

**STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY
COMMITTEE**

**THURSDAY 10 MARCH 2016
7.00 PM**

Bourges/Viersen Room - Town Hall

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest and Whipping Declarations

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

3. Minutes of Meeting Held on 20 January 2016

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

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

5. Vivacity - Performance Report And Draft Business Plan

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6. City Services - Performance Of City Centre Events

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7. Peterborough City Market Update Report

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8. Customer Experience Programme - Front Door Transformation

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CRIME AND DISORDER SCRUTINY COMMITTEE (for item 9 only)

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11.	Forward Plan of Executive Decisions	57 - 86

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Committee Members:

Councillors: A Iqbal, P Faustino, R Bisby, L Forbes (Chairman), S Martin, C Ash (Vice Chairman) and J R Fox

Substitutes: Councillors: S Lane, B Saltmarsh, N Khan and P Thacker

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

**MINUTES OF A MEETING OF THE
STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE
HELD IN THE
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH
ON
WEDNESDAY 20 JANUARY 2016**

Present: Councillors: L Forbes (Chairman), C Ash (Vice Chairman) L Ayres, P Faustino, R Bisby, S Martin, and J R Fox

Officers in Attendance:

Wendi Ogle-Welbourn	Corporate Director, People and Communities
Adrian Chapman	Service Director for Adult Services and Communities
Gary Goose	Head of Community Services
Belinda Child	Head of Housing and Health Improvement
Hayley Thornhill	Intelligence Manager
Ian Phillips	Social Inclusions Manager
Alison Stuart	Assistant Director Legal & Democratic Services
Kim Sawyer	Director of Governance
Paulina Ford	Senior Democratic Services Officer

Also Present:

Councillor North	Cabinet Member for Communities & Environment Capital
Councillor Hiller	Cabinet Member for Growth, Planning, Housing & Economic Development
Supt Melanie Dales	
Chief Inspector Robin Sissons	Head of Community & Safety Services
Cllr Murphy	
Cllr Sandford	
Cllr Jamil	

Chairman's Announcement

The Chairman informed the Committee that a request had been received from Cllr Hiller and Cllr Sandford to alter the order of the agenda to allow them to be in attendance for items that they wish to present to. The following changes to the agenda were therefore proposed:

Items 1, 2 and 3 to remain the same.

Item 4 (which was item 5) would become Selective Licensing – Outcome of Consultations

Item 5 (which was item 6) would become Communities Strategy Task and Finish Group Report

Item 6. (which was item 7) would become Joint Community Enforcement Team.

Item 7. (which was item 4) would become Call-In of any Cabinet, Cabinet member or Key Officer Decisions

Items 8, 9, and 10 would remain as the original agenda.

The Committee agreed unanimously to the change of order.

1. Apologies for Absence

Apologies for absence were received from Cllr Iqbal. Councillor Ayres was in attendance as substitute.

2. Declarations of Interest and Whipping Declarations

Item 4 – Selective Licensing – Outcome of Consultations

Councillor Ayres declared that she was a trustee for Peterborough Cathedral Preservation Trust.

3. Minutes of the Meeting Held on 24 November 2015

The minutes of the meeting held on 24 November 2015 were approved as an accurate record.

4. Selective Licensing – Outcome of Consultations

The report was introduced by the Head of Community Services which provided the Committee with the final proposals for a Selective Licensing Scheme for the private rented housing sector within Peterborough following public consultation. As the consultation did not close until 14 January 2016 the full consultation report could not be issued with the agenda and was therefore tabled at the meeting providing the Committee with the final consultation results. The consultation had been a positive exercise with over 1500 individual responses having been received, with 146 detailed emails asking questions of the scheme. 40,000 households had been written to comprising households who would be directly affected by the proposed scheme as well as those in surrounding areas. 60 percent of the respondents were in favour of the scheme and 34 to 35 percent were not in favour of the scheme. Landlords were generally not in favour of the scheme but other members of the public and those who lived in the area were. Following consultation the scheme had varied from that which was originally proposed.

Questions and comments were raised around the following areas:

- Members asked if the scheme could be city wide. *Members were informed that the authority were precluded by law to make it a city wide scheme. Other authorities had tried and failed.*
- Could the scheme assist with anti-social behaviour? *Members were informed that the scheme alone would not address anti-social behaviour but there would be a requirement for tenancy agreements to be in place that would make it clear what the responsibilities were for the tenant and what the responsibilities were of the landlord. Awareness and training sessions were being put in place for both landlords and tenants through the City College to ensure people understood what their obligations were.*
- Members sought assurance that the fees would be fair and affordable and were concerned that landlords may raise their rental charges to accommodate the fees. *Members were informed that the proposed scheme offered the single biggest discount to landlords nationally for landlords that were members of an accredited scheme or whose property was let through an agent who was a member of an accredited national body. The fee would be a one off £50 fee for the five year licence.*
- Assurance was also sought that the fees would be self-contained and that there would not be any profit from the scheme. *Members were assured that the law around the introduction of the scheme was clear that any money generated from the scheme could only be used to operate the scheme. It could not go to support other council services. There would be a full audit trail through the councils accounting systems.*
- How effective will the scheme be in identifying bad landlords and how long would it take before the scheme was implemented and a difference could be seen. *Members were advised that the expectation was that there would be an immediate impact on bad landlords from day one but that it could take 18 months for the communities to see a difference on the streets in the city.*
- Will there be a standard tenancy agreement. *Members were informed that accredited organisations such as those listed in the report and accredited landlords would have access to standardised documents such as tenancy agreements.*
- Members were concerned that if the scheme was introduced in certain areas of the city that the bad landlords would just move to other areas of the city. *Members were advised that this would be monitored regularly and if the scheme needed to be expanded then further approval would be sought from the Secretary of State.*
- Concern was raised regarding those landlords who were currently good landlords feeling aggrieved that they would be paying for a scheme that was effectively in place to get rid of the bad landlords. They might decide to sell their properties and this might increase the number of homelessness.

Members were advised that some landlords had not understood that it was a one off fee of £50 per property for five years and once explained they were generally happy with this. The fee was also tax deductible. The homelessness situation will be closely monitored by the homelessness team.

- For those landlords who were not accredited and had to pay the £600 standard fee would there be facilities in place to make staged payments. *Members were informed that this was unlikely as the reason for the scheme was for all landlords to become accredited and therefore only have to pay the £50 fee, this in turn would improve standards across the city.*
- Members commented that some people were forced to rent properties from bad landlords for various reasons e.g. they were on benefits, or had been in rent arrears in the past. How would this scheme help those people. *Members were informed that the Housing Needs Team currently worked with tenants who had those sort of challenges to help secure accommodation in the private rented sector. This scheme would ensure that the team had a range of accredited landlords and properties that were properly managed and could help place people into accommodation where the rent was suitable.*
- Members noted that within the consultation responses one landlord had queried that if the tenancy agreements were to be translated into another language would they uphold in court. *Members were informed that the tenancy agreements would only be in English.*
- Members further noted that one of the consultation responses had stated that Manchester City Council who had a similar scheme in place were not going to renew the scheme. Members sought further clarification. *Members were informed that the scheme was a five year scheme and it was not the intention to have the scheme as a long term policy and it would be reviewed after five years. The scheme would be put in place to address some long term issues and once those had been stabilised it may no longer be required. This may have been the situation in Manchester.*
- Members noted that the Cathedral Grounds were included within the scheme and asked if this could be removed. *Members were advised that there was an issue with one or two individual areas which people felt were not appropriate to be included within the scheme however this would place the scheme in some difficulty if individual boundaries were changed. The evidence base for the scheme was based on lower super output areas from the Office of National Statistics which covered around 600 houses and populations of approximately 1500 people. It would be difficult to start changing individual areas without causing a precedence and subjecting other areas to change.*

The Committee commented that whilst the scheme was not perfect they recognised that it was far better than the scheme previously submitted and therefore agreed to support it.

The Chairman thanked the officers for an informative report.

RECOMMENDATIONS

The Committee noted the outcome of the consultation and final proposals for the Selective Licensing Scheme and agreed to endorse the Selective Licensing Scheme with the following recommendations:

1. That all monies received from the Selective Licencing Scheme are accounted for and recorded in a transparent way so that the public can access the information.
2. That the views from all consultation responses be taken into consideration when implementing the Selective Licensing Scheme.

5. Community Strategy Task and Finish Group Report

The report was introduced by Councillor Ash, Chairman of the Task and Finish Group. Councillor Ash advised the Committee that the Task and Finish Group was set up to look at the development of a Community Strategy which would set the Council's commitment to communities, including supporting voluntary and community activity, consultation, co-production and volunteering. The Committee were informed that the Strategy was a starting point and was work in progress. The strategy was written as an overarching framework document and set out a vision which would have other strategies feeding into the framework.

Questions and comments were raised around the following areas:

- Members voiced concerns regarding the use of volunteers to deliver services and felt that some services should be provided by full time paid professionals.
- Members commented that the council had a responsibility to provide services and even if community groups delivered services on the council's behalf would the responsibility for the service still lie with the council. Would the volunteers be covered by the same public liability insurance or would the community groups have to arrange it themselves. *Members were assured that services that the council had a statutory responsibility to carry out would not be carried out by volunteers. Volunteers were one of the tools to help deliver the services differently and there were a number of voluntary organisations that already did this.*
- Members were concerned that the existing volunteers would become overloaded with extra work. Were there any plans in place to recruit new volunteers? *Members were informed that more work would be done with the Council for Voluntary Services to recruit more volunteers. More work would also be done to support volunteers and provide a framework for them to try and encourage more volunteers.*
- How would the strategy be communicated to volunteers and in particular new volunteers to ensure the strategy worked. *Members were informed that the strategy was just a framework for a vision and the detail was still to be developed.*
- The Service Director for Adult Services and Communities provided further clarity regarding volunteers and working with voluntary organisations and stated that the strategy was not about the council having an army of volunteers to call on to deliver services. The strategy was about the council as an enabling and commissioning authority supporting organisations in the city who relied on volunteers to deliver their services.
- Councillor Ash requested that if the Committee were minded to approve the strategy that it should continue to monitor and review progress in delivering the Building Blocks within the strategy and identify areas where further work and engagement may be required.
- Members referred to the case study for Hampton Parish Council where the Parish Council used funds raised through the precept to employ a Lengthsman to clear rubbish from the area. Members were concerned that only the richer areas of the city or areas that had Parish Councils would be able to afford to hire extra help to keep their areas clean or to provide other services. *Members were advised that areas of the city without Parish Councils would be supported by other means.*
- Members were concerned that Parish Councils would have to use their funds to pick up the bills for services that were no longer being provided by the council.

RECOMMENDATIONS

The Committee commented on the Community Strategy and agreed to endorse the Strategy and recommend it to Cabinet for approval.

The Committee further agreed to the following recommendations as set out within the Task and Finish Groups report:

1. That the Community Strategy should act as an overarching strategy framework that cuts across multiple services and business areas.
2. That further more detailed strategies should be developed that underpin the individual building blocks.
3. That the Task and Finish group who supported this piece of work is concluded.
4. The Committee agreed to recommend that further consultation on the strategy should take place.

CRIME AND DISORDER SCRUTINY COMMITTEE FOR ITEM 6 ONLY

6. Joint Community Enforcement Team

The Service Director for Adult Services and Communities introduced the report which provided the Committee with information on the concept, rationale and proposed development of a city-wide multi-agency joint enforcement team.

Questions and comments were raised around the following areas:

- Members felt the scheme would give reassurance to members of the public and therefore make them feel safer. Members were however concerned that council employed staff carrying out the duties would not have powers of arrest and therefore sought clarification as to how the law would be enforced. *Members were informed that there would be radio contact in place with police officers should immediate contact with them be required. The intention was also to equip officers with body cameras which would provide evidence should it be required. Chief Inspector Sissons added that it would be a one team ethos and police officers and council officers would be briefed together and would be on the same airwaves on the radios. This would mean that when a police officer or officer put someone through checks then everyone else would be able to hear this. Therefore if there was a council officer in a difficult situation a police officer would attend the incident.*
- Members noted that council officers would not have powers of arrest and therefore sought clarification on how council officers would deal with situations when dealing with law enforcement issues. *Chief Inspector Sissons responded that it was important to understand that most people were law abiding citizens and if stopped and issued with a ticket e.g. if cycling in a no cycling area, then they would generally comply. On the rare occasions that this was not the case then a police officer would be in attendance to assist.*
- How long will it take to upskill council officers to take on the additional tasks? *Members were informed that Cabinet approval would be sought in February and a programme of mobilisation would start after approval had been given. It was planned that officers would be out on patrol having been trained from April 2016. Bespoke training would be offered but officers would not be allowed on to the streets until fully trained. Police officers would not need much training but council officers would be trained in such things as issuing tickets, conflict resolution, voice commands, use of body cameras etc. Training would be provided from within existing resources within the police force and prisons.*
- Members sought clarification as to whether the new working arrangements had been put in place just to improve the city centre or would it be used to outlying areas as well. Had similar schemes in other authorities been looked at. *Members were informed that it was not just about the city centre but was a city wide response. Response would be intelligence led and officers would be located in areas where the need was. The scheme was being put in place for the benefit of the city. The idea of the scheme had been considered four to five years ago following a similar scheme which had been put in place in Glasgow.*
- Cross Keys organise a monthly walkabout. Will the council officers who have the additional powers be included on these walkabouts? *Members were informed that they would be.*
- Members commented that it would be important to communicate the new scheme properly to members of the public so that they understood what powers the council officers had and the difference between those and the powers of police officers. *Members were advised that if the scheme were approved there would be an official launch with media coverage. A communication would also go into community newsletters and out to Parish Councils and councillors.*

The Chairman suggested to the Committee that as there was a Call-in item of the City Centre Anti-Social Behaviour Enforcement Cabinet decision as the next item on the agenda that any recommendations for this item should be reserved until after the outcome of the Call-in. All members of the Committee unanimously agreed to this.

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

The purpose of the item was for the Committee to consider the Call-In request that had been made in relation to the decision made by Cabinet on 7 December and republished on 31 December 2015 regarding City Centre Anti-Social Behaviour Enforcement – DEC15/CAB/106.

The request to Call-In this decision was made on 6 January 2016 by Councillor Sandford and supported by Councillors Murphy, Shaheed and Jamil. The decision for Call-In was based on the following grounds:

- Criteria 3. Decision is Key but it has not been dealt with in accordance with the Council's Constitution.

- Criteria 4. Decision does not follow principles of good decision-making set out in Article 11 of the Council's Constitution.
 - (a) Realistically consider all alternatives and, where reasonably possible, consider the views of the public.
 - (c) Take account of all relevant matters, both in general and specific, and ignore any irrelevant matters.
 - (f) Follow procedures correctly and be fair.
 - (i) Take appropriate professional advice from officers.

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

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

The Chairman read out the procedure for the Call-in and then invited the Councillors supporting the request for Call-in to address the Committee on their reasons for calling the decision in.

Councillor Murphy made the following points:

- It had been suggested to the Leader of the Council that the decision be withdrawn until the whole topic had been discussed at the relevant scrutiny committee.
- The Call-in request was about whether the decision had been made in accordance with good practice with due consideration to transparency.
- The Call-in request was not about whether or not there should be a reconfiguration of services or about council officers acting as police officers, it was about how the decision was taken and if it was taken with full consultation, some consultation or any consultation.
- Did the process take into account that it was a Key Decision which affected every resident of Peterborough.
- Key Decisions should be published on the Forward Plan. The decision as listed focused only on the city centre but had become through the reissue of the Decision Notice a city wide decision. This was never published as a Key Decision.
- The only public debate was at Cabinet before Christmas.
- It was noted that the Cabinet Decision notice originally issued was for the city centre only and a further notice reissued on New Year's Eve was changed to city wide which was a significant change.
- There had been confusion as to whether the decision affected the whole city or only the city centre, however the Leader of the Council had since confirmed that the decision affected the whole city. It should therefore have been a Key Decision and full consultation should have taken place.
- A transcription of the minutes of the Cabinet meeting clearly showed that the decision before Cabinet was for the city centre only.
- Key Decisions and significant decisions should be properly consulted on with a plan, options and recommendations, the public needed to know what was being proposed.
- At a recent meeting of the Scrutiny Commission for Rural Communities members had thought that the scheme was for the reintroduction of street wardens which clearly demonstrated that Councillors did not understand what was being proposed.
- No consultations had been held with ward councillors affected by the scheme.
- What consultation had been undertaken with council staff?

- Changing the decision to city wide was contrary to the constitution in that it should have become a Key Decision and therefore request that the Committee up hold the Call-in and recommend that the decision be referred back to Full Council.

Councillor Sandford made the following points:

- This was an issue of massive public concern.
- Cabinet did not follow proper process when making the decision. The paper Cabinet considered was about city centre enforcement and the decision that was published stated this.
- The officer at the Cabinet meeting introduced the item as a proposal for city centre enforcement, however later on in the debate at Cabinet it was mentioned that it could be city wide. At the end of the Cabinet meeting the Chairman asked Cabinet members if they agreed with the recommendation but did not clarify the recommendation which was not good decision making.
- The republished decision was still headed city centre enforcement.
- The decision would have a significant impact on the way anti-social behaviour enforcement happened which was an improvement, however having council officers going out in a uniform with certain powers was clearly a massive change and therefore it should be a Key Decision.
- There was no consultation and in considering the report presented to Cabinet the decision made was beyond the remit of the report presented.
- Republishing the decision to change it was not following procedures in a correct way.
- The professional advice that Cabinet received within the report related to city centre enforcement.
- The decision making process was incorrect in that there was no consultation and it had not been considered at scrutiny therefore the Call-in should be upheld.

Councillor Jamil made the following points:

- There were merits in the proposed scheme but concern at how the decision had been made.
- The decision should have been made in the same way the selective licensing decision was made.
- The principle and process of the way the decision has been made was flawed and therefore the Call-in should be up held.

Questions and Comments to Councillors Sandford, Murphy and Jamil from Members of the Committee:

- Was the Call in based on the fact they felt it should have been a Key Decision. *Councillor Murphy responded that the Call-in was not wholly based on the fact that it should have been a Key Decision. The proposed scheme was a significant change in the way the service worked and therefore should have been consulted on. The Call-in was also about the process and the way the decision was made. Cabinet may have felt they were making a decision on a city wide scheme but they should have spelt out what the decision was they were taking. Councillor Sandford added that whilst it should have been a Key Decision the most important issue was the process in which the decision was taken which was not a good process.*

There being no further questions from the Committee Councillor North Cabinet Member for Communities and Environment Capital, Adrian Chapman, Service Director for Adult Services & Communities and Kim Sawyer, Director of Governance were invited to respond in answer to the Call-In request:

The Director of Governance gave an outline of the process taken to make the decision and events leading up to the Call-in making the following points:

- The report brought before Cabinet was entitled City Centre Anti-Social Behaviour Enforcement.
- During the course of debate at the Cabinet meeting it became clear that there was potential to move the enforcement service wider and address matters across the whole city and not just the city centre.
- When the debate came before Cabinet it was not restricted to the recommendation within the report. The debate was about how the scheme could be extended across the city.
- The transcript of the Cabinet meeting shows that Councillor Holdich opened the meeting and referred to discussing a scheme that would work across the city as a whole.

- Annette Joyce presenting the report at Cabinet also referred to the scheme addressing issues across the city and not just the city centre. Therefore a city wide scheme.
- It was therefore clear that the proposals were for a city wide enforcement scheme.
- The decision was however incorrectly published after the Cabinet meeting as it referred to the city centre as the recommendation was taken as written in the Cabinet report. The discussion had not been captured regarding the city wide scheme which had been the essence of the debate throughout the Cabinet meeting. Therefore when Councillor Holdich concluded the debate and asked for agreement on the recommendation which throughout the meeting had been about a city wide scheme it was clear that he was referring to a city wide scheme.
- When the mistake in the publication of the decision was realised, it became clear that Members had lost the right to call in that decision. The view was therefore taken immediately to republish the decision. Councillor Sandford was contacted immediately to arrange an appropriate time for the decision to be republished to allow for any possible Call-in and public debate.
- There had been transparency regarding the error that was made and steps were taken to rectify the error.
- The Director of Governance advised that she had taken the decision that the decision was not a Key Decision and still maintained her decision. The reason being that the scheme would be a phased approach to enforcement. The first phase being the decision before Cabinet in December which was non key.
- A Key Decision was a decision which would involve either spending money greater than £500K or making savings of more than £500K or have a significant impact on two or more wards. There were no savings or expenditure for this decision and no significant impact on two or more wards. The scheme relied on existing powers already in place. If enforcement powers were being transferred to or from the police then this would need to go to Cabinet as a Key Decision but at this stage this was not the case. The current scheme was about moving internal teams around to provide a better service.
- The Call-in meeting had provided proper public debate.
- Recommendations made to Cabinet did not mean that they were bound by the recommendation within a report, Cabinet were entitled to change or amend the recommendation and provide alternative recommendations.
- The title on the republished decision remained the same as this was the title on the report presented to Cabinet and therefore could not be changed.

Questions and Comments from Members of the Committee:

- Members commented that from the transcript of the meeting and the report presented in the response to the Call-in that it was not clear what the Cabinet thought they were making a decision on. Members sought further clarification. *The Director of Governance referred Members back to the transcript of the meeting which showed that the report was introduced by Councillor Holdich who had stated that he wanted to do something about anti-social behaviour in the city centre but that the proposed system could work across the city as a whole. Annette Joyce then went on to say that the proposition could address the issue of anti-social behaviour city wide. The debate that followed at the Cabinet meeting demonstrated that the discussion was about a proposition for a city wide scheme.*
- Members sought clarification on why the decision was not classed as having a significant impact in legal terms. *The Director of Governance advised that when considering if there was a significant impact she had considered if the decision would be doing something outside of the use of ordinary powers. However the decision was about using existing powers and existing teams but using them in a more innovative way and therefore there was no significant impact.*
- Members referred to the Call-in notice and felt that the basis of the Call-in was brought about by the fact that the scheme was being proposed because of changes within the police force. Had this been discussed at Cabinet. *Members were informed that this had not been mentioned at Cabinet as it was entirely unrelated and therefore had not featured in the report. The discussion at Cabinet had been about the concept of the anti-social behaviour enforcement scheme.*
- Why was the decision not brought before scrutiny prior to being presented to Cabinet? *The Director of Governance responded that historically this had been the normal process for non-key decisions.*

Further decisions regarding the scheme may be Key Decisions and would therefore be brought before scrutiny.

- Members felt that there should have been a public consultation on the proposals as it would affect the whole of the city. A report had appeared in the Peterborough Telegraph on the scheme which had caused concern and misunderstanding with members of the public. *Members were informed that the article in the Peterborough Telegraph had not been about the proposed scheme but about a restructure in neighbourhood policing and was an entirely separate police operational matter.*
- What was the cost to implementing the proposed scheme? *Members were informed that the decision was regarding the concept and therefore there were no costs involved.*

Further comments made by the Committee during debate included:

- The decision made was regarding the concept only and therefore was not a Key Decision.
- The administrative error was regretful and there was a need to make sure it did not happen again.
- Cabinet meetings were held in public and therefore this had been a transparent decision.
- Further details regarding the scheme should be brought before scrutiny when the next decision is made.
- There had been an emphasis in the Call-in on the policing aspect which was not relevant to this decision.
- Some Members were still unclear as to whether it should have been a Key Decision or not and felt that as it would be a city wide scheme that it should have been a Key Decision.
- Some Members were still unclear as to what had been decided at Cabinet and the transcript did not show a clear recommendation being made.
- Some Members were concerned that one of the officers was taking the blame for the error as the report and recommendation clearly stated that it was a city centre scheme.

After debating the request to Call-in the decision Councillor Martin put forward a recommendation that the Committee refer the matter back to the decision maker for reconsideration as he felt it should have been a Key Decision.

The Chairman put the recommendation to a vote and the Committee voted against the recommendation (3 in favour, 4 against) therefore the recommendation was defeated.

The Chairman therefore informed the Cabinet Member and officers that the decision could be implemented immediately.

ACTION

The request for Call-in of the decision made by Cabinet on 7 December and republished on 31 December 2015 regarding City Centre Anti-Social Behaviour Enforcement – DEC15/CAB/106, was considered by the Strong and Supportive Communities Scrutiny Committee. Following discussion and questions raised on each of the reasons stated on the request for call-in, the Committee did **not** agree to the call-in of this decision on any of the reasons stated.

It was therefore recommended that under the Overview and Scrutiny Procedure Rules in the Council's Constitution (Part 4, Section 8, and paragraph 13), implementation of the decision would take immediate effect.

Item 6: Joint Community Enforcement Team

The Chairman then referred back to item 6 on the agenda: Joint Community Enforcement Team and asked Members if they wished to endorse the proposed direction of travel for the Joint Community Enforcement Team to Cabinet for approval.

RECOMMENDATION

The Committee agreed to recommend the Joint Community Enforcement Team to Cabinet for approval and asked that proper communication of the Team be made to members of the public.

8. Forward Plan of Executive Decisions

The Committee received the latest version of the Council's 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 forthcoming month. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Committee's work programme

ACTION AGREED

The Committee noted the Forward Plan of Executive Decisions.

9. Work Programme

Members considered the Committees Work Programme for 2015/16 and discussed possible items for inclusion.

ACTION AGREED

Members noted the work programme for 2015/2016.

10. Date of the Next Meeting

The Chairman advised the Committee that the next meeting was scheduled for 10 March 2016.

The meeting began at 7.00pm and ended at 9.49pm

CHAIRMAN

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 5
10 MARCH 2015	Public Report

Report of the Strategic Partnerships Manager – Resources Directorate

Contact Officer(s) – Lisa Roberts, Strategic Client Manager: Culture and Leisure
Contact Details - Email: Lisa.Roberts@peterborough.gov.uk Telephone: 01733 452386

VIVACITY – PERFORMANCE REPORT AND DRAFT BUSINESS PLAN

1. PURPOSE

- 1.1 This is an opportunity for the Committee to hear from and question both officers of the Council and Vivacity, on Vivacity's performance in 2015-16

2. RECOMMENDATIONS

- 2.1 The Strong and Supportive Communities Scrutiny Committee is asked to review and comment on Vivacity's performance

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Culture and leisure contribute to the following priorities in the Sustainable Community Strategy:-
- Creating opportunities – tackling inequalities;
 - Creating strong and supportive communities; and
 - Delivering substantial and truly sustainable growth.

4. BACKGROUND

- 4.1 Since May 2010, Vivacity, which is a charitable trust, has been providing culture and leisure services on behalf of the Council. Vivacity is one of the Council's key strategic partners. Vivacity is resourced through a Funding and Management Agreement that specifies the total sum of money made available by the Council to support the delivery of the Council priorities. The income from the council equates to 20% of Vivacity's total income, however support costs of £936,000 are not included in the Vivacity budget.
- 4.2 The Strong and Supportive Communities Scrutiny Committee reviews the work of Vivacity on an annual basis.

5. KEY ISSUES

All of Peterborough City Council's culture and leisure services and facilities were put out to tender in 2010 and are currently managed by Vivacity Culture and Leisure. The contract was granted for 25 years of which 19 years are left to run until 2035. The contract contains no break clauses.

The council pay Vivacity a management fee and Vivacity's independent board determine the actual spend on services.

The MTFS position therefore is:

	2015 / 16 £	2016 / 17 £	2017 / 18 £
Vivacity funding and management agreement	2,808,962	2,141,173	2,127,786
Current reduction	-679,583	-25,417	
Revised FMA	2,129,379	2,115,756	2,127,786
Support costs	936,954	936,954	936,954
Interest of capital	700,000	700,000	700,000
Total	3,766,333	3,752,710	3,764,740

Support costs include:

- Postage
- Printing
- Insurance
- Building repairs and structural maintenance
- Utilities – gas, electric, water and bio mass

The MTFS outlined a number of service reductions in 2015 – 2016 which are outlined below

Service area	Impact on service	Saving from and Funding Management Agreement £k
Change to Library services	The Council invested £170,000 to develop a self-service system, Open+ which touched every aspect of the library service.	-280
Peterborough Arts Festival	The reduction in the service fee will result in a greatly reduced arts festival with fewer performances and artists taking part, reducing the festival to one weekend only. There will be an arts festival in 2015, funded through a current European bid. This funding finishes in 2015. Vivacity will therefore provide a significantly reduced arts festival in 2015/16 and may not be able to deliver a festival in 2016/17 and beyond, if external funding cannot be found.	-40
Arts development	The reduction in the service fee will result in a staff restructure within the arts development team, as part of a potential merger of the development teams from arts, heritage and libraries. This will mean fewer exhibitions, programmed in for longer periods. Where the programme has not already been set, this will also mean staging more cost effective exhibitions.	-40
The Key Theatre	Vivacity anticipates no direct impact in 2015/16 on the service provided currently if trading performance is strong, through the redevelopment of the bar and new income streams. However, the reduction in funding will result in Vivacity reviewing its current fees and charges for tickets and bookings and reviewing the type of programme offered.	-180
Heritage exhibitions	The reduction in the service fee will result in a staff restructure within the heritage development team, as part of a potential merger of the development teams from arts, heritage and libraries. For heritage development specifically, this will mean fewer exhibitions, programmed in for longer periods. Where the programme has not already been set, this will also mean staging more cost effective exhibitions. Delivery of the Heritage Festival in the city centre in 2015/16 requires external funding to be secured by Vivacity.	-10
Sports development	The reduction in the service fee will be managed by Vivacity as part of a review of how it supports a range of sporting activity. Vivacity anticipates no direct impact in 2015/16 on the service provided currently by the sports development team if trading performance is strong. However, the reduction in funding could impact on Vivacity's ability to support the Perkins Great Eastern Run, and in particular its support for volunteers.	-70
The Lido	Vivacity anticipates revisiting admissions charges as a result of this change.	-60
	Development of self-financing cultural and leisure services (This includes a £250,000 target set for 2015/16 in last year's budget)	-400
Total		-800

The MTFS for 2016/2017 outlines no reduction in the service fee for Vivacity. The council will make a capital investment to expand Vivacity's Premier Fitness leisure centre in Hampton. This will result in extra income through additional membership. The council and Vivacity have agreed to share profits generated through this expansion. The council expect this to generate £120,000 annually from 2017/18 onwards and £50,000 in 2016/17

5.1 Summary

In looking to the future, Vivacity is working closely with the Council to ensure that the services it provides continue to offer both a compelling, and value-for-money offer. The aims and objectives outlined below are taken from the Vivacity Business plan 2015 – 2020, it is noted that Vivacity are currently working on a new Business plan 2016 – 2021 for which some of the aims and objects may change, however this document has yet to be shared with the Council and are therefore unable to represent them in this report.

Vivacity's strategic aims included:

- To increase the number and range of people who enjoy Vivacity services;
- To deliver services of greater quality;
- To improve the value for money for all customers and for PCC as primary funder;
- To bring new financial resources and skills to the City through providing new and improved services supported by regional, national, European and international bodies;
- To support and encourage other organisations and charities working in Peterborough who contribute to the sport, arts and heritage life of the City;
- To transform Vivacity's style of working.

Strategic aims over the next 5 years

- Grow our income;
- Take a cost centred approach to all parts of the business.
- Grow income generating parts of the business.
- Increases alternative sources of income
- Seek new business within and beyond Peterborough. We will actively engage with the Council to exploit and create new opportunities that will generate net income
- More customers using our services;
- Ensure that more people use our services by continuing to be a marketing led organisation
- Measuring and taking action to attract people from all sections of Peterborough's communities – this will mean increasing the number of Vivacity cards actively being used.
- Gather best practice from others across the country.
- Improving the quality of our service;
- Everything we do will be planned, delivered and reviewed with a degree of quality that makes us proud.
- Gather best practice from others across the country.

5.2 Culture

Vivacity's ambition – is to continue to play a significant role in supporting the information, educational, cultural and recreational needs of the communities in Peterborough. Vivacity work closely with local, regional and national partners, together they support the development of the cultural offer to continue to raise the creative profile of Peterborough both within the city and beyond. Vivacity's ambition is to evolve their offer to be more vibrant, family orientated and business-like, while continuing to play this important role against an increasing pressured financial resource. This portfolio reports to the director of culture, a post which is currently vacant and post out to advert.

A newly formed Culture team were brought together in 2015 from a merger of Arts, Libraries and Heritage, to deliver a range of projects. The most significant of these projects, together with their rationale, are set out below:

- Perhaps the highest public profile initiative in 2015 was the implementation (in May) of the new delivery model for libraries. The Council invested £170,000 to develop a self-service system, Open+ which touched every aspect of the library service and was covered in the security report on this subject in November 2015.
- The Arts Council grant programme Peterborough Presents is now in full swing with a large scale programme investing £686,000 over the next two years through the Peterborough Presents consortium, of this £190,000 will be delivered by Vivacity. Vivacity will be applying for legacy funding to continue the programme in 2017/8. The programme included the City Centre being 'taken over' by artists and community groups including Britten Sinfonia, local musicians, the Peterborough Music Partnership and St Johns. Vivacity also aimed to create a retail choir with Queensgate and young people producing work at the Key Theatre. Through the programme twelve young people have taken up paid internships and apprenticeship places across the UK and we will continue to support artists and voluntary groups with development grants. An important part of the consortium's delivery will be through the arts festival with the digital commissions by Magnetic Events and local artists and communities. The success of Peterborough Presents will grow confident and mature relationships with regional and national partners, and audiences, laying the ground for future growth in investment and attendance.
- Vivacity has seen significant grant investment over the past four years and are midway through the cycle of their larger awards such as Peterborough Presents. In 2015 the cultural development team will develop a large scale application to the Grants for the Arts Libraries fund. Vivacity have applied for funding for projects to be delivered in and by public libraries in partnership with artists and focused on digital engagement. This will be an opportunity to create a cultural development programme across our whole service, provide content and support to their festivals, events and exhibitions and encourage library users and those living locally to take part in artistic and cultural activities.
- Flag Fen currently requires a significant direct operating subsidy, currently £125,000 per year. Although improvements have been made since the site transferred to Vivacity in terms of visitor numbers which have risen (from 7,500 in 2011 to 10,125 in 2014) a step change in the type of experience offered is required if the facility is to move to an operating surplus. Vivacity's vision for the site is to create 'a vibrant and financially viable Bronze Age attraction'. While still at the concept level the proposal is that the new Flag Fen could open in spring 2017. It will offer an enhanced visitor experience with greater interpretation of the site and more attractions and features to appeal to a wider market resulting in around 40,000 visits per year. The capital value of the project is forecast to be around £1.5m with the majority of funding coming from external grants.

- Vivacity have been delivering a fuller heritage education programme at Flag Fen taking advantage of the inclusion of the Bronze Age in the National curriculum. Working as a key partner of the Peterborough Literacy Campaign (a National Literacy Trust partnership campaign to improve literacy skills across the city), Vivacity will apply for funding to sustain our programme where it interfaces with the objectives of the campaign
- Vivacity has driven increased audiences at the Key Theatre year on year, simultaneously improving its financial and operational performance. The priority now is to maintain the quality of theatre programme with audiences and accelerate the improvements in financial performance reducing the subsidy to the theatre from £161,000 to £58,000 by 2018. This will be achieved by introducing a booking fee for all tickets, an arts pass and new income streams from youth theatre services, events and celebrations as well as our professional developing one day course Art of Being Heard and new childcare holiday provision.
- In 2014 Vivacity improved the financial performance of the bar and catering provision at the Key Theatre, exceeding existing business plan targets (a profit of just over £26,000). Going forward Vivacity expect to see an increase in secondary spend and have set a target of £40,000 for 2015. Vivacity will be working with their Business Development Manager to further increase performance of the bar and catering and will be reviewing our product offers to further meet the demands of our audience.
- The profile of Vivacity's sculpture portfolio will be increased through the delivery of their Sculpture Action Plan, they will continue the conservation and maintenance programme and in 2015 we will focus our efforts on fundraising and re-siting iconic works such as: Sir Antony Gormley's *Places to Be*, in summer 2016, subject to reaching agreement with the site locations and artist, and securing support; and Sir Anthony Caro's *Lagoon* by summer 2015.
- Vivacity have successfully secured £99,000 from the Heritage Lottery, and will deliver a three year project which started in 2015 with the end coinciding with the anniversary of the First World War. The project will most prominently focus on the research, digitisation and commemoration of log books kept by Peterborough Station's Women's Temperance Society culminating with a unique exhibition in 2018 featuring the digitised content.
- In 2014 Vivacity developed a business development programme within the heritage service and in 2015 brought a number of these to fruition including themed corporate "Night at the Museum" events, weddings, themed dining experiences, murder mystery evening, sleepovers and birthday parties. These new ventures are expect to increase museum income to £103,000 in 2015 rising to £163,000 in 2018.
- Vivacity had and still have the ambition to curate an exhibition of works by Andy Warhol, this project was put on hold until security upgrades can be made to the gallery which are due to take place in the coming months. To sustain the programme beyond 2016 Vivacity will need to fundraise with partners. The challenge of maintaining the programming will also be an opportunity for projects emerging from Peterborough Presents to create exhibitions to be presented in the art gallery and museum.
- Vivacity continue to deliver a three year festival programme. The Heritage festival has been supported by a sponsor BGL, who have committed £20,000 per year. The Arts Festival programme for 2015 was delivered by working in a strategic partnership with Magnetic Events. Vivacity will continue to develop the relationship with Magnetic Events and Peterborough Cathedral working towards a digital commission in 2018. Through a planned application to grants for the arts Vivacity will secure investment for the festival in 2015-2018.

A key strand of the programme will include closer working with business to secure greater ownership and direct investment to help increase sustainability of our major events programmes.

5.5 Sports and Health

Vivacity's ambition is to continue to play a significant role in helping residents enjoy a longer and better quality of life using sport and physical activity as a catalyst for optimising health and wellbeing.

Vivacity aim to be the provider of choice for residents and visitors to Peterborough in meeting their sporting and healthy living needs. Vivacity will work in partnership with a wide range of local, regional and national organisations to achieve this, developing relationships that create opportunities for people to participate at the level of their choice in either a recreational, playing, competing, coaching or voluntary capacity. Vivacity's focus will remain on helping people to gain: health benefits; sporting success; new skills and opportunities to play, enjoy and compete if they so wish. Vivacity will provide services that are inclusive and deliver appropriate opportunities to those with long term health conditions where it is known their health can be improved and wellbeing enhanced. We will actively compete to provide the best value in gym membership in the city and offer a comprehensive range of services which respond to our community's needs. The most significant projects within this, together with their rationale are set out below:

- Health and Fitness is the biggest single income stream for Vivacity and underpins the wider delivery of cultural services across the city. Accounting for £5.6m annual income, this equates to 57% of Vivacity's total income. Vivacity's strategy is to maximize usage and financial return from the existing facilities utilizing a range of methods including making physical improvements to increase membership capacity, refining our pricing structure, reviewing membership categories and introducing new terms and conditions. Included in the 2015 business plan was a potential contribution of £78,000 in 2015-16, rising to £234,000 the following year at Vivacity Premier Fitness as a result of physical enhancements that are scheduled for completion in September 2016. A further £50,000 income will be derived across the Vivacity gym network as a result of a membership/pricing review. During 2015/16 Vivacity will investigate the feasibility of developing a new standalone budget.
- Health and Wellbeing underpins Vivacity's work and they will continue to ensure everyone has the opportunity to access activities. Working closely with health professionals Vivacity's health and wellbeing team will further develop their health improvement and rehabilitation programmes to support those people with long term health conditions. Vivacity's work focus on a range of conditions including diabetes, obesity, hypertension, mobility, stress/anxiety/depression, musculoskeletal and respiratory conditions, dementia/Alzheimer's, stroke and heart failure with tailored support being provided to participants. Following the changed landscape of local health services Vivacity's will seek to exploit new opportunities to drive further health improvement.
- Vivacity aim to ensure that everyone has the opportunity to access services this is a key priority and in addition to their core offer Vivacity will deliver a wide ranging 3 year programme of activity for disabled people on behalf of Inspire Peterborough utilizing £84,650 grant funding. The service will be provided at both Vivacity venues and in other community settings with over 500 activity sessions per annum catering for up to 250 clients attracting 5,000 attendances.
- Vivacity identify swimming as a life skill, essential for personal safety and a gateway to future enjoyment of water based activity. Vivacity teaches around 2200 people to swim every week and are passionate about children and adults gaining high quality teaching in small groups so they can have fun safely in and around swimming pools and be able to enjoy other water sports or progress into competitive swimming. Vivacity have further enhance the swim academy by improving the customer journey utilizing the latest technology in enrolment and progression through the scheme. Vivacity have also invest in the employment of a swim

academy coordinator to oversee the scheme, maximizing the effective use of teaching space, quality of lessons and customer journey. The programme will complement the schools learn to swim programme (key stage 2) and continue utilizing the Amateur Swimming Association curriculum and award scheme.

- Vivacity's commitment to "doing things the right way" is key to continued success and Vivacity will regularly scrutinize their services to benchmark process, procedures and performance using recognized benchmarks including mystery visits, surveys, customer forums and our own quality management system (QMS). The Council are currently working with Vivacity to produce a new set of performance indicators which can be national benchmarked

6. IMPLICATIONS

- 6.1 As budgets become more constrained, the Council will need to ensure the very best possible return on any continuing investment in discretionary services the two services that Vivacity provide which are not discretionary are the library services and Key stage 2 swimming

Vivacity, as an independent organisation, needs to continue to explore other business opportunities to expand its services in the interests of its own viability in addition to the services provided to the Council.

7. CONSULTATION

- 7.1 This report has been developed in conjunction with Vivacity.

8. NEXT STEPS

- 8.1 The comments of the Scrutiny Committee will be considered by the Portfolio Holder and discussed further with the Trust.

9. BACKGROUND DOCUMENTS

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

- 9.1 Existing Council strategies, the Funding and Management Agreement dated 1 May 2010 between the Council and Vivacity.

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 6
10 MARCH 2016	Public Report

Report of the Cabinet Member for City Centre Management, Culture and Tourism	
Contact Officer:	
Annette Joyce, Service Director City Services and Communications	Tel. 01733 452280

CITY SERVICES – PERFORMANCE OF CITY CENTRE EVENTS

1. PURPOSE

- 1.1 This report is intended to update members on the progress, outturn and impacts of city centre events organised by this service within the last 12 months.

2. RECOMMENDATIONS

- 2.1 The Committee is recommended to note and comment on these events and support their continuation.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Peterborough's Sustainable Community Strategy is the plan for the future of our city and the surrounding villages. It sets the direction for the overall strategic development of Peterborough. Commercial Operations' remit directly links to the council's strategic priorities;
- Creating Opportunities – Tackling inequality.
 - Creating strong and supportive communities.
 - Delivering substantial and truly sustainable growth.
 - Creating the UK's Environment Capital.

4. BACKGROUND

City Services provides a framework for the day to day operation of the city and strategic effort to enhance the city and the region in the long term. The department's vision is to provide a high quality, safe and easily accessible environment that underpins commercial and social success.

The following areas of business make up City Services and Communications: Environmental Health, Trading Standards, Corporate Marketing and Communications, Parking, CCTV, Emergency Planning, Markets, Tourism and City Centre Management. City Centre events are organised or facilitated by the City Centre Management sector of this Directorate with assistance from and in co-ordination with other City Services sections, particularly Tourism, Car Parking and Emergency Planning.

City Centre Management

City Centre Management aims to make the city centre a vibrant place that people wish to visit and do business in. It hosts and facilitates events and aims to make the city attractive from effective cleaning and maintenance through to installing floral displays and Christmas lights. The department also manages Tourism which includes the Visitor Information Centre and the Bus Station Information point. Both services promote the City as a place to visit, stay and do business in and events are vital to encouraging visitors to Peterborough.

The Visitor Information Centre and Bus Station services are both open Monday to Saturday 9.30 – 5.00pm. Both sites sell a combination of the following.

- Tickets for local events and the Key Theatre
- Bus Station and National Express tickets
- Railcards & Bus Passes
- Holidays
- Maps and Gifts

Events and Public Realm Management

Creating high quality events, creating a vibrant atmosphere, as well as a memorable and positive visitor experience is a key focus of City Services. The team have a key role in facilitating events led by others such as; Bryan Adams concert, The Green Festival, The Beer Festival and Peterborough Festival – as well as actively booking in national promotions such as the Coca Cola Christmas experience.

The number of people visiting a city centre largely depends on the perception they have of it. Decisions about where to shop, apply for a job or buy a house are based on such perceptions. Improvements to the environment, access and safety are only of limited benefit if they are not reflected in improved perceptions. Events allow for Peterborough to be seen as a vibrant and dynamic city and help communicate positive messages to visitors, residents and workers.

In summary, city centre events are accommodated or organised by city centre management to:

- Increase footfall to support the retail economy
- Provide vibrancy to the city centre
- Install pride and a sense of belonging to Peterborough residents
- Increase car park income
- Promote diversity
- Support cultural and social cohesion

The service works closely with the city's cultural partners Vivacity and Metal to ensure the Heritage Festival and Peterborough Festival are delivered safely, city centre officers form part of their overall planning operation and will be present at the events to oversee health and safety and compliance with licensing and traffic management statutory requirements. The following events were all staged by city services. The costs associated with these events do not include staff time.

National Street Cycle Tour Series

City Services brought the Tour Series back to the city on 9 June 2015. Receiving national TV coverage, this event attracted thousands to the city centre to witness Olympic and World Class riders race around the city centre streets of Peterborough. The cost to host this event £59,910 was met from sponsorship by Travelchoice. Parking at City Council car parks increased by 29 per cent compared to the previous week.

Multi-cultural Event

A multi-cultural event was staged in early July in partnership with the Latvian community. The day consisted of music, dancing, food and craft from a variety of communities that exist within Peterborough. The event was well attended. This event cost the service £240 in marquee hire.

Portuguese Festival

Thousands of people also enjoyed the second Portuguese Festival co-produced by City Services in July 2015 in Cathedral Square. Parking was increased by 8 per cent compared to the previous week. Queensgate footfall increased by 11 per cent. The event consisted of indigenous dancing, music and food. However the event is now too big for the city centre and is looking to move to Peterborough Rugby Club. The event cost the service £1,000 in cleansing and waste management costs.

Classic Car Festival

This was a two day event held on the Embankment and directly organised by City Services. Over 300 cars were on display each day. The event made a surplus of £1,451.

Trade stand and brochure sales income	(£4,998)
First Aid	£300
Cleansing	£186
Security	£750
Toilets	£1,093
Advertising	£1,218
Total Surplus	£1,451

The Italian Festival

The Italian Festival facilitated, co-produced and introduced by this service was held again in 2015 for its seventh consecutive year. The event showcased Italian culture, food and craft. Organised in partnership with the Italian Community Association, the event cost the service £7,829 to host. The Italian Community Association also financially contribute to the event.

Advertising	£1,381
Marquees	£4,524
Security	£424
Staging	£1,500
Total Cost	£7,829

The Perkins Great Eastern Run.

A record 5,176 entered the half marathon in 2015 – an increase of 194 from 2014. A further 1,300 people took part in the Anna's Hope Fun Run.

The course record was broken in 2015 by Kenyan Phillip Koech in 61:40. The previous time was 62:10 set in 2010, making the year's half marathon the second fastest in the UK. Perkins are the main sponsor of this event; without their input and the volunteers the race would not be possible.

Fees	(£111,928)
Sponsorship Income	(£33,500)
Misc Income	(£4,948)
Hospitality	£600
Security	£1115
Contractors	£65,604
Advertising	£9,919
Registration Fees	£200
Administration expenses	£6,600
Event costs	£53,351
First Aid	£8,332
Printing	£3,500
Total Surplus	£1,115

The Diwali Festival

The Diwali Festival was celebrated in Cathedral Square on October 31. Now in its fourth year, it is gradually increasing in popularity. The event cost the service £1,445. Queensgate footfall increased by 9.5 per cent from the week before.

Lighting	£700
Stage Equipment	£480
Advertising	£265
Total Cost	£1,445

Christmas Light Switch On Event

This annual event attracts thousands into the city centre and launches Peterborough's festive season. The event, solely organised by City Services, takes place on Cathedral Square and is filled with live music, Christmas carols and fireworks. The cost to the service was £12,053 which includes marketing Peterborough as place to shop throughout the festive season. Parking increased by 33 per cent compared to the week before.

Cleansing	£170
First Aid	£329
Fireworks	£3,000
Security	£495
Staging	£8,059
Total Cost	£12,053

Christmas Lights Installation

The total cost of the Christmas Lights, tree and their installation in 2015/16 was £82,000, (£41k for the tree, £41k for the installation of the display). This compares to a cost of £109,000 in the previous year.

Coca Cola Promotion

Coca Cola visit a few cities to stage their festive display consisting of music, giveaways and an illuminated truck. City Services helped promote and managed the event. Parking at City Council operated car parks increased by 37 per cent from the week before. Queensgate footfall showed an increase of 17 per cent.

The department holds the premises license for the city centre and the Embankment. This means any event that takes place within these areas requires input from City Centre Management such as; traffic management, cleansing, event control to monitor and co-ordinate safety and respond as appropriate to any incident which may impact upon safety at the event.

City Centre Management also facilitates other city centre events predominantly promoted by third parties but with City Centre Management providing infrastructure, support, licensing and health and safety advice. These events still require considerable management by this service.

Summary of City Centre management Role

Date	Event	CCM Role
9 June	Tour Series	Promoter & Co Producer
21 June	Heritage Festival	Partner
4 July	Multi-cultural Event	Support
18 July	Portuguese Festival	Partner & Co Producer
24 August	Beer Festival	Support
6 September	Classic Car Show	Promoter & Co Producer
5/6 September	Peterborough Festival	Support
12 September	Italian Festival	Partner & Co Producer
19/20 September	Metal	Partner
3 October	Black History Event	Partner
12 October	Perkins Great Eastern Run	Producer
31 October	Diwali	Partner & Co Producer
14 November	Christmas Light Switch on	Promoter & Producer
18 December	Coca Cola Christmas Truck	Organiser

The above events are staged with positive economic impact as their principal objective. The 'economic impact' of an event refers to the total amount of additional expenditure generated within a defined area, as a direct consequence of staging the event. It includes spend at Peterborough hotels, on retail, on transport, in cafes, bars, restaurants, on parking fees, and street trading outlets.

Cost of Events to City Centre Management – City Services

The forecast costs and income for these events to City Centre management are shown in the table below. These costs do not take account of officer time.

Date	Event	Expenditure	Income	Service Cost
9 June	Tour Series	£59,910	£60,268	(£358)
21 June	Heritage Festival	£640	£1200	(£560)
4 July	Multi-cultural Event	£240		£240
18 July	Portuguese Festival	£1,000		£1,000
24 August	Beer Festival		£8,692	(£8,692)
5/6 September	Peterborough Festival	£476	£505	(£29)
6 September	Classic Car Festival	£3,547	£4,998	(£1,451)
12 September	Italian Festival	£7,829		£7,829
19/20 September	Metal	£798	£1626	£828)
12 October	Perkins Great Eastern Run	£149,221	£150,376	(£1,155)
3 October	Black History Event	£645		£645
31 October	Diwali	£1,445		£1,445
14 November	Christmas Light Switch on	£12,053		£12,053
18 December	Coca Cola Christmas Truck		£1,000	(£1,000)
	Total	£237,804	£228,665	£9,139

In the context that many free festivals and cultural events of this nature normally necessitate considerable Local Authority or Arts Council funding it is considered that this programme of events represents excellent value for money to Peterborough City Council.

As many of these events are free it is difficult to provide an accurate estimate on attendance and the economic benefit these have brought the City but it could be anticipated that overall attendance will have exceeded 100,000 and economic benefit would be measured in £millions.

The following table illustrates how parking numbers at Peterborough City Council operated car parks increases when events are staged.

Car Parking During event days versus previous week

Date	Event	Cars Parked	Prev Week	Differential
9 June	Tour Series	3175	2455	+29%
20/21 June	Heritage Festival	7526	6313	+19%
4 July	Multi-cultural Event	3854	3777	+2%
18 July	Portuguese Festival	3988	3685	+8%
25-29 August	Beer Festival	17997	14862	+21%
4-6 September	Peterborough Festival	9425	9762	-3%
12 September	Italian Festival	3719	3701	-
19/20 September	Metal	6343	5948	+7%
3 October	Black History Event	4751	3586	+32%
12 October	Perkins Great Eastern Run	2777	2278	+22%
31 October	Diwali	3624	3766	-4%
14 November	Christmas Lights	4535	3418	+33%
18 December	Coca Cola Xmas Truck	4905	3571	+37%
	Total	76619	67122	9467 (+14%)

This table clearly demonstrates the impact on visitation particularly at Christmas Lights switch on event, The Tour Series, The Beer Festival, The Heritage Festival and from accommodating the Coca Cola Xmas Truck. The multi-cultural event, Peterborough Festival and Diwali were less of a draw.

5. KEY ISSUES

- 5.1 Budget pressures have necessitated that most city centre events need to be cost neutral. In 2016 there will be a need to reduce any subsidy regardless of benefits to City Services car park income.

6. FINANCIAL IMPLICATIONS

- 6.1 The net cost of these events as detailed above (£9139). This compares to an approved budget of £7k. The aim is to make these events cost neutral through securing sponsorship.

7. CONSULTATION

- 7.1 Not applicable

8. NEXT STEPS

- 8.1 Any recommendations from the committee for changes should be referred to the Cabinet Member Tourism, Business and International links.

9. BACKGROUND DOCUMENTS

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

- 9.1
 - Queensgate Shopping Centre Footfall report.

10. APPENDICES

- 10.1 Not applicable

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 7
10 MARCH 2016	Public Report

Report of the Cabinet Member for City Centre Management, Culture and Tourism		
Contact Officer:	Gary Wright, Markets Development Manager	Tel. 01733 454454

PETERBOROUGH CITY MARKET UPDATE REPORT

1. PURPOSE

- 1.1 This report is intended to update members on the progress of Peterborough City Market during the last 12 months.

2. RECOMMENDATIONS

- 2.1 The committee is recommended to note and comment on the performance of the city market and agree future development.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Peterborough's Sustainable Community Strategy is the plan for the future of our city and the surrounding villages. It sets the direction for the overall strategic development of Peterborough. Market operations' remit directly links to the council's strategic priorities;

- Creating Opportunities – Tackling Inequality.
- Creating Strong and Supportive Communities.
- Delivering Substantial and Truly Sustainable Growth.
- Creating the UK's Environment Capital.

4. BACKGROUND

- 4.1 Peterborough City Market was granted charter status by royal decree in 972 AD and has had a presence in the city ever since. Its location has shifted over the years, from its original site within the grounds of the Cathedral, adjacent to the west front; out to the square surmounted by the Butter Cross or Guildhall. More recently it moved to the area now occupied by Bayard Place as a combined goods and livestock market before relocating to its present location in 1963.

It is unusual in its construction, being an outdoor market but roofed; one of only 99 in the entire country. The structure covers the stalls within, which are all equipped with roller shutters to secure them at the close of trading. A second area, known as Laxton Square, after the nearby area of the same name, is located under a lower roof.

It should be noted that the City Market operation is self-supporting and generates a surplus, however it does not currently achieve its income target. There are 139 stalls of which 71% are occupied, an increase of 8% from last year. A decision to appoint a Markets Development Manager was taken in 2013 to support and grow the market estate.

5. KEY ISSUES

5.1 The financial slowdown of 2007 to 2009 had a significant impact on retail. Indoor Markets have been hardest hit with a reduction in trade of some 25 percent since 2013 (National Association of British Market Authorities – Retail Market Study 2013).

Key challenges faced by Peterborough City Market are in line with the national trend, as:

- Generalised decline
- Changing face of retail
- Austerity pressures

Peterborough City Market aims to be a friendly, clean and vibrant destination. There is now a high quality, low cost food offer supported by a pleasant seating area for shoppers to linger before perusing the rest of the market offers, which include quality foodstuffs and interesting products not readily available elsewhere.

Targeted business for 2016:

- On site cafés
- Takeaways / hot food
- Handmade goods
- Mobile telephones and associated accessories
- Fruit and vegetables
- Baked goods
- Chilled / deli foods.

Anticipated decline of business during 2016:

- Fashion wear
- Footwear
- Lingerie
- Books and magazines
- Stationary
- Leather goods
- Toys and games

5.2 Actions identified (and progress made from previous report)

1. **Develop marketing strategy** for Peterborough market operations. This action is ongoing with support from the PCC marketing team.
2. **Form marketing group** to explore options for development. Group is operational and supported by traders.
3. **Introduce key elements of marketing plan:-** programme has commenced and progressing:
 - **Media awareness and publicity plan adaptation** – includes printing and distributing advertising materials. As below, awareness requires a degree of enhancement. Monitoring of media platforms such as Facebook places a significant load on market staff although some assistance has been provided by the media team. The number of 'hits' has increased from some 40 per day to over 200 per day in the build up to Christmas. This area of business is key to promoting the market, and a trader's website is being developed to complement the existing PCC site. Requires additional funding.
 - **Signage** – improved awareness of market location. Use of illuminated signs suggested. The market has been described as 'Peterborough's best kept secret', and local research reveals many people who have been resident for some time are unaware of the market's location. Additional

signage may address this matter but needs to blend with the street scene. Use of street advertising on both media boards and lamppost banners across the city has been implemented with the support of the media team but wider use brings a cost implication. Requires additional funding.

- **Development of food court** – To encourage and implement additional ‘street food provision’ which is seen as a high growth area. Not all prospective traders have resilient business models and some have failed, but a core group have prospered and developed effective businesses. They are currently represented by:
 - a. **Portuguese take away** – offering traditional BBQ and other foods. Operates a delivery service. Would like to extend opening times.
 - b. **Street Eats** – Traditional English foods, breakfast and lunch offers and cakes. Has established trade customers and has facility to operate outside catering.
 - c. **Goan Cuisine** – Range of take away Asian foods. Would like to extend opening times.
 - d. **The Curry man** – Extensive range of take away curries and similar food. Growing reputation across the city and is in process of extending premises. Would like to extend opening times.
 - e. **Market café** – Turkish and Lithuanian food, breakfast and lunch. Good range of coffees.
 - f. **Italian Deli** – Good range of Italian and European food stuffs. Would like to extend opening times.

There are a number of other traders preparing to open in the near future – The Market Grill, operated by an established city caterer, will provide BBQ and grilled speciality sausages and ‘posh’ burgers. A vendor of West African street food will be opening in February and a further application for pre prepared Caribbean food from a local restaurateur is being progressed. A trading base of 10 street food vendors is achievable and would contribute some £80k of income. Success of the food court area will increase pressure for extending opening hours of the market which may not be supported by all traders. The suggested fencing alterations would assist this.

- **Wi-Fi installation** - to provide service to visitors (media access) and traders (online card payments). Projected cost via PCC will be in region of £5k + £800 p.a. maintenance and will be funded from existing budget. A new specialist trader has applied to provide a low cost Wi-Fi network and this is being evaluated.
- **IT upgrades** - increase functionality of office processes (scanning etc.) the market operation has recently been upgraded to thin client application which has improved functionality along with VOIP telephony. An enhanced printer/copier facility (pending) will improve productivity and allow documents related to licence applications to be scanned on site.
- **Monitor and encourage trader applications** – seek applications to enhance market mix (breads, cheeses, cycle resale & repairs, mobile phone services). The use of electronic media will assist this and reduce advertising costs. Incoming trader interest is steady and expected to increase as the year progresses. An average of four monthly trader applications has already improved the market offer with two handmade goods stalls, and mobile phone repair service.
- **Refurbishment fencing** - The perimeter fence has recently been repainted to enhance the appearance of the market.
- **Installation of no fee cash point** provision to service market customers/traders. A supplier has been identified and will proceed at no cost.
- **Improvement of seating area** – to support food court operation. Bistro style chairs and tables have been purchased and have improved the usage of the food court area. A focussed entrance canopy similar to that fronting the Westgate Arcade would increase ‘visibility’ on the Laxton Square approach.
- **Introduce ‘market events’** (including Love Your Local Market event and Food Festival) to improve footfall particularly during school holidays. Plan in on quarterly basis. These events have commenced, with limited success to date. The Easter event, while reasonably well supported by

shoppers, wasn't the success hoped for and that was primarily due to insufficient advertising and competing events. Budget limitations impacted badly, and forced the cancellation of the proposed event planned during Boost week.

- **Participation in city based events** (Green festival, Portuguese festival etc.) obtained a signed marquee and smaller gazebo's to use at such events. Market traders have made themselves available to hand out promotional material – a key element of service improvement is to enhance links to the larger city centre retail operation.
- **Develop alternative markets** – A potential extension of the current market operation could improve commercial visibility of the city market scene, support local communities and provide an income stream. Likely development sites are Millfield/Lincoln Rd areas for a community market, Long Causeway/Cathedral square for craft / farmers markets. The latter operates in a very low key manner at present and badly needs advertising support.

6. IMPLICATIONS

- 6.1 In order to ensure a vibrant and prosperous future for Peterborough City Market, focus needs to be maintained on sourcing and attracting new traders and businesses and the implementation of a strong marketing plan.
- 6.2 The developments referred to in paragraph 6 are all to be contained within existing budget provision. Income from the market is anticipated to increase to budgeted levels as a result of these initiatives.

7. CONSULTATION

- 7.1 55 Traders, one traders association and four other partners and stakeholders have been consulted directly.

8. NEXT STEPS

- 8.1 Discussion of document by scrutiny committee and referral to cabinet if appropriate.

9. BACKGROUND DOCUMENTS

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

- 9.1 Markets of today – The National Picture-2013. National Association of British Market Authorities (NABMA)

10. APPENDICES

- 10.1 None

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 8
10 MARCH 2016	Public Report

Report of the Service Director for Adult Services and Communities		
Contact Officer	Adrian Chapman	Tel. 863887

CUSTOMER EXPERIENCE PROGRAMME – FRONT DOOR TRANSFORMATION

1. PURPOSE

- 1.1 This report is being presented at the request of the Joint Meeting of Scrutiny Committees held in November 2015.

2. RECOMMENDATIONS

- 2.1 To scrutinise and endorse the approach being taken to develop a new ‘front door’ model for the council.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The Customer Experience Programme aims to improve the way our customers access services, to provide more opportunities for customers to self-serve or seek support from civil society organisations, and to ensure customers with the greatest need reach the services they require as quickly as possible.

The approach supports all aspects of the Sustainable Community Strategy.

4. BACKGROUND

- 4.1 The Customer Experience Programme is the council’s major transformation programme and comprises a number of distinct workstreams:
- Front Door, the main focus of this report
 - Delivery Models – which is developing new ways of delivering key services through, for example, integrating health and social care services
 - New Ways of Working – which is providing tools and systems that enable staff to work in ways more appropriate to the needs of our residents
- 4.2 The council continues to operate within an incredibly challenging financial position. Over the last five years, the council has seen its government funding cut by £44million – nearly 40 per cent of its government grant. At the same time demand for council services continues to grow, and we have to respond to this demand to ensure those most in need can continue to get the right services.
- 4.3 Despite these challenges, the council is of the view that there is a different way other than service cuts to achieve a balanced budget whilst at the same time meeting the needs and demands of our residents.

- 4.4 The Customer Experience Programme has therefore been developed with three main objectives:
- To reduce costs
 - To manage demand
 - To increase revenue
- 4.5 This report focuses specifically on the Front Door project, which has a savings target of £1.46M in 2016/17, increasing to £4.16M from 2017/18 onwards.

5. KEY ISSUES

- 5.1 The Customer Experience Programme is a council initiative which targets a reduction in costs, an increase in revenue and the meeting of future needs through demand management. The programme is divided into a number of themes; one of these themes is the 'Front Door'. The 'Front Door' was chosen as a theme because we need to:
- Reduce demand for services, i.e. develop a preventative rather than reactive approach
 - Increase self-service and facilitate channel shift – diverting demand from high cost channels to lower cost channels. Customers should be able to choose to interact with the council through the channel that is most suitable for them, e.g. web, social media, telephone or face to face
 - Increase first contact resolution – all routine transactions should be resolved at the first point of contact wherever possible
 - Reduce, and preferably eliminate, avoidable contacts
- 5.2 The Front Door can be defined as *'the first point of contact where an individual can access information, advice and guidance and/or a service'*. The council's website and our existing customer contact centre can, therefore, be defined as Front Doors. We recognise that it is not feasible to have a single Front Door¹ and so have agreed the following five year vision:

'...to ensure that customers have access to a Front Door that will enable them to resolve their needs, and that the Council will work with partner organisations to realise the concept of 'No Wrong Front Door' that aligns with our front door' principles.'

In this description:

- a 'customer' is defined as existing or potential individuals, organisations or businesses who use or experience a council service
 - 'No Wrong Front Door' is defined as meaning that, regardless of the point of contact, the customer will receive consistent, comprehensive and accurate information, advice and guidance.
- 5.3 A series of key principles have been developed to ensure the new Front Door model is developed appropriately. These principles are as follows:
- **ASKED ONCE** – we will only ask the customer for any information needed once
 - **FIRST CONTACT RESOLUTION** – we will strive, wherever possible, to provide resolution at the first point of contact
 - **SELF-SERVE** – we will maximise any opportunity for the customer to self-serve
 - **CO-PRODUCTION** – we will ensure the process is customer led and takes account of the customers' needs and views
 - **SAFE** – we will identify and act upon any safeguarding concerns throughout the process
 - **CONSISTENT** – we will ensure that information provided across possible front doors is consistent, but also both comprehensive and accurate
 - **SUPPORTED** – we will ensure maximum take up of universal information and provision as

¹ 'Single Front Door' would mean the Council would only have a single *'first point of access'*, for example, customers would only be able to access the Council online via the website.

the norm through interactive use of technology, blended with “expert” assistance

- **INFORMED** – we will ensure that customers are kept informed and understand any service standards
- **LOCATION** – we will ensure that our front door will be located in the most appropriate settings, including community bases.

5.4 Operating Model

5.4.1 Current Model

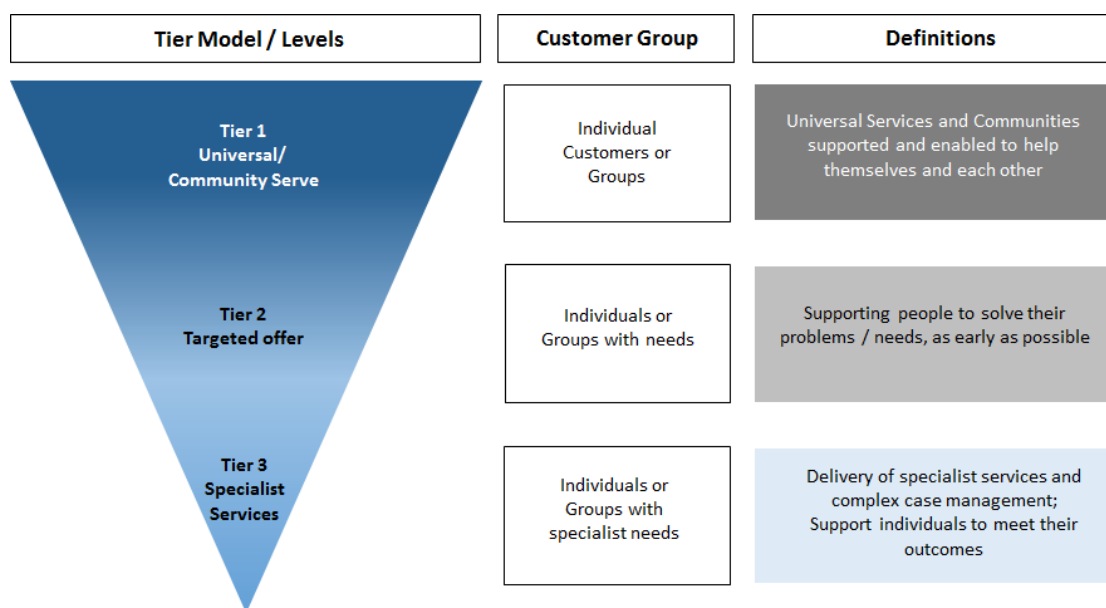
The council currently provides its Front Door largely via the Customer Contact Centre operated through the Peterborough-Serco Strategic Partnership (PSSP). The Contact Centre handles face to face enquiries at Bayard Place (which is recognised as the main customer contact point) and a reception facility at the Town Hall. The Contact Centre also contains the main call centre which handles general enquiries, provides a switchboard function and delivers a number of other service processes.

Not all customer contact is handled through the Contact Centre however, and a significant number of telephone, e-mail and white mail customer contact points exist within the various service areas and partner organisations (e.g. Amey, Vivacity, etc). Therefore, the service is fragmented and a single view of the customer has not been fully realised. A Customer Relationship Management (CRM) system has been introduced in the Contact Centre, but is not fully embedded or capturing the detail of all customer contact required for the future given the fragmented service previously described. Having this single view would allow for improved customer service, better commissioning, the ability to predict future demand and could be used to identify trigger points for early intervention and prevention activities.

5.4.2 Future Model

We have developed a future operating model which is illustrated in Figure 1 below. This is a three tier model and the Front Door will form Tier 1 and most of Tier 2, and these are discussed in more detail below.

Figure 1: Operating Model



5.5 **Tier 1 – Universal/Community Serve/Self-Serve: Universal services and communities supported and enabled to help themselves and each other**

Tier 1 is first contact resolution; its main purpose is to resolve need at the first point of contact either through the provision of information and advice (including signposting), the provision of a service or an appropriate referral to an internal or external service who can resolve their need. Tier 1 will be provided through self-serve or community-serve facilities, or through the contact centre.

Tier 1 is divided into three distinct functions:

1. Community provision and community serve
2. Self-serve, including customer accounts and e-forms
3. Peterborough First Contact – the new names for the Contact Centre

5.5.1 **Community Provision and Community Serve**

In order to ensure the most appropriate resolution is available to our customers, and to ensure we can focus our efforts on those most in need, we will develop programmes of work that build on the new People and Communities Strategy. They will focus on empowering people and developing stronger communities to enable and motivate them to develop awareness, skills, capability and technology to respond to identified local needs. We will support the civil society sector (voluntary, community and faith sector and social enterprises) to work together or with us in order to deliver shared outcomes and to align or pool resources. This will enable additional funding to be leveraged in to focus on the areas of greatest impact, need and potential.

This priority will help a wide range of providers and funders to understand the impact they do/can have on communities and individuals, and support them to continually improve and innovate. This work will also have a key role in evaluating the impact of new services to ensure that they are responding to identified needs and unlocking the potential of local support networks to improve early intervention and prevention services, i.e. to reduce loneliness, isolation and vulnerability.

To achieve this we propose to develop a series of processes:

- i. Identification of service need and gaps in service provision, and the sharing of these needs and gaps with civil society organisations
- ii. Enterprise Pathways – a clear journey of support for voluntary sector organisations, community groups or parishes to develop their governance, business plans, operational procedures, procurement procedures and quality
- iii. Service Theme Pathways – upskilling support for appropriate groups to deliver specific pieces of work around a theme or in an area that may need more quality oversight
- iv. Volunteer Pathways – a clear co-ordinated pathway of support for volunteers to help them gain the skills and abilities they need as well as signpost them to appropriate supported volunteer opportunities

5.5.2 **Self-Serve**

Mobile and web technologies are providing ever expanding opportunities for customers to self-serve or to interact with the council electronically, potentially reducing demand or diverting it to cheaper channels. The website is fundamental to enabling customers to self-serve whether at home, on their smart phones (i.e. apps, touch tone payment line and SMS texting) or via a terminal in a council reception or in a community location.

We will strive to ensure that all services, available via other access channels, are enabled on-line via the website, through the use of integrated smart eForms. On-line self-serve encompasses facilities for all customer transactions (apply for, report it, book it and pay for it), self-assessment and the provision of information, advice and guidance.

Self-serve facilities will be offered at council receptions, libraries and other community locations. Assisted support for self-serve will be delivered through a combination of web chat and direct line access phones to build confidence within our customers to make use of the self-serve facilities. At council receptions, floor walkers will be available to support the use of the self-serve facilities.

5.5.3 **Peterborough First Contact Centre**

The Peterborough First Contact Centre will be the first point of contact for telephone, email, social media, webchat, and white mail received by the council. The key objective of this function is to divert demand to community serve and local/national organisations where applicable, and provide holistic services (i.e. information, advice, guidance, transactions, signposting and internal / external referrals) to meet both stated and unstated need.

5.6 **Tier 2 – Supporting people to solve their problems/needs as early as possible**

Tier 2 will deliver targeted assessments to determine the needs and requirements of a customer and appropriate solutions. The tier includes the provision of prevention, early intervention and enablement services, and crisis intervention with the aim to solve problems and needs as early as possible.

The Peterborough First Contact Centre will deal with customers that require targeted assessment and review or crisis² intervention, and will provide direct and brokered service solutions. The First Contact Centre will assess a customer's need against capacity and risks to establish the appropriate solutions. An end to end solution will be provided wherever possible, referring on only if the need requires specialist support or where support can be provided by a more appropriate service or external organisation.

This function predominately provides intervention services that deliver immediate and short term solutions, but can provide medium and long term interventions that do not require advanced specialist support.

5.7 The new Peterborough First Contact Centre will be delivered via the Peterborough-Serco Strategic Partnership. Staff from across the council will be transferred into it, meaning that qualified and experienced staff will be working alongside generic but well trained agents with the aim of resolving as many enquiries as possible first time.

6. **IMPLICATIONS**

6.1 This is an ambitious programme of change which we anticipate will deliver significant improvements to the ways in which our customers access services. Many customers will be encouraged to help themselves, where appropriate, through better quality information available online or via civil society sector organisations and this requires investment in both our digital offer as well as in the new Peterborough First Contact Centre.

7. **CONSULTATION**

7.1 The Customer Experience Programme will include appropriate public consultation relevant to the individual projects within it.

8. **NEXT STEPS**

8.1 We have developed a phasing tool to determine the order in which services are considered for the new Front Door. This will commence from April 2016, and the programme will run for two years, during which time it will expand to eventually cover all council services.

² 'Crisis' can be defined as the presentation of an individual whose normal coping mechanisms and resources have become overwhelmed by the onset or relapse of a severe illness, or through experiencing significant situational change and the crisis renders the individual and/or carer unable to manage their changed circumstances, presenting a risk to themselves or others, thus requiring an urgent assessment of their needs

9. BACKGROUND DOCUMENTS

9.1 None

10. APPENDICES

10.1 N/A

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 9
10 MARCH 2016	Public Report

Report of the Service Director for Adult Services and Communities

Contact Officer – Gary Goose
Contact Details – 01733 863903

SAFER PETERBOROUGH PARTNERSHIP – COMMUNITY SAFETY PLAN REVIEW

1. PURPOSE

- 1.1 To update the Scrutiny Committee on the progress of delivering the Safer Peterborough Partnership (SPP) Plan during 2015/16 and set out proposed priorities for the three-year period commencing April 2016.

2. RECOMMENDATIONS

- 2.1 The Committee are recommended to:

- a) note the progress made by SPP in tackling community safety priorities over the last year and,
- b) provide feedback on the proposed SPP priorities for the forthcoming period

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 The work of the SPP in tackling community safety priorities directly links to objective 2 of the Sustainable Community Strategy – Creating Strong and Supportive Communities

4. BACKGROUND

- 4.1 The SPP brings together the responsible authorities as set down in the Crime and Disorder Act 1998, as amended by the Police and Justice Act 2006 for the purposes of tackling local community safety priorities. In 2014, the SPP produced a three year plan detailing how the partnership will address the community safety priorities for Peterborough, namely:

- Addressing victim based crime by reducing re-offending and protecting our residents and visitors from harm
- Tackling anti-social behaviour
- Building stronger and more supportive communities.

- 4.2 The Partnership continues to monitor performance across all areas of the Plan and has had a number of successes over the last year as detailed throughout and in the refreshed plan (see Appendix 1). Key achievements for the Partnership over the last year include:

- the reductions in those killed or seriously injured on our roads
- the work of the Victims' Hub in supporting 6000 victims of crime across Cambridgeshire and Peterborough
- Continued reductions in offending linked to prolific offenders who form part of the Integrated Offender Management Scheme.

- 4.3 Given the emergence of new priorities, it is proposed that a new three year SPP Plan be produced for the period commencing April 2016, and an early draft of this plan is attached for the purposes of consultation.

4.4 The SPP has recently been recognised by the Improvement and Efficiency Social Enterprise (IESE) Awards 2016. The awards panel deemed the partnership was “an excellent example of a high quality service in the sector and should be awarded a Certificate of Excellence.”

5. KEY ISSUES

5.1 Reducing levels of victim based crime remains a challenge for the partnership. Despite significant decreases in the preceding three years, there has been an increase in this crime type over the last 12 months, by around 6%¹. The increase in crime can be attributed to a change in the process of how the Police record crime, with a shift towards ensuring that all crimes are ethically recorded and actively encouraging more victims of sexual violence, domestic violence and hate crime, in particular, to come forward. Having an accurate picture of crime levels is critical to informing our ongoing response and has enabled us to have a renewed focus on achieving the best possible outcomes for victims of crime.

5.2 Emerging Crime Types

Following an assessment of a range of crime and disorder issues, the Partnership have identified a number of emerging themes.

- **Modern Slavery and Human Trafficking**

5.3 Modern Slavery encompasses slavery, human trafficking, forced labour and domestic servitude. A large number of national and international organised crime groups and individuals are involved in modern slavery and systematically exploit large numbers of individuals by forcing and coercing them into a life of abuse and degradation.

5.4 In response to this growing area of criminality, a joint multi-agency team called Operation Pheasant was set up to support and respond to incidents of human trafficking and modern day slavery through a victim-centred and collaborative community effort. Within the last six months, Operation Pheasant has identified over 18 brothels and 55 off street sex workers. The partnership provided a package of support to victims, which ranged from providing access to sexual health services to reconnecting victims with their home country, if they wish.

- **Gangs**

5.5 Work has been commissioned by the Partnership over the last twelve months to ascertain whether a gang problem exists within the city. The report found little evidence of an organised gang culture in the city, but did find some examples of occasions where groups of young people came together, sometimes with a criminal intent.

5.6 The Partnership, particularly through the Safer Schools programme and the Youth Offending Service, have put in place a range of measures to ensure that any issues relating to gang activity are quickly addressed. This has included funding diversionary activities over the summer for young people and working on ensuring that vulnerable locations, such as Pupil Referral Units, are protected.

- **Child Sexual Exploitation and Missing from Home**

5.7 The link between children going missing and being sexually exploited is well documented. There were 294 incidents of children going missing from home or care in 2014/15 in Peterborough and it is estimated that running away places a significant amount of these young people at risk of serious harm and could in some instances also increase the risk of radicalisation. There have been a number of high profile cases relating to child sexual exploitation in Peterborough, Operation Erle saw a total of 10 male defendants convicted of 59 offences against 15 young females, these offenders received custodial sentences totalling over 114 years.

¹ All victim based crime in Peterborough, January – December 2015, compared to January – December 2014

5.8 In light of the risk identified with these emerging and linked themes, the Safer Peterborough Partnership proposes to adopt a new priority under the theme of High Risk and Vulnerable Victims, with a particular focus on child sexual exploitation and missing from home.

6. IMPLICATIONS

6.1 The revised Community Safety Plan will ensure that the Partnership and council continue to meet their statutory obligations under the Crime and Disorder Act 1998.

7. CONSULTATION

7.1 Consultation on the first draft of the new proposed plan has been carried out with SPP members. Scrutiny Members are now asked to contribute their thoughts and recommendations in order for a final draft to be produced.

8. NEXT STEPS

8.1 The new revised three year plan will be presented to the Safer Peterborough Partnership in March 2016, following feedback from the Scrutiny Committee. If approved by the SPP it will then be presented to the next available Scrutiny Committee before making its way through Cabinet and Full Council for approval.

9. BACKGROUND DOCUMENTS

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

9.1 None

10. APPENDICES

10.1 Appendix 1 - SPP Community Safety Plan

SAFER PETERBOROUGH PARTNERSHIP
DRAFT COMMUNITY SAFETY PLAN 2016 – 2019

1. Introduction

The Safer Peterborough Partnership Plan 2016-2019 sets out how the city of Peterborough, through the Safer Peterborough Partnership (SPP), is tackling crime and disorder. It builds on the success of the work by the SPP in building more cohesive, safer and confident communities.

This plan demonstrates the progress the partnership has made in making Peterborough safer and how the work of the SPP can help to build understanding, respect and support within and between communities.

The SPP plan is based upon the following principles:

- We are resolute in protecting those who are vulnerable within our communities
- Building understanding, respect and support with and between individuals is critical to developing strong communities
- We are committed to tackling the underlying causes of offending and ensuring that those who continue to offend are dealt with swiftly and effectively
- We take an innovative and genuine multi agency approach to reduce crime and tackle community safety issues

2. Governance Arrangements

The SPP brings together the responsible authorities as set down in the Crime and Disorder Act 1998, as amended by the Police and Justice Act 2006. The most significant change to the membership over the last 12 months has been that the One Service, who set up a social impact bond to reduce the re-offending rate of prisoners with short-term sentences, was dissolved in June 2015.

The constitution will be reviewed and agreed by the members who make up the Safer Peterborough Partnership. The work and performance of the partnership are scrutinised by the Strong and Supportive Communities Scrutiny Committee, who fulfil the requirement for a Crime and Disorder Act Scrutiny Committee in pursuance of section 19 of the Police and Justice Act 2006.

Each Responsible Authority will also undertake their own internal scrutiny and governance on organisational performance and risk.

Working with the Police and Crime Commissioner

The Cambridgeshire Police and Crime Commissioner is a key partner of the Partnership. The priorities set out within our plan contribute to the Commissioner's [Police and Crime Plan](#), particularly the following objectives:

Objective 3 - Continue to tackle crime and disorder – to drive crime and disorder to lower levels, transferring the fear of crime from the law abiding public to those who persistently commit crime.

Objective 4 - Keeping people safe – resources are dedicated to ensure those people at most risk from harm are protected.

Over the last year, SPP has received funding of £132,339 from the Police and Crime Commissioner to help the partnership to deliver its outcomes. This grant pays for staff who support the Partnership and in addition, also funds some of the activities below:

- Continued support for the Peterborough Neighbourhood Watch Scheme and Street Pastors Scheme
- Various young people projects including Gladstone Street Soccer Scheme, Werrington Football and Music Project as well as city wide youth engagement activities during the summer months.
- Crime prevention activities including Meet the Street events, 'Don't Call Us Stickers', and social media clips on street robbery and fraudulent advertising.
- Support for Mental Health Day.
- A week of action in the Millfield and New England area, focussing on improving quality of life issues such as fly-tipping.

3. Current Priorities

A strategic assessment of threat, risk and harm was developed in 2014, which formed the basis for the Safer Peterborough Partnership Plan. The designated priorities for 2016-2019 are:

- Addressing victim based crime by reducing re-offending and protecting our residents and visitors from harm
- Tackling anti-social behaviour
- Building stronger and more supportive communities.

These priorities are delivered through specific areas of work managed through the Safer Peterborough Partnership's performance framework supported by the Safer Peterborough Partnership Delivery Group. A number of sub-themes fall within each of the priorities; more information on the progress of these can be found in section 6 below.

4. Overview of Performance

The Partnership continues to monitor performance across all areas of the Plan and has had a number of successes over the last year as detailed throughout this document. Key achievements for the Partnership include:

- the reductions in those killed or seriously injured on our roads
- the work of the Victims' Hub in supporting 6000 victims of crime across Cambridgeshire and Peterborough
- Continued reductions in offending linked to prolific offenders who form part of the Integrated Offender Management Scheme.

Victim based crime is a category of offences with a specific, identifiable victim and directly links to the first priority in the plan, 'Addressing victim based crime.'

Reducing levels of victim based crime has always been a challenge in Peterborough. Despite significant decreases in the preceding three years, there has been an increase in this crime type over the last 12 months, by around 6%². The increase in crime can be attributed to a change in the process of how the Police record crime, with a shift towards ensuring that all crimes are ethically recorded and actively encouraging more victims of sexual violence, domestic violence and hate crime, in particular, to come forward. Having an accurate picture of crime levels is critical to informing our ongoing response and has enabled us to have a renewed focus on achieving the best possible outcomes for victims of crime.

Whilst the renewed focus on ethical crime recording is a significant factor in increasing crime levels, this has not detracted from continuing to scrutinise its performance as a Community Safety Partnership, and to focus on understanding why Peterborough continues to record higher levels of crime than the England average. This reinforces the view that the Partnership cannot stand still and needs to continue to develop our response to community safety. The proposed creation of a new Prevention and Enforcement Team from 1st April 2016 will be an important part of our ambition to reduce victim based crime. Further information on this is detailed below.

² All victim based crime in Peterborough, January – December 2015, compared to January – December 2014

The current performance monitoring framework is outlined in Appendix A, this is being reviewed by the Partnership. The new framework, which will launch in April 2016, will be more focussed on outcomes and how the work of the Partnership directly links to the priorities outlined in the plan.

5. Progress of the Plan

5.1 Addressing Victim Based Crime

a. Reducing Re-Offending - Offender Management

The Safer Peterborough Partnership Plan acknowledges that the best way to reduce crime is by taking a partnership approach, tackling those most disproportionately responsible for the bulk of that crime.

The main focus of the Offender Management theme is to reduce the level of offending and re-offending for both adults and juveniles, particularly prolific offenders. It further includes an outcome which aims to reduce the number of young people who become victims of crime.

Integrated Offender Management Scheme

The Integrated Offender Management scheme focuses on the most prolific offenders by working intensively with them to stop their offending behaviour and to provide an agile and swift response to re-capture those who are continuing to offend. The scheme has been successful over the last 12 months showing a number of positive outcomes, with significant reductions in offending committed by offenders following their involvement in the programme.

Based on a cohort of 53 of the city's most prolific offenders, offending reduced by 40% during their time on the scheme. Critically, following exit from the scheme, their offending continued to reduce by 68% compared to their offending before they joined the scheme. This reduction in offending also contributes to a reduction in the cost of crimes committed by these individuals with a reduction of around £0.5million linked to this cohort of 53 individuals³. This success fully supports the continued investment by the partnership in this area of business.

One area for focus over the coming months will be on the relationship between the IOM scheme and the Community Rehabilitation Company (CRC), who, following changes to the National Probation Service, have the responsibility for the management for the majority of offenders in the community. The CRC remains in the early stages of development, the Partnership will work with the CRC to ensure the effective work delivered to date on reducing serious acquisitive crime is maintained.

Young Offenders

The Partnership continues to focus on young people who offend. The number of young people who have entered the criminal justice system for the first time, per head of population, has risen over recent months. In addition the rate of re-offending for young people has also risen. Whilst in actual numbers, the increase remains small (only 15 more young people entering the criminal justice system), we have put in place a number of initiatives to ensure that this increase is quickly addressed.

The Partnership continues to work to divert young people who have offended away from the criminal justice system, for example by focussing on restorative justice approaches which allows the Partnership to deal with minor offences more effectively, without the need to criminalise the young person. A further area of focus is on how to prevent offending in the first place and there are a number of initiatives in place to address this, for example by offering a prevention programme to young people whose older brothers or sisters are developing an entrenched pattern of offending. The Partnership will continue to focus on the preventative approach over the next 12 months.

³ Data taken from ID-IOM, the Home Office's tool to measure success of the IOM programme on a national basis

b. Domestic Abuse and Sexual Violence

The Partnership has continued to prioritise, develop and improve the city's response to domestic abuse and sexual violence over the last 12 months. This has been done through the prioritisation of a number of key themes.

The first is raising awareness of domestic abuse and sexual violence and its impact on people within the city. Teaching young people about 'healthy relationships' has been a key part of this priority and the Partnership has engaged nearly 400 school pupils in the last year.

This programme raises awareness amongst young people, aged eight to eighteen, about the causes, consequences, penalties and impact of domestic abuse and sexual violence and broader crimes.

Over the last year we have increased the number of people trained in the early identification of domestic abuse. The team have run a number of courses to educate staff from across a range of organisations, including children's centres and the Extended Hands Organisation (a community based women's outreach team) who may come into contact with groups of people who may be at higher risk of domestic abuse or sexual violence.

The Partnership continue to support victims and perpetrators affected by domestic abuse to access commissioned services and programmes, with over 1,500 people supported during 2014-15.

The Children and Young People's Service, which works with families affected by domestic abuse or sexual violence, has seen a significant increase in demand for the service since it started last year. The Partnership have put in place measures to manage demand and reduce waiting times. Currently there is no waiting list to access the Adult Service, although demand continues to be high.

Over the next year we will work to support more families affected by domestic abuse through the use of additional funding, provided by the Police Crimes Commissioner. Ormiston Families have been commissioned to deliver a programme for 10 families with children aged 9-11 who have been victim or witness to incidents of domestic violence. The programme supports mothers but also puts a particular focus on supporting children to recover and make positive future outcomes. The programme is due to start in summer 2016.

c. Substance Misuse

There is a clear link between dependent users of Class A Drugs (like heroin and crack cocaine) with crime. The effects of alcohol mean it is often more likely for a person to either be a victim or perpetrator of offences such as burglary, robbery, theft and prostitution. Its use is particularly linked to incidents of domestic abuse and violence. Treatment for drug and alcohol users, particularly young people, is important so that their health and well-being is safeguarded and they make a positive contribution to their local communities. During 2014-15, 1335 users attended substance misuse services.

The Partnership will continue to offer help to those who need support and target those who commit crimes to proliferate substance misuse across the city. It is recognised that substance misuse affects many different facets of city life and uses resources from across our statutory and voluntary sector partners. To this end the strategies for drugs and alcohol, based on national guidance, have been designed to utilise all the experience and support available across the city, to reduce the overall impact on city life and build safer more confident communities.

The overarching aims of the substance misuse strategies are to:

- Increase the number of people free from drug and alcohol dependence (and substitute medication) and in sustained recovery
- Improve the health and wellbeing of people with substance misuse issues
- Reduce harm experienced by individuals, families and the community arising from problematic substance misuse
- Reduce crime experienced by individuals, families and the community associated with problematic substance misuse

- Prevent future demand on health, criminal justice and treatment services

The focus of the past 12 months has been to re-tender the substance misuse services for young people and adults into one cohesive service, which will provide consistency of treatment delivery and one point of access for all those seeking help. The redesigned Young People and Adults combined substance misuse treatment service will begin full operation on the 1st April 2016. This will bring together the treatment system under one provider, CRi, bringing with it several benefits, the main being that recovery workers will be trained in working with both alcohol *and* drug misuse, ensuring all aspects of a client's substance misuse is dealt with by one person. This will increase continuity of treatment and consistency with no need to transfer between services.

We will rigorously monitor and scrutinise the delivery of the substance misuse service over the next 12 months, to ensure that the new service is effective in reducing the number of people with drug and/or alcohol dependence and in sustained recovery.

d. Victims and Witnesses

The Partnership continues to place victims and witnesses of crime and disorder at the heart of what we do. Organisations across the Partnership work together to reduce the number of victims of crime and provide support to those people who do become victims.

The Victims' Hub

Since its inception in October 2014, the Victims' Hub has developed into an effective service helping victims of crime to cope and recover from their experience. Since October 2014, support has been provided to over 6,000 victims of crime across Peterborough and Cambridgeshire, with 171 of these victims assigned to a volunteer for personal support.

The Hub has been bolstered through the addition of mental health support for victims of crime, with Community Psychiatric Nurses working alongside staff from the Multi-Agency Safeguarding Hub and Women's Aid. This has enhanced the expertise available to assist and support victims linking in with the Hub.

In August 2015 Her Majesty's Inspectorate of Constabulary (HMIC) reviewed the constabulary's response to recognising and managing safeguarding and vulnerability. HMIC highlighted the effectiveness of the Victims' Hub and considered it to be a strong example of national best practice.

Restorative Justice

In April 2015 the Restorative Justice (RJ) Hub was launched, providing a range of restorative justice interventions to all victims of crime within Cambridgeshire. To ensure all victims of crime are being offered RJ (where it is appropriate), training of front line Police Officers and PCSOs has been delivered throughout the county.

The Hub are working on a range of cases from petty theft to murder and sexual assault, which shows RJ has the potential to work for every victim of crime, should the victim choose to engage in the process.

Work continues to maintain strong relationships with existing partners as well as engaging with a number of other organisations throughout the county to ensure we work effectively together. One of the most successful partnerships being with HMP Peterborough, who we are now working closely with the Police to create a 'restorative prison'. The relationship has been extremely beneficial, giving the Police access to prisoners who wish to engage in RJ.

RJ is not suitable for all victims of crime, but those who have taken part have reported a positive experience. One example is a meeting held between two men, where the victim had been assaulted. The victim did not want to press charges but he wanted to meet the offender to discuss the impact the crime had had on him, and to get reassurance that it wouldn't happen again. By the end of the meeting both men were discussing their common interests and shook hands before wishing each other well for the future.

Cyber and Fraud Crime

An increasing trend in the numbers victims of cyber and fraud crimes over the last 18 months has led the Police to launch the Fraud and Cyber-crime Investigation Unit (FCIU). The unit consists of 12 detectives, who are currently investigating a number of offences, involving over 600 victims, with crimes ranging from revenge pornography, hacking and large scale fraud using websites.

The Partnership are focussing on preventative work around fraud and have been working with Nat West, Barclays and HSBC banks to speak to customers and raise awareness of scams and provide advice on how to protect themselves. A number of publicity campaigns have been run on television, radio and social media at key times of the year to raise public awareness of fraud, for example a campaign on Black Friday which focussed on how to stay safe online.

5.2 Anti-Social Behaviour

The Partnership focusses on anti-social behaviour (ASB) due to the impact on the quality of life of people living and working in the city that ASB can have. ASB includes any ‘...behaviour that causes or is likely to cause harassment, alarm or distress...’. This broad description sees the Partnership’s ASB team deal with a variety of crime and disorder types, including neighbourhood disputes, noise complaints, harassment, youth-related ASB, disorder in and around play and recreational areas, arson and graffiti.

The highest priority for the Partnership over the last 12 months has been to reduce the number of repeat victims of ASB: those who suffer ASB experience varied levels of harm, but in nearly all cases repeat victims experience far higher levels of impact. The ASB team reduces the number of repeat victims by having processes in place across the Partnership that allow them to quickly identify repeat victims and locations of ASB.

Engagement with local people over the last year has revealed that communities continue to want us to improve the street environment, reduce littering and fly tipping, address anti-social behaviour and criminal and environmental damage. The Partnership have been working together to ascertain how to create greater effectiveness in tackling community and safety issues and have identified how this can be achieved through greater integration between police, council and other enforcement services.

This new service, known as the Prevention and Enforcement Team, which will sit within the Safer Peterborough Partnership, will begin work in April 2016. The service will focus on community enforcement activity through a collection of multi-agency enforcement officers, led by managers from a range of different agencies but who will be directed and governed by one collective leadership arrangement.

5.3 Road Safety

Road traffic collisions have a devastating impact not only for the people directly involved, but also for their families, friends and the wider community. On average every day in the UK during 2014, almost 50 people were killed and another 6 seriously injured in reported road traffic accidents. As well as the personal consequences there are significant financial costs associated with road traffic accidents. Based on information from the Department for Transport we can estimate that the costs associated with all accidents on Peterborough roads in 2014 was £33.4 million.

The number of people killed and seriously injured on roads in Peterborough continues to fall year on year. In 2014 the number of people killed and seriously injured on roads fell to 75, from 88 in 2013. Provisional figures for 2015 are also expected to show a reduction to around 64 people, who were either killed or seriously injured.

Accident data analysis shows that around 95% of all road traffic collisions involve human behaviour as a contributory factor. To reduce the number of accidents on Peterborough’s roads, we need to influence attitude and behaviour through education, engagement, enforcement and engineering. High risk groups

continue to be young drivers, motorcyclists and vulnerable road users and they will be the focus of preventative activity.

The Safer Peterborough Partnership is a key member of the Cambridgeshire and Peterborough Road Safety Partnership (CPRSP). The road safety partnership is an existing partnership responsible for reducing road traffic accidents Peterborough and Cambridgeshire. The partnership works with a number of organisations to look at the causes of road accidents and understand current data and intelligence, and develop multi-agency solutions to help prevent and reduce future accidents.

One key achievement for the Partnership over the last 12 months is working with the NHS, and in particular Addenbrookes Hospital, which has allowed the partnership to access non-personalised health data to understand more about the individual involved in an accident and assimilating this data to inform targeted prevention work.

A Young Driver Event was held at Huntingdon Race Course in June 2015 for pre or new drivers across Cambridgeshire and Peterborough. Over 1000 students attended the event which was delivered by a range of organisations and partners who have an interest in reducing road traffic collisions. The day covered everything from choosing a driving instructor, driving test, road safety messages to black box technology. Feedback received from students and teachers who attended was very positive with the event likely to be repeated in future years.

5.4 Building Stronger and More Supportive Communities

a. Changing Communities and Community Cohesion

Community Cohesion

In its simplest form, community cohesion is about people from different backgrounds getting on with each other, people contributing to how their community runs and people in the community having a sense of belonging.

We regularly monitor tensions in the city through the multi-agency Tension Monitoring Group to understand emerging tensions within or between communities and identify appropriate solutions to diffuse.

The focus of community cohesion over the last 12 months has been to continue to build a positive dialogue with all communities in Peterborough. There have been a number of key cohesion challenges which are influenced by national and international events. For example the events in Paris, migration from Syria or people travelling to Syria to support terrorist activity. This can place a strain on community relationships and could easily have led to rising tensions amongst different sections of the community. The Partnership have worked hard to develop a trust and rapport with communities to ensure any tensions are quickly identified and provide support where it is needed. As a result there have been no significant community tensions over the last 12 months.

Tackling Hate Crime

In November 2015, a new Hate Crime Officer started in post. The officer is funded by the council but employed and managed by Cross Keys Homes. Since starting, the officer has begun to engage with hard to reach groups identifying what the barriers to reporting are, raising awareness and also what support is being offered. This year, the priority is to engage and support people with disabilities and LGBT groups who it is felt have high levels of underreporting of hate crime.

b. Counter-Terrorism and Prevent

With high profile terrorist events across the world, the risk of radicalisation remains significant across the country. The Counter-Terrorism and Security Act 2015 contains a specific duty on public bodies to have due regard to the need to prevent people from being drawn into terrorism. Within the Home Office guidance there is an expectation that Community Safety Partnerships will take a key role in ensuring that a risk based approach is taken by Local Authorities to prevent people from being drawn into terrorism.

The partnership will work with Police to identify vulnerable persons at risk of being drawn into terrorism so that effective support can be provided for the individuals and their families.

The Local Authority leads a multi-agency Channel Panel that provides support for those people who might be at risk of radicalisation or being drawn into terrorism. The Panel can provide a range of interventions tailored to the needs of the individuals and considers all types of radicalisation.

6. Emerging Crime Types

The purpose of reviewing the Plan on an annual basis is to allow for an assessment of whether there are emerging crime and disorder issues which are affecting the city, which require consideration for prioritisation. These are significant issues which affect more than one agency and cannot be managed as business as usual.

Following an assessment of a range of crime and disorder issues, the Partnership have identified a number of emerging themes.

6.1 Modern Slavery and Human Trafficking

Modern Slavery encompasses slavery, human trafficking, forced labour and domestic servitude. A large number of national and international organised crime groups and individuals are involved in modern slavery and systematically exploit large numbers of individuals by forcing and coercing them into a life of abuse and degradation.

In response to this growing area of criminality, a joint multi-agency team called Operation Pheasant was set up to support and respond to incidents of human trafficking and modern day slavery through a victim-centred and collaborative community effort. Within the last six months, Operation Pheasant has identified over 18 brothels and 55 off street sex workers. The partnership provided a package of support to victims, which ranged from providing access to sexual health services to reconnecting victims with their home country, if they wish.

6.2 Gangs

Work has been commissioned by the Partnership over the last twelve months to ascertain whether a gang problem exists within the city. The report found little evidence of an organised gang culture in the city, but did find some examples of occasions where groups of young people came together, sometimes with a criminal intent.

The Partnership, particularly through the Safer Schools programme and the Youth Offending Service, have put in place a range of measures to ensure that any issues relating to gang activity are quickly addressed. This has included funding diversionary activities over the summer for young people and working on ensuring that vulnerable locations, such as Pupil Referral Units, are protected.

6.3 Child Sexual Exploitation and Missing from Home

The link between children going missing and being sexually exploited is well documented. There were 294 incidents of children going missing from home or care in 2014/15 in Peterborough and it is estimated that running away places a significant amount of these young people at risk of serious harm and could in some instances also increase the risk of radicalisation. There have been a number of high profile cases relating to child sexual exploitation in Peterborough, Operation Erle saw a total of 10 male defendants convicted of 59 offences against 15 young females, these offenders received custodial sentences totalling over 114 years.

Whilst there has been an enormous amount of work to protect children and families, we need to continue to work together as a Partnership to prevent more young people being put at risk and support those that have been. We will continue to identify those children and young people at risk of exploitation in order to protect and safeguard them from further risk of harm. It is also our responsibility to prevent children becoming victims of this form of abuse and reduce the opportunities that offenders may have to exploit children in the future.

7. Conclusion

The Safer Peterborough Partnership has worked over the last 12 months to ensure the priorities outlined in the Partnership Plan 2014-2017 are delivered, and to ensure that we continue to protect those who are vulnerable and tackle the underlying causes of crime, by taking a partnership approach.

Whilst there has been a small increase in victim based crime over the past year, the Partnership has scrutinised this rise in crime and is satisfied that changing recording practices are the main reason for the increase. The Partnership will however continue to closely examine our performance on a regular basis and will focus our efforts on preventing crime and ensuring that victims of crime are fully supported throughout the criminal justice system.

STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 10
10 MARCH 2016	Public Report

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

ALTERNATIVE GOVERNANCE ARRANGEMENTS

1. PURPOSE

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

2. RECOMMENDATIONS

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

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

N/A

4. BACKGROUND

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

In summary, the agreed arrangements are as follows:

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

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

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

Each Scrutiny Committee will consist of 10 Members.

5. KEY FEATURES

PRE-DECISION SCRUTINY

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

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

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

WORK PROGRAMME AND MANAGING WORKLOAD

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

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

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

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

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

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

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

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

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

CO-OPTED MEMBERS

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

RURAL MATTERS

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

CHARTER – ROLE OF CHIAR

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

OTHER TRAINING MATTERS

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

6. IMPLICATIONS

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

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

7. CONSULTATION

- 7.1. Not applicable in the context of this report

8. NEXT STEPS

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

9. BACKGROUND DOCUMENTS

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

- 9.1. *None*

APPENDICES

Appendix 1 – Calendar

Appendix 2 – Scrutiny Programming Event

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

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

Induction for Scrutiny Members Working in Peterborough's Hybrid Model

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

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

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

Attendance

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

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STRONG AND SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE	Agenda Item No. 11
10 MARCH 2016	Public Report

Report of the Director of Governance

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FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Strong and Supportive Communities 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 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 21 March 2016.
- 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 key 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: 19 FEBRUARY 2016

FORWARD PLAN

PART 1 – KEY DECISIONS

In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

If the decision is to be taken by an individual Cabinet Member, the name of the Cabinet Member is shown against the decision, in addition to details of the Councillor's portfolio. If the decision is to be taken by the Cabinet, this too is shown against the decision and its members are as listed below:
Cllr Holdich (Leader); Cllr Coles; Cllr Elsey; Cllr Fitzgerald (Deputy Leader); Cllr Hiller, Cllr Lamb; Cllr North; Cllr Seaton; Cllr Serluca.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Gemma George, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268. For each decision a public report will be available from the Governance Team one week before the decision is taken.

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

Whilst the majority of the Executive's business at the Cabinet meetings listed in this Plan will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

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

You are entitled to view any documents listed on the Plan, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Gemma George, Democratic Services Manager, Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to gemma.george@peterborough.gov.uk or by telephone on 01733 452268.

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

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 21 MARCH 2016

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

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

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PREVIOUSLY ADVERTISED DECISIONS

<p>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Corporate Director Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Dickens Street Car Park.</p> <p>For Cabinet to consider future options for service delivery.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2016</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward Councillors, relevant internal departments & external stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
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Sale of the Herlington Centre - KEY/21MAR14/03 Delivery of the Council's capital receipts programme through the sale of the Herlington Centre, Orton Malborne.	Councillor David Seaton Cabinet Member for Resources	March 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Formalise Integrated Community Equipment Service Funding and Commissioning Arrangements - KEY/18APR14/01 To formalise integrated community equipment service joint funding arrangements.	Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health	March 2016	Scrutiny Commission for Health Issues	Relevant internal and external stakeholders.	Jenny Beasley Commissioning Manager Tel: 01733 452482 Jenny.beasley@peterborough.ov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
Award of Contract for Build of a Waste Transfer Station - KEY/18APR14/02 To award a contract for the build of a waste transfer station.	Councillor Gavin Eley Cabinet Member for Digital, Waste and Street Scene	March 2016	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.
Print Managed Services - KEY/13JUN14/01 To enable Council officers to be able to print, copy and scan.	Councillor David Seaton Cabinet Member for Resources	March 2016	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Vicki Palazon Financial Services Manager – Planning and Reporting Tel: 01733 864104 Vicki.palazon@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

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

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

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

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

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

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

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

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

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<p>Provision of Non Social Care Temporary Agency Workers – KEY/25JAN16/04 To approve the provision of temporary agency workers.</p>	<p>Councillor David Seaton Cabinet Member for Resources</p>	<p>March 2016</p>	<p>Strong and Supportive Communities</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>Commissioning of Care and Nursing Homes – KEY/25JAN16/05 For the Cabinet Member to consider a new Contract for the commissioning of Care and Nursing Homes under the Choice Directives LA circular 2004, ADASS Terms and Conditions.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Social Care and Health</p>	<p>March 2016</p>	<p>Scrutiny Commission for Health Issues</p>	<p>Relevant internal and external stakeholders.</p>	<p>Helene Carr Head of Commissioning Social Care Tel: 01733 864013 Helene.carr@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>Community Based Supported Living Service – KEY/08FEB16/02 To award a 1 year contract for the period 1 April 2016 to 31 March 2017 to Turning Point Ltd to provide the Community Based Supported Living Service.</p>	<p>Councillor Wayne Fitzgerald Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p>	<p>March 2016</p>	<p>Scrutiny Commission for Health</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mubarak Darbar Interim Head of Learning Disability Commissioning 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>

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

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

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

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

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

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

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

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

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

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

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

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

DIRECTORATE RESPONSIBILITIES

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

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

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Corporate Property

Waste and Energy

Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

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

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

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

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

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

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

Legal and Democratic Services

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

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

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

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

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

Opportunity Peterborough

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

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

Peterborough Investment Partnership

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

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