdy behaviour. The Service Director for Adult Services and Communities also advised that a future report would encompass all the issues and comments highlighted by Members.*
- Members raised concerns about the number of fly tipping incidents in dykes and why these had not been monitored and asked why these had not been cleared by Amey on a regular basis? *The Amey Partnership Manager confirmed that fly-tipping incidents would be cleared from Council land and that there had been some issues experienced with health and safety for some teams undertaking the tasks.*
- Members raised concerns over animal cruelty and commented that they were glad that the police were tackling the issues.
- Members asked how the police resources had been reconfigured in rural areas and what the impact would be following the restructure by the Authority and Police. *The Deputy Manager Safer Peterborough Partnership advised Members that the restructure of the policing in Peterborough and the capacity on how they deal with rural issues had remained the same for the police force.*
- Members asked about the use of cameras to detect or deter fire crimes. *The Deputy Manager Safer Peterborough Partnership advised that the fire service deployed cameras to detect arson crime, however, the farmers would usually tell people in the community, which had also been a deterrent. Members were also advised that the cameras had helped to deter fly-tipping issues.*

- Members asked about the wildlife cameras and how they worked? *The Deputy Manager Safer Peterborough Partnership advised that the wildlife camera had a motion sensor installed that would detect and capture movement, which was aimed to protect and detect as opposed to a covert camera deployed by the fire service which would detect and take pictures.*
- Members asked whether there had been an option to increase litter bins in rural areas in order to act as a deterrent for fly-tipping issues? *The Amey Partnership Manager advised that litter bins were owned by the council which had incorporate a reoccurring cost to empty as part of the maintenance contract. Members were also advised that there may be scope to review the location of bins in rural areas to place them in a more effective location in order to deter fly-tipping.*

## **ACTION AGREED**

The Commission noted the report and agreed for the Service Director Adult Services and Communities to provide a briefing note on how many covert cameras were used in rural areas to detail:

1. How many times the covert cameras had been deployed;
2. How many convictions had been sanctioned as a result of covert camera deployment; and
3. Who had controlled where the covert cameras were deployed.

## **The Commission Also Agreed:**

That the Amey Partnership Manager would:

1. Check whether the figure of 54 incidences of fly-tipping within the rural area was accurate;
2. Compile and send a letter to the Highways Agency to ask what their plans were to tackle the littering issues in laybys and dykes maintained by them within the Wansford area; and
3. Investigate if all the Authority's maintained dykes were being regularly checked and cleared by Amey, the Authority's maintenance contractor.

That the Deputy Manager Safer Peterborough Partnership would:

1. Provide confirmation on the number of hare-coursing incidents and crimes reported in rural areas.

## **RECOMMENDATION**

The Commission recommended that the areas of priority for the Alternative Activities Business Case should focus on the following areas:

1. Rural Watch Patrols;
2. The implementation of the Wildlife Camera proposals; and
3. Incorporate measures to be put in places to improve environmental aspects within rural areas, such as the litter and fly-tipping issues currently being experienced.

The Commission also recommended that consideration be given to implement within the forthcoming proposals for the Joint Community Enforcement Team, a permanent resource for a dedicated Rural Warden to patrol rural areas.

## 5. EDUCATIONAL ATTAINMENT

The Head of School Improvement introduced the report to the Commission, which outlined the primary and secondary examination results for 2015 and reviewed how the schools were currently graded by Ofsted.

The Commission was asked to review the information presented and request further explanation / information if required.

Questions and comments were raised around the following areas:

- Members thanked the Officer for the report and commented that they expected the education attainment for rural areas to be higher in the future.
- Members raised concerns over the loss of Eye and Thorney children's and preschool centres and what had happened to ensure that the early years education provision would be covered in the future.
- Members asked for clarification over the variations in figures for Barnack School and queried whether the education attainment and progress figures were valid? *The Head of School Improvement confirmed that the figures had to be taken in context and that all aspects of a school's circumstances were taken into consideration.*
- Members felt that the performance data within the report for some rural schools could be misleading to parents wishing to move into any rural area and want to choose a perspective school for their child. *The Head of School Improvement confirmed that he would advise any parent to visit a prospective school to see how the teachers operated and not just base their decision on performance figures, as the variation in data from one year group to another could be misleading.*
- Members asked the Officer to explain what EAL referred to on page 18 appendix 3 of the report. *The Head of School Improvement advised that EAL related to the proportion of children, according to census information, would speak English as an Additional Language.*

7.56pm at this point Councillor Sanders joined the meeting.

- Members commented that it was advantageous to the success of a school where there had been long standing teachers employed.
- Members asked whether there were additional teaching staff to support children with learning difficulties? *The Head of School Improvement confirmed that Special Educational Needs (SEN) pupils would attract additional funding which would accommodate their individual needs.*
- Members asked for clarification over how the averages in the report had been calculated? *The Head of School Improvement confirmed that the average for attainment was a score achieved by children across the cohort, so the calculation was based on all outcomes divided by the number of children in the cohort. An additional factor taken into account when calculating a school's attainment level, was whether children had made the expected rate of progress. It was also confirmed that the national average was ascertained using the same methodology.*
- Members commented that there seemed to be very little opportunity for teachers wishing to develop their career to a management level. *The Head of School Improvement advised Members that there were varied opportunities for teachers to advance in their career, remain in the classroom and receive the respective higher pay grade.*

### **ACTION AGREED**

The Commission reviewed the information presented and requested further information on the following actions:

1. The Head of School Improvement would provide a briefing note on what had been introduced to mitigate under performance figures following the loss for the early years

- education provision at Eye and The Duke of Bedford Primary School within Thorney area; and
2. The Head of School Improvement would provide figures on the teacher vacancies within rural schools.

## 6. CARERS IN RURAL COMMUNITIES AND THE CARE ACT

The Assistant Director Adult Operations presented an update to the Commission on the Council's responsibilities, which related to carers within the Care Act 2014, and to update on the progress so far. The report also outline some detail around the quality of life for carers in rural wards as reported within the bi-annual carers survey carried out in late 2014 prior to the Care Act implementation in April 2015.

Questions and comments were raised around the following areas:

- Members asked how carers in rural areas had been identified as carers? *The Assistant Director Adult Operations confirmed to Members that carers were usually a relative or friend and was not the same classification as someone that provided support through a voluntary organisation. The service would encourage people to put themselves forward if they were caring for a friend or relative.*
- Members asked whether there had been one forum for carers or whether there were different forums that people from a specific rural area could contribute or subscribe to? *The Assistant Director Adult Operations confirmed that the access for carer forums was something that had been undertaken with a voluntary sector organisation to take the opportunity forward and discuss whether there could be a forum set up locally to specific rural areas. Members were advised that there had also been a carers forum that met on a quarterly basis at the Fleet Community Centre.*
- Members commented that most carers were female relatives or children and asked whether there had been any progress made to provide cover for one another in order to prevent the isolation felt by some carers in rural areas? *The Assistant Director advised that there were 4000 eligible care users and the team had actively encouraged them to identify their carers in order to arrange emergency support and implement a plan to provide a carer with respite cover, rolling respite cover or a carer sitting service as required.*
- Members asked whether any cooperative scheme existed to enable three or four carers to access a single payment package to share care duties? *The Assistant Director advised Members that this had been an idea that the Authority could explore through the direct payment route. However, some adult care users were reluctant to accept care from outside their normal routine.*
- Members asked about the statutory survey of all carers and what period the figures had covered? *The Assistant Director of Adult Operations advised that the figures had been from April 2015 and was reflective of the number of responses received.*
- Members commented that the results of the carer survey implied that there could be a misrepresentation of data and asked whether this had been due to the lack of surveys completed by carers in each rural area? *The Assistant Director advised that the survey was in its early stages and the team would work to understand what common themes were in relation to each rural area.*
- Members commented that the information for carers could be included in a Parish Council (PC) newsletters. *The Assistant Director Adult Operations advised that it was intended to work with PCs to engage with them to identify carers in rural areas.*
- Members asked whether there had been an overarching picture and a reoccurring theme of where carers had struggled to look after their elderly relatives, such as in times of inclement weather? *The Assistant Director Adult Operations confirmed that there had been a struggle to identify the issues within the survey in the most appropriate way. Members were also advised that if there were issues such as inclement weather or where a carer becomes unwell, the team had tried to promote the support available through the carers pack.*
- Members asked whether there were reasons for the poor outcome of the carers survey for Northborough and whether there were reasons behind the results? *The Assistant Director*

*confirmed that the low response had been incorporated into an action plan to explore what the potential issues were.*

## **ACTION AGREED**

The Commission considered the information provided and commented on how carers in rural communities might be best supported both within those communities and more widely.

## **RECOMMENDATION**

The Commission recommended that the Adult Social Care team work with Parish Councillors to consider how local carer forums for rural areas could be established.

8.25pm At this point Councillor Sanders left the meeting

## **7. Forward Plan of Executive Decisions**

The Commission received the latest version of the Council's Forward Plan of Executive Decisions, which contained key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the forthcoming month. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Commission's work programme.

Members commented that a number of decisions due for December 2015 had moved to January 2016 and concerns were raised about deadlines moving.

## **ACTION AGREED**

The Commission noted the latest version of the Council's Forward Plan of Executive Decisions and requested further information and to be kept informed on the following:

- Review of Emergency Stopping Places – KEY/25JAN16/02
- Real Time Passenger Information – KEY/10JUL15/02

## **8. Work Programme**

Members considered the Commission's Work Programme for 2015/16 and discussed possible items for inclusion.

## **AGREED ACTION**

The Commission noted and agreed the 2015/2016 work programme and asked for the following to be included:

- A report on the alternative governance system to outline the impact for the Commission and future of its Co-opted Members.
- To be kept informed on the progress of the Peterborough Local Plan, which would be placed on the Work Programme for 2016/17 to monitor.

## **9. Date of Next Meeting**

The Chair advised the Commission that the next meeting was scheduled for 7 March 2016.

*The meeting began at 7.00pm and ended at 8:40 pm*

CHAIRMAN



<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 4</b>
<b>7 MARCH 2016</b>	<b>Public Report</b>

<b>Report of the Service Director for Adult Services &amp; Communities</b>		
<b>Contact Officer</b>	Oliver Hayward, Head of Business Management and Commercial Operations	Tel. 863910
	Cate Harding, Community Capacity Manager	Tel. 317497

## **CUSTOMER EXPERIENCE PROGRAMME – INVESTMENT IN COMMUNITIES**

### **1. PURPOSE**

1.1 This report is being presented at the request of the Scrutiny Commission

### **2. RECOMMENDATIONS**

2.1 To note the content of the report and request timely updates from the programme's lead officers

### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

3.1 Investing in our communities contributes to the following priorities in the Sustainable Community Strategy:-

- Creating opportunities – tackling inequalities
- Creating strong and supportive communities
- Delivering substantial and truly sustainable growth

### **4. BACKGROUND**

4.1 The way that the council have previously delivered services, coupled with financial pressures, means that we can no longer meet the increasing demand placed upon the Council. The new People and Communities Strategy, attached at **Appendix 1** highlights that demand for services is increasing and the traditional way of the council delivering services is no longer achievable. It emphasises the need to explore ways of doing things differently in communities.

4.2 The council has also recognised the significant role that parish councils can have in the lives of Peterborough's diverse communities. Parish councils have long been independently providing services to their communities as the first tier of local government, and they have revenue raising powers to fund projects and the provision of services for the benefit of local residents.

4.3 In recognition of this, the council adopted the Parish Charter on 25 November 2015. This document was co-produced with Peterborough's parish councils and represents a mutual agreement to improve joint working between the council and parish councils so that services are delivered more efficiently and meet the needs of the local community.

- 4.4 Additionally, the Customer Experience (CE) Programme is a council initiative which targets a reduction in costs, an increase in revenue, and the meeting of future needs through managing existing and growing demand more effectively.
- 4.5 The Programme includes a focus on community investment as a means of achieving these outcomes. It aims to enable, inspire and motivate parish councils, community and voluntary services and groups and harness their enthusiasm, and that of individual volunteers, to ensure that the best outcomes are realised for Peterborough, the council and our partners, and the individuals and groups involved.

## 5. KEY ISSUES

- 5.1 To achieve these objectives, the CE programme has designed an integral 'Investing In Communities' (IIC) programme to develop and test the council's proposed community investment approach.
- 5.2 Initially, this will involve a series of pilot initiatives (see section 8 below for more detail) as well as the undertaking of a mapping exercise to inform the development of a community and voluntary sector (CVS) marketplace. This exercise will identify what services are available as well as what gaps exist. This information is important to understand as the programme aims to support existing, emerging and enquiring community groups or individuals who wish to explore the delivery of services and help to manage the demand for services.
- 5.3 In addition to the roles and services traditionally understood to be within the power of parish councils, the CE programme will identify new preventative services (befriending, falls prevention, volunteer safety schemes etc) that could be delivered by community groups either voluntarily or through commissioning arrangements.
- 5.4 This work supplements the more traditional local service delivery options for parish councils including managing community facilities, grounds maintenance (including gritting roads and sweeping pavements), management of allotments and introducing traffic calming measures.
- 5.5 Beyond these short term pieces of work, the programme aims to develop and implement a long term, collaborative and stronger infrastructure of community investment to harness the motivation and enthusiasm of both community groups and volunteers at the right time, in the right place, at the right cost, by the right people, to ensure that the best outcomes are realised for both the council and our citizens. This will be achieved through the following projects:

**Innovation Partnership** – This project will create a formal partnership between the Council and voluntary sector agencies. The partnership will co-design and co-commission services to be delivered from across the voluntary and community sector that are evidence based and that meet an agreed and identified need.

**Enterprise Pathways** – This project will create clear support for voluntary sector organisations, community groups or parishes to test out their viability and capability, develop their governance, business plans, general business procedures, finance/budgeting, and procurement procedures.

**Service Enablement Pathways** – This project will support groups to develop their skills to deliver, manage or commission services devolved from the public sector. This would include access to themed resources, industry related quality assurance/ safeguarding support, and access to specific procedures relating to an individual profession or industry.

**Volunteer Pathways** – this project will create a clear co-ordinated pathway of support for volunteers to help them gain the skills and abilities they need as well as signpost them to appropriate supported volunteer opportunities

5.6 The anticipated benefits of this new way of working include:

- New opportunities for community and voluntary groups building capacity, resilience and confidence
- Improved quality of life and living environment
- Appropriately skilled and supported community groups to deliver services
- Delivery of services at a local level to respond to identified need
- Reduction in demand for council and other services
- Increased numbers of volunteers and volunteering opportunities
- Improved support and training for volunteers
- Stronger, safer and more prosperous communities
- Improved reputation of the city

## 6. IMPLICATIONS

6.1 An implementation plan will take into consideration the experience and knowledge of parish councils and the voluntary/community sector groups. Support programmes will be tailored accordingly as it is acknowledged that not all groups will be willing or able to currently respond to this call for action. The pilot initiatives referred to in section 8 will work with groups in areas of most need or those which have expressed an interest in being actively involved with the programme. This will enable the programme leads to test this new approach.

## 7. CONSULTATION

7.1 A formal consultation period is not relevant for the introduction of this programme but experts from within the voluntary sector will be actively involved in testing this new way of working.

## 8. NEXT STEPS

8.1 Four pilot initiatives will be immediately developed by a cross sector working group and implemented asap as follows:

8.1.1 **Primary Prevention** – working closely with voluntary sector groups the overall aim of this pilot is to reduce the demand for specialist services by developing a preventative rather than reactive approach to supporting vulnerable people. The pilot will focus on addressing loneliness and isolation amongst older people, carers, people with a mental illness or other users of adult social care services. The key objectives are:

- To establish community led support networks and befriender schemes to address the issues of isolation and loneliness
- To explore and identify ways in which volunteers can be best engaged to support vulnerable people in their community
- To test pathways (service and enterprise) in order to implement replicable, sustainable self-help groups across the city.

Initially it is proposed to target areas where there is an evidenced need or where local groups, including Parish Councils, have expressed an interest to be proactively involved. Rural areas will be prioritised and all Parish Councils will be encouraged to get involved and support this initiative.

8.1.2 **Selective Licensing** – the overall aim of this pilot is to promote and enable digital access and use for the proposed scheme within the community and establishing landlord and tenant support forums.

Peterborough City Council is considering introducing a scheme called “Selective Licensing”. This will apply to private landlords of residential properties in several areas of the city. If Selective Licensing is introduced, it would mean that all private landlords with residential property in designated areas of the city would need to apply for a licence for each property

before they can be let to tenants. In order to become a licence holder a landlord would have to meet a certain standard.

The scheme is yet to receive final approval but it is proposed that it will go live in May 2016.

The provision of IT equipment and support should ensure that people can self-serve and gain the support required to register in the community rather than contacting the Council direct or require enforcement action.

The development of a tenants' forum will represent the tenants and leaseholders of Peterborough to discuss housing issues that affect all tenants. The aim is that this forum will develop targeted activities which will reduce the need for tenants and leaseholders to contact the Council or its partners.

**8.1.3 Assistive technology** – the overall aim of this pilot is to develop community based support networks for those individuals who have assistive technology installed in their home but don't have family or friends at hand to act as first responders.

The Council has already signed up to a two year pilot to connect 100 homes, installing a total of 600 sensors. The system includes a smart controller in each property, motion/ temperature/ light sensors, and wearable devices. Tablets are also available.

The system is known as Alcove and usually includes connection to a care line monitoring service with three layers of support:

- First line is existing social support network of friends and family
- Second line is neighbours and community
- Third line is health care professionals or third party organisations such as a call centre

A working group has already been established and the purpose of the pilot is now to identify individuals that will be asked to pilot the Alcove system.

The desired outcome is that people feel more supported and have trust in assistive technology. The pilot will ensure that people can have the Alcove system installed in their homes which should enable people to remain in their homes longer with greater independence and dignity. It should also reduce the need for interventions from specialist services at crisis point.

**8.1.4 Development of social enterprises** – This pilot will focus on developing community based services that support young people as a result of requests for enabling support from voluntary and community groups.

The key outcomes that the pilot aims to achieve include:

- To reduce the demand on services and increase the prevention of young people coming into services at crisis point
- To enable young people at risk of becoming involved in crime or ASB to become more active members of their community, i.e. to become 'good citizens' contributing more to their communities than they take away
- To establish robust, sustainable organisations that can deliver an increase in activities that support at-risk young people, and to develop and test the service, enterprise and or volunteer pathways
- To build strong partnerships with communities, agencies and services to increase their capacity to meet the needs of vulnerable young people and their families

Four groups have expressed an interest in developing micro / social enterprises with a focus on working with young people. Each group will be at a different stage of their development at the time the pilot commences in March.

**9. BACKGROUND DOCUMENTS**

9.1 People & Communities Strategy

**10. APPENDICES**

10.1 Appendix 1 – People and Communities Strategy

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## **People and Communities' Strategy**

*Placing communities at the heart of what we do*

### **1. Introduction – Why do we need a People and Communities' Strategy?**

Peterborough is one of the fastest growing cities in the country bringing new housing, jobs and opportunities for the people who live here and attracting new residents from across the UK and beyond. As our city flourishes and the needs and demands of our communities change and grow, we will adapt and respond to these by providing high quality and cost effective services.

The way we have previously delivered services, coupled with financial pressures, means that we can no longer meet the increasing demand placed upon the Council. Historically, councils (and other public sector services) have delivered a universal service to all of our residents. Whilst this approach is effective to meet some of our residents' needs, it can be expensive, inefficient and lack the flexibility to respond to the different requirements that diverse communities face. If we are to meet the present and future needs of our city, then we must explore ways of doing things differently.

The council has always worked with communities to understand their needs and jointly develop solutions. In many cases, individuals and communities play a vital role in helping to deliver local services.

#### **How communities are already delivering services in Peterborough**

##### **CASE STUDY: HAMPTON PARISH COUNCIL'S LENGTHSMAN SERVICE**

Hampton is an area of Peterborough that has undergone massive growth over the last ten years; over 4000 homes have now been built with more planned.

Residents of Hampton reported an increasing amount of litter in the area, the issue was raised at the Hampton Parish Council meeting. It was decided that the Parish Council would use funds raised through the precept to employ a Lengthsman to clear rubbish from the area. The Parish Council negotiated with the company that provide litter clearing services for the Local Authority and subsequently employed an additional worker to cover the Hampton area.

The service has been well received by local residents with people living in the area benefiting from a cleaner and tidier neighbourhood.

This is an example of how a programme of participatory budgeting is underway to understand how existing and established community groups can take on or enhance a service to improve their community.

#### **What is a community?**

We know that communities come in many different shapes and sizes and can be defined in multiple ways; by geography, ethnicity, gender, age, faith and so on. We use the word 'community' to mean a social group of any size that shares common values. As a result, Peterborough has multiple, complex and cross cutting communities, each with their own needs and issues that require different models of support. A key function of the council in the future will be to facilitate and enable organisations to deliver the right services and support to a diverse range of communities.

There is a great deal of expertise and knowledge within our communities and a willingness to help people through sharing learning and support in the city. We will build on this to ensure individuals

and community organisations have the skills, information and support to deliver more services and help people in their local communities.

One of the key ways in which community organisations can help is in providing early help to individuals in need. By getting the right support early, it can help to prevent or delay problems from escalating. This could include preventing people from becoming homeless, stopping people getting into debt by providing basic money management, or delaying the onset of more serious health conditions.

This document sets out the framework of how the council will transform the way in which we deliver our services and the role that community and other partner organisations will have in meeting the needs of our residents. More detailed strategies will be developed that will demonstrate how the building blocks (see section 6) of the framework will be delivered.

This transformation will increasingly need to focus on enabling communities and individuals to better support themselves. This means moving away from models of service delivery that treat the public as passive recipients of services to a model based on reciprocal arrangements thereby supporting the best possible long term outcomes for individuals through:

- preventing or delaying access to high cost specialist services
- building a strong community infrastructure
- building more confident communities.

### **Early help and prevention**

Our partners can help us to focus more on prevention and early intervention which can help to reduce the impact of problems escalating and reduces the cost to the council and public sector. We know that many people won't ask for help until a problem has become unmanageable. We need to make it easier for people to find the support they need earlier and encourage people to support themselves, so that more serious issues can be avoided.

As set out in the Council's Health and Wellbeing strategy, access to the right information at the right time can help people to better manage health conditions and prevent longer term health issues from developing. Better information, advice and support can help to reduce health inequalities and therefore manage demand on our health services. The strategy will support and complement the ambitions of the Better Care Fund to achieve an integrated health and social care system that everyone can benefit from.

<b>Early Help and Prevention</b>
<b>CASE STUDY: CONNECTING FAMILIES</b>
In Peterborough, we believe in working with families and communities to provide children and young people with firm foundations in life so they can be happy and healthy, build resilience, achieve their aspirations and simply 'be their best'.
We always aim to provide help for children and families early in life and early in the development of a problem.
The Connecting Families programme is directed at families with multiple and complex needs across at least two categories, which include, for example, involvement in crime or anti-social behaviour, domestic abuse and children who are not attending school regularly.
We are identifying families with these types of problems at an early stage, before the issues become entrenched. The programme helps participants to find work, manage relationships and improve



their parenting skills and money management. The programme aims to tackle the root causes of the problem, not just the symptoms, so families can be happy and healthy and thereby reducing the demand placed upon the Council.

## 2. Our Vision

Our vision is to ensure that people in Peterborough can live in a strong and vibrant community that works in partnership with the council to:

- protect the most vulnerable people and communities
- maximise the health and wellbeing opportunities for individuals
- provide the right level of information and support to individuals so they can make informed choices on the services they need
- redesign services with community organisations to be more responsive and better meet the needs of individuals.

We will deliver this vision through the following priorities:

- **Equipping people and communities with the information, tools and capacity to manage demand on public services** – Our aim is to enable communities to identify who might need support and where they can go locally to find help, for example through local networks and community organisations who can provide information and services. Through working with community organisations we can identify vulnerable people and ensure that they receive the right services at the right time.
- **Developing an effective and robust Voluntary, Community and Faith sector that can support people and communities to manage their needs** – we already work with a whole range of organisations such as housing providers, charities and faith groups to deliver services and provide essential support. We want to do more to support the sector by ensuring that local organisations have the skills, capacity and access to funding.
- **System leadership is central to our overall vision** - the Council, the Voluntary, Community and Faith sectors and other partners will take collective responsibility for leading, co-ordinating and delivering sustainable improvement.

If we are to be successful at delivering this strategy, then the Council needs to work with other organisations, including the police, health organisations, businesses and the civil sector. This will allow us to improve delivery of services and better support individuals and communities to help themselves.

## 3. Why things need to change.

- **Rising demand for services**

Peterborough is one of the fastest growing cities in the country with an estimated population of 188,000. By 2021, it is estimated that the population will have grown to 220,700 with higher numbers across all age ranges but particularly in both school age residents and those over 55 years old leading to increasing demand for services.

We know that many people who need to use the council services, also need support from a range of different organisations often at the same time, for example between care settings, hospital and their own homes. We need to work more effectively between these different organisations to share

information and design joint outcomes that ensure collectively we deliver the right services, at the right time, in the right place.

- **Less money in the public sector**

Since 2010, the size of the public sector has been shrinking both locally and nationally as funding provided by Government is reduced. Much of the budget and control once held by Government has been devolved to local organisations such as schools and doctors. Local communities have formed social enterprises that are starting to deliver services that were once delivered by the local or national government. Across the country, communities are now running former public buildings that deliver services.

#### **How communities are already delivering services in Peterborough**

##### **CASE STUDY: PASTON FARM COMMUNITY CENTRE**

The Paston Farm Centre was historically used for youth provision in the City, but fell out of use following a reduction in funding in 2013. The Local Authority worked with a group of local organisations and residents, called the Paston Community Foundation, which included The Voyager Academy, Age UK, Families First, Cross Keys Homes and Sustrans to secure the future of this community asset.

The community asset transfer took place in 2015 and Paston Farm Community Centre is now operating as a successful social enterprise and run entirely by the community. There are a number of services now on offer including a thriving community café, adventure playground, a boxing club, as well as offering a traditional community centre place to hire for social events.

Community asset transfer encourages the involvement of local people in shaping and regenerating their communities and, as evidenced here, can promote economic regeneration through the development of community enterprise.

We remain within an extremely challenging financial climate which has seen funding to the council cut by £44m in the five years leading up to 2015/16. To continue to meet our high standards we need to deliver our services in new ways such as promoting the use of technology, encouraging self-service and collaborative working with our partners and the community, to both save money and develop joint solutions to multi-agency problems.

- **New legal duties for Local Authorities**

Legislation changes such as the Care Act and the Special Education Needs and Disability (SEND) reforms have placed significant new duties on all local authorities.

The Care Act sets out a range of additional statutory duties relating to the prevention agenda. It is critical that the care and support system works proactively to promote wellbeing and independence, rather than simply waiting until people reach crisis point. The Care Act places a duty to provide or arrange services that can prevent or delay the need for care and/or support for adults and carers. Our approach will be focused in the following areas:

**Prevent:** Through providing services, facilities or resources that helps an individual avoid developing needs for care and support.

**Reduce:** Through more targeted interventions aimed at individuals who have an increased risk of developing needs. This might also include undertaking screening for triggers, for instance to identify

individuals at risk of developing specific health conditions or experiencing certain events (such as strokes, or falls).

Delay: Through interventions aimed at minimising the effect of established or complex health conditions (including progressive conditions, such as dementia) and supporting people to regain skills. We will aim to maximise independence for those already with such needs, for example, interventions such as rehabilitation/re-ablement services, e.g. community equipment services.

- **Delivering targeted services not universal support through a commissioning council**

Our overriding objective remains that the most vulnerable people in our community are supported. In the past, we have achieved this by directly delivering services to a large number of people with varying needs, ensuring that everyone had an equal access to support and help. We will continue to ensure that we reach the people that need us most, whilst helping people with less serious needs to find the support they need via alternative means. This could be through our website, local charities or community organisations.

We are a commissioning led Council, which means that we will deliver better outcomes for our customers through identifying the most efficient, effective and economic models of service delivery. This may mean the Council continues to deliver services on its own or in partnership with other local councils. It may also mean that services in future are delivered directly through other agencies and organisations, or as a partnership between the Council and other organisations. There is no one size fits all approach and the right commissioning solution will be developed for each individual service. This will provide us with a range of different abilities, skills and knowledge to enable targeted services to be delivered in the right place at the right time to the right people.

This approach offers significant benefits to local residents and businesses alike. Services will be delivered in more efficient ways, stimulating local enterprise by creating new markets in the provision of local services, and an increased emphasis on the scrutiny of those services. Our strategy places people, families and communities at the heart of what we do, through developing resilience, taking personal responsibility and accessing help and support that is appropriate.

#### **4. Rethinking our Services**

These challenges mean we need to think differently about how we deliver our services. In future, the council will have fewer direct services available and these will be targeted at the people most in need. This means that we need to find different ways of reaching people with less urgent needs so that they can still receive support.

Our approach to service delivery will see the council undertake a comprehensive review of all of its functions and services. We will explore options for alternative models of delivery and commission the most cost effective and efficient provider for each service. This may mean that the council continues to deliver a service, or that it is delivered by a private organisation, charity/not for profit organisation, or by a community group.

Whilst the council will be doing less in terms of direct delivery, we will be doing more to ensure that communities are better equipped to help themselves. We will work with community organisations (including Parish Councils) to build their capacity, skills and knowledge so that they can help support people earlier and prevent problems from getting worse.

- **Shared outcomes across the public sector**

The public sector both locally and nationally is undergoing rapid and radical change. Whilst public sector organisations have always sought to work in partnership, there have remained barriers between organisations that have inhibited the effectiveness of joint delivery. This might include sharing of data and intelligence, cultural, structural or resources implications. The result of this has meant that in many cases, public sector organisations are spending money on the same individuals or families to tackle problems. For example the council spends 60% of its funding on just 5-10% of the population with other organisations similarly spending a disproportionate amount.

The reduction of funding across all parts of the public sector has meant that organisations need to work more openly across boundaries having shared delivery, outcomes and funding. Over the last 18 months, the council has taken a proactive approach to this and has developed a stronger relationship with Cambridgeshire Constabulary, which has seen police and council staff share office space at Bayard Place. This has led to much closer working between the organisations with shared resources, intelligence and a joined up approach to tackling operational issues. Following the success of this approach, we are expanding this model to work across other partners in the city and county.

- **Managing demand through digital transformation**

We are embarking on an ambitious transformation programme that will ensure that customers have greater choice and control of how they engage with council services. We are redesigning the way we deliver our services to the people we serve to always put them first in everything we do.

Our vision is to deliver needs led, easy to access customer services however people choose to contact us. We will put them at the heart of what we do, to ensure that we continue to deliver the right services, by the right people, at the right time, in the right place and at the right cost.

This transformation programme will help us to deliver our core values to all of our customers whether they are residents, businesses or visitors to our city.

This involves undertaking a comprehensive redesign of the way in which we communicate. The emphasis will be on improving the way in which customers can access information about their needs and the way they can access support.

Investment in this approach will manage demand and reduce cost, whilst also providing an improved service. This will lead to easier to access services for our customers ensuring that they can find the information that they require, without the need to always speak to a Council officer.

## **5. The Role of Councillors**

Our Councillors have a proactive role to play as community leaders within their communities creating better engagement between public sector, voluntary sector and community leaders. Councillors are intrinsically linked within their communities and are often the first point of contact for individuals, groups and local organisations.

Councillors facilitate the flow of information and intelligence between local communities and the Council, both in identifying issues and opportunities, and in providing the intelligence local communities need in order to have the right support and help to meet their needs.

Councillors have a critical role in identifying key people within communities that can identify creative solutions, build local partnerships and enhance community based provision.

## 6. Co-production of services

We believe that the voice and experience of service users, residents and business are essential in designing how our services should look in future. This isn't simply about consulting people affected by change, but involving people from the start of any review to jointly work towards service redesign. This is known as co-production. Whilst there are different models of co-production across the country, the principles we will follow are:

- Equal partners – all partners (including the council) are equal with no group or person being important than any other.
- Inclusive partners – we work with individuals and organisations to ensure that a diverse range of backgrounds and needs are represented for example, disability, ethnicity or older people.
- Trusting partners – we will be open and honest in all of our dealings and deliver on our promises.

Co-Production of Services
<p><b>CASE STUDY: LOCAL OFFER</b></p> <p>From September 2014, in accordance with the Children and Families Act, all local authorities must publish and review information about services available for children and young people with special educational needs and disabilities (SEND), who are aged from 0 to 25 years.</p> <p>The aim is to improve the Special Educational Needs system, enhance the quality of life for families living in the local area and ensure the best outcome for children and young people.</p> <p>It is essential for parents, children and young people to be involved in developing this local offer, so the Council has been working in close partnership with Family Voice (Peterborough's Parent Carer Forum) and with a wide range of parents and carers.</p> <p>Families and young people have been involved in the development work. There are parent representatives on the Local Offer task and finish group and wider consultation with parents/carers has also taken place. Parents' involvement has ensured that the information we publish is as clear and as jargon free as possible, concise but with sufficient detail to be able to see what services are on offer and available in both web based and paper form.</p>

## 7. How will we deliver our strategy – our building blocks

We recognise that our People and Communities' Strategy sets out a different way of working, one that some of our communities will not be used to. Whilst there is undoubtedly an abundance of skill and competence that exists within the communities of Peterborough, we recognise that the Council may need to offer support to communities in delivering the intentions of the Strategy. This will require a changing role for the council as it moves from traditional service delivery to an enabling role in support of communities, groups and other organisations.

The building blocks outlined below, detail what needs to be in place to ensure our communities can support and deliver our vision. We have set out both the role for the Council and the role for

communities in achieving some of these aims, these form the basis of the building blocks from which more detailed delivery plans will be developed.

<b>Building Block 1: Communities understanding their needs and where to find help or information</b>		
<p>We acknowledge that there is a great deal of expertise and knowledge within our communities. Our experience of working with established groups such as Parish Councils, Community and Resident Associations evidences this and we will build on these relations to deliver the vision of the People and Communities’ Strategy. To complement these relations, we hope also to build on the links and intelligence via our Community Connectors to reach communities that are not so well engaged.</p>		
<b>Role of Communities</b>	<b>Role of the Council</b>	<b>Possible Actions</b>
<p>Communities understand and are receptive to the new ways of working and understand the significance of their role.</p> <p>Community networks to undertake community needs assessments in line with their work focus.</p> <p>Community networks to adopt the appreciative enquiry approach to understanding positive pathways for individuals and navigate to appropriate places of support.</p>	<p>We will develop a single view database of citywide and localised resources.</p> <p>We will develop navigation processes for information and guidance to enable self-help.</p>	<p>Undertake assessment of social networks across all areas of the city.</p> <p>Have a single point of information to ensure community networks are aware of information and how to access.</p> <p>Establish static and mobile community hubs where self-serving information can be easily accessed, navigation support provided and support to self-serve.</p>
<b>How will we deliver this building block and by when?</b>		
<p>Much of the work required to fulfil the delivery of this (and other) building blocks will be developed via the Customer Experience Programme’s Investing In Communities (IIC) Project Team. The Team has been established and will work throughout 2016 to support and engage community organisations to pilot and subsequently role out the actions above.</p> <p>The IIC project team will commission the mapping of all existing groups in Peterborough and canvass each to clarify their role, scope and ability for expansion. All of this information will be collated in a publicly accessible database. This will be the first practical exercise for the group which should commence in February 2016.</p> <p>Underpinning all of the work within the Customer Experience Programme will be on-going clear communications to the wider community of Peterborough. These communications will reflect the key messages contained within this strategy and provide suggestions for how the community can respond and how they can find more help, information and advice.</p>		

**Building Block 2: Empowering our communities to meet their own needs**

We are currently in the process of developing an operational plan that offers the opportunity of training to enable current service users, family members, parish councils, voluntary sector and the wider community to self-help and serve others.

We are already engaging with many existing and newly formed groups with the transfer of community assets to community management as well as working with local interest groups to form new community councils in the urban areas of the city.

Increasingly, and predominantly amongst community groups, we are collaboratively exploring how services could be delivered more effectively at a local level, including youth work, running of local amenities such as community centres and maintenance of local landscaping. The learning from our work with Parish Councils will be shared with other Parishes and interested groups to demonstrate ways in which this work can be taken forwards.

These initiatives must be driven by communities and supported by the Council to enable and support delivery.

Role of Communities	Role of Council	Possible Actions
<p>Create focused community led groups to work with the council and its partners.</p> <p>Develop business plans that demonstrate how community led groups can take on the running of a service if budgets are developed to a local level.</p>	<p>To encourage and support communities to work collaboratively with the Council and partners.</p> <p>We aim to have a better understanding of what PCC services can be delivered by the community and voluntary groups.</p> <p>We wish to determine the best vehicle for delivering these services or a combination of services.</p> <p>We aim to have a full understanding of the need, develop and enable any volunteering services required.</p> <p>We are committed to enabling access to digital technology to support and enable self-help.</p>	<p>Support local interest groups to develop Community Councils / Community Interest Companies.</p> <p>Create action plans with identified groups that will work in partnership with services to enable the community to take ownership of their own environment, to support themselves to create resilient communities</p> <ul style="list-style-type: none"> <li>○ Self- Serve</li> <li>○ Devolved services</li> <li>○ Community Asset Transfers</li> <li>○ Time Banking.</li> </ul>

	<p>We aim to deliver training (including ICT) to the community to develop their capabilities .</p> <ul style="list-style-type: none"> <li>• We will determine clear pathways and models for devolving budgets, responsibilities and decision making to the community where a community wishes to take this on.</li> <li>• We will establish a transparent and equitable governance framework for the commissioning of initiatives with the voluntary and community sector</li> </ul>	
<p><b>How will we deliver this building block and by when?</b></p>		
<p>We will support existing and emerging community groups or individuals who wish to explore the delivery of services through three clear pathways:</p> <ul style="list-style-type: none"> <li>• <b>Enterprise Pathways</b> – Clear Journey of support for voluntary sector organisations, community groups or parishes to develop their governance, business plans, operational procedures, procurement procedures and quality oversight.</li> <li>• <b>Service Enablement Theme Pathways</b> – Upskilling support for appropriate groups to deliver specific pieces of work around a theme or in an area that may need more quality oversight.</li> <li>• <b>Volunteer Pathways</b> – Clear co-ordinated pathway of support for volunteers to help them gain the skills and abilities they need as well as signpost them to appropriate supported volunteer opportunities within the themes.</li> </ul> <p>By working in this way together with communities we are also building new safe, strong cohesive communities. This also includes the supporting and empowering of young people to participate and even establish groups to contribute to the places they live as outlined in Building Block 8 of the People and Community Strategy.</p>		



**Building Block 3: Voluntary, Community and Faith sectors have access to funding, skills and capacity to support communities**

It is acknowledged that the existing funding arrangements with voluntary, community and faith sectors across the city are in part based on historic rolling arrangements, which may not continue to meet the needs of the communities within the city. Therefore it is proposed that a new approach to commissioning with these sectors will be undertaken with the intention of creating a single point of funding, which funds based on evidenced need and contributes to the visions of the voluntary, community and faith sectors as well as the local authority.

This approach, referred to as an innovation partnership, will be the first of its kind, yet to be undertaken by any other local authority. The premise of the approach is to create an equal footing on which funding decisions are made and to have an entirely transparent approach to the distribution of funding, based on evidenced need which contributes to the overarching vision of the partners.

Additionally, there will be work undertaken to establish some enterprise pathways for groups who want to become established organisations in the city. This will enable groups to access funding outside of the council to support their ongoing work and to identify new projects.

Role of Communities	Role of the Council	Possible Actions
<p>To act as sector representatives on the innovation partnership to help identify trends and problems within their areas and seek to offer innovative solutions to resolving the identified problems.</p> <p>There will also be a role for decision making, and that is to collectively decide the most appropriate areas for funding based on the options which are presented to the innovation partnership.</p> <p>Identify funding opportunities from alternative streams to support ongoing and new projects.</p>	<p>To establish and host an innovation partnership to support the appropriate commissioning/funding of services with the voluntary, community and faith sectors.</p> <p>To map existing services against demand to ensure provision meets needs and identify any gaps for development.</p> <p>To commission an enterprise pathway for new organisations to become established in the city.</p>	<p>To co-produce a service specification and scoping document for the innovation partnership and enterprise pathway.</p> <p>Appoint an independent chair of the innovation partnership.</p> <p>To invite representatives to sit on the board of the innovation partnership.</p>

**How will we deliver this building block and by when?**

The Innovation Partnership is expected to be established by December 2016. The partnership will start to commission contracts and services from April 2017.

**Building Block 4 : Developing a sense of ‘place’**

A sense of place is a unique collection of qualities and characteristics – visual, cultural, social, and environmental – that provide meaning to a location. Sense of place is what makes one city or neighbourhood different from another, but sense of place is also what makes our physical and social surroundings worth caring about. Peterborough has a proud and long history and whilst the city has undergone rapid change in the last few decades, it is important to acknowledge the heritage that has played a vital role in shaping Peterborough today.

Not all areas of the city benefit from having recognised community led groups or social networks that could develop or co-ordinate activities or initiatives to benefit an area and so we are committed to supporting the development of such groups. Some areas across the city are currently developing Neighbourhood Plans and the Parish Liaison Forum have recently co-produced a Rural Vision for Peterborough.

Role of Communities	Role of the Council	Possible Actions
<p>Establish focus groups to plan, organise and run local celebration events.</p> <p>Mapping of the attributes that they feel reflect a model community.</p> <p>Identify problem solving activities that bring people together in a common cause leading to achievement of well-being.</p> <p>Identify community capacity in an area e.g. a retired carpenter who may be willing to train younger members of the community, some unused land that could be used for a communal facility, unemployed youth who can provide energy and enthusiasm, trustworthy community members willing to put in time and efforts to design a community project.</p>	<p>The council will support local groups to enable their ideas and signpost to where community groups can find further information and advice.</p> <p>Support Parish Councils and other groups (where requested) to develop neighbourhood plans.</p>	<p>Assess the customs, spiritual/religious beliefs, way of life, and social organisation of a particular neighbourhood or group.</p> <p>Understand how people interact with their environment.</p> <p>Establish networks are will enable regular:</p> <ul style="list-style-type: none"> <li>○ Community newsletters</li> <li>○ Community projects (outside clean-up)</li> <li>○ Annual celebrations</li> <li>○ Special fun days</li> </ul>

**How will we deliver this building block and by when?**

Please refer to Building block 1 for how these objectives will be met.

### Building Block 5: Developing and supporting volunteers

Volunteering can be an incredibly rewarding experience for many people. It can help people to with their personal or social development, learn new skills either as a route to employment or just for their own fulfilment. Volunteering can make people feel a part of the community and helps to develop civic pride and can be way of helping to deal with isolation and loneliness. Many other people undertake informal volunteering every day, such as helping a neighbour, friend or their community.

For organisations, volunteering can increase the skill levels amongst the work force and introduce new ideas, experiences and perspectives. Volunteers should be able to access flexible volunteering opportunities that consider individuals' diverse needs and overcome barriers to getting involved.

For people who are seeking work, volunteering can highly beneficial in developing a routine helping to deal with barriers to work such as anxiety or depression. Job seekers can gain new skills, confidence and experience through volunteering which can help lead to employment.

Peterborough has a rich history of volunteering in the city and has hundreds of organisations who rely of the skill, dedication and experience that volunteers bring. Volunteers play an essential role in helping to shape and improve the communities in which we all live. Many services in the city could not be delivered if not for the time, passion and dedication that volunteers bring.

The council provides funding support to the voluntary sector through a range of commissioned services and grants.

Role of Communities	Role of the Council	Possible Actions
<p>Volunteers come from a range of diverse communities and backgrounds and provide support, advice and assistance to individuals, families or community organisations.</p> <p>Communities understand and value the role that volunteers play. New volunteers find it easy to volunteer and feel supported in their roles.</p> <p>Vulnerable people are encouraged to volunteer to help foster their personal and social development.</p> <p>Voluntary, public and private organisations across the City are encouraged to develop</p>	<p>We want to promote more opportunities for people to volunteer, both within the council and across our partner organisations.</p> <p>We will recognise and celebrate the role that volunteers play in working with vulnerable people, looking after our parks and green spaces, supporting young people and schools or organising community events.</p> <p>We want volunteers to have a greater say and ownership to tackle the issues that matter most in their communities.</p>	<p>A citywide volunteering strategy is developed by the Council and our partners, to provide a joined-up approach to volunteering.</p> <p>Facilitate volunteering opportunities across partner organisations.</p> <p>Explore developing a Timebanking initiative that brings people together to help each other and 'deposit' their time.</p> <p>Explore ways of providing volunteer opportunities within the Council to help people gain new skills and get back into employment.</p>

<p>their Corporate Social Responsibility</p>		<p>Recognise the contribution that volunteers make.</p> <p>Explore ways of engaging new volunteers from diverse communities.</p> <p>Explore the use of 'crowd sourcing' where an online volunteer community is created to share expertise and learn new skills. Volunteering opportunities can be matched to potential volunteers</p>
<p><b>How will we deliver this building block and by when?</b></p>		
<p>By the end of 2016, the council will aim to commission an organisation from the voluntary and community sector to lead volunteer co-ordination throughout the city. The council will co-produce a volunteering strategy with this organisation setting out how potential volunteers will be recruited, supported and provided with a broad range of opportunities that can match the skills, experience and needs of potential volunteers and organisations across the city.</p>		

**Building Block 6: Communities are involved in decision making through consultation and engagement**

Community engagement and consultation are key elements of understanding communities which can lead to greater public involvement and solutions to local challenges faced by society. Often community based solutions are not only cost effective to delivery, but can lead to a greater understanding of the root causes of issues and identify longer term prevention strategies.

In order to have effective community engagement, key contacts within communities need to be identified. The council has established multiple community links within each community that can reflect the different and unique segments based on different protected characteristics and other groups. A strong rapport with each community must be established so that mutual relationships based on trust and frank dialogue can be established. We will ensure that we communicate with communities and that all messages are targeted in an appropriate medium to suit the audience.

It is absolutely essential to involve the community contact with wider developments taking place across the council and public sector. Providing the opportunity for all communities to have their say and engage with formal and informal consultations ensures that community voices are heard and local people have the chance to be involved in decision making. In order to maintain effective relationships, it is crucial that any hurdles encountered are discussed with a view to find solutions together.

The overall ethos of community engagement and consultation is there is no hard to reach group but it is our approach which needs to be critically re- examined to ensure that one size does not fit all.

Role of Communities	Role of the Council	Possible Actions
<p>To form community groups or support existing community networking with a view to reflect their needs.</p> <p>To work together with service providers and other partners to find solutions for the challenges faced by society.</p> <p>To take up an active role of acritical friend to advise the Council and other service providers in order to provide cost effective services to the community.</p>	<p>To establish effective links with key community contacts.</p> <p>To provide networking advice with the Voluntary and Community Sector organisations as well as other established community groups.</p> <p>To provide support and signposting to investment into infrastructure so community networks can be empowered to serve community needs effectively.</p> <p>To provide a framework and levelled platform to community groups to voice their opinions including both positive and negative feedback.</p>	<p>Developing contacts and relationships with community via Community Connectors and all available service providers.</p> <p>Identify funding sources, frameworks and support under which the right service can be provided by the right group at the right time.</p> <p>Enhance existing frameworks such as Cohesion and Diversity Forum, Disability Forum and other similar structures where multiple service providers and community groups can come together to discuss the best solutions for community needs and build community confidence that these</p>

		networks are able to influence and shape policies.
<b>How will we deliver this building block and by when?</b>		
<p>This building block is being led by the Community Cohesion team and its outcomes are a key part of their role. The team works closely with the Community Connectors to develop strong relationships with community organisations and activists. Developing and maintaining effective community relationships is an ongoing function of the team.</p> <p>This work is done through sharing essential information about council and partner activities as well as understanding community needs. The Community Cohesion Team and Connectors provide a focal point for the role and its progress is monitored through Safer Peterborough Partnership and the Cohesion and Diversity Forum.</p>		

## Building Block 7: Empowering communities to challenge and bid to run services

The Local Authority alone cannot make an area a great place to live – the local people do. Until now, however, many people have found that their views and ideas have been overlooked. They have had limited opportunity to get involved and tackle problems in the way they want and yet volunteers and community groups can often carry out some of the most innovative and effective work in communities.

The Localism Act passes significant new rights direct to communities and individuals, making it easier for them to get things done and achieve their ambitions for the place where they live.

For example, localism allows community groups (including parish councils) to have the right to express an interest in taking over the running of a local authority service. The local authority must consider and respond to this challenge; and where it accepts it, run a procurement exercise for the service in which the challenging organisation can bid. This makes it easier for local groups with good ideas to get directly involved.

Role of Communities	Role of the Council	Possible Actions
<p>Community groups to register all asset of community value</p> <p>Community groups to explore the possibilities of taking on the management of community assets.</p> <p>Community groups to explore the possibilities of taking on the delivery of services in their area.</p> <p>Community groups to consider working together to maximise social enterprising opportunities.</p>	<p>We have a register of assets of community value available on our website together with instructions for how to nominate assets.</p> <p>We will provide technical support and advise to support community groups to develop their Neighbourhood Plans. Seven areas across Peterborough have been designated as neighbourhood areas.</p> <p>We adopted a Community Asset Transfer Strategy (CAT) in 2013 to ensure local groups have the opportunity to bid to manage local facilities and for how services can be devolved to community groups or parish councils.</p> <p>We adopted a new Parish Charter in November 2015 in recognition of the role parish councils play in their area and how relations can be strengthened.</p>	<p>Enhanced register reflecting all assets of value across the city.</p> <p>Neighbourhood plans are adopted.</p> <p>Principles of the CAT Strategy utilised throughout the review of community facilities and more buildings transferred to community led management</p> <p>Establishment of social enterprises across the city.</p> <p>Pathways in place to respond to local requests to enable quick and effective delivery of services at a local level.</p>

### How will we deliver this building block and by when?

The Pathways outlined above (and as described in Building Block 2) will be developed throughout 2016. We will continue to work with Community organisations to support their development of their Neighbourhood Plans and expect to see these adopted from late 2016 onwards.

## Building Block 8: Developing young people

Supporting Young People to feel part of the place that they live, co-design their environment/services and understand their rights and responsibilities is crucial to the development of Peterborough's People and Communities Strategy. When young people feel disenfranchised, isolated and uninvolved there are clear examples of the consequences that can occur. In 2011 riots broke out in London and across the country which led the Prime Minister to blame a 'moral collapse' and 'broken society'. This was in part, due to the opportunistic nature of the actions of predominantly younger adults and the clear demonstration that they did not feel connected to their environment.

Although this is an extreme example, it is clear that a robust building block around young people and citizenship through the People and Communities' Strategy will help to create more cohesive, productive, healthier and happier lives for all concerned. It should be noted that the onus will also be on adults to think differently and challenge their own perceptions of young people and the way that their communities are shaped. Young people's citizenship cuts across many actions within the other building blocks.

Role of Communities	Role of the Council	Possible Actions
<p>Young People will be thought of positively as an asset to be invested in, not a problem to be solved. Young people will be empowered to participate in focus groups, consultation and mapping.</p> <p>Young People will be empowered to be involved in problem solving as active citizens and will be involved in higher level decision making.</p> <p>Volunteering opportunities will be created specifically for young people to enable social action to be undertaken for the good of communities.</p> <p>Young People will be encouraged to develop skills that will help them to develop and meet their full potential.</p> <p>Young People will be enabled to meet others from different backgrounds,</p>	<p>To support and empower communities to understand the contribution that young people can make to the places that they live.</p> <p>To support and empower communities to develop the skills and abilities to engage and interact with young people in a meaningful and proactive way</p> <p>To support and enable communities to develop suitable volunteering opportunities and social action projects.</p> <p>To advertise and communicate volunteering opportunities for young people across the City.</p> <p>To ensure that Peterborough can offer national and local programmes that support the development of young people's citizenship.</p> <p>The local authority will set the standards and tone for involvement and engagement</p>	<p>Develop youth work training and information on the website for community groups.</p> <p>Develop an enablement pathway for Youth Work and Citizenship which includes support, advice and guidance for community groups to deliver their own Youth Engagement.</p> <p>Create better links with Peterborough Council for Voluntary Services and investigate national volunteering schemes for young people that can be published on a volunteering hub for young people.</p> <p>Continue to expand the Duke of Edinburgh, National Citizens Service, Princes Trust and other Youth Work Opportunities for Young People.</p> <p>Continue to develop the Quality Assurance, Training Outcomes Framework for the</p>



<p>faiths, ages and abilities to build tolerance, respect and understanding.</p>	<p>of young people, leading the development and co-ordination of the sector to ensure that opportunities are provided across the City.</p> <p>We will empower young people to develop their place in society,</p> <p>We will work with young people (particularly from deprived backgrounds) to raise their aspirations around developing a healthy lifestyle</p>	<p>sector across the City and support community deliverers to be linked up through digital forums and social media.</p>
<p><b>How will we deliver this building block and by when?</b></p>		
<p>Much of the work required to fulfil the delivery of this building block will be developed via the Customer Experience Programme’s Community Investment Stream with all of the actions in this Building Block delivered by January 2017. A number of actions, such as the creation of a Youth Enablement role, will be delivered by April 2016.</p>		

**Building Block 9: Prevention and Early Intervention**

Prevention and Early Intervention is completely dependent upon having a clear understanding of need including the challenges and problems that individual families face, and once we understand that, ensuring that right support is provided. Our focus is:

- One assessment that gathers all the information about the family in one place
- One Lead Professional who is the first point of contact for the family
- One action plan that the family and partners co-produce to plot and measure progress and impact

Peterborough has for the last five years been developing a model of empowerment for Early Help which is based upon partner organisations across the city taking on the role of Lead Professional. These Lead Professionals are trained and supported by a small core team of council staff and this model provides us with a workforce of between 300-350 staff.

Role of Communities	Role of the Council	Possible Actions
<p>Families are supported to engage and use self-help options for accessing support and information.</p> <p>Partners, which includes charities and faith organisations actively engage in the Early Help Process and actively promote it to continue to embed the empowerment model.</p> <p>Community based support groups such as Parents United, Second Generation (grandparents as parents) and Family Voice engage in providing support to families and maintain an open dialogue with the authority in terms of demand management.</p> <p>Charitable organisations such as Adfam and Relate continue to work closely with all partner organisations to maintain and increase, where relevant, use of and promotion of their services to families.</p> <p>Families supported through Early help are encouraged and</p>	<p>Develop the concept of one front door from the perspective of the family / service user preventing recurring requests for support.</p> <p>Support Lead Professionals to support families through a solution-focussed approach.</p> <p>Gather information from the family and Lead Professional once and share this effectively.</p> <p>Work pro-actively with local charities and faith organisations to enhance provision and fill gaps.</p> <p>Ensure a differential support package is available to those families with greatest need through the continued use of multi-agency panel processes.</p> <p>To support professional and community groups and volunteers to have an awareness disabilities and make reasonable adjustments to services.</p>	<p>Contribute to the development of an enhanced self-help information service for families.</p> <p>Contribute to the development of a specialist advice and information service as part of the new front door to provide specialist support to partners.</p> <p>Commission services where evidence demonstrates there is a need for it and it has a positive impact.</p> <p>Invest the Payment by Results revenue in preventative work as far as possible.</p> <p>Continue to train partners in the use of assessment tools to help empower families to make positive changes to their lives e.g. Outcome Star.</p> <p>Pilot a volunteering programme of family support as a planned exit strategy to help remove the dependency</p>

<p>supported to engage with volunteering opportunities to help other families in similar situations.</p> <p>Communities continue to develop additional self-help groups as demand dictates.</p> <p>Community groups make reasonable adjustments to accommodate the needs of children and adults with disabilities.</p>		<p>of some families on continual packages of support.</p>
<p><b>How will we deliver this building block and by when?</b></p>		
<p>A number of the actions highlighted in this Building Block are already underway and are linked to the Customer Experience programme, for example families' ability to access information and support from a self-help information service, the majority of these will be delivered in 2016. In addition:</p> <ul style="list-style-type: none"> <li>• Work is underway to establish Information Sharing Agreements (ISAs) with partner agencies and organisations to ensure appropriate information can be shared and families only need to tell their story once. Timeframe for having ISAs in place is April 2016.</li> <li>• Piloting of a volunteer programme to support families who have been supported by a period of High Level Family Support to then be supported by a volunteer, until they are confident and strong enough to manage without support. 6 Month pilot commencing January 2016. Joint project between PCC and a Peterborough based third sector organisation.</li> </ul>		

## Building Block 10: Health and Social Care Services

Peterborough has increasing numbers of people with one or more complex health condition often due to improvements in health care and increasing life expectancy. We want everyone to play an active part in their community, with those who require care and support able to receive this as close to home as possible.

Health and social care partners have agreed the following objectives to be achieved by 2019.

- Access to services will be less complex, with the provision of web based information and guidance allowing self-access;
- People will only tell their story once as assessment functions are joined up and Information is shared across health and social care;
- Citizens will have greater choice and control over their lives and greater support in self-care;
- People will have greater self-awareness of how to improve their own health and wellbeing through prevention of illness and healthy lifestyles;
- Local communities and individuals will be healthier, live longer and more independently;
- Hospitals and long term care will be last resorts and used only when there is an absolute need that cannot be met outside of these environments; and
- Organisations will be joined up and will work together to share resources and learning.
- Improved engagement with the Voluntary Sector and the Community to support prevention at every level.

The focus is to make an individual's journey through the health and social care systems as simple as possible and based on creating and/or maintaining independence.

The individual's perspective will become the key organising principle of our service delivery – they will receive the care that they need, at the right time and driven by their needs.

One of the key features of our community approach is the creation of multi-disciplinary neighbourhood teams aligned to GP practices and their local populations. The Integrated Neighbourhood Team approach would include an expectation of multidisciplinary working between individual staff or practitioners from a range of organisations, working on the model of the 'team around the person' which can be formally escalated to a multidisciplinary team linked to a GP practice if needed. High risk would result in frequent, regular proactive Integrated Neighbourhood Team approach whereas low risk would require a lower level intervention that would be taking place in the community and involve a range of partners in the voluntary and statutory sector

Role of Communities	Role of the Council	Possible Actions
Support for campaigns promoting health and wellbeing including falls prevention, promoting physical activity and mental health awareness and physical and emotional wellbeing.	Establishment of integrated health and social care Neighbourhood teams.  Establishing a network of approved personal assistants to provide a local care and support offer over which	Creation of reliable and accessible information and self-service resources to include an E-marketplace, underpinned by quality criteria.  To build upon the Personal Assistant register to expand

<p>Co-ordination of community activities to reduce the risk of social isolation for vulnerable people.</p> <p>The provision of accessible services within communities will support people to retain or regain the skills and confidence to remain living in their communities for as long as possible and maintain their independence.</p> <p>Ensuring clear and effective links are established with economic growth and development programmes to ensure that factors that have a positive impact on healthy ageing and prevention of acute need are integrated into long-term plans for new communities.</p>	<p>individuals have choice and control.</p> <p>Commissioning of appropriate and adequate care and support services to meet the needs of local populations.</p> <p>Developing the local market to deliver innovative and responsive solutions to care and support needs.</p>	<p>capacity and availability to all communities.</p> <p>Establishing of Neighbourhood Teams (MDT) of health and social care professionals</p> <p>Expansion of the availability of assistive technology, telecare and telehealth services to support independence within communities.</p> <p>Expansion of re-ablement services to support people to return to their communities following ill health.</p> <p>Expansion of community based support services for carers.</p> <p>Expansion of employment opportunities, including volunteering for adults with care and support needs.</p>
<p><b>How will we deliver this building block and by when?</b></p>		
<p>The ability to access information and support from a self-help information service will be dependent on the development of the Information Hub as part of the Customer Experience programme.</p> <p>To deliver the key prevention priorities that have been identified and agreed by Health Ageing and Prevention Better Care Fund Work Stream. The priority areas are falls prevention, managing continence, reduce social isolation and improving nutrition in the older frail population. The development of the well-being service commissioned by the CCG, working closely with the local authority will support delivery of the initiatives in 2016.</p>		

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<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 5</b>
<b>7 MARCH 2016</b>	<b>Public Report</b>

<b>Report of the Corporate Director Growth and Regeneration</b>		
<b>Contact Officer</b>	Lewis Banks, Principal Transport Planning Officer	Tel. 317465
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## **RURAL TRANSPORT**

### **1. PURPOSE**

- 1.1 This report provides the Committee with information on the rural policies within the recently adopted fourth Local Transport Plan (LTP4) and what actions are in place to achieve those policies. In addition, the report will also provide the Committee with an update on the Budget proposal to increase subsidised bus service funding by a further £100,000.

### **2. RECOMMENDATIONS**

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

### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

- 3.1 This report directly contributes to the objectives and outcomes contained in the Sustainable Community Strategy. The vision statements within the Community Strategy have been adopted as the overarching vision for the fourth Local Transport Plan (2016-2021).

- 3.2 The plan has an impact on all communities and is key to bringing forward the following:

- A bigger and better Peterborough that grows the right way - and through truly sustainable development and growth.
- Improves the quality of life of all its people and communities and ensures that all communities benefit from growth and the opportunities it brings.
- Creates a truly sustainable Peterborough, the urban centre of a thriving sub-regional community of villages and market towns, a healthy, safe and exciting place to live, work and visit, famous as the Environment Capital of the UK.

- 3.3 The fourth Local Transport Plan supports the following national indicators:

- NI 168 – Principal road condition.
- NI 169 – Non-principal classified road condition
- NI 47 – Total killed and seriously injured
- NI48 – Child killed and seriously injured
- NI177 – Public transport patronage
- NI178 – Bus punctuality
- NI167 – Congestion

### **4. BACKGROUND**

- 4.1 Improving transport for everyone who lives, works or travels in Peterborough is a priority for the City Council. To enable us to provide the best possible transport service in and around the city,

we produce a Local Transport Plan every five years which sets out how we will tackle existing and future transport issues. LTP4 was adopted at Full Council on 27 January 2016 and will take effect from 1 April 2016.

4.2 The LTP4 supports Peterborough's Core Strategy and City Centre Development Plan Document which form the Council's planning policy and sets out how the city's transport system will support the future growth and development of Peterborough. The LTP4 therefore sets out what the Council aspires to achieve and the mechanisms that will be considered to help meet those objectives.

4.3 LTP4 has a dedicated rural strategy with the vision that "*All journeys made to and from the rural areas to have a sustainable alternative to the private vehicle and to ensure rural environments will be protected from the unnecessary impacts of traffic.*" The rural transport strategy has a number of goals, some of which are:

- To reduce road traffic casualties and collisions in rural areas
- To improve road safety amongst all road users through education, training and publicity
- To engage with schools in rural areas and support individual travel needs to increase safe and sustainable travel on the school journey
- To deliver education, training and publicity to raise awareness of sustainable transport and the benefits of active travel
- To continue to support Call Connect service in rural areas
- Improve rural bus service - demand responsive service
- Enhance public transport opportunity/coverage

4.4 For the purpose of this report the above objectives have been grouped into four categories; road safety, school travel, sustainable travel and passenger transport.

#### 4.5 Road safety

4.5.1 A detailed report, 'Road Safety in Rural Areas', was submitted to the Committee on 3 November 2015 and explained what the Council was doing to reduce road traffic casualties and collisions in rural areas as well as what is being done to improve road safety amongst all road users through education, training and publicity.

The report stated that under section 39 of the Road Traffic Act 1988 local authorities are obliged to carry out studies into accidents and to take such measures as appear appropriate to prevent such accidents, including (amongst other things) providing advice and information, and giving practical training. Local authorities must also prepare and carry out a programme of measures designed to promote road safety.

Casualty data is collected on statutory pro formas by the police attending road traffic collisions. Information is collated, verified and analysed to identify trends and direct resources and develop activities as required.

Table 1 below shows the number of casualties in Peterborough (and % in Rural Wards)

<b>Year</b>	<b>Fatal</b>	<b>Serious</b>	<b>Slight</b>	<b>Total</b>
<b>2012</b>	4 (25%)	80 (27%)	788 (15.6%)	<b>872 (16.3%)</b>
<b>2013</b>	8 (50%)	80 (21%)	695 (15.3%)	<b>783 (16.3%)</b>
<b>2014</b>	4 (50%)	71 (17%)	601 (13.8%)	<b>676 (14.3%)</b>

Although casualties across the Peterborough area are falling, Peterborough is still in the bottom quartile when compared to other authorities. The data suggests Peterborough residents are at greater risk of being involved in a road traffic collision.



Table 2 – comparison to national data 2014 casualties per 100 million vehicle Km

	KSI	Slight	Total
Peterborough	4.2	33.4	<b>37.5</b>
Great Britain	4.9	33.9	<b>38.9</b>

4.5.2 The Council's Road Safety service is part of the Safer Peterborough Partnership, and works with various agencies in terms of prevention, intervention, changing attitude and influencing behaviour. Road Safety links with different partners including Safer Schools Officers, Crime Reduction Officers, Local Police Teams, Fire Service as well as the Tri-Force Road Policing Unit.

Peterborough City Council is a main partner in the Cambridgeshire and Peterborough Road Safety Partnership (CPRSP). The partnership board membership consists of Cambridgeshire County Council, Peterborough City Council, Cambridgeshire Constabulary, Tri-Force Road Policing, Highways England, Cambridgeshire Fire and Rescue, Public Health and Addenbrooks Trauma Unit. The CPRSP has recently gone through a review and new terms of reference, strategy and business plan have been produced to ensure that the board meets its strategic objectives in reducing casualties for all partner agencies.

The Road Safety Service is responsible for delivering a programme of work to reduce and prevent casualties. Data is kept under review and activities developed and adapted as required. Key themes of work include:

#### 4.5.3 **Children and Young People**

The CPRSP has a target to reduce the number of children killed and seriously injured on the roads by 40% by 2020. Over the last 3 years 24 children aged 15 years and under have been seriously injured on Peterborough roads and 169 slightly injured.

Work in primary and secondary schools is targeted in areas where children are more at risk of being involved in accidents. Rural schools across Peterborough are encouraged to take part in the Junior Road Safety Officer Scheme, Pedestrian Training, Scooter Training, as well as the Be Safe Be Seen campaign.

#### 4.5.4 **Young Drivers**

Reducing the number of young drivers injured on our roads is a key theme for the CPRSP. During 2014, 23% of all people killed or seriously injured on our roads were aged between 16 and 25 years. Young drivers are at much higher risk than older drivers. Research shows that the combination of youth and inexperience puts young drivers at risk. Their inexperience means they are less likely to spot hazards and their age means they are more likely to take risks. Data, national research and feedback from events are monitored by the delivery group to keep adapting and developing ideas to assist with engaging with this group.

Various activities delivered by the CPRSP to this age group include:

- Drive to Arrive which is a series of workshops delivered in schools/colleges by various partner agencies.
- A pilot of a large scale young driver event at Huntingdon Race Course which brought together both private and public sector organisations who have an interest in reducing road traffic casualties. The event covered all aspects of driving from choosing an instructor to what happens if it all goes wrong.
- Theatre in Education covering drink and drug driving messages. This was not only delivered in schools but also other organisations with large numbers of young people including the RAF.
- Modified Crash Car, a Ford Focus ST which simulates a crash and which attends various schools/colleges and events across the area as well as the UK National Modified Car Show at the East of England Showground.

As well as targeting young drivers direct, the Road Safety Service also looks at ways to engage with driving instructors and parents of pre/novice drivers. The Service is an accredited provider

for Client Centred Learning and the first course is due to be delivered in the autumn.

#### 4.5.5 **Motorcyclists**

Motorcyclists are 30 times more likely to be killed or seriously injured in crashes than car drivers. Injuries to motorcyclists are out of proportion with their presence on UK roads. Motorcyclists are around 1% of traffic, however during 2014 they accounted for 17% of all KSIs on Peterborough Roads.

Activities delivered during the year include:

- Bike Safe, a training programme delivered by advanced police motorcyclists
- Pit stop and dealership days. Pit Stop days have taken place on the A47
- Attending the National Motorcycle News Show at East of England Showground
- Various publicity campaigns which link with national campaigns including 'Think Bike Think Biker' which is aimed at car drivers

In Peterborough there has also been an increase in the number of riders aged 16 – 19 years injured on mopeds. 'Scooter' days are delivered at Peterborough Regional College which combine skills tests, assessed rides with information about the need for correct equipment. Scooters are also tested to see if they have been de-restricted.

#### 4.5.6 **Publicity Campaigns**

During the year the Road Safety Service ties in with various national and regional road safety campaigns and delivers supporting activities at a local level. This includes the Be Safe Be Seen campaign which last year also saw the launch of the LIT (lights instead of tickets) campaign in Peterborough. Drink Drive, Seatbelts, Mobile Phones, In Car Safety Checks, Winter Driving, and Speed (both urban and rural) which includes the promotion of speed watch and if required the installation of temporary mobile vehicle activated signs and speed surveys are all additional programmes.

In the autumn of 2015, the Department of Transport [DfT] ran its THINK! Country Road campaign which aimed to contribute to a reduction in killed and serious injured casualties on rural roads by reducing drivers' entry speed into bends. Campaign activity will include national radio advertising, video advertising on YouTube, cinema advertising and social media advertising.

#### 4.5.7 **Safety Cameras**

Safety Cameras are operated through the Tri-Force Camera, Collision and Ticket Office. Safety Cameras are used to enforce speeds at locations that have a proven history of excessive speeding and KSI casualties resulting from excessive speed.

There are currently 2 fixed camera sites in the rural area and 3 mobile enforcement sites. There are also a number of community concern sites which are in rural areas, however these sites are currently under review.

#### 4.5.8 **Future opportunities**

Through the CPRSP data and intelligence group more use is being made of the available data. This includes working closely with Addenbrooks Hospital. Changes have been made to the pro forma used by the Police at the scene of an accident to now include the casualty's NHS number. As data starts to come through, the partnership will gain a clearer understanding of serious injuries sustained in a crash, information regarding the person involved, and ongoing health care required. This will allow for more targeted interventions in the future.

Work has been undertaken regarding the demographic profile of drivers committing offences. It is hoped that this data can be used to target different groups with various road safety messages before the individuals cause collisions.

Through the CPRSP income generation opportunities are being explored, including future delivery of driver diversionary courses and opportunities to work with businesses to promote

work-related road safety. Peterborough City Council is an accredited supplier to deliver Client Centred Learning courses to driving instructors on behalf of Road Safety GB.

- 4.5.9 The Road Safety Service works closely with Peterborough Highway Services and provides comments on different engineering schemes which are included in the capital programme of works, including location and design of schemes.

The DfT allocates the Council funding for small integrated transport improvement schemes to improve things such as road safety, public transport, traffic congestion, accessibility, pollution, walking and cycling provisions. The integrated transport block funding enhances the network for all forms of transport and is calculated following assessments/analysis and is linked to the policies in the Long Term Transport Strategy and the Local Transport Plan. A report and a list of proposed schemes are submitted to the Sustainable Growth and Environment Capital Scrutiny Committee on an annual basis.

The Council receives a high number of requests for improvements and with limited budget we score each request based on a number of factors. For example, if an issue was raised about perceived speeding we would collect data on vehicle speeds and accident data and then follow the recommended DfT guidelines on whether or not the issue warrants consideration for a speed reduction scheme. We encourage residents/groups to contact the Council with issues and suggestions because we are keen to make improvements where there is a need and where it is possible to do so.

## 4.6 **School travel**

The Council is committed to reducing congestion, improving safety and increasing the number of pupils and staff that travel by sustainable modes. To help with this process the Council has developed a School Travel Plan Toolkit which:

- Sets out a range of travel planning measures that could be implemented to reduce car travel and encourage walking and cycling.
- Gives guidance for schools on developing their own travel plans and undertaking travel surveys.

Some of the measures that schools can adopt include:

- Bikeability training, which is the 21<sup>st</sup> century 'cycling proficiency' that is designed to give children confidence and skills for riding a bike
- Setting up park and stride sites where parents who need to drive their child to school use a designated drop-off area and pupils walk from that area to school.
- Setting up a walking bus which consists of supervised groups of children walking to school with adults along set routes, which stop at pick-up points (or "bus stops") to collect more pupils on the walk to and from school
- Working with the Council to identify what infrastructure is required to promote safe walking, cycling and public transport
- The Road Safety Team has a variety of education and training packages to primary schools which are flexible and adaptable to meet the needs of the school
- A range of information and promotional materials are available
- The Big Pedal which is a nationwide inter-school cycling and scooting competition which encourages children, parents and staff to switch to two wheels for two weeks

Outspoken Training won the Best Behaviour Change Award at the 2015 National Cycling Planning Awards for their work in transforming how Peterborough families get to and from school. The overall aim of the project was to help build a stronger cycling culture within five primary schools and to encourage children, parents and teachers to cycle more often. In just six weeks there was a 263% increase with more than 200 more children cycling to school each day across the five Peterborough schools - Heritage Park, Oakdale, Norwood, Newborough and Castor.

## 4.7 Sustainable travel

Peterborough has been delivering a successful programme of measures to encourage sustainable travel since 2004. Branded as Travelchoice, the Council has been promoting walking, cycling, public transport, car sharing and more recently ultra low emission vehicles in a number of different ways. This includes information and promotional materials such as the cycle map which covers all of the urban and rural routes including Peterborough's Green Wheel.

The Council works with developers through the travel planning process to ensure that sustainable travel is an important consideration of any new development. There is close working between Public Health and other local organisations, such as Vivacity, to promote the health benefits of active travel.

The Council works with businesses to encourage them to create a travel plan and adopt a range of measures to encourage their staff to travel more sustainably. This could include participating in Peterborough's annual Travel Challenge where individuals and organisations earn points for travelling sustainably, promoting car sharing to their employees, or taking up the Council's business grant scheme where the Council will match fund (50%) up to the value of £5,000 towards the cost and installation of infrastructure which promotes sustainable travel (such as secure cycle parking).

These softer measures are backed up by infrastructure improvements which include footways, cycle ways, crossings, bus stops and road safety schemes as described above in 4.5.7.

## 4.8 Passenger Transport

The Council has committed to continue to support rural passenger transport services. This includes the Call Connect service which operates to the west of Peterborough and for which a new vehicle was recently purchased by the Council to enhance the service.

The Council has recently signed a 2 year contract extension on the Stagecoach 22 service which is subsidised by the Council and serves Maxey, Etton, Glinton, Peakirk, Milking Nook and Newborough and parts of the urban area of Peterborough. The Council also subsidises the Rural Accessible Dial-a-Ride Service which is available to anyone who lives in the rural area but is unable to use a conventional bus service. The Council allows passengers on the Rural Accessible Dial-a-Ride Service to use their concessionary passes and this is not a statutory right and is not offered by all other councils.

In phase 2 of the Budget, which the Council will consider on 9 March 2016, there is a proposal to invest a further £100,000 in supported bus services. A Cross Party Working Group was established to recommend what additional services should be put in place should the Budget proposal be approved. The recommendations from the Working Group include a retiming of services through the day and an additional evening journey on service 22 to allow residents time to enjoy the evening economy in Peterborough or travel back if arriving later into Peterborough by train.

The Council supports rural bus services by installing new infrastructure. Over the last 3 years 2 shelters have been installed at the following locations: Northborough opposite the Pack Horse and Wittering on Burghley Avenue. In 2016/17, 2 bus shelters will be constructed in Northborough (Lincoln Road near Maxey Road and Lincoln Road adjacent to the Castle).

In addition the Council regularly liaises with bus operators to discuss their services and to see what additional improvements can be made to enhance services and encourage more people to travel by bus. Through the Travelchoice initiative, public transport is promoted utilising a range of measures to try to increase the number of people travelling by bus and thus make it more appealing to operators to provide additional services. However, it should be noted that the Council has very limited ability to increase public transport opportunity and coverage.

## 5. KEY ISSUES

5.1 The Committee is asked to note that the work described in section 4 meets the following LTP4 objectives:

- To reduce road traffic casualties and collisions in rural areas
- To improve road safety amongst all road users through education, training and publicity
- To engage with schools in rural areas and support individual travel needs to increase safe and sustainable travel on the school journey
- To deliver education, training and publicity to raise awareness of sustainable transport and the benefits of active travel
- To continue to support Call Connect service in rural areas
- Improve rural bus service - demand responsive service
- Enhance public transport opportunity/coverage

## 6. IMPLICATIONS

6.1 The fourth Local Transport Plan sets out the transport strategy for Peterborough for the next 10 years with a detailed policy and plan for the next 5 years. Some of the key implications are summarised below:

### **Financial**

The LTP4 contains an indicative 5 year spending profile for transport funding but this is not a commitment on the Council to invest such funds.

### **Legal**

It is a statutory requirement that all local transport authorities outside of London produce a Local Transport Plan under the Transport Act 2000, as amended by the Local Transport Act 2008. The Council's current plan, LTP3, expires on 31 March 2016.

### **Corporate Priorities**

LTP4 has been written in line with strategic priorities:

- Drive growth, regeneration and economic development
- Improve educational attainment and skills
- Safeguard vulnerable children and adults
- Implement the Environment Capital agenda
- Support Peterborough's culture and leisure trust Vivacity
- Keep all our communities safe, cohesive and healthy
- Achieve the best health and wellbeing for the city

### **Environment Capital**

LTP4 identifies the Environment Capital as a key aspiration and a number of policies in the document support this vision as well as the goals in the Environment Capital Action Plan.

### **Community Safety**

Road safety and reducing the fear of crime are key goals of LTP4.

### **Discrimination and Equality**

Local Transport Plans are required to have regard to the needs of disabled persons as defined by Section 1 of the Disability Discrimination Act 1995. In addition, the Equalities Act 2010 requires that Council's must have regard to the needs of those persons with protected characteristics in the formulation of policy. LTP4 has had an initial Equality Impact Assessment carried out on it and there are no specific impacts for groups with protected characteristics so a full Equality Impact Assessment is not required.

The document has implications city-wide and is a Statutory and Key document for the Council.

## 7. CONSULTATION

7.1 The consultation process for the LTP4 started in autumn 2015. In October all stakeholders and interested parties (254 in total) were contacted and sent a leaflet outlining what the proposals were for LTP4. The following lists some of the types of stakeholder and interest groups that were consulted:

- Bus Service providers
- Community Associations
- Councillors
- Disability and Accessibility Groups
- Environment Organisations
- Local Members of Parliament
- Neighbouring Local Authorities
- NHS Trust
- Parish Councils
- Partnering Organisations
- Police and other Emergency Services
- Other local groups for cycling, walking, senior citizens, rail and traders

For residents, hardcopies of the leaflets were available at the Town Hall and Bayard Place.

An extraordinary meeting of the Sustainable Growth and Environment Capital Scrutiny Committee was held on 6 January 2016 to consider the LTP4 as part of the consultation process and make recommendations.

To further publicise the consultation, the council website and social media (Facebook and Twitter) were utilised alongside the placement of an advertisement in the local newspaper, Peterborough Telegraph and coverage on local radio. Dates were then set for consultation 'drop in' events, which were held at the Town Hall.

**Table 11 – LTP consultation events**

Date	Time
29 October 2015	09:00 to 17:00
4 November 2015	09:00 to 17:00
10 November 2015	09:00 to 17:00
16 November 2015	17:00 to 20:30
19 November 2015	17:00 to 20:30
24 November 2015	17:00 to 20:30

The primary aim of the public consultation events was to give the general public an opportunity to provide feedback as well as asking officers questions regarding the document or transport issues. In addition to this, everyone who attended the consultation events was encouraged to complete the questionnaire. In order to accommodate the needs of everyone there were three events held during the day as well as three in the evening.

## 8. NEXT STEPS

8.1 That the Committee notes the report.

## 9. BACKGROUND DOCUMENTS

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

9.1 The fourth Local Transport Plan  
Initial Equality Impact Assessment

## 10. APPENDICES

10.1 n/a

<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 6</b>
<b>7 MARCH 2016</b>	<b>Public Report</b>

<b>Report of the Design and Implementation Group</b>		
<b>Contact Officer</b>	Kim Sawyer, Director of Governance	Tel. 452361
	Councillor Thulbourn, Chairman of Design and Implementation Group	Tel.

## **ALTERNATIVE GOVERNANCE ARRANGEMENTS**

### **1. PURPOSE**

- 1.1. This report updates Members on the next steps following Council's decision on 27 January 2016 to confirm its earlier decision to adopt a hybrid model of governance to take effect from the Annual Council meeting in May 2016. It agreed the type of hybrid model it would implement and a scrutiny structure that is aligned to the new model.

### **2. RECOMMENDATIONS**

- 2.1. To update Members on the outcome of the Scrutiny Workshops.
- 2.2. To note the actions to be taken following the Annual Council meeting in May to embed the hybrid model and in particular to advise Scrutiny Members of the impact of those proposals on their work programme. .
- 2.3. To comment on the induction programme at Appendix 2.

### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

N/A

### **4. BACKGROUND**

The changes to the governance arrangements were reported to Council on 27 January 2016. Council agreed a hybrid model of executive decision making to take effect from the Annual meeting in May. Under our hybrid model, the Leader/Cabinet system of decision making is retained but Scrutiny Committees select decisions they wish to review in advance of the decisions being considered by the Executive. Scrutiny Committees may endorse the proposals or make alternative recommendations on those reports. The Executive will take into account any recommendations before making their final decision. The new role played by scrutiny allows for backbench and opposition members to take part in the formulation of policy and executive decision making and so provides more inclusivity for Members.

In summary, the agreed arrangements are as follows:

- 1) The Chairman of the relevant Scrutiny Committees in consultation with the relevant Cabinet Member will call forward any executive decisions that should be taken to a scrutiny committee before that particular executive decision is made.
- 2) On the matters selected, the executive report with recommendations will be considered by

the Scrutiny Committee the week before it goes to Cabinet or to the Cabinet Member for decision. The Scrutiny Committee will discuss the report and make recommendations to the Cabinet, and in the case of Cabinet Member Decisions, to the relevant Cabinet Member.

- 3) Where the Scrutiny Committee agrees with the Officer recommendations, Cabinet/Cabinet Member note this. Where they disagree a “reference-up” process ensures that Cabinet takes account of this as detailed below.
- 4) To implement this model scrutiny committees had to be aligned to Member and Officer portfolios. Therefore, Council has established the following three Scrutiny Committees: These are:
  - (a) Children and Education Scrutiny Committee
  - (b) Adults, Communities and Health Scrutiny Committee
  - (c) Growth, Environment & Resources Scrutiny Committee

Each Scrutiny Committee will consist of 10 Members.

## **5. KEY FEATURES**

### **PRE-DECISION SCRUTINY**

- 5.1. Under the new arrangements, pre-decision scrutiny as described above will take priority over post decision scrutiny. Therefore, the role of scrutiny will significantly change. Every 4-6 weeks before a Cabinet meeting, the forward plan will be published and the Chairman of the relevant Scrutiny Committee in consultation with the relevant Cabinet Member will decide:
  - (a) matters that scrutiny would like to have early involvement in at the policy development stage, for example major policy documents, and
  - (b) those reports coming before an individual Cabinet Member that month or before the next Cabinet meeting that the relevant Scrutiny Committee wishes to see before the decision is made.
- 5.2. All Scrutiny Committees will meet the week before the Cabinet meeting. Any individual Cabinet Member decisions and Cabinet reports that have been selected for pre-decision scrutiny will be put on the agenda of the appropriate Scrutiny Committee.
- 5.3. To avoid any delay in decision making, it is important that these reports are the first items on the Scrutiny Committee agenda. The Committee will discuss the report and the Officer recommendations. The Director submitting the report, or his/her representative, and the relevant Cabinet Member will attend the Scrutiny Committee to answer any questions. The Scrutiny Committee will then decide if it agrees with the Officer recommendations or if it wishes to make alternative recommendations. The Scrutiny Committee will need to give reasons if they make alternative recommendations. The Officer report will then either go to the Cabinet Member to make the decision for Cabinet Member Decision Notices (CMDNs), or to the next meeting of Cabinet if the decision is to be made by the Cabinet. At that time they will also take account of the Scrutiny Committee’s recommendations.
- 5.4. For CMDNs, if a Cabinet Member does not agree with the Scrutiny Committee recommendations, he or she will refer the Officer report to the Cabinet to decide. If the matter is considered by Cabinet and the Cabinet do not agree with the Scrutiny Committee’s recommendations, they will give reasons.
- 5.5. If a minority of voting members on the Scrutiny Committee do not agree with the majority’s views/recommendations, they may put forward alternative recommendations, known as minority reporting. The minority report will be considered by the Cabinet before it makes its decision. For CMDNs, the matter will be referred up to the Cabinet for decision. The Chairman of the Scrutiny Committee and any Members submitting a minority report will be able to speak in support of their views at the Cabinet meeting.



5.6. Cabinet meets 10 times a year but two of these relate to the budget for which there is a separate consultation process. Therefore, Scrutiny Committees will need to meet at least 8 times a year, more frequently than they do now. Officers and Cabinet Members will also need to attend the Scrutiny Committees to answer any questions.

5.7. Attached is an example timetable. (Appendix 1)

### **WORK PROGRAMME AND MANAGING WORKLOAD**

5.8. Councillors who attended the scrutiny workshops held in October and December recognised that they would need to manage their work programme differently. They wanted to provide a positive input into decision-making at an early stage; both at the policy development stage and prior to decision making. This work would need to take priority over post decision scrutiny which they saw as lacking influence. However, scrutiny of external partners such as Police and Health remain the same, as Scrutiny Committees still have a statutory responsibility for this work.

The workshop agreed they would use prioritisation to manage their workload as follows:

- (a) Any matters relating to pre-decision scrutiny would take priority.
- (b) Scrutiny Committees would be selective in choosing items for scrutiny for example, choosing two or three themes a year to inform their work programming rather than considering a wide range of issues.
- (c) The agenda and programme should be member-led.
- (d) Once the work programme is set the workshop agreed that Scrutiny Committees should avoid adding other items throughout the year unless absolutely necessary.
- (e) Rather than monitoring a myriad of performance indicators for every function, scrutiny should receive performance indicators on key areas of importance and follow a dashboard/traffic light system; green for on target; red for target not achieved etc.
- (f) "Items for information" should be circulated outside of committee meetings and should not appear on the agenda.

5.9. At the beginning of the municipal year Scrutiny Committees normally hold a planning meeting. The Scrutiny Workshops requested more assistance in deciding their work programme, in identifying priorities and in deciding their information needs to enable them to add value in a much more focused way.

5.10. Following the local elections in May and after Council at its Annual meeting has appointed the Members to the Scrutiny Committees, an induction event will be arranged. It is proposed that this is an afternoon/evening event or an all-day event. This will include (a) a session on the hybrid model and how it will work in practice and (b) a work planning session.

5.11. The work planning session will be supported by Ed Hammond, Head of Programmes (Local Accountability) at the Centre for Public Scrutiny who supported the workshops. It will include:

- a) Corporate Directors, relevant Service Directors and relevant external bodies who will give an overview of their service areas, and highlight any key issues over the following municipal year, such as future service and legislative changes
- b) Members will identify their key themes for the following year, and discuss their working arrangements for the year including how they will prioritise their workload.

5.12. Ed Hammond will assist Members with their work programme, deciding their future information needs and how they might access them. It would be a key role of the Chairman to lead this work. The proposed programme is attached (Appendix 2)

- 5.13. Members' views are requested on the proposed work programme event, and whether this should be a full day event or an afternoon and evening event.

### **CO-OPTED MEMBERS**

- 5.14. Scrutiny Members at the workshop and Members of the Design and Implementation Working Group recognised the importance of having co-opted members on the new scrutiny committees to reflect additional knowledge, skills and experience which might need to deliver their work programme. Under the revised procedure rules, all scrutiny committees have the ability to co-opt up to four non-voting members. This is in addition to the statutory co-opted Members.
- 5.15. At their first induction meeting, Members will want to discuss the types of experience, knowledge and skills they will need to implement their work programme, and to identify any appointments to any co-opted member positions.

### **RURAL MATTERS**

- 5.16. It was decided not to have a separate rural committee. Councillors when deciding their working arrangements at the work planning stage will want to ensure whether rural issues are adequately represented and how they should be represented in the future.

### **CHARTER – ROLE OF CHIAR**

- 5.17. The Design and Implementation Group recognised that the Chairman would have a much stronger role in managing the agenda, particularly in working with the relevant Cabinet Member on agreeing items for pre-decision scrutiny and ensuring that the Committee had a manageable work programme. They recommended that there should be a Chairman's charter outlining their rights and responsibilities under the new hybrid model. Members saw the role as:
- (a) Providing leadership to the Committee and managing the business through setting its agenda and work programmes
  - (b) Managing the agenda in consultation with committee members to ensure the work of the Committee is member led, and is in accordance with member priorities
  - (c) Ensuring that its work primarily focused on pre-decision scrutiny, and adding value
  - (d) Leading on the development of the work programme to ensure it is focused
  - (e) Working with the relevant Cabinet Members to review the forward plan to identify key issues for pre-decision scrutiny both at the policy development stage or prior to decision making liaising with members of the committee and taking the views of Group Representatives as necessary
  - (f) When making recommendations to the executive, ensure there is consensus that members take account of officer advice and where the Committee do not agree with the officer or Cabinet Member recommendations, clear reasons are given
  - (g) Ensuring the Committees' input to executive decision making is efficient and effective
  - (h) To represent the Committee at Cabinet meetings
  - (i) To foster relationships founded on mutual respect and open communications between Directors, the Executive and Scrutiny members

## **OTHER TRAINING MATTERS**

- 5.18. In previous years, there has been an induction session on the role of scrutiny for new members and training in chairing skills for Chairman of Scrutiny Committees. Members feedback on the usefulness of this training and any other training requirements would be welcome.

## **6. IMPLICATIONS**

- 6.1. Financial Implications: There are no direct financial costs in relation to this report. The cost of training will be met from the Democratic Services budget. Provision has been made in the budget for the additional cost of supporting this process.

Legal Implications: There are no legal implications in relation to this report.

## **7. CONSULTATION**

- 7.1. Not applicable in the context of this report

## **8. NEXT STEPS**

- 8.1. CMT have set up an Officer Working Group involving cross directorate representatives to work with Democratic Services to ensure that processes are in place to ensure a smooth implementation of the new arrangements. This will include planning the work programming event and induction programme.

## **9. BACKGROUND DOCUMENTS**

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

- 9.1. *None*

## **APPENDICES**

Appendix 1 – Calendar

Appendix 2 – Scrutiny Programming Event

**Appendix 1**  
**Timetable for revised process (modelled on March 2016 Cabinet meeting)**

	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
	<b>February</b>						
	8  <b>Day 43</b>	9  <b>Day 42</b>	10  <b>Day 41</b>	  <b>Day 40</b>	12 Forward Plan published (for Cabinet in March) (At least 28 clear (calendar) days) <b>Day 39</b>	13  <b>Day 38</b>	14  <b>Day 37</b>
	15  <b>Day 36</b>	16 Chairman of Scrutiny & relevant Cabinet Members with officers present to discuss items for pre scrutiny <b>Day 35</b>	17  <b>Day 34</b>	18  <b>Day 33</b>	19  <b>Day 32</b>	20  <b>Day 31</b>	21  <b>Day 30</b>
	22  <b>Day 29</b>	23  <b>Day 28</b>	24  <b>Day 27</b>	25  <b>Day 26</b>	26  <b>Day 25</b>	27  <b>Day 24</b>	28  <b>Day 23</b>
	<b>March</b>						
	29  <b>Day 22</b>	1  <b>Day 21</b>	2  <b>Day 20</b>	3  <b>Day 19</b>	4 Cabinet agenda (part 1) and CMDNs published and included on the agenda of the relevant Scrutiny Committee <b>Day 18</b>	5  <b>Day 17</b>	6  <b>Day 16</b>
	7  <b>Day 15</b>	8  <b>Day 14</b>	9  <b>Day 13</b>	10  <b>Day 12</b>	11 Statutory deadline for publication of Cabinet agenda (part 2) <b>Day 11</b>	12  <b>Day 10</b>	13  <b>Day 9</b>
	14 Scrutiny Committee meeting  <b>Day 8</b>	15 Scrutiny Committee meeting  <b>Day 7</b>	16 Scrutiny Committee meeting  <b>Day 6</b>	17 Scrutiny Recommendations circulated  <b>Day 5</b>	18  <b>Day 4</b>	19  <b>Day 3</b>	20  <b>Day 2</b>
	21 Cabinet <b>Day 1</b>	22	23	24	25	26	27

## Induction for Scrutiny Members Working in Peterborough's Hybrid Model

**Timing: 1 day or afternoon and evening, or two evenings**

Lead: Ed Hammond, Head of Programmes, Local Accountability  
Kim Sawyer, Director of Governance

	<b>Lead</b>
<p><b>Part 1 - Introduction – What is scrutiny?</b> What is Scrutiny?  Peterborough's Hybrid Model  How we adapt it to the Peterborough model  Followed by Questions and Answers</p>	<p>Ed Hammond  Kim Sawyer</p>
<b>Break</b>	
<p><b>Part 2 – Work programming</b> Introduction to Work Programming in Scrutiny Work Programming –The Peterborough model</p>	Ed Hammond
<p><b>Presentations</b> 10 min presentation from each Director – Highlighting key Challenges, Legislation, and Major Policy Reviews</p> <ul style="list-style-type: none"> <li>- People and Communities</li> <li>- Growth Regeneration and Resources</li> <li>- Resources</li> <li>- Public Health</li> <li>- Governance</li> </ul>	Directors
<p><b>Producing the Work Programme - Table work</b> Deciding key themes and work programme For example - Major Policies coming up for early review, Any statutory items from Partners What type of performance reports, annual reports – list and do we need them, Common style performance</p>	Members supported by Ed Hammond and Directors
<b>Break – Lunch</b>	
<p><b>Part 3 - Implementing the work programme including group work</b></p> <ul style="list-style-type: none"> <li>- Dos and Don'ts</li> <li>- Information needs, sources and how to research</li> </ul>	Ed Hammond
<b>Questions and Answers</b>	
<b>Next Steps</b>	

### **Attendance**

Scrutiny members/CMT/Partners – relevant Cabinet Members/Democratic Services Staff

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<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 7</b>
<b>7 MARCH 2016</b>	<b>Public Report</b>

## **Report of the Director of Governance**

**Report Author** – Paulina Ford, Senior Democratic Services Officer

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

### **FORWARD PLAN OF EXECUTIVE DECISIONS**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Scrutiny Commission for Rural Communities outlining the content of the Forward Plan of Executive Decisions.

#### **2. RECOMMENDATIONS**

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

#### **3. BACKGROUND**

- 3.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The Forward Plan contains those executive 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 21 March 2016.
- 3.2 The information in the Forward Plan of Executive Decisions provides the Commission with the opportunity of considering whether it wishes to seek to influence any of these executive decisions, or to request further information.
- 3.3 If the Commission wished to examine any of the executive 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 Executive 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 Executive Decisions

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# **PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS**

PUBLISHED: 19 FEBRUARY 2016

## FORWARD PLAN

### **PART 1 – KEY DECISIONS**

In the period commencing 28 clear 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 in **Part 1**. 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, this too is shown against the decision and its members are as listed below:  
Cllr Holdich (Leader); Cllr Coles; Cllr Elsey; Cllr Fitzgerald (Deputy Leader); Cllr Hiller, Cllr Lamb; Cllr North; Cllr Seaton; Cllr Serluca.

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 to reflect new key-decisions. 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, Democratic Services Manager, Governance 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](mailto: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.

### **PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE**

Whilst the majority of the Executive's business at the Cabinet 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, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also 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).

### **PART 3 – NOTIFICATION OF NON-KEY DECISIONS**

For complete transparency relating to the work of the Executive, this Plan also includes an overview of non-key decisions to be taken by the Cabinet or individual Cabinet Members, these decisions are listed at **Part 3** and will be updated on a weekly basis.

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, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to [gemma.george@peterborough.gov.uk](mailto:gemma.george@peterborough.gov.uk) or by telephone on 01733 452268.

All decisions will be posted on the Council's website: [www.peterborough.gov.uk/executivedeisions](http://www.peterborough.gov.uk/executivedeisions). If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Democratic Services Manager using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

**PART 1 – FORWARD PLAN OF KEY DECISIONS**

**KEY DECISIONS FROM 21 MARCH 2016**

<b><i>KEY DECISION REQUIRED</i></b>	<b><i>DECISION MAKER</i></b>	<b><i>DATE DECISION EXPECTED</i></b>	<b><i>RELEVANT SCRUTINY COMMITTEE</i></b>	<b><i>CONSULTATION</i></b>	<b><i>CONTACT DETAILS / REPORT AUTHORS</i></b>	<b><i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i></b>
<p><b>Provision of Permanency Services – KEY/21MAR16/01</b> To approve the award of the Provision of Permanency Services contract.</p>	<p><b>Councillor Andy Coles Cabinet Member for Children’s Services</b></p>	<p><b>July 2016</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Lou Williams Service Director Children’s Services and Safeguarding Tel: 01733 864139 Lou.williams@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Council Office and Buildings Collection Contract – KEY/21MAR16/02</b> To approve the award of the Council office and buildings collection contract.</p>	<p><b>Councillor Gavin Elsey Cabinet Member for Digital, Waste and Street Scene</b></p>	<p><b>April 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant industry partners.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>Traffic Signals Maintenance and Supply Contract – KEY/21MAR16/03</b> To jointly procure a Traffic Signal Maintenance and Supply and Installation Contract with Cambridgeshire County Council, Central Bedfordshire, Bedford Borough, Luton and Peterborough City Council (5 authorities) through a NEC 3 contract with a Single Supplier Framework with call off contract for 5 plus 3 years.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>May – July 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Tebb Network and Traffic Manger Tel: 01733 453519 Peter.tebb@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>
<p><b>Increased Number of Connectivity/Access Points (CityFibre) Within the Managed ICT Contract – KEY/21MAR16/04</b> To approve the number of connectivity/access points within the ICT contract.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Godfrey Assistant Director Digital Tel: 01733 317989 Richard.godfrey@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
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**PREVIOUSLY ADVERTISED DECISIONS**

<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</b>            To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.            For Cabinet to consider future options for service delivery.</p>	<p><b>Councillor David Seaton            Cabinet Member for Resources</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward Councillors, relevant internal departments &amp; 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 documents other than the report and relevant appendices to be published.</p>
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<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>Sale of the Herlington Centre - KEY/21MAR14/03</b> Delivery of the Council's capital receipts programme through the sale of the Herlington Centre, Orton Malborne.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Formalise Integrated Community Equipment Service Funding and Commissioning Arrangements - KEY/18APR14/01</b> To formalise integrated community equipment service joint funding arrangements.	<b>Councillor Wayne Fitzgerald</b> <b>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>March 2016</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Jenny Beasley Commissioning Manager Tel: 01733 452482 Jenny.beasley@peterborough.ov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Award of Contract for Build of a Waste Transfer Station - KEY/18APR14/02</b> To award a contract for the build of a waste transfer station.	<b>Councillor Gavin Eley</b> <b>Cabinet Member for Digital, Waste and Street Scene</b>	<b>March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Paul Robertson Waste Project Officer Tel: 01733 864740 paul.robertson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Print Managed Services - KEY/13JUN14/01</b> To enable Council officers to be able to print, copy and scan.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Vicki Palazon Financial Services Manager – Planning and Reporting Tel: 01733 864104 Vicki.palazon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<b>Selective Licensing - KEY/17OCT14/01</b> To improve standards and management of properties in the private rented sector.	<b>Cabinet</b>	<b>29 February 2016</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Classroom Extension and Associated Works Heltwater School - KEY/06MAR15/01</b> To authorise the construction of an extension at Heltwater School and give authority to the Executive Director of Resources to award the construction contract within the approved budget.	<b>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</b>	<b>March 2016</b>	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Wirrina Car Park – KEY/06MAR15/10</b> Disposal of Wirrina Car Park to Peterborough Investment Partnership.	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>March 2016</b>	Sustainable Growth and Environment Capital Scrutiny Committee	Relevant internal and external stakeholders.	Richard Hodgson, Head of Strategic Projects 01733 384535 Richard.hodgson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<b>Real Time Passenger Information – KEY/10JUL15/02</b> To approve the expansion and maintenance contract.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing &amp; Economic Development</b>	<b>March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and External stakeholders.	Amy Pickstone Senior ITS Officer Tel: 01733 317481 Amy.pickstone@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Delivery of the Council’s Capital Receipt Programme through the sale of Welland House, Dogsthorpe – KEY/24JUL15/01</b> To authorise the sale of Welland House, Dogsthorpe – (non-key)	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Delivery of the Council’s Capital Receipt Programme through the sale of Pyramid Centre, Bretton North – KEY/24JUL15/02</b> To authorise the sale of the Pyramid Centre, Bretton North.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Gareth Dawkins Capital Projects Officer Tel: 01733 384618 Gareth.dawkins@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>



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<p><b>Sale of Land at Rear of Braybrook School, Orton Longueville – KEY/24JUL15/03</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Land.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Sale of the Lindens, Lincoln Road – KEY/24JUL15/04</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p><b>Sale of Bretton Court, Bretton North – KEY/24JUL15/05</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Davies Sales and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Expansion by One Form of Entry to Jack Hunt Secondary School – KEY/07AUG15/02</b> To approve expansion by 1 form of entry of Jack Hunt Secondary School to include award of building contracts for the required enhancement of facilities and any legal changes to the schools PFI contract.</p>	<p><b>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>March 2016</b></p>	<p>Strong and Supportive Communities Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Head of Schools Infrastructure Tel: 01733 863976 Brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Draft Housing Strategy – KEY/21SEPT15/03</b> For Cabinet to approve the Strategy for public consultation.</p>	<p><b>Cabinet</b></p>	<p><b>June 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Anne Keogh Housing and Strategic Planning Manager Anne.keogh1@peterborough.gov.uk Tel: 01733 863815</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p><b>Passenger Transport Services AMEY – KEY/27NOV15/01</b> To approve the award of six routes to Amey under the existing contract arrangements.</p>	<p><b>Councillor John Holdich</b> <b>Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Sara Thompson Team Manager, Passenger Transport Operations Tel: 01733 317452 Sara.thompson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>
<p><b>Intelligent Transport Systems Infrastructure – KEY/11DEC15/01</b> To introduce the use of Variable Message Signs (VMS) on the road network to provide real-time driver information.</p>	<p><b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>December 2015 to Mar 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Tebb Network and Traffic Manager Tel: 01733 453519 Peter.tebb@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>

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<p><b>Direct Payment Support Service – KEY/11DEC15/02</b> To approve the direct payment support service.</p>	<p><b>Councillor Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>June 2016</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Jenny Beasley Commissioning Manager Tel: 01733 452482 Jenny.beasley@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>
<p><b>Offtake Arrangements for Power from the Energy Recovery Facility – KEY/25DEC15/01</b> To approve putting into place arrangements for the sale of heat and/or electricity from the Energy Recovery Facility.</p>	<p><b>Councillor Gavin Elsey Cabinet Member for Digital, Waste and Street Scene</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><b><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></b></p>

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<p><b>Delegation of Authority under the ASB, Crime and Policing Act 2014 to Registered Social Landlords – KEY/25DEC15/02</b> To authorise Peterborough City Council to designate authority to registered social landlords to enforce Part 4 Sections 43-48 of the Anti-social Behaviour, Crime and Policing Act 2014.</p>	<p><b>Councillor Nigel North Cabinet Member for Communities and Environment Capital</b></p>	<p><b>March 2016</b></p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders including social landlords through the Peterborough Registered Social Landlord Forum</p>	<p>Laura Kelsey Anti-Social Behaviour Co-ordinator Tel: 01733 453563 Laura.kelsey@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Extension of Expenditure with Providers on the Homecare Framework – KEY/11JAN16/01</b> To authorise the extension of expenditure with providers on the homecare framework agreement, in line with current terms and conditions.</p>	<p><b>Councillor Wayne Fitzgerald Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>March 2016</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Jenny Beasley, Commissioning Manager, Tel: 01733 452482 jenny.beasley@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p><b>Peterborough Highway Services Contract – KEY/11JAN16/02</b> To award major transport schemes to Skanska to deliver via the Peterborough Highways Services Contract.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Amy Petrie Principal Programme and Project Officer Tel: 01733 452272 Amy.petrie@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Skills Strategy - KEY/25JAN16/01</b> For Cabinet to approve the Skills Strategy.</p>	<p><b>Cabinet</b></p>	<p><b>21 March 2016</b></p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Wendi Ogle-Welbourn Corporate Director People and Communities Tel: 01733 863749 Wendi.ogle-welbourn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Review of Emergency Stopping Places – KEY/25JAN16/02</b> For Cabinet to review existing and proposed emergency stopping places.</p>	<p><b>Cabinet</b></p>	<p><b>June 2016</b></p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<b>Provision of Non Social Care Temporary Agency Workers – KEY/25JAN16/04</b> To approve the provision of temporary agency workers.	<b>Councillor David Seaton            Cabinet Member for Resources</b>	<b>March 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Commissioning of Care and Nursing Homes – KEY/25JAN16/05</b> For the Cabinet Member to consider a new Contract for the commissioning of Care and Nursing Homes under the Choice Directives LA circular 2004, ADASS Terms and Conditions.	<b>Councillor Wayne Fitzgerald            Deputy Leader and Cabinet Member for Integrated Social Care and Health</b>	<b>March 2016</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Helene Carr Head of Commissioning Social Care Tel: 01733 864013 Helene.carr@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Community Based Supported Living Service – KEY/08FEB16/02</b> To award a 1 year contract for the period 1 April 2016 to 31 March 2017 to Turning Point Ltd to provide the Community Based Supported Living Service.	<b>Councillor Wayne Fitzgerald            Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>March 2016</b>	Scrutiny Commission for Health	Relevant internal and external stakeholders.	Mubarak Darbar Interim Head of Learning Disability Commissioning Tel: 01733 452509 Mubarak.darbar@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<p><b>Bus Operator Concessionary Fare Reimbursement – KEY/22FEB16/01</b> To approve the reimbursement to operators for carrying free bus pass holders, under the English National Concessionary Travel Scheme.</p>	<p><b>Councillor Nigel North Cabinet Member for Communities and Environment Capital</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Richard Mayes Principal Passenger Transport Contracts and Planning Officer Tel: 01733 317451 Richard.mayes@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>
<p><b>Joint Enforcement Team – KEY/22FEB16/03</b> To approve the formation of a joint multi-agency community enforcement team, specifically between the Council, Cambridgeshire Constabulary and Cambridgeshire Fire and Rescue Service.</p>	<p><b>Cabinet</b></p>	<p><b>29 February 2016</b></p>	<p>Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Adrian Chapman Service Director Adult Services and Communities Tel: 01733 863887</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>



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<p><b>Local Transport Plan Programme of Capital Works 2016/17 - KEY/07MAR16/01</b> For the Cabinet Member to approve the Local Transport Plan programme of capital works for the 2016/17 financial year.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</b></p>	<p><b>March 2016</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Amy Petrie Principal Programme and Project Officer Tel: 01733 452272 Amy.petrie@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Former West Town Primary Academy – KEY/07MAR16/02</b> For the Cabinet Member to authorise the Director of People and Communities to approve the refurbishment works to the West Town Primary site up to the budget sum of £1m. Budget to include all associated costs.</p>	<p><b>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University in consultation with Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>March 2016</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Emma Everitt Capital Projects and Assets Officer Tel: 01733 863660 Emma.everitt@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

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<p><b>Section 75 Agreement Provision of School Nursing Services – KEY/07MAR16/03</b>            To enter into Section 75 agreement with the Cambridgeshire and Peterborough Foundation Trust for the provision of School Nursing Services.</p>	<p><b>Councillor Diane Lamb            Cabinet Member for Public Health</b></p>	<p><b>March 2016</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Wendi Ogle-Welbourn            Corporate Director            People and Communities            Tel: 01733 863749            Wendi.ogle-welbourn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

**PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE**

**KEY DECISIONS TO BE TAKEN IN PRIVATE**

<b>KEY DECISION REQUIRED</b>	<b>DECISION MAKER</b>	<b>DATE DECISION EXPECTED</b>	<b>RELEVANT SCRUTINY COMMITTEE</b>	<b>CONSULTATION</b>	<b>CONTACT DETAILS / REPORT AUTHORS</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</b>
<p><b>Future Delivery of Property Services – KEY/22FEB16/02</b> To agree to enter into a joint venture with NPS Property Consultants and to authorise the Corporate Director Growth and Regeneration to negotiate the terms and conditions.</p>	<b>Cabinet</b>	<b>21 March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Duncan Blackie Interim Assistant Director Property Services Tel: 01733 452538 Duncan.blackie@peterborough.gov.uk	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>
<p><b>Council Office Consolidation – KEY/22FEB16/04</b> To approve the business case for the Council’s office consolidation strategy and associated decisions relating to this.</p>	<b>Cabinet</b>	<b>21 March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Duncan Blackie Interim Head of Property Tel: 01733 452538 Duncan.blackie@peterborough.gov.uk	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

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<p><b>Potential Energy Joint Venture – KEY/07MAR16/04</b> For Cabinet to consider and approve a potential energy joint venture.</p>	<b>Cabinet</b>	<b>21 March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Pearn Waste Partnership Manager Tel: 01733 864739 Richard.pearn@peterborough.gov.uk	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p><i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i></p>

**PART 3 – NOTIFICATION OF NON-KEY DECISIONS**

<b>NON-KEY DECISIONS</b>						
<b><i>DECISION REQUIRED</i></b>	<b><i>DECISION MAKER</i></b>	<b><i>DATE DECISION EXPECTED</i></b>	<b><i>RELEVANT SCRUTINY COMMITTEE</i></b>	<b><i>CONSULTATION</i></b>	<b><i>CONTACT DETAILS / REPORT AUTHORS</i></b>	<b><i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i></b>
<b>Smoke and Carbon Monoxide Alarm (England) Regulations 2015 –</b> To authorise the level of penalty charge imposed under implementation of the Regulations.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>February 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Jo Bezant Senior Housing Enforcement Officer Tel: 01733 863785 Jo.bezant@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>To Adopt the Highway Asset Management Policy and Strategy</b> To approve the adoption of the Highway Asset Management Policy and Strategy.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>July 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Lewis Banks, Principal Transport Planning Officer Tel: 01733 317465 Lewis.banks@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<b>Empty Homes Strategy –</b> To approve the Empty Homes Strategy.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>July 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	Belinda Child Head of Housing and Health Improvement Tel: 01733 863769 Belinda.child@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Empty Units Policy</b> For Cabinet to approve the Empty Units Policy.	<b>Cabinet</b>	<b>21 March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Brian Davies Project Manager – Sale and Acquisitions Tel: 01733 384547 Brian.davies@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Regulatory Services: Shared Service Rutland County Council</b> To approve renewal of a shared service agreement with Rutland County Council.	<b>Councillor Nigel North</b> <b>Cabinet Member for Communities and Environment Capital</b>	<b>March 2016</b>	Strong and Supportive Communities	Officers and relevant portfolio holders at Peterborough City Council and Rutland County Council	Peter Gell Head of Regulatory Services Tel: 01733 453419 Peter.gell@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<b>Citizens Advice Bureau Funding –</b> To fund Citizens Advice Bureau £3731 until March 2016 (via DWP grant funding) to deliver Personal Budgeting Support to new UC claimants requiring assistance.	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>March 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	Ian Phillips Social Inclusion Manager Tel: 01733 863849 ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Vivacity Funding –</b> To fund Vivacity £1278 until March 2016 (via DWP grant funding) to provide digital support for UC claimants to make benefit claims online at Central Library.	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>March 2016</b>	Strong and Supportive Communities	Relevant internal and external stakeholders.	Ian Phillips Social Inclusion Manager Tel: 01733 863849 ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Budget Proposals Second Tranche Recommendation –</b> To recommend the second tranche of budget proposals to Council.	<b>Cabinet</b>	<b>29 February 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Steven Pilsworth Service Director Financial Services Tel: 01733 384564 Steven.pilsworth@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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<b>Extension to Sutton Conservation Area</b> – For the Cabinet Member to approve the extension.	<b>Councillor Peter Hiller Cabinet Member for Growth, Planning, Housing and Economic Development</b>	<b>March 2016</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Jim Daley Principal Built Environment Officer Tel: 01733 453522 Jim.daly@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Vivacity Premier Fitness Invest to Save Scheme</b> - To authorise investment in developing Vivacity Premier Fitness on an invest to save basis	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>March 2016</b>	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	John Harrison Corporate Director Resources Tel: 01733 452520 John.harrison@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.  <i>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</i>
<b>Extension of Current Adult Social Care Contracts</b> – To approve the extension of Mental Health Employment, Wellbeing and Recovery Services contracts from 1 October 2015 and 30 Nov 2016 due to reconfiguration of the contract.	<b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>March 2016</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Mubarak Darbar Head of Commissioning Learning Disabilities Tel: 01733 452509 Mubarak.darbar@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.



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<p><b>Delegation of Authority -</b> To delegate authority for funding governance arrangements for care placements for Looked After Children to the Service Director – Safeguarding and Children for a period of 12 months.</p>	<p><b>Councillor Andy Coles</b> <b>Cabinet Member for Children’s Services</b></p>	<p><b>March 2016</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Helene Carr Head of Service, Access to Resources and Specialist Commissioning Tel: 01733 863901 Helene.car@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>Personal Budgets in Peterborough -</b> To agree to adopt Peterborough’s Personal Budget Policy Statement as part of the revised statutory duties that apply to the Council as part of the SEND reforms, under the Children and Families Act 2014.</p>	<p><b>Councillor John Holdich</b> <b>Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>March 2016</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders</p>	<p>Carrie Gamble Commissioner Tel: 01733 863931 Carrie.gamble@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

## **DIRECTORATE RESPONSIBILITIES**

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

City Services and Communications (Markets and Street Trading, City Centre Management including Events, Regulatory Services, Parking Services, Vivacity Contract, CCTV and Out of Hours Calls, Marketing and Communications, Tourism and Bus Station, Resilience)

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)

### **PEOPLE AND COMMUNITIES DEPARTMENT Director's Office at Bayard Place, Broadway, PE1 1FB**

Adult Services and Communities (Adult Social Care Operations, Adult Social Care and Quality Assurance, Adult Social Care Commissioning, Early Help – Adults, Children and Families, Housing and Health Improvement, Community and Safety Services, Offender Services)

Children's Services and Safeguarding (Children's Social Care Operations, Children's Social Care Quality Assurance, Safeguarding Boards – Adults and Children's, Child Health, Clare Lodge (Operations), Access to Resources)

Education, People Resources and Corporate Property (Special Educational Needs and Inclusion, School Improvement, City College Peterborough, Pupil Referral Units, Schools Infrastructure)

Business Management and Commercial Operations (Commissioning, Recruitment and Retention, Clare Lodge (Commercial), Early Years and Quality Improvement)

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### **GOVERNANCE DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

Legal and Democratic Services

Human Resources (Business Relations, HR Policy and Rewards, Training and Development, Occupational Health and Workforce Development)

Performance and Information (Performance Management, Information Governance, Systems Support Team, Coroner's Office, Freedom of Information)

### **GROWTH AND REGENERATION DEPARTMENT Director's Office Stuart House, St Johns Street, Peterborough, PE1 5DD**

Development and Construction (Development Management, Planning Compliance, Building Control)

Sustainable Growth Strategy (Strategic Planning, Housing Strategy and Affordable Housing, Climate Change and Environment Capital, Natural and Built Environment)

Opportunity Peterborough

Peterborough Highway Services (Network Management, Highways Maintenance, Street Naming and Numbering, Street Lighting, Design and Adoption of Roads,

Drainage and Flood Risk Management, Transport Policy and Sustainable Transport, Public Transport)

Peterborough Investment Partnership

### **PUBLIC HEALTH DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

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