

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL  
SCRUTINY COMMITTEE**

**WEDNESDAY 10 JUNE 2015  
7.00 PM**

**Bourges/Viersen Room - Town Hall**

**AGENDA**

**Page No**

**1. Appointment of Vice Chair**

**2. Apologies for Absence**

**3. Declarations of Interest and Whipping Declarations**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council.

Members must also declare if they are subject to their party group whip in relation to any items under consideration.

**4. Minutes of Meeting held on 17 March 2015**

**3 - 8**

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

The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of a Scrutiny Committee or Scrutiny Commissions. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee or Commission.

**6. Establishment of Task and Finish Group to Review Peterborough Housing Strategy**

**9 - 14**

**7. Growth and Regeneration: Introduction, Overview and Work Programme**

**15 - 24**



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Paulina Ford on 01733 452508 as soon as possible.

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|------------|--|----------------|
| <b>8.</b>  | <b>Review of 2014/15 and Future Work Programme 2015/2016</b> | <b>25 - 36</b> |
| <b>9.</b>  | <b>Forward Plan of Executive Decisions</b>                   | <b>37 - 56</b> |
| <b>10.</b> | <b>Date of Next Meeting</b>                                  |                |

Thursday, 16 July 2015

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at:

<http://democracy.peterborough.gov.uk/documents/s21850/Protocol%20on%20the%20use%20of%20Recording.pdf>

**Committee Members:**

Councillors: N Sandford (Chair), Vacant, M Jamil, D Over, A Iqbal, R Brown, C Harper, R Bisby, J A Fox and J Whitby

Substitutes: Councillors: N Khan, S Lane, M Nadeem, J Okonkowski and A Shaheed

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)

**Emergency Evacuation Procedure – Outside Normal Office Hours**

*In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.*



**MINUTES OF A MEETING OF THE SUSTAINABLE GROWTH AND ENVIRONMENT  
CAPITAL SCRUTINY COMMITTEE  
HELD IN THE BOUGES/VIERSEN ROOMS, TOWN HALL  
ON 17 MARCH 2015**

**Present:** Councillors Y Maqbool (Chairman), S Allen, R Brown, A Iqbal,  
JA Fox, R Herdman, N Thulbourn,

**Also Present:** Councillor JR Fox, Group Leader, Werrington First  
Alan Skeels, Chair of the Tenant Farmer's Association  
Cllr Harrington, Group Leader, Peterborough Independent Forum  
Cllr Murphy  
Andy Denman, Business Manager, Skanska

**Officers Present:** Simon Machen, Corporate Director of Growth and Regeneration  
Jonathan Lewis, Service Director for Education, Resources and  
Corporate Property  
Jo Gresty, Farms Manager  
Mandy Pullen, Acting Head of HR  
Jan Paxton, HR Analyst  
Mike Kealey, Head of HR  
Belinda Evans, Customer Services Manager  
Mark Sandhu, Head of Customer & Transactional Services  
Andy Tatt, Head of Highway Services  
Paulina Ford, Senior Governance Officer

**1. Apologies for Absence**

Apologies were received from Councillor Arculus and Councillor Fletcher. Councillor Allen and Councillor Herdman were in attendance as substitutes.

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

There were no declarations of interest or whipping declarations.

**3. Minutes of Meetings held on**

- 13 January 2015
- 3 February 2015 – Call-in
- 9 February 2015 – Joint Scrutiny Committee and Commissions Meeting – Scrutiny of the Budget
- 16 February 2015 – Call-in

The minutes of the meetings held on 13 January, 3 February, 9 February and 16 February 2015 were all approved as an accurate record.

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

There were no requests for call-in to consider.

## 5. A Draft Strategy for the Council Farms Estate – Final Report of the Task and Finish Group

The report was introduced by the Service Director for Education, Resources and Corporate Property and provided the Committee with the final outcomes report from the Task and Finish Group and draft Strategy for the Councils Farms Estate. The report was in response to questions asked by the Committee at its meeting on 20 January 2015. Also in attendance was the Chair of the Tenant Farmers Association who provided context regarding the Tenant Farmers involvement in developing the Strategy. Councillor Harrington and Councillor Murphy who were members of the Task and Finish Group and also in attendance addressed the Committee providing background information and context as to the importance of the Strategy.

Questions and observations were made around the following areas:

- Members noted that that the current leases were long term leases and wanted to know if this could be changed or done differently going forward to allow more new entrants. An example would be to stagger the leases. *The Farms Manager responded that there was some land that would be available for reletting after harvest this year. There was however a legal obligation to existing tenants who had long term leases. In some instances there may be opportunities to negotiate early termination of leases if it suited both parties to release more land. It would be a gradual process of change.*
- Members referred to page 35 of the report and sought clarification regarding the statement “On occasion quick decisions are required to take advantage of events”. *Members were informed that events could be any of the following: if land became available, if the council was in a position to invest in the farm land and borrowing was cheap. There were many variables that had to be taken into account when considering the farms estate e.g. variable weather conditions, prices could half within a season, and prices could go up or down for land within a season. It was therefore important to be reactive to the changing circumstances.*
- Members felt that more emphasis should be put on agricultural educational opportunities through the university for new entrants wanting to go into farming. *The Service Director advised that raising the profile of the strategy and developing educational opportunities would be worked on in more detail and he would come back with a further report to the Committee. Councillor Harrington informed Members that there should be a focus on encouraging a university campus with a farm focus to encourage students to go into farming.*

The Chair thanked the Members of the Task and Finish Group and Officers for their work on developing the Strategy.

### RECOMMENDATIONS

1. The Committee endorsed the Strategy for the Management of the Farms Estate and recommend the strategy to Cabinet for approval.
2. The Committee recommend that the Service Director for Education, Resources and Corporate Property investigate and develop further the option of staggered leases and educational and social opportunities for the Farms Estate.

### ACTIONS AGREED

The Committee requests that the Service Director for Education, Resources and Corporate Property bring back a further report on progress of the Strategy for the Management of the Farms Estate in nine months.

## 6. Human Resources Monitoring Report

The report was introduced by the Interim Head of HR and provided the Committee with an annual update on key workforce data and HR activity since last reporting to the Committee on 7 April 2014.

Questions and observations were made around the following areas:

- Members congratulated officers on an informative and detailed report.
- Members were concerned that the sickness absence days due to stress had increased to 2238 for current employees compared to 2049 days reported in November 2013. This figure had increased despite actions being taken to impact on better stress management. *Members were informed that the take up by employees for some of the measures that had been put in place had been low. HR were working with the Communications Team to raise awareness of what was available to support employees.*
- Members sought clarification regarding the disciplinary and grievance graphs on page 74 which was provided by the HR Analyst.
- Members referred to the section on disability and noted that “*standards in respect of disability were met in the recent assessment*” and asked which of the standards had not been met. *Officers advised that they did not have the information available at the meeting but would provide it outside of the meeting.*
- Could Members have access to the E Learning modules which provided awareness on dementia, learning disabilities and mental health that had been launched this year? *Officers advised that they would look into this to see if it was possible.*
- Members noted that the information provided did not compare statistics with previous years and requested that future reports include this information.
- Members noted and were pleased to see the initiatives that had been taken to try and increase the diversity of the workforce but still felt that more work could be done. Members requested further detail on how this area of work was being developed.
- Members requested a report on training, development and retention of staff highlighting issues and challenges.

### ACTIONS AGREED

The Committee noted the report and requested that the Interim Head of HR provide the following information to the Committee:

1. Information on the standards that had not been met in the recent assessment as referred to in section 11, Disability in the report.
2. Whether Councillors could have access to the E-Learning modules on dementia, learning disabilities and mental health.
3. Provide detailed information on the work being undertake to develop the diversity of the workforce.
4. Provide a report via email on training, development and retention of staff highlighting issues and challenges.
5. A further report to be presented to the Committee in one year and to include historical comparative data for all statistics presented within the report.

## 7. Corporate Complaints Annual Monitoring Report

The report was introduced by the Customer Services Manager and provided the Committee with a summary of complaints monitored between 1 April 2013 and 31 March 2014 which fell under the Corporate Complaints Policy. The report also included details regarding the new two stage complaints process which had been piloted over the past year. The Head of Customer and Transactional Services was also in attendance.

Questions and observations were made around the following areas:

- Members noted that the highest category of complaints were for Strategic Resources (268) and that this was due to the Local Council Tax Support Scheme being introduced. Would this number of complaints reduce over time? *The Head of Customer and Transactional Services responded that the introduction of the Local Council Tax Support Scheme had increased the number of complaints. The Government had not funded the introduction of the scheme fully and therefore this had created a mismatch between increased demand and resources available. Many of the complaints had therefore been due to delays in dealing with customers. The scheme had been maintained for a third year at 30% reduction and therefore people had now become accustomed to this and the complaints had therefore reduced.*
- Members were informed of the new two stage complaints process and advised that the pilot in the Neighbourhoods team had shown an improvement in dealing with complaints.
- Members welcomed the new two stage complaints process as it appeared that customers would be more likely to be called at the earliest opportunity to resolve their complaint and this would be welcome. *The Customer Services Manager responded that feedback from the Neighbourhoods department managers was that they felt the new process encouraged them to make contact with customers to resolve complaints more quickly and this had been very successful.*
- Members commented that residents with housing benefit problems often had to call several times and repeat the same information. Could this be resolved? *Members were advised of how the complaints system worked and that the issue may be that the housing benefit staff had not identified the call as a complaint. Training would be given to the housing benefit staff on the new complaints process.*

The Chair thanked officers for their attendance and detailed report.

#### **ACTIONS AGREED**

The Committee noted the report and requested that a further report be provided in one year.

#### **8. Peterborough Highway Service Annual Report 2014**

The Corporate Director for Growth and Regeneration provided context and background to the report and introduced Andy Denman, Business Manager for Skanska. The Head of Highway Services then introduced the report which provided the Committee with an annual report on the performance of Peterborough Highway Services between January 2014 and December 2014. Members were informed that Peterborough City Council and Skanska formed a partnership in October 2013 and was responsible for improving and maintaining Peterborough's highway network including roads, drainage, street lighting and bridges.

Questions and observations were made around the following areas:

- Members congratulated officers on winning the Contribution to the Environment Capital Award at the Peterborough Green Awards.
- One Member commented that there had been a lot of street lighting faults reported recently and they seemed to be taking quite a long time to rectify. *Members were informed that this was due to cable faults caused by old network cables laid in the 1970's. A large amount of investment was being put into a new infrastructure however some of the cables did not belong to Peterborough Highway Services and delays were often as a consequence of third party delays and traffic management issues. Consideration was also being given to replacing all of the street lights with LED lighting.*
- Members were concerned at the amount of parkway lighting that had been removed or turned off. *The Corporate Director responded that the policy was to light junctions, slip roads and roundabouts. The parkways had some of the oldest street lights. Research had shown that there was fewer accidents on parkways where the lights were turned off as people drove more carefully.*

- Members commented that the KPI's should be in plain English to enable people to understand what they meant and requested that the description of the KPI's be translated into plain English.
- Why were so many of the KPI's in the Performance report red. *Members were informed that they were stretching targets. The Business Manager, Skanska clarified why targets were red and what actions were being taken. He also informed Members that in some cases the target had been exceeded and therefore needed to be re-evaluated. The KPI's were industry standard and public safety driven and set at challenging targets for this reason.*

The Chair congratulated officers on an informative and well presented report.

#### **ACTIONS AGREED**

The Committee noted the report and requested the following:

1. An update on the issues regarding street lighting via email to the Committee.
2. That the KPI's are looked at with regard to writing them in plain English and emailed to the Committee for comment.
3. That a further report be brought back to the Committee in one year.

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

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

#### **ACTIONS AGREED**

The Committee noted the Forward Plan of Executive Decisions.

The meeting began at 7.00pm and ended at 8. 40pm

CHAIRMAN

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<b>SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>10 JUNE 2015</b>	<b>Public Report</b>

<b>Report of the Corporate Director of Growth and Regeneration</b>		
<b>Contact Officers</b>	Anne Keogh, Housing and Strategic Planning Manager <a href="mailto:anne.keogh1@peterborough.gov.uk">anne.keogh1@peterborough.gov.uk</a>	Tel. 863815
	Caroline Hannon, Senior Housing Strategy and Enabling Officer <a href="mailto:caroline.hannon@peterborough.gov.uk">caroline.hannon@peterborough.gov.uk</a>	Tel. 863818

## **ESTABLISHMENT OF A SCRUTINY TASK AND FINISH GROUP FOR A REVIEW OF THE PETERBOROUGH HOUSING STRATEGY**

### **1. PURPOSE**

- 1.1 The purpose of this report is for the Committee to consider and agree the Terms of Reference and membership of a Task and Finish Group

### **2. RECOMMENDATIONS**

- 2.1 That the Committee approves the Terms of Reference for the Task and Finish Group.

### **3. BACKGROUND**

- 3.1 The following motion was approved by Full Council on 15 April;

*“That this Council notes that social housing was transferred to partners in 2003 and the strategy of the Council has not been reviewed since.*

*I respectfully ask that this Council creates a cross party review of the present strategy and to consult and create a new fit for purpose strategy recommendation that reflects our changing city to enable a future proof and resilient strategy going forward.*

*The provision of social housing has changed significantly since 2003 and update of what social housing could and should be achieving, and delivering, is long overdue”.*

A recommendation was agreed to establish a task and finish group to oversee the development of a refreshed strategy. The current Housing Strategy was adopted in February 2012 with a stated term from 2011-15 and therefore the timing for this review fits well with the timetable for updating the strategy.

### **3.2 DRAFT TERMS OF REFERENCE**

#### **3.2.1 Purpose of the Task and Finish Group**

The purpose of the Task and Finish Group is to influence the formation of the Peterborough Housing Strategy 2016-19 to ensure it is a cross-tenure, over-arching document that will establish a broad range of housing-related priorities for the city.

### **3.2.2 Role of the Task and Finish Group**

The role of the Task and Finish Group is to discuss the significant local and national housing issues which affect Peterborough. To oversee establishment of a Delivery Group and to guide the Group to consider solutions to address the most pressing housing matters and to endorse the recommendations of the Delivery Group.

### **3.2.3 Responsibilities of the Task and Finish Group**

Members of the Task and Finish Group will shape the production of the Housing Strategy document which will set the housing-related agenda for the city over the next four years. Ownership of the production of the Peterborough Housing Strategy 2016-19 will rest with the Delivery Steering Group.

A Delivery Steering Group will be established to ensure effective engagement with key partners. The Delivery Steering Group will be made up of representatives with a specific stake in housing-focused services within Peterborough from homelessness through to growth.

The Task and Finish Group will oversee the development of the priorities for the Peterborough Housing Strategy 2016-19. Once priorities have been finalised, a draft strategy will be produced based around these themes. The Task and Finish Group will then continue to meet for the purposes of:

- Shaping the Peterborough Housing Strategy 2016-19 and associated action plan, at each stage in the process
- Discussing progress on the production of the document
- Providing a steer on any issues that arise throughout the strategy production and consultation process
- Signing off an agreed draft document ready for wider consultation
- Supporting the Housing Strategy to be adopted through the democratic processes.

### **3.2.4 Membership of the Task and Finish Group**

Membership of the group will consist of elected Members from across the political groups to ensure cross party representation and officer representation from Anne Keogh, Housing and Strategic Planning Manager as Lead Officer, Caroline Hannon, Senior Housing Strategy and Enabling Officer as the officer with day-to-day responsibility for the coordination and production of the Peterborough Housing Strategy and Chair of the Delivery Group and Belinda Child, Head of Housing and Health Improvement as a key internal stakeholder.

The Task and Finish Group will be disbanded once a draft version of the refreshed Housing Strategy has been agreed for wider consultation.

## **3.3 MEMBERSHIP AND MEETINGS**

Nominations from all Groups are currently being sought for membership to the Task and Finish Group. An update on this will be provided at the meeting.

The group will be supported by Anne Keogh (Housing and Strategic Planning Manager) and Caroline Hannon (Senior Housing Strategy and Enabling Officer). The group will also involve Belinda Child (Head of Housing and Health Improvement) as a key stakeholder to ensure a balance of views and expertise are available for meeting the terms of reference.

**4. NEXT STEPS**

- 4.1 If the Terms of Reference and membership of the Task and Finish Group are agreed by the Committee then the first meeting of the Task and Finish Group will be arranged.

**5. BACKGROUND DOCUMENTS**

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

- 5.1 None

**6. APPENDICES**

Appendix 1 – Draft Terms of Reference

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## **Scrutiny Task and Finish Group**

### **Review of the existing Housing Strategy and consult and create a new fit for purpose strategy**

#### **Terms of Reference June 2015**

##### **1.0 Purpose of the Task and Finish Group**

The purpose of the Task and Finish Group is to influence the formation of the Peterborough Housing Strategy 2016-19 to ensure it is a cross-tenure, over-arching document that will establish a broad range of housing-related priorities for the city.

##### **2.0 Role of the Task and Finish Group**

The role of the Task and Finish Group is to discuss the significant local and national housing issues which affect Peterborough. To oversee establishment of a Delivery Group and to guide the Group to consider solutions to address the most pressing housing matters and to endorse the recommendations of the Delivery Group.

##### **3.0 Responsibilities of the Task and Finish Group**

Members of the Task and Finish Group will shape the production of the Housing Strategy document which will set the housing-related agenda for the city over the next four years. Ownership of the production of the Peterborough Housing Strategy 2016-19 will rest with the Delivery Steering Group.

A Delivery Steering Group will be established to ensure effective engagement with key partners. The Delivery Steering Group will be made up of representatives with a specific stake in housing-focused services within Peterborough from homelessness through to growth.

The Task and Finish Group will oversee the development of the priorities for the Peterborough Housing Strategy 2016-19. Once priorities have been finalised, a draft strategy will be produced based around these themes. The Task and Finish Group will then continue to meet for the purposes of:

- Shaping the Peterborough Housing Strategy 2016-19 and associated action plan, at each stage in the process
- Discussing progress on the production of the document

## Appendix 1

- Providing a steer on any issues that arise throughout the strategy production and consultation process
- Signing off an agreed draft document ready for wider consultation
- Supporting the Housing Strategy to be adopted through the democratic processes.

### **4.0 Membership of the Task and Finish Group**

Membership of the group will consist of elected Members from across the political groups to ensure cross party representation and officer representation from Anne Keogh, Housing and Strategic Planning Manager as Lead Officer, Caroline Hannon, Senior Housing Strategy and Enabling Officer as the officer with day-to-day responsibility for the coordination and production of the Peterborough Housing Strategy and Chair of the Delivery Group and Belinda Child, Head of Housing and Health Improvement as a key internal stakeholder.

The Task and Finish Group will be disbanded once a draft version of the refreshed Housing Strategy has been agreed for wider consultation.

<b>SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 7</b>
<b>10 JUNE 2015</b>	<b>Public Report</b>

<b>Report of the Corporate Director of Growth and Regeneration</b>		
<b>Contact Officer</b>	<b>Simon Machen</b> Corporate Director of Growth and Regeneration	<b>Tel. 01733 453475</b>

## **GROWTH AND REGENERATION: INTRODUCTION, OVERVIEW AND WORK PROGRAMME**

### **1. PURPOSE**

- 1.1 This report sets out the approach to be taken at the first Scrutiny Committee of the municipal year, during which Members will be presented with an overview of the issues, opportunities, priorities and challenges in connection with the sustainable growth together with an indication of reports to be brought forward to help inform the work programme for the year.

### **2. RECOMMENDATIONS**

- 2.1 To discuss the detail contained in the report, and to agree a scrutiny work programme for the year for the Sustainable Growth theme.

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

- 3.1 Adopting this approach for the first Scrutiny meeting of the year will ensure that a scrutiny work programme is developed and agreed which directly contributes to the objectives and outcomes contained in the Sustainable Community Strategy.
- 3.2 This committee in particular most directly contributes to the priorities 'Delivering Substantial and Truly Sustainable Growth' and 'Creating the UK's Environment Capital' in the Sustainable Community Strategy.

### **4. BACKGROUND**

#### ***Overview and Contacts***

- 4.1 The Growth and Regeneration Directorate has, in broad terms, five distinct areas of responsibility, four of which are Council based (each with its own 'head of service') and the fifth is Opportunity Peterborough, the economic development company wholly owned by the Council.
- 4.2 Appendix 1 gives a snapshot of the four Council based service areas, together with key contact details.
- 4.3 Appendix 2 gives an overview of Opportunity Peterborough, provided by the Chief Executive, Steve Bowyer.

#### ***Work Programme for 15/16 and beyond***

- 4.4 To assist Committee in determining its work programme, the following section of the report sets out the current intended work programme for the Directorate under each Service Area.

### ***Sustainable Growth Strategy***

- 4.5 This service area has a wide range of responsibilities, including preparing Council strategy (eg Local Plan and other planning policy, Housing Strategy, Biodiversity Strategy, Trees and Woodland Strategy, Environment Capital Action Plan and Flood & Water Management policy). It also has regulatory (e.g. tree preservation, conservation area and listed buildings protection, and carbon emissions reporting) and enabling (e.g. affordable housing) responsibilities. Team members support the development management service, through specialist advice on matters such as the natural and historic environment.
- 4.6 The service area is also responsible for managing the affordable housing capital programme and the tree management budget (the latter delivered by AMEY). It is also responsible for managing large grant based projects linked to its environment capital aspirations, such as the Future Cities Demonstrator project, Peterborough DNA.
- 4.7 Over the coming year it is anticipated that reports on the following will be brought to this Committee:
- (a) **Housing Strategy:** The intention is to update the Council's Housing Strategy this year, with a draft scheduled to be brought to Committee in November. Committee views will then be taken into account by Cabinet, before the document is issued for public consultation. To assist Committee in this process, the intention is to set up a 'Task and Finish' group of the Committee, which will work more closely with officers preparing the Strategy.
  - (b) **Carbon Emissions Reporting:** Committee have regularly received reports on this matter, and the intention is they will do so again at its November meeting.
  - (c) **Biodiversity Update Report:** Committee have regularly received this annual report, and the intention is to do so again at the July Committee.
  - (d) **Environment Capital Annual Report:** New for this coming year, the intention is to provide Committee with an Annual Report on progress meeting our Environment Capital targets. This is expected to be presented to Committee at the November meeting.

### ***Peterborough Highways Services***

- 4.8 The focus of this service area, working with our partner Skanska, is the day-to-day maintenance and management of our highway network, including sustainable transport initiatives and public transport subsidies. However, the service area has an important strategy function as well, being responsible for the medium and long term transport plans for Peterborough.
- 4.9 Over the coming year, Committee will likely receive the following reports:
- (a) **Transport Policy:** Committee has in the past received emerging transport policy documents prior to Cabinet consideration. Over the coming year the Council will be preparing a Local Transport Plan (LTP) update and this will be brought to this Committee.
  - (b) **LTP Programme of Works 2016/17:** Committee has in the past received a detailed proposed programme of works, setting out how funding for a wide range of highways matters is proposed to be spent in the year ahead. This includes maintenance programme, street lighting and sustainable travel initiatives. Views of Committee are then made known to the relevant Portfolio Holder(s) prior to decisions on spend being reached. The intention is for a similar report to be brought to Committee this coming year, either at the November (if sufficient knowledge on budgets is available by this point) or January meeting.

### ***Growth***

- 4.10 This service area is known as the Peterborough Investment Partnership (PIP) which was formed following Council and Cabinet approval in December 2014 as a 50/50 joint venture



company between the Council and the Lucent Strategic Land Fund. Its purpose is to bring forward commercially viable schemes that will help deliver growth for the city, with a focus – at least initially – on key brownfield city centre sites that the Council has owned for some time and earmarked for growth. The PIP will develop a scheme appropriate for a given site and then take that scheme from design through to obtaining planning consent. During the time that the scheme is being developed, the PIP works with potential partners who will deliver the scheme – in part or whole – after planning consent is obtained, ensuring that the scheme is subsequently built-out and delivered on the ground.

4.11 Over the coming year, the focus of the PIP is on the Fletton Quays riverside development, for which plans are being drawn up and conversations with a range of potential commercial off-take partners are now well underway. Later in the year, work will begin in earnest to look at the redevelopment of other city centre sites, including the Wirrina and Pleasure Fair Meadows car parks, and towards the end of 2015 we will begin to look at developing a pipeline of other schemes to follow on from these.

4.12 It is recommended that an annual report be presented to the January meeting.

### ***Development and Construction***

4.13 The focus of this service area is in two parts.

4.14 First, the consideration and determination of planning applications (Development Management, formerly called “Development Control”), to ensure high quality development in Peterborough, and second the certification of actual buildings for their safety and quality, through the Building Regulations procedure.

4.15 Development Management is a solution driven, pro-active service by officers working in collaboration with developers to help bring forward sites to meet the Council’s corporate growth agenda. As a flavour of its work, over the past 12 months it has been involved with:

- Former District Hospital site – planning permission was issued in November 2014. Demolition has started on site. The primary school is on schedule to open September 2016.
- 3 wind farm proposals to the east of the city. The outcome of the Public Inquiry in respect of the wind turbines at French Farm is due in July 2015.
- A number of major housing applications have been worked on in Hampton over the last 12 months, including an application for up to 350 houses at Hampton Heights (overlooking the nature reserve) and work on a new development area brief for the land to the east of the A15 (formerly known as “Hampton Leys”) which, when built out, will bring forward 3,200 residential units, local centres, and a new secondary school and primary schools.
- Great Haddon (5,350 houses) – approved by the Planning and Environmental Protection Committee in January 2015.

4.16 The next 12 months will be equally busy, including:

- Continuing to help facilitate the development of strategically important sites across Peterborough, including the former hospital site, Gt Haddon employment and core residential area, Paston Reserve, Hampton (land to the east of the A15)
- Working with the North Westgate developers to bring forward the North Westgate site, building on the public realm work along Bourges Boulevard and the new Waitrose site and Station Quarter
- Working with the Joint Venture company to help deliver the redevelopment of Fletton Quays and other sites.

4.17 The performance of the service area is high, for example 89% of ‘major’ planning applications determined in 13 weeks (national target 60%) and 93% of ‘other’ (eg householder) applications determined in 8 weeks (national target 80%). Overall, the number of planning applications submitted has increased year-on-year since 2010, increasing from 1,700 in 2010 to 2,150 in 2014.

- 4.18 The service area is also responsible for planning compliance ('enforcement'), with around 150 cases each quarter received and investigated.
- 4.19 The other major work element of this service area is the Building Control team. The team is responsible for checking applications prior to construction, and then the construction works on site, for the majority of projects within the Peterborough area. This is to ensure that buildings comply with the building regulations and provide an acceptable standard of safety and accessibility for persons using the building. Over the past 12 months these construction projects have included not just a vast range of domestic projects but also the Abax stand at Peterborough United, the Thorpe Hall Hospice and the Thomas Deacon Junior Academy. The service is also responsible for ensuring that dangerous building are made safe, control of demolitions and an involvement in safety at sports grounds including Burghley Park and Peterborough United Football Stadium.
- 4.20 The building control service also operates through the LABC Partnership Scheme to control building works in other parts of the country and are currently involved with include the East London University Technical Colleges in Dagenham, retail units in Kirkby in Ashfield and a new primary school in Bishops Stortford. The next 12 months are also likely to be busy as major schemes could including the Queensgate expansion, revamping of Marks and Spencer and the latest new schools initiative.
- 4.21 The building control service have consistently hit all performance targets, including checking 100% of all applications within a 15 day period, and this is reflected by the customer care responses which indicate that 97% of customers are very or fairly satisfied by the service.
- 4.22 Overall, this service area (especially Development Management) reports activity, and seeks decisions, through Planning and Environmental Protection Committee, rather than this Scrutiny Committee. However, this Committee could receive high level updates as appropriate.

***Opportunity Peterborough***

- 4.23 Opportunity Peterborough is tasked with delivering economic development services to the business community. Full details in Appendix 2. Updates on Opportunity Peterborough activity and programme are reported to Committee annually.

***Portfolio update report***

- 4.24 More generally, Committee will receive a Portfolio update report, probably at its November meeting. This will summarise activity of all the above service areas.

**5. IMPLICATIONS**

- 5.1 Members will be provided with sufficient information and evidence to enable them to be confident about their role on this scrutiny committee, and to identify a work programme for the year.

**6. CONSULTATION**

- 6.1 Information provided has been drawn from a range of sources, including from across the Council, Opportunity Peterborough and our partners.

**7. NEXT STEPS**

- 7.1 Following the committee meeting, a work programme will be produced, lead officers identified and timescales set to ensure maximum effectiveness of the scrutiny process.

**8. BACKGROUND DOCUMENTS**

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

- 8.1 N/a

## **10. APPENDICES**

Appendix 1 - Key contacts within the Growth and Regeneration Directorate  
Appendix 2 - Overview of Opportunity Peterborough

## Appendix 1: Key contacts within the Growth and Regeneration Directorate

### Director



**Simon Machen, Corporate Director of Growth and Regeneration**

**Telephone:** (01733) 453475

**Email:** [simon.machen@peterborough.gov.uk](mailto:simon.machen@peterborough.gov.uk)

Simon is responsible for delivering Peterborough's sustainable growth and Environment Capital priorities, for securing the regeneration of the city centre and for maintaining and improving our road and sustainable transport infrastructure. This will be achieved through commissioning solutions and services from in-house council services, Opportunity Peterborough, our highway services provider Skanska. As Corporate Director Simon is supported by three Heads of Service who are responsible for day-to-day operational matters, and by the Head of Growth who leads on the delivery company Peterborough Investment Partnership.

### Growth



**Howard Bright,  
Head of Growth – Peterborough Investment Partnership**

**Telephone:** (01733) 452619

**Email:** [howard.bright@peterborough.gov.uk](mailto:howard.bright@peterborough.gov.uk)

Howard's main focus is supporting the joint venture company, an innovative partnership between Peterborough City Council and Lucent Strategic Land Fund whose aim is to generate significant economic investment through the physical regeneration of the city including key sites such as Fletton Quays, a segment of the Riverside Opportunity Area. Further details can be found at: <http://www.peterboroughinvestmentpartnership.com>.

### Peterborough Highway Services



**Andy Tatt, Head of Service**

**Telephone:** (01733) 453469

**Email:** [andy.tatt@peterborough.gov.uk](mailto:andy.tatt@peterborough.gov.uk)

Andy leads Peterborough Highway Services, a partnership between Skanska and the council, and is responsible for maintaining the Peterborough highway network, delivering new highway schemes, winter service including gritting the road networks, street lighting and sustainable transport. Key contacts are:

Role	Name	Telephone	Email
Network management	Peter Tebb	(01733) 453519	<a href="mailto:peter.tebb@peterborough.gov.uk">peter.tebb@peterborough.gov.uk</a>
Highway maintenance and winter service	Peter Garnham	(01733) 453458	<a href="mailto:peter.garnham@peterborough.gov.uk">peter.garnham@peterborough.gov.uk</a>
Transport policy and sustainable transport	Mark Speed	(01733) 317471	<a href="mailto:mark.speed@peterborough.gov.uk">mark.speed@peterborough.gov.uk</a>
Street naming and numbering	Kevin Ekins	(01733) 453448	<a href="mailto:kevin.ekins@peterborough.gov.uk">kevin.ekins@peterborough.gov.uk</a>
Street lighting	Mark Speed	(01733) 317471	<a href="mailto:mark.speed@peterborough.gov.uk">mark.speed@peterborough.gov.uk</a>
Public transport	Mark Speed	(01733) 317471	<a href="mailto:mark.speed@peterborough.gov.uk">mark.speed@peterborough.gov.uk</a>
Design and adoption of roads	Julie Smith	(01733) 453453	<a href="mailto:julie.smith@peterborough.gov.uk">julie.smith@peterborough.gov.uk</a>
Drainage and flood risk management	Andrew Leadbetter	(01733) 453446	<a href="mailto:andrew.leadbetter@peterborough.gov.uk">andrew.leadbetter@peterborough.gov.uk</a>

## Sustainable Growth Strategy



**Richard Kay, Head of Service**

**Telephone:** (01733) 863795

**Email:** [richard.kay@peterborough.gov.uk](mailto:richard.kay@peterborough.gov.uk)

Richard's team is responsible for a number of key council strategies including the Local Plan and Housing Strategy, conservation areas and listed buildings, ecology, trees and archaeology as well as delivering new affordable housing and the council's Environment Capital agenda.

Key contacts are:

Role	Name	Telephone	Email
Housing Strategy and affordable housing	Anne Keogh	(01733) 863815	<a href="mailto:anne.keogh1@peterborough.gov.uk">anne.keogh1@peterborough.gov.uk</a>
Strategic Planning (Local Plan)	Gemma Wildman	(01733) 863824	<a href="mailto:gemma.wildman@peterborough.gov.uk">gemma.wildman@peterborough.gov.uk</a>
Climate Change and Environment Capital	Charlotte Palmer	(01733) 453538	<a href="mailto:charlotte.palmer@peterborough.gov.uk">charlotte.palmer@peterborough.gov.uk</a>
Trees and ecology	Darren Sharpe	(01733) 453596	<a href="mailto:darren.sharpe@peterborough.gov.uk">darren.sharpe@peterborough.gov.uk</a>
Built heritage	Jim Daley	(01733) 453522	<a href="mailto:jim.daley@peterborough.gov.uk">jim.daley@peterborough.gov.uk</a>
Flood and Water Management	Julia Chatterton	(01733) 452620	<a href="mailto:julia.chatterton@peterborough.gov.uk">julia.chatterton@peterborough.gov.uk</a>
Archaeology	Rebecca Casa-Hatton	(01733) 864702	<a href="mailto:rebecca.casa-hatton@peterborough.gov.uk">rebecca.casa-hatton@peterborough.gov.uk</a>

## Development and Construction



**Nick Harding, Head of Service**

**Telephone:** (01733) 454441

**Email:** [nicholas.harding@peterborough.gov.uk](mailto:nicholas.harding@peterborough.gov.uk)

Nick is responsible for the teams that deal with planning applications and appeals, planning enforcement and statutory building regulations.

Key contacts are:

Role	Name	Telephone	Email
Planning applications	Lee Collins	(01733) 454421	<a href="mailto:lee.collins@peterborough.gov.uk">lee.collins@peterborough.gov.uk</a>
Planning enforcement and s106	Paul Smith	(01733) 453468	<a href="mailto:paul.smith@peterborough.gov.uk">paul.smith@peterborough.gov.uk</a>
Building regulations	Alistair Reid	(01733) 453442	<a href="mailto:alistair.reid@peterborough.gov.uk">alistair.reid@peterborough.gov.uk</a>
Technical Support / Minerals & Waste	Theresa Nicholl	(01733) 454442	<a href="mailto:theresa.nicholl@peterborough.gov.uk">theresa.nicholl@peterborough.gov.uk</a>

## Appendix 2: Overview of Opportunity Peterborough

### INTRODUCTION

Opportunity Peterborough [OP] is the city's economic development company. It is a private company limited by guarantee. Originally established in 2005 as an urban regeneration company, by Peterborough City Council, East of England Development Agency and the Homes & Communities Agency, it is now, since 2011, a wholly owned company of PCC. As a private company, it sits between the public and private sectors: it is well supported by the public sector, but has a clear function in driving private sector business activity and investment.

OP's focus and priorities are very clear. Its vision is to secure the economic growth, sustainability and prosperity of the city. It does this through four main areas:

- Supporting existing business growth
- Attracting new investment to the city
- Supporting the city's skills agenda
- Leading the city's Future Cities Demonstrator work

Within each of these areas are a number of activities that deliver the goals; these are set out in more detail below.

### SUPPORT TO EXISTING BUSINESS

#### *Business Support*

OP provides advice, support and guidance to local businesses of all sizes: from start-ups to SMEs and major companies. This can range from new business opportunities, sign-posting to funding, advocacy, business-to-business connections, property searches. OP also hosts the 'Bondholder' network, which has both online and face-to-face network opportunities and is well regarded within the business community. It has also established the 'New Business Network': an opportunity for the agents supporting new and fledgling businesses to come together, and more importantly for those companies to network in a more informal but also more informed environment. While 'Ignite' is a programme aimed at supporting young people to set up their own businesses: with guidance, events and mentoring, this programme is an invaluable resource to early stage companies.

There has been a sharp increase in the number of enquiries coming through to OP for support, which is a good sign of local confidence and economic growth.

OP is also leading a number of projects which have wider benefits for local businesses: LEADER is a programme aimed at driving business growth within rural communities; WIN (Water Innovation Network) is a collaboration with Anglian Water which supports anyone in the water industry to bring their innovative solutions to market; WE@EU and Separate are European projects aimed at supporting growth in the water and waste industries respectively.

#### *Economic Intelligence*

OP generates reports on the economic performance of the city. This can be crucial information for decision-makers within the public sector but also a vital resource for new and existing businesses. The latest Economic Intelligence Report can be found at:

<http://www.opportunitypeterborough.co.uk/business-support/economic-intelligence/>

The state of the city's economy is clearly set out in the report, and it highlights both the opportunities and challenges. There is significant growth potential in a number of sectors (engineering and agricultural technology; digital and creative; finance and business services). With one of the challenges being to address the lower wage imbalance it will be important to promote these areas of growth.

### INWARD INVESTMENT

#### *Direct Promotion & Engagement*

OP has been responsible for some of the city's greatest private sector investment over the last few years. The city centre has been transformed into a restaurant destination quarter, injecting new life into the city's evening economy, off the back of the regeneration of Cathedral Square, also led by OP. Investors include: Patisserie Valerie, Nando's, Wildwood, Carluccio's, TKMaxx, Primark – all of which had support from OP to realise their investment into Peterborough. OP has also played a role in securing investment outside of the city centre in providing intelligence, advocacy and support to investments including the Gateway site, Kingston Park, Kelway IT and Access Prepaid.

There has also been a sharp increase in the number of new enquiries coming in for investment into the city: including manufacturers, finance, business services and digital. Clearly, Peterborough's profile has risen considerably.

### *Marketing the City*

With a responsibility to raise the profile of the city and showcase its qualities to potential investors, OP has created and distributed a wide range of marketing collateral. Some of this work, such as the detailed sector sheets can also be found on the OP website:

<http://www.opportunitypeterborough.co.uk/about/peterboroughs-economy/>

Major campaigns in London also attracted interest to the city and were a huge success in raising local confidence. Moving forward even greater use of social media and collaborative marketing programmes with local business will be explored to deliver value for money outcomes. OP was a major advocate and marketing agent for the Peterborough Core, which has seen gigabit connectivity delivered across the city, and which is already attracting interest to the city off the back of it.

## **SKILLS**

### *Skills Service*

OP launched the Skills Service in 2010. Originally funded by PCC, it is now funded by the Local Enterprise Partnership (LEP) and covers the areas of Peterborough, Kings Lynn, Fenland and Rutland. Effectively, it is an independent brokerage service providing a bridge between local schools and local businesses. All of the local schools have signed up and over 1,100 businesses are contributing valuable time and experience. By offering engagement with young people around CV writing, career lines, interviews etc these businesses are helping to make the next generation of young people 'work ready'.

The Skills Service team has also delivered the Careers Festival on the North Embankment for the last two years. This inspires over 2,000 young people into new career opportunities, and the routes to those, along with over 100 exhibitors.

### *Work Experience*

OP has also provided the work experience service: ensuring that all young people can undertake work experience in a safe environment. This has been supported by PCC, and alternative routes of finance to continue the service are being explored.

## **FUTURE CITIES DEMONSTRATOR**

Peterborough was one of only four UK cities to be awarded funding (£3million) by the government agency InnovateUK (formerly Technology Strategy Board) to explore how city systems can be better integrated for greater effect. The work has delivered major initiatives in the areas of innovation, skills development, data and digital connectivity, and creating a circular economy for greater business and environmental efficiency. A number of local businesses have been supported in bringing innovative products forward; local young people have been given opportunities to expand their knowledge on new technologies, the environment and 'smart city' concepts; and local schools have received weather stations, as a resource tool and information point.

The impact of this programme on Peterborough's profile nationally and internationally should not be underestimated: through this, Peterborough now sits on the government's All Party Policy Group on Smart Cities, and is a board member of the Cities Standards Institute; Peterborough has also been showcased at events in London, Amsterdam, Barcelona, Brussels and Paris.

## **CONCLUSION**

Peterborough rode the recession relatively well – largely due to the diversity of its business stock meaning that it was relatively resilient to economic shocks. Jobs growth has increased year on year, and Peterborough is now roughly in line with the national average for Job Seekers Allowance figures. Confidence among local business has been strong, which in turn has attracted new companies to the city. Economic growth is vital to the sustainability of the city's overall growth ambitions, and OP will play an important role in achieving that.

Steve Bowyer, Chief Executive, Opportunity Peterborough  
01733 317417  
info@opportunitypeterborough.co.uk  
Eco Innovation Centre, Peterscourt, City Road, Peterborough, PE1 1SA

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<b>SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 8</b>
<b>10 JUNE 2015</b>	<b>Public Report</b>

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

**Contact Officer – Paulina Ford, Senior Democratic Services Officer**

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

### **REVIEW OF 2014/2015 AND WORK PROGRAMME FOR 2015/16**

#### **1. PURPOSE**

- 1.1 To provide the Committee with a review of the work undertaken during 2014/15 by the Sustainable Growth and Environment Capital Scrutiny Committee. To approve the draft work programme for 2015/16 for the Sustainable Growth and Environment Capital Scrutiny Committee.

#### **2. RECOMMENDATIONS**

- 2.1 That the Committee considers the 2014/2015 year in review and makes recommendations on the future monitoring of these items where necessary.
- 2.2 That the Committee determines its priorities, and approves the work programme for the forthcoming year.

#### **3. REVIEW OF 2014/15**

- 3.1 The Sustainable Growth and Environment Capital Scrutiny Committee was established by Council at its annual meeting on 23 May 2012. During the year 2014/2015, the Committee considered the following issues:

##### **Information / Update**

- Review of 2014/15 and Future Work Programme

##### **Monitoring / Calling to Account**

- Peterborough – Serco Strategic Partnership Performance Annual Report
- Wind and Solar Farm Working Group Report
- Amey Annual Partnership Report
- Green Leases – Discussion Paper
- Opportunity Peterborough Annual Progress Report including Draft Economic Action Plan
- 20MPH Speed Limit - Scrutiny Task and Finish Group Final Report
- Annual Human Resources Monitoring Report
- Corporate Complaints Annual Monitoring Report 2013/2014
- Carbon Emissions Management Action Plan - Annual Update
- Progress Report from the Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement
- Portfolio Progress Report from the Cabinet Member for Communities and Environment Capital
- Scrutiny Task and Finish Group for Council Farms Estate Strategy - Terms of Reference
- ICT Strategy

- Brown Bins Review
- Council Farms Estate Strategy – Report of Task and Finish Group
- Skanska Annual Monitoring Report
- Asset Disposals 2014/15
- Report on the Impact of Subsidised Bus Services Cuts

**Policy / Plans / Consultation**

- The Draft Developer Contributions Supplementary Planning Document
- Initial Draft Peterborough Economic Action Plan
- Draft Peterborough Flood Risk Management Strategy
- Local Transport Plan Programme of Works 2015/16
- Budget 2015/16 and Medium Term Financial Plan – Phase One
- Budget 2015/16 and Medium Term Financial Plan – Phase Two

**Three Call-In Meetings were held to consider the call-in of the following decisions:**

- 2 December 2014 - Call-in of Executive Decision: Council Tax Support Scheme 2015/16 Consultation – NOT CALLED IN
- 3 February 2015 - Call-in of Executive Decision – Strategic Partnership between Peterborough City Council and AVIC Corporation (UK) Ltd – JAN15/CAB/07 – NOT CALLED IN
- 16 February 2015 – Call-in of Executive Decision – Junction 17 - 2 Fletton Parkway Widening, Contamination and Drainage Issues - JAN15/CAB/11 – NOT CALLED IN

**The following Task and Finish Group was formed during 2014-2015.**

- Task and Finish Group to Review and Develop a Strategy for the Councils Farms Estate – Formed in April 2014 and concluded in March 2015.

The Committee took part in the following joint Scrutiny Committees:

- Joint Scrutiny of the Budget on 3 December 2014 and 9 February 2015
- Joint Scrutiny in a Day – Focus on the Impact of Welfare Reform – One Year On – 24 February 2015

3.2 For the information of the Committee, copies of the recommendations made during the year by the Committee are attached at Appendix 1.

**4. WORK PROGRAMME 2015/16**

4.1 In accordance with the Constitution, the Committee is responsible for setting its own work programme in line with the Council’s key priorities and the Committee’s remit.

4.2 The Committee’s remit is:

1.	<p>To review and scrutinise the delivery of the Sustainable Community Strategy priorities of truly sustainable growth and of creating the UK’s environmental capital.</p> <p>To review and scrutinise the delivery of the underpinning Sustainable Community Strategy theme of value for money. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of the Single Delivery Plan.</p>
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2.	<p>Hold the Executive to account for the discharge of functions in the following ways:</p> <ul style="list-style-type: none"> <li>• by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer. by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan</li> <li>• by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.</li> </ul>
3.	<p>To review and scrutinise the planning, decisions, policy development, service provision and performance relating to the following service areas:</p> <ul style="list-style-type: none"> <li>• Business Efficiency</li> <li>• Growth</li> <li>• Planning and Development</li> <li>• Regeneration</li> <li>• Strategic Resources</li> <li>• Environment, Transport &amp; Engineering</li> <li>• Waste Strategy &amp; Management</li> </ul>
4.	To exercise the powers of overview and scrutiny with regard to the Council's corporate functions.
5.	To receive and consider the Executive's annual budget proposals and make recommendations.
6.	To exercise the powers of overview and scrutiny with regard to over-arching policy framework documents, seeking the view of other scrutiny committees where appropriate. This will include the Corporate Plan; Sustainable Community Strategy and Single Delivery Plan.
7.	To review and scrutinise the Council's performance in relation to budgetary management.
8.	To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues in relation to the terms of reference of the committee.
9.	Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.
10.	Establish ad-hoc Task and Finish Groups to investigate specific topics on behalf of the Committee on a time-limited basis.
11.	To consider any appeals from petition organisers who are not satisfied with the outcome of the Council's consideration of their petition.

4.3 A draft work programme which shows the items which are currently scheduled along with items carried over from last year is attached at Appendix 2.

## 5. BACKGROUND DOCUMENTS

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

5.1 Minutes of the Sustainable Growth and Environment Capital Scrutiny Committee held on 17 July, 4 September, 16 October, 6 November, 2 December, 3 December 2014 and 13 January, 3 February, 9 February, 16 February, 17 March 2015.

## **6. Appendices**

- 6.1 Appendix 1 - Responses to recommendations made during 2014/2015
- Appendix 2 – Draft Work Programme 2015/16

Meeting Date	Item	Recommendations	Referred to	Response
17-Jul-14	Solar Panel Energy Working Group Report	The Committee noted the report and The Committee asks Cllr Thulbourn to Chair another meeting of the Working Group established to review the financial elements of the Solar (Photovoltaic) Panels and Wind Turbines Project to review the evidence considered and, if possible, to present a report directly to Cabinet at its meeting to consider this issue at the end of the month	Cllr Thulbourn then to Cabinet	Cllr Thulbourn met with the Working Group to review the financial aspects of the proposals. The report from the Task and Finish Group was presented to Cabinet on 22 September 2014. Cabinet considered the report and RESOLVED:  That any decision to progress the solar and wind projects be deferred until further consideration was given to the impact of:  a) Any delay arising from the call-in by the Secretary of State of a planning decision, in terms of costs and profitability of the projects; b) A 30% reduction in subsidy (or a professional assessment of what might be a reasonable level of reduction in subsidy) for the projects; and c) A slowing or reducing sale rate of energy with a professional assessment of what a reasonable reduced rate could be.
04-Sep-14	Green Leases - Discussion Paper	The Committee recommend that the Cabinet Member for Resources adopt a policy on Green Leases and give a commitment to only enter into leases on commercial properties as either landlord or tenant if they are Green Leases except in exceptional circumstances. This is in support of the Environment Capital agenda.	Cllr Seaton	The standard lease for properties has been updated to allow for provision of green initiatives. We are currently looking at potential for using our agreement with Honeywell to improve the energy efficiency of all our commercial / community portfolio. To undertake this will mean updating all leases and this will be undertaken once our proposals are complete.
04-Sep-14	Peterborough Flood Risk Management Strategy	The Committee recommend that Cabinet recommend to Council that the Peterborough Flood Risk Management Strategy be added to the Major Policy Framework and that the Constitution be amended accordingly.	Cabinet	Referred to Cabinet on 22 September and recommendation endorsed. Referred to Council on 8 October and Council endorsed and accepted the inclusion of the Flood Risk Management Strategy in the Major Policy Framework and the constitution was amended accordingly.

**SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE  
RECOMMENDATIONS MADE DURING 2014-2015**

Meeting Date	Item	Recommendations	Referred to	Response
06-Nov-14	Portfolio Progress Report from Cabinet Member for Communities and Environment Capital	The Committee recommends that the Cabinet Member for Communities and Environment Capital prepare an exceptions report of Cabinet Member Decision Notices which are counter to the Environment Capital Action Plan and / or the City's Environment Capital aspirations and to report these to the Committee in all future portfolio progress reports.	Cllr North	To be incorporated into future Portfolio Progress Reports.
13-Jan-15	A Draft Strategy for the Council Farms Estate – Final Report of the Task and Finish Group	<p>The Committee recommend that:</p> <ol style="list-style-type: none"> <li>1. The Task and Finish Group should continue until the Strategy has been represented to the Committee at its next meeting on 17 March 2015.</li> <li>2. The Strategy is re drafted to include additional information to evidence other options that had been considered and further financial information that had been considered by the Task and Finish Group when drafting the Strategy.</li> <li>3. The Strategy to include the mention of any possible educational opportunities.</li> <li>4. The final draft of the Strategy to be brought back to the Committee on 17 March 2015 for endorsement before going to Cabinet for approval.</li> </ol>	J Lewis	Final Draft was presented to Committee on 17 March 2015.

Meeting Date	Item	Recommendations	Referred to	Response
17-Mar-15	A Draft Strategy for the Council Farms Estate – Final Report of the Task and Finish Group	<p>The Committee endorsed the Strategy for the Management of the Farms Estate and recommend the strategy to Cabinet for approval.</p> <p>The Committee recommend that the Service Director for Education, Resources and Corporate Property investigate and develop further the option of staggered leases and educational and social opportunities for the Farms Estate.</p>	Cabinet	<p>The farm strategy will go to Cabinet over the summer. Good progress has been made in terms of implementing the strategy including a proposed meeting with the tenant farmers on the 9<sup>th</sup> June to share the action plan. We have leased on a short term basis a farm to a new entrant and we are at advanced negotiation with Peterborough Regional College over an education offer using the Councils farm estate.</p>

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Meeting Date	Item	NOTES
<b>10 June 2015</b> <i>Draft Report 22 May</i> <i>Final Report 29 May</i>	<b>Growth and Regeneration Directorate Overview</b>  <b>Contact Officer: Richard Kay</b>	
	<b>Establishment of Task and Finish Group to review Housing Strategy</b>  <b>Contact Officer: Anne Keogh</b>	
	<b>Review of 2014/15 and Future Work Programme 2015/2016</b> To review the work undertaken during 2014/15 and to consider the future work programme of the Committee. <b>Contact Officer: Paulina Ford</b>	
<b>16 July 2015</b> <i>Draft Report 29 June</i> <i>Final Report 6 July</i>	<b>PCC Biodiversity Strategy 2014/15 Annual Report</b>  <b>Contact Officer: James Fisher</b>	

Meeting Date	Item	NOTES
<b>10 September 2015</b> <i>Draft Report 21 Aug</i> <i>Final Report 28 Aug</i>	<b>Amey Annual Partnership Report</b>  <b>Contact Officer: Martin Raper / Dominic Hudson</b>	
	<b>Major Highway Schemes and Contract Reports</b>  <b>Contact Officer: Michael Stevenson</b>	
	<b>Progress Report from the Cabinet Member for Digital, Waste and Street Scene</b> To scrutinise and comment on the progress of the portfolio of the Cabinet Member.	
	<b>Serco Annual Monitoring Report</b>  <b>Contact Officer: Paul Richards / Dominic Hudson</b>	
<b>12 November 2015</b> <i>Draft Report 26 Oct</i> <i>Final Report 2 Nov</i>	<b>Carbon Emissions Management Action Plan - Annual Update</b>  To Scrutinise the Peterborough City Council's 2013/14 carbon dioxide emissions report and make any recommendations necessary.  <b>Contact Officer: Charlotte Palmer</b>	
	<b>Environment Capital Annual Report</b>  <b>Contact Officer:</b>	

Meeting Date	Item	NOTES
	<p><b>Portfolio Progress Report from the Cabinet Member for Communities and Environment Capital</b></p> <p>To scrutinise and comment on the progress of the portfolio of the Cabinet Member</p>	
<p><b>25 January 2016</b></p> <p><i>Draft Report 6 Jan</i></p> <p><i>Final Report 13 Jan</i></p>	<p><b>Local Transport Plan Programme of Works 2015/16</b></p> <p>To consider the Local Transport Plan Programme of Works for 2015/2016.</p> <p><b>Contact Officer: Mark Speed</b></p>	
	<p><b>Progress Report from the Cabinet Member for Growth, Planning, Housing and Economic Development</b></p> <p>To scrutinise and comment on the progress of the portfolio of the Cabinet Member.</p>	
<p><b>10 February 2016</b></p> <p><b>(Joint Meeting of the Scrutiny Committees and Commissions)</b></p>	<p><b>Budget 2016/17 and Medium Term Financial Strategy to 2025/26</b></p> <p>To scrutinise the Executive's proposals for the Budget 2016/17 and Medium Term Financial Plan 2025/26.</p> <p><b>Contact Officer: John Harrison/Steven Pilsworth</b></p>	

Meeting Date	Item	NOTES
<b>23 March 2016</b> <i>Draft Report 4 March</i> <i>Final Report 11 March</i>	<b>Annual Human Resources Monitoring Report</b> To scrutinise the Annual HR Monitoring Report. <b>Contact Officer: Mike Kealey / Jan Paxton</b>	
	<b>Peterborough Highway Service Annual Report 2015</b>  <b>Contact Officer: Andy Tatt / Andrew Denman</b>	
	<b>Corporate Complaints Annual Monitoring Report 2013/2014</b> To scrutinise the complaints monitoring report 2013/14 and identify any areas of concern. <b>Contact Officer: Mark Sandhu/Belinda Evans</b>	

**TO BE PROGRAMMED 2015/2016**

Item	Comments
Opportunity Peterborough Annual Progress Report including Draft Economic Action Plan	
Environment Capital Action Plan Progress Report	

<b>SUSTAINABLE GROWTH AND ENVIRONMENT CAPITAL SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 9</b>
<b>10 JUNE 2015</b>	<b>Public Report</b>

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

**Report Author** – Paulina Ford, Senior Governance Officer, Scrutiny

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

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

#### **1. PURPOSE**

- 1.1 This is a regular report to the Sustainable Growth and Environment Capital Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

#### **2. RECOMMENDATIONS**

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

#### **3. BACKGROUND**

- 3.1 The latest version of the Forward Plan of 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 Executive decisions to be taken after 26 June 2015.
- 3.2 The information in the Forward Plan of Executive Decisions provides the Committee 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 Committee 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: 29 MAY 2015

## FORWARD PLAN

### **PART 1 – KEY DECISIONS**

In the period commencing 28 days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below 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 Elsey; Cllr Fitzgerald; Cllr Hiller, Cllr Holdich (Deputy Leader); Cllr North; Cllr Seaton; Cllr Serluca and Cllr Scott.

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.

### **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.

<sup>40</sup>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. For each decision a public report will be available from the Governance Team one week before the decision is taken.

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



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

**KEY DECISIONS FROM 26 JUNE 2015**

<i><b>KEY DECISION REQUIRED</b></i>	<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
<p><b>Review of the Local Plan – KEY/26JUN15/01</b> For Cabinet to consider whether to undertake a review of the Local Plan.</p>	<b>Cabinet</b>	<b>July 2015</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Kay, Head of Sustainable Growth Strategy Email: <a href="mailto:richard.key@peterborough.gov.uk">richard.key@peterborough.gov.uk</a> Tel: 01733 863795	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p><b>Extension and Variation to the Integrated Sexual Health Service Contract – KEY/26JUNE15/02</b> To extend the current contract for the two additional years specified in the original contract. In addition, this decision will reduce to current contract value.</p>	<b>Councillor Diane Lamb Cabinet Member for Public Health</b>	<b>July 2015</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Wendi Ogle-Welbourn, Director of People and Communities Tel: 01733 863749 Wendi.Ogle-welbourn@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p><b>Changes to the Parks, Trees and Open Spaces service within the Amey contract following the 2015/16 budget – KEY/26JUN15/03</b> To approve the changes to the way services relating to grass cutting are provided.</p>	<b>Councillor Gavin Elsey Cabinet Member for Digital, Waste and Street Scene</b>	<b>July 2015</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	James Collingridge Amey Partnership Manager <a href="mailto:james.collingridge@peterborough.gov.uk">james.collingridge@peterborough.gov.uk</a> 01733 864736	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>PREVIOUSLY ADVERTISED DECISIONS</b>						
<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, Executive Director – Strategic 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.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>June 2015</b>	Sustainable Growth and Environment Capital	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 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.
<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>June 2015</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Simon Webber Capital Projects Officer Tel: 01733 384545 simon.webber@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>
<p><b>Peterborough City Council Customer Strategy 2014 - KEY/21MAR14/06</b> To approve the Customer Strategy. The vision is to provide a range of high-quality services whilst maximising customer satisfaction and delivering these services through different channels at the lowest reasonable cost, whilst also reducing or diverting demand.</p>	<b>Cabinet</b>	<b>June 2015</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders.	Adrian Chapman Assistant Director for Communities and Targeted Services Tel: 01733 863887 Adrian.chapman@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p><b>Formalise Integrated Community Equipment Service Funding and Commissioning Arrangements - KEY/18APR14/01</b> To formalise integrated community equipment service joint funding arrangements.</p>	<b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>June 2015</b>	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Nick Blake Head of Commissioning for Older People, Physical Disabilities and Sensory Impairment Tel: 01733 452406 nick.blake@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<p><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.</p>	<b>Councillor Gavin Eley Cabinet Member for Digital, Waste and Street Scene</b>	<b>June 2015</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>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>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>June 2015</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Dominic Hudson Strategic Partnerships Manager Tel: 01733 452384 Dominic.hudson@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Fit to Rent Scheme – KEY/17OCT14/01</b> To improve standards and management of properties in the private rented sector.	<b>Cabinet</b>	<b>September 2015</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders	Belinda Child Housing Strategic Manager 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>Extra Care Housing – KEY/12DEC14/02</b> To approve the award of contracts to provide personal care and support at five extra care schemes.	<b>Councillor Wayne Fitzgerald</b> <b>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b>	<b>June 2015</b>	Scrutiny Commission for Health Issues	Residents and carers, housing providers, care providers and relevant internal departments.	Nick Blake Head of Commissioning Tel: 01733 452486 Nickolas.blake@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>
<p><b>Advocacy Services – KEY/12DEC14/03</b> To approve the award of contract for the adult social care advocacy services.</p>	<p><b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>June 2015</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>People utilising the services, partnership boards and relevant internal departments.</p>	<p>Nick Blake Head of Commissioning Tel: 01733 452486 Nickolas.blake@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>Hampton Gardens Secondary School – KEY/12DEC14/04</b> To approve the award of the contract for the design and build of the school.</p>	<p><b>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>June 2015</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Emma Everitt Project Officer (Schools Infrastructure) 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>

<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 AUTHOR</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>Day Opportunities Under 65 Tender (Independent) – KEY/06JAN15/06</b> To approve the tender for the services.</p>	<p><b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>August 2015</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mubarak Darbar Head of Commissioning Learning Disabilities Tel: 01733 452509 Mubarak.darbar@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p><b>West Town Primary School - KEY/06JAN15/07</b> To authorise payment of the Council's contribution to the rebuild of West Town Primary School under the Priority Schools Building Programme.</p>	<p><b>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>June 2015</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Alison Chambers Principal Assets Officer (Schools) Tel: 01733 863975 Alison.chambers@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>Peterborough Visitor Economy Strategy 2015-2020 (Draft) – KEY/06JAN15/13</b> To approve the strategy and recommend that Council adopt as a major policy document.</p>	<p><b>Cabinet</b></p>	<p><b>July 2015</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Douglas Gyte Strategic Tourism Manager Tel: 01733 453490 Douglas.gyte@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 AUTHOR</b>	<b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b>
<p><b>Classroom Extension and Associated Works Heltwate School - KEY/06MAR15/01</b> To authorise the construction of an extension at Heltwate School and give authority to the Executive Director of Resources to award the construction contract within the approved budget.</p>	<p><b>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>June 2015</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Alison Chambers Assets and School Place Planning Officer Tel: 01733 863975 Alison.chambers@pete.rborough.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>Amey Phase 2 Budget Savings – KEY/06MAR15/04</b> To confirm the Phase 2 budget savings.</p>	<p><b>Councillor Gavin Elsey Cabinet Member for Digital, Waste and Street Scene</b></p>	<p><b>June 2015</b></p>	<p>Sustainable Growth and Environment Capital Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Dominic Hudson Strategic Partnerships Manager 01733 452384 Dominic.hudson@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>Vivacity Phase 2 Budget Savings – KEY/06MAR15/06</b> To confirm the Phase 2 budget savings.</p>	<p><b>Councillor Lucia Serluca Cabinet Member for City Centre Management, Culture and Tourism</b></p>	<p><b>June 2015</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Dominic Hudson Strategic Partnerships Manager 01733 452384 Dominic.hudson@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>



<i><b>KEY DECISION REQUIRED</b></i>	<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
<b>St Michaels Expansion – KEY/06MAR15/07</b> Award of contract for the expansion of St Michaels Church School to a 2FE, including the approval of property, legal and financial arrangements for various enabling agreements and third parties.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>June 2015</b>	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Brian Howard Head of Schools Infrastructure 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>Fletton Quays – KEY/06MAR15/08</b> Disposal of Fletton Quays land and property assets to Peterborough Investment Partnership.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>June 2015</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.
<b>Pleasure Fair Meadow – KEY/06MAR15/09</b> Disposal of Pleasure Fair Meadow Car Park to Peterborough Investment Partnership.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>June 2015</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.
<b>Wirrina Car Park – KEY/06MAR15/10</b> Disposal of Wirrina Car Park to Peterborough Investment Partnership.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>June 2015</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.



<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>S256 Agreement Hospital Liaison Project - KEY/01MAY15/01</b> To enter into a S256 agreement with NHS Cambridgeshire and then Clinical Commissioning Group for the Hospital Liaison Project and Agreement with Police Commissioner relating to the Innovation Fund.</p>	<p><b>Councillor Diane Lamb Cabinet Member for Public Health</b></p>	<p><b>June 2015</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Jo Melvin Commissioner Tel: 01733 863980 Jo.melvin@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>Customer Experience Programme Adult's Services – KEY/01MAY15/02</b> To approve the business case for the delivery of the customer experience programme in Adults.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p><b>June 2015</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders.</p>	<p>Adrian Chapman Service Director Adult Services and Communities Tel: 01733 863887 Adrian.chapman@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>Mobile Homes Charging Schedule – KEY/01MAY15/04</b> To approve the mobile homes charging schedule.</p>	<p><b>Cabinet</b></p>	<p><b>July 2015</b></p>	<p>Strong and Supportive Scrutiny Committee</p>	<p>Relevant internal and external stakeholders during eight week consultation.</p>	<p>Belinda Child Head of Housing and Health Improvement Tel: 01733 873769 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>

<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>Contract Award for Mental Health Employment, Wellbeing and Recovery Service – KEY/01MAY15/05</b> To award a contract for the Mental Health Employment, Wellbeing and Recovery Service.</p>	<p><b>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</b></p>	<p><b>June 2015</b></p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mirsada Hodges Project Manager, DOLS/Mental Health Tel: 01733 452513 Mirsada.hodges@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>Novation of Contract Regarding Temporary Staff – KEY/15MAY15/01</b> To approve the novation of the temporary staff contract.</p>	<p><b>Councillor John Holdich Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>June 2015</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>James Fordham Recruitment and Retention Officer Tel: 01733 864581 James.fordham@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>Novation of Organic Waste Treatment Contract – KEY/12JUN15/01</b> To agree to the novation of the contract for the treatment of organic waste from Organic Recycling Limited to Material Change Limited.</p>	<p><b>Councillor Gavin Elsey Cabinet Member for Digital, Waste and Street Scene</b></p>	<p><b>June 2015</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>

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

**KEY DECISIONS TO BE TAKEN IN PRIVATE**

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
<b>NONE AT THE CURRENT TIME</b>						

**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>School Term Dates 2015/2016</b> To approve the school term dates for 2015/16.	<b>Councillor John Holdich</b> Leader of the Council and Cabinet Member for Education, Skills and University	<b>June 2015</b>	Strong and Supportive Scrutiny Committee	Relevant internal and external stakeholders.	Isabel Clark Head of Admissions Tel: 01733 863914 Isabel.clark@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Peterborough Investment Partnership Plans</b> To approve the Peterborough Investment Partnership Plans.	<b>Councillor David Seaton</b> Cabinet Member for Resources	<b>June 2015</b>	Sustainable Growth and Environment Capital	Leader of Council and relevant senior officers.	Simon Machen Corporate Director Growth and Regeneration Tel: 01733 453475 Simon.machen@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
<b>Flood Risk Management Strategy</b> To approve the Strategy and recommend its adoption to Council.	<b>Cabinet</b>	<b>July 2015</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Julia Chatterton Flood and Water Management Officer Tel: 01733 452620 Julia.chatterton@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

<i><b>DECISION REQUIRED</b></i>	<i><b>DECISION MAKER</b></i>	<i><b>DATE DECISION EXPECTED</b></i>	<i><b>RELEVANT SCRUTINY COMMITTEE</b></i>	<i><b>CONSULTATION</b></i>	<i><b>CONTACT DETAILS / REPORT AUTHORS</b></i>	<i><b>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</b></i>
<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 Leader of the Council and Cabinet Member for Education, Skills and University</b></p>	<p><b>June 2015</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**

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)

### **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)

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)

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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