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PETERBOROUGH CITY COUNCIL SUMMONS TO A MEETING

You are invited to attend a meeting of the Peterborough City Council, which will be held in the Council Chamber, Town Hall, Peterborough on

WEDNESDAY 12 OCTOBER 2016 at 7.00 pm

AGENDA

	Page No.
1. Apologies for Absence	
2. Declarations of Interest	
3. Minutes of the Meeting Held on 13 July 2016	5 - 22
COMMUNICATIONS	
4. Mayor's Announcements	23 - 26
5. Leader's Announcements	
6. Chief Executive's Announcements	
QUESTIONS AND PETITIONS	
7. Questions from Members of the Public	
8. Petitions	
i) Presented by members of the public	
ii) Presented by Members	
9. Questions on Notice	
i) To the Mayor	
ii) To the Leader or member of the Cabinet	
iii) To the Chair of any Committee or Sub-Committee	
RECOMMENDATIONS AND REPORTS	
10. Executive and Committee Recommendations to Council	
(a) Cabinet Recommendation - Approval of the Safer Peterborough Partnership Plan 2016/17	27 - 58

(b) Cabinet Recommendation - Changes to the Constitution to Include the Housing Delivery Joint Venture Company	59 - 70
(c) Planning and Environmental Protection Committee Recommendation - Adoption of the Model Council Members' Planning Code	71 - 84
(d) Scrutiny Commission for Health Issues Recommendation - Joint Health Scrutiny Committee Arrangements	85 - 112
11. Questions on the Executive Decisions Made Since the Last Meeting	113 - 122
COUNCIL BUSINESS TIME	
12. Motions on Notice	123 - 126
13. Reports to Council	
(a) Review of Constitution - Report of the Committee Review Group	127 - 162
(b) Political Balance, Allocation of Seats on Scrutiny Committees and Appointments	163 - 170
(c) Review of Peterborough City Council's Members' Allowances Scheme - Report of the Independent Members' Allowances Panel	171 - 196
(d) The 2018 Parliamentary Constituency Boundary Review Working Group	197 - 242
(e) Notification of Changes to the Executive Delegations	243 - 244
(f) Variation to Standing Orders	245 - 272

Emergency Evacuation Procedure – Outside Normal Office Hours

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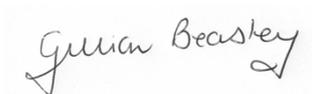
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Chief Executive

4 October 2016
Town Hall
Bridge Street
Peterborough

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**MINUTES OF THE COUNCIL MEETING
HELD WEDNESDAY 13 JULY 2016
COUNCIL CHAMBER, TOWN HALL, PETERBOROUGH**

THE MAYOR – COUNCILLOR DAVID SANDERS

Present:

Councillors Aitken, Ali, Allen, Ash, Ayres, Barkham, Bisby, Bond, Brown, Bull, Casey, Cereste, Clark, Coles, Davidson, Dowson, Ellis, Elsey, Ferris, Fitzgerald, Fuller, Fower, JR Fox, JA Fox, Goodwin, Harper, Hiller, Holdich, Hussain, Amjad Iqbal, Jamil, Johnson, Khan, King, Lamb, Lane, Lillis, Martin, Murphy, Nadeem, Nawaz, Okonkowski, Over, Peach, Rush, Saltmarsh, Sanders, Sandford, Seaton, Shaheed, Sharp, Shearman, Sims, Smith, Stokes, Sylvester, Walsh, and Whitby

1. Apologies for Absence

Apologies for absence were received from Councillors Azher Iqbal, and Serluca.

2. Declarations of Interest

Councillor Hiller and Councillor Holdich declared an interest in item 11, 'Questions on the Executive Decisions made since the last meeting', in relation to the decision 'Council Office Consolidation', in that they both sat on the Peterborough Investment Partnership. It was advised that Councillor Seaton would respond to questions on this matter.

The question of whether Councillors in line for a prospective Chairmanship would be permitted to vote on the matter was raised, in light of the allowances provided to Chairman. The Legal Officer advised that the decision before Council was in relation to appointments to Chair, not allowances. As such, all Members were entitled to vote.

3. Minutes of the Meeting held on:

(a) 23 May 2016 – Annual Council Mayor Making

The minutes of the meeting held on 23 May 2016 – Annual Council Mayor Making were approved as a true and accurate record, subject to the amendments:

- Reference to Jackie Martin be corrected to Janet Martin; and
- Reference to Jackie Martin as Deputy Mayoress be corrected to Mayoress.

(b) 23 May 2016 – Annual Council

The minutes of the meeting held 23 May 2016 – Annual Council were approved as a true and accurate record.

(c) 27 June 2016 – Extraordinary Meeting

The minutes of the meeting held on 27 June 2016 – Extraordinary Meeting were approved as a true and accurate record.

COMMUNICATIONS

4. Mayor's Announcements

There were no announcements from the Mayor.

Councillor Shearman thanked the Mayor for his attendance at the Victoria Gardens event.

5. Leader's Announcements

There were no announcements from the Leader.

6. Chief Executive's Announcements

There were no announcements from the Chief Executive.

QUESTIONS AND PETITIONS

7. Questions with Notice by Members of the Public

There were no questions with notice from members of the public.

8. Petitions

(a) Presented by members of the public

There were no petitions from members of the public.

(b) Presented by Members

Councillor JR Fox presented a petition signed by 56 residents concerning the need for tree pruning in Livermore Green.

Councillor Shearman presented a petition signed by 32 residents concerning noise and anti-social behaviour in Century Square.

Councillor Murphy presented a petition signed by 55 residents concerning parking problems in the Deaconscroft area.

9. Questions on Notice

(a) To the Mayor

(b) To the Leader or member of the Cabinet

(c) To the Chair of any Committee of Sub-Committee

Questions (b) to the Leader or Member of the Cabinet were raised and taken as read in respect of the following:

1. The installation of a digital real time information sign at the bus stop adjacent to Voyager School.
2. The Council's strategies, interventions and provisions for meeting the needs of children and young people.
3. The replacement of street lamp posts with energy efficient LEP lamps.
4. The mix of cyclists and pedestrians along the Long Causeway / Bridge Street corridor.

The questions and responses are attached at **APPENDIX A** to these minutes.

RECOMMENDATIONS AND REPORTS

10. Executive and Committee Recommendations to Council

(a) Future Delivery of Property Services – Constitution Amendment

Cabinet at its meeting on 21 March 2016, received a report on the future delivery of property services. The purpose of the report was to formally establish a joint venture property services company with NPS Property Consultants Ltd (NPS), following approval of the Phase One Budget Proposals by Council on 17 December 2017.

Cabinet approved the proposal to formally establish the joint venture company, and endorsed the recommendation that Council amend the Constitution 'Appointments to external organisations' to include the joint venture company within the key partnerships category to enable the Leader to make appointments to the governing body.

Councillor Seaton introduced the report and moved the recommendations contained within. It was emphasised that the recommendation before Council related only the amendment of the constitution and that the establishment of the joint venture company had been agreed by Cabinet.

Councillor Holdich seconded the recommendations and reserved his right to speak.

Members debated the recommendations and in summary raised points including:

- It was queried where the savings in relation to the joint venture company were coming from;
- Clarification was sought on whether the joint venture company would be able to build houses.

Councillor Holdich exercised his right to speak as seconder of the recommendations and advised that, as the motion was a simple amendment to the constitution, he was happy to support it.

Councillor Seaton summed up as mover of the recommendations and stated that building houses was not the purpose of the joint venture company. The savings arising from the joint venture had been, it was explained, discussed at the budget working group. Reports in relation to the joint venture company would be brought for scrutiny.

A vote was taken (37 for, 0 against, 27 abstention) and it was **RESOLVED** that Council agreed amendments to the Constitution 'Appointments to external organisations' to include the joint venture company within the key partnerships category to enable to the Leader to make appointment to the governing body.

11. Questions on the Executive Decisions made since the last meeting

Councillor Holdich introduced the report which detailed executive decisions taken since the last meeting including:

1. Decisions from the Cabinet Meeting held on 7 March 2016;
2. Decisions from the Cabinet Meeting held on 21 March 2016;
3. Decisions from the Cabinet Meeting held on 13 June 2016;
4. Decisions from the Extraordinary Cabinet Meeting held on 27 June 2016;
5. Use of the Council's call-in mechanism, which had been invoked once since the previous meeting;
6. Special Urgency and Waiver of Call-in provision, which had been invoked once since the previous meeting; and
7. Cabinet Member Decisions taken during the period 18 March 2016 to 27 June 2016.

Questions were asked about the following:

Council Office Consolidation

Councillor Sandford questioned how much the proposed 'petition' of the Town Hall in order to retain part of it for Council use would cost.

Councillor Seaton advised that he could not recall the precise cost, but that the figures had been duly examined by the Sustainable Growth and Environment Capital Scrutiny Committee at its call-in meeting. The exact cost could be circulated in due course. Councillors were urged to focus on the benefits the offices would provide.

Councillor Ash sought clarification on whether any services would remain at the Town Hall for the public. Councillor Seaton advised that the customer service centre would be moved to the Town Hall site.

Councillor Fower raised a query over the logistics of formal meetings being held in the Town Hall, while officers were elsewhere, and whether this would hinder the running meetings. Councillor Seaton advised that the Democratic Services team would remain at the Town Hall and that it was not envisioned that the running of meetings would be negatively impacted.

Councillor Davidson questioned whether, alongside the office consolidation, a more paper free way of working was to be implemented. Councillor Seaton agreed that the Council should be moving towards paperless working as soon as it was able.

Future Delivery of Property Services

Councillor Murphy raised a question in relation to the Cabinet Member Decision Notice, which was published on 8 July 2016 and why the decision was exempt from the call-in process under special urgency procedures.

Councillor Seaton advised that the NPS proposals had been discussed within the Budget, and that this decision needed implementation by 8 July 2016, via the formation of a company. In order to do this, a notice of change was required. This notice of change was not formalised until 8 July 2016. None of that changed the original decision.

Alternative Governance Arrangements - Executive Procedure Rules

Councillor Sandford requested clarification on what the overall cost had been to the Council of investigating Alternative Governance Arrangements, for those proposals to be then thrown out.

Councillor Holdich advised that he was not aware of the amount. The decision on alternative governance was open to debate and it had been agreed to go down a different path, as it was thought to be the most sensible.

MAY16/CMDN/29 – Expansion by One Form of Entry to Jack Hunt Secondary School

Councillor Ash sought assurances that due consideration had been given to the Private Finance Initiative (PFI) aspects of the build and that the works would be properly undertaken.

Councillor Holdich advised that the expansion was being undertaken and funded by the Council. The planning proposals for the expansion would be considered by the Planning and Environmental Protection Committee in due course.

Councillor Murphy questioned why the decision had been taken in May, when the new Ward Councillors had not yet been sworn in.

Councillor Holdich advised that the initial timeline had intended for the application to go to the Planning and Environmental Protection Committee in June. As a result of the comments of both old and new Councillors being considered within the application, that decision of the Committee had been delayed.

MAY16/CMDN/31 – Authorisation to Make a Compensation Payment Following Resolution of Stage 3 Complaint

Councillor Shearman sought confirmation that all the appropriate lessons had been learnt following the complaint. Councillor Holdich assured Members that this was the case.

COUNCIL BUSINESS TIME

12. Motions on Notice

1. Motion from Councillor John Fox

Requests that Council look into the history of the doorway in Long Causeway, which I believe is still the same doorway that originally lead into the Army recruiting office for WW1.

Many people from Peterborough and the surrounding areas would have walked through this doorway to enlist to fight in the Great War and sadly many never returned.

Requests that Council liaise with the owners and gives consideration to erecting a plaque and placing some suitable artwork at the site in order to recognise the significance of this feature in the city and to promote its importance to residents and visitors.

In moving his motion, Councillor JR Fox credited a Stanground resident for initially coming up with the proposal in 2011. It was considered a shame that the proposal was not in time to commemorate the centenary of the Battle of the Somme.

Councillor Bull seconded the motion and commended the proposals, believing that the were overdue. It was considered that the occupiers of the property would be willing to work with the Council in relation to the proposals.

Members debated the motion and sought assurance that the proposals would not glorify war.

A vote was taken (unanimous) and the motion was **CARRIED**.

2. Motion from Councillor Ed Murphy

Council notes difficulties, obstruction, inconvenience and cases of damage because of vehicles parked on pavements and verges.

Council believes that inconvenience caused to residents and pedestrians and damage being caused to verges can be mitigated by introducing regulations to prohibit parking on pavements and by protecting verges.

Council instructs the administration, or the Corporate Director Growth and Regeneration, to prohibit vehicles parking on pavements, to introduce some designated parking sections and to protect verges throughout the authority's area.

In moving his motion, Councillor Murphy advised that the motion centred around improving the ability of disabled pathway users to properly utilise the city's footpaths. The Government had drawn attention to the availability of these powers. It was not proposed to make any blanket proposals. If the motion was agreed, it would enable to the Council and the Police to enforce against those drivers parking on pavements more easily.

Councillor Ferris seconded the motion and advised that vehicles parking on pavements inhibited the independence of a lot of residents, including those with impaired sight and wheelchair users. The motion was not considered to be radical, but to represent a common sense approach to a regular problem. It was noted that the transport hierarchy put pedestrians first, which was not currently the case in practice.

An amendment to the motion was moved by Councillor Walsh. Councillor Walsh advised that the problem of parking on pavements was a serious concern. It was believed, however, that consideration needed to be given to the viability and cost factors of the proposal. Work had previously been undertaken around this matter, including the work of Councillor Peach and the Grass Verges Working Group. A measured review of the situation was needed to established how best to use resources to tackle the problem.

Councillor Peach seconded the amendment to the motion and reserved his right to speak.

Members debated the amendment and in summary raised points including:

- It was considered that definitive action was needed to address the problems caused by vehicles obstructing pathways.
- Concern was raised that reconvening the Grass Verges Working Group would detract from the city wide problem.
- Reference was made to previous parking bans in the the Dogsthorpe area, which was never rolled out to other areas.
- It was noted that some streets had a lack of off street parking, which meant that residents had to park on the pathway in order to avoid obstructing the road. As such, it was suggested any blanket ban would be inappropriate.
- Dissatisfaction was expressed at the open ended nature of the amendment. It was believed that a commitment should be made.
- It was noted that there was no 'one size fits all' solution that could be applied to the whole of the city.

- It was suggested that the proposed amendments provided an opportunity for more flexible solutions.
- Comment was made that the previous recommendations of the Grass Verge Working Group were not useful and that any proposals coming from a new group should be progress quickly.

Councillor Peach exercised his right to speak and advised that he agreed with the intent behind the original motion. It was believed, however, that a more considered approach was required to established what action was appropriate on a street by street basis.

Councillor Murphy, as mover of the original motion and advised that the amendment proposed would mean little action was carried out in practice. It was considered that the original motion would allow for individual streets to be examined.

A vote was taken (40 voted in favour, 18 voting against, 0 abstaining from voting) and the amendment was **CARRIED**.

Members debated the substantive motion and in summary raised points including:

- Members were trusting that the commitment to the proposals would be maintained.
- It was noted that no particular timescale had been discussed and it was wished that action could be taken as soon as possible.

Councillor Murphy summed up as mover of the motion and advised that, as amended, there was a danger that nothing would happen. It was hoped that the proposals were put in place and enforced properly.

A vote was taken on the substantive motion (43 voting in favour, 0 voting against, 15 abstaining from voting) and the substantive motion was **CARRIED** with the amendment as follows:

Council notes difficulties, obstruction, inconvenience and cases of damage because of vehicles parked on pavements and verges.

Council believes that inconvenience caused to residents and pedestrians and damage being caused to verges can be mitigated by introducing regulations to prohibit parking on pavements and by protecting verges.

Council instructs Building on the work already instigated by Councillor Peach, the Council agrees to reconvene the Verge Parking Action Group to review the areas affected by damage from verge parking. The Group will report its findings into the Sustainable Growth and Environment Capital scrutiny committee which can recommend to the administration or the Corporate Director Growth and Regeneration, whether to prohibit vehicles parking on pavements, or to introduce some designated parking sections and to protect verges throughout the authority area.

3. Motion from Councillor Richard Ferris

This Council notes with concern, the recent increase in incidents of racial harassment and abuse, both during the campaign and following the EU Referendum decision, both here in Peterborough and across the country.

We condemn this behaviour as completely unacceptable and contrary to the principles upon which the Council is founded.

We pledge to recommit our efforts to combat prejudice in all its forms, including racism and xenophobia, and call upon this Council to:

- i. Issue a cross party, clear, unequivocal and public statement of support for all communities who call Peterborough their home and for this message to appear prominently on the Council's website;*
- ii. Revise, implement and monitor the effectiveness of the current Safer Peterborough Partnership action plan for tackling hate crime in order to improve support; and*
- iii. Establish a room at Bayard Place, a place of safety, where individuals can report hate crime in confidence and receive any advice and guidance they may need.*

In moving his motion, Councillor Ferris reiterated the sentiments of the motion and thanked Councillor Walsh for her previous statement on the matter. According to figures from the metropolitan police three hate crimes had taken place every hour since the referendum results, an increase of 42% on last year's June figure. The Council needed to work hard to encourage people to come forward and report hate crimes. There was no clear campaign identifiable on the Council website, and it was believed that the Council should sent out a clear message. A physical space was also suggested with a public statement from all parties.

Councillor Ali seconded the motion and reserved his right to speak.

Members debated the motion and in summary raised points including:

- Councillor Walsh had provided a statement already on the Council website, as well as a number of local media outlets.
- It was believed that the police reaction to the increase in hate crime had been swift.
- The Safer Peterborough Partnership were expecting to received a report following the motion on the resulting actions.
- The current best practice was for individuals wishing to report hate crime to be guided to a suitable room for advice.
- The action from the motion was already being undertaken in the main, however, further support would underpin this.
- The motion was supported and provided an opportunity to highlight the strong links the Council had with communities.
- Abuse in all its forms, including racism, xenophobia, LGBT+ abuse, disability, and misogyny were condemned.
- It was believed to be important to have a clear, positive statement from the Council as a whole.
- It was noted that Peterborough was a success story for multi-culturalism and that all communities should feel safe where they live.
- Reference was made to past attempts by the English Defence League to protest in the city, which was met with a united front. The same should be done now.
- It was suggested that this matter could be scrutinised by the Police Crime Panel.
- The difference between a hate crime and a hate incident was highlighted, and that both could be reported.

- It was suggested that the Council work with local places of worship in order to stamp down on instances of hate.

Councillor Ali exercised his right to speak and stated that it was heartening to hear the responses from fellow Councillors. It was noted that often residents felt unwanted, which was not recorded. Elected Members had a responsibility to address these issues and to ensure residents felt welcomes. Sustained and effective efforts were required

Councillor Ferris summed up as mover of the motion and advised that the motion was not party political. Any statement from the Council would be on a united front and could be distributed out to the communities. Genuine action was needed through the Safer Peterborough Partnership to increase its visibility. All those Members who could attend community events were encouraged to do so.

A vote was taken (unanimous) and the motion was **CARRIED**.

13. Reports to Council

(a) Report of the Committee Review Group

Council received a report from the Committee Review Group that sought approval of recommended changes to Regulatory Committees, following a first stage review. Councillor Hiller moved the recommendations in the report and this was seconded by Councillor Seaton, who reserved his right to speak.

Members debated the motion and in summary raised points including:

Employee Appeals Sub Committee

- Mixed views were expressed on in relation to the Sub Committee proposals. It was though that Council employees should feel they were being heard by an independent Councillor rather than a Council officer and due to this one element some members could not support the motion.
- An alternative view was suggested that employees should be heard by those with legal experience of employment law and would be better served if heard by senior Council officers assisted by legal officers which would offer the best protection for employees, the Council, and Members. Members noted that across all departments there were legal advisors who were called upon to assist both officers and Members if necessary.
- Some employees were intimidated by attending a tribunal which would also be attended by the Member on behalf of the council.
- It was questioned whether the trade union had been consulted of the proposed changes.
- It was questioned whether, as Members are part of the corporate body of the Council, they were actually impartial at hearings. It was suggested that staff would be better off at an independent tribunal, as exists in industry.
- Laws were in place to protect employees from unfair dismissal. It was suggested that it would be better to leave HR officers to rely on these laws and members not get involved.
- There were very few cases were intervention was needed.
- Members were not trained to deal with the often distressing emotional element of appeals.
- It was also noted the difficulty in convening meetings.

Corporate Parenting

- By default all Elected Councillors were corporate parents, a responsibility from which they are unable to resign. This panel had traditionally been made up as a cross party group with Members with specific interests in matters around children.
- Concern was raised that there was no mention within the report of consultation with Foster Carers, Adoption Panel, Youth Council or regular attendees of the Corporate Parenting Group.
- Not all Members were in favour of an allowance for the Chair of the Corporate Parenting Committee, as there were already dedicated professionals in place to support the very small percentage of children who need support. It was advised that there was no budget for this post this year and this would remain until at least April 2017.
- The working group only consisted of two regular attendees of the Corporate Parenting Panel.
- The most recent Ofsted report had been fully investigated by Members with various interests, changes had been implemented. It was therefore suggested that a review of the Corporate Parenting arrangements was not necessary.
- An opposing view was made with the reading of part of the Ofsted report and specific mention was made to the comments that the Corporate Parenting Panel was not developed and needed to be more ambitious, and challenging for young people and there must be a more robust approach. Members felt that as there had been little improvement over the last ten years the proposed changes were deemed necessary in order to achieve an improved Ofsted report in the future.
- The existing Corporate Parenting Panel members were invited to attend future meetings together with foster parents and children whose views needed to be taken on board, and to this end it was suggested that meetings finish no later than 8pm.
- It was considered that both lay people and professionals should be included in Corporate Parenting discussions.

Councillor Seaton exercised his right to speak and advised that this was an important responsibility and it was the Chair of the Employment Committee who attended Court to defend the legal aspects of the decision. Therefore a lot of training and refresher courses were required for very few cases. Any mistakes could be both distressing to all concerned and costly to the Council. Councillor Seaton made reference to the considerable legal experience of an earlier speaker and suggested this should not be ignored.

Councillor Hiller summed up as mover of the motion and advised that recommendation six was the only area he wished to speak upon and he firmly believed employees and the Council were best served by qualified and accountable people. It was considered that comparisons between other departments requiring legal advice was inappropriate as a comparison.

A vote was taken (unanimous) and it was **RESOLVED** that the Council note the stage 1 report of the Committee Review Group.

A vote was taken (unanimous) and it was **RESOLVED** that the Council establish the Appeals and Planning Review Committee and agree the terms of reference.

A vote was taken (34 voting in favour, 23 voting against, 0 abstaining from voting) and it was **RESOLVED** that the Council establish the Corporate Parenting Committee and agree the terms of reference.

A vote was taken (unanimous) and it was **RESOLVED** for the Corporate Parenting Committee and Appeals and Planning Review Committee that the Council:

1. Agree that both committees should each have a membership of 11 and should be subject to the political balance arrangements;
2. Agree the appointments to those committees;
3. Elect Councillor Elsey as Chair and Councillor Holdich as Vice-Chair for the Appeals and Planning Review Committee; and
4. Elect Councillor Bisby as Chair and Councillor Saltmarsh as Vice-Chair for the Corporate Parenting Committee.

A vote was taken (34 voting in favour, 20 voting against, 0 abstaining from voting) and it was **RESOLVED** that:

1. The Employee Appeals Sub-Committee should no longer hear appeals against dismissal by staff below Deputy Chief Officer level, that this function be delegated to Officers and the Employment Committee should be asked to review the employment policy; and
2. The Monitoring Officer be authorised to make the necessary changes to the Constitution and request the Employment Committee to review the employment policy to effect the Council's decision.

A vote was taken (unanimous) and it was **RESOLVED** that the Council:

1. Authorise the Monitoring Officer as Proper Officer to carry out the wishes of the Leaders of the Political Groups in allocating members to these committees, and appoints those Members with effect from the date at which the Proper Officer is advised of the names of such Members;
2. Agreed that the Independent Remunerations Panel should be requested to take account of these changes as part of its review of the Member Allowances Scheme; and
3. Agree that the Committee Review Group report back again to the October on the outcome of the scrutiny committee review.

(b) Constitution – Member Code of Conduct

Council received a report from Chair of the Audit Committee that sought agreement to amend the Council's Member Code of Conduct to one based on the Department for Communities and Local Government model. Councillor Fuller moved the recommendations in the report and this was seconded by Councillor Aitken, who reserved his right to speak.

Members debated the motion and in summary raised points including:

- It was encouraged that all Councillors read the code of conduct and ensure that their behaviour reflected the principals contained within.

A vote was taken (unanimous) and it was **RESOLVED** that the Council agree to amend its Member Code of Conduct to one based on the Department for Communities and Local Government model as set out in Appendix 1 (Option 3) of Addendum A of the report.

(c) Constitution – Major Policy Framework

Council received a report from the Director of Governance that sought approval of amendments to the Major Policy Framework within the Council's constitution. Councillor Seaton moved the recommendations in the report and this was seconded by Councillor Holdich.

A vote was taken (unanimous) and it was **RESOLVED** that the Council approve amendments to the Major Policy Framework (Part 3 Delegations – Section 1 – Functions Reserved to Council) in Appendix 1.

(d) Annual Report of the Audit Committee

Council received the annual report of the Audit Committee that provided an overview of the work of the Audit Committee in successfully meeting its terms of reference and improving the Council's governance and control environments. Councillor Fuller moved the recommendations in the report and this was seconded by Councillor Aitken.

A vote was taken (unanimous) and it was **RESOLVED** that the Council notes the work carried out by the Audit Committee in improving the governance arrangements across the Council.

(e) Appointment of the Chairman to the Strong and Supportive Communities Scrutiny Committee

Council received a report that sought the appointment of Councillor Allen as Chairman of the Strong and Supportive Communities Scrutiny Committee for the remainder of the municipal year 2016/17. Councillor Holdich moved the recommendations in the report and this was seconded by Councillor Fitzgerald.

A vote was taken (unanimous) and it was **RESOLVED** that the Council appoints Councillor Steve Allen as Chairman of the Strong and Supportive Communities Scrutiny Committee for the remainder of the municipal year 2016/17.

(f) Increase in the Invest to Save Budget

Council received a report from the Corporate Director Resources that sought an increase of the Council's Invest to Save budget initially by £75m plus an additional £50m when the Empower loan was refinanced and the loan was repaid to the Council. Councillor Seaton moved the recommendations in the report and this was seconded by Councillor Holdich, who reserved his right to speak.

Members debated the motion and in summary raised points including:

- Concern was raised that the Council was seen to be providing funding for social housing outside of Peterborough, when there were numerous opportunities for investment within the city.
- It was noted that the profit accrued from this investment would enable further spending in the city and would benefit the residents of Peterborough. As there were limited opportunities for investment in the city, it was thought to be a good idea, as well as ensuring that Peterborough was a good neighbour.
- Further concern was raised in relation to the risks associated with lending.

Councillor Seaton summed up as mover of the motion and advised that that this arrangement would affectively mean that Axiom was borrowing from the Council, and

that a substantial some would be returned. It was believed to be an innovative approach. He was happy to discuss with Councillors any individual concerns they had.

A vote was taken (36 voting in favour, 0 voting against, 20 abstaining from voting) and it was **RESOLVED** that Council:

1. Approves the increase in the Invest to Save budget; and
2. Subject to approval of item 1, approves the amendments to the Treasury Management Strategy to:
 - a) take account of the increase to the Invest to Save Budget; and
 - b) to add the proposed Housing Joint Venture company to the list of external bodies that the Council is able to lend to.

The Mayor
7.00pm – 11.00pm

QUESTIONS & ANSWERS

Questions were received under the following categories:

<u>COUNCIL BUSINESS</u>	
9.	<p><u>Questions on notice to:</u></p> <p>a) The Mayor b) To the Leader or Member of the Cabinet c) To the Chair of any Committee or Sub-committee</p>
1.	<p>Question from Councillor Sandford</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>It is now almost a year since the City Council agreed to install a digital real time information sign at the bus stop on the no1 route adjacent to Voyager School in Walton. This stop is heavily used by both local residents and school students and has a once every ten minute service throughout the day. Six months ago I was told by officers that they were waiting for an electricity connection to be made available but nothing seems to have happened since then. Please could the relevant cabinet member tell me what is going on and what is causing the further delay?</p> <p>Councillor Hiller responded:</p> <p>I actually agree with Councillor Sanford it is disappointing expecting something to happen and it doesn't and I also agree with him that this route is a working example of just how good a timely the bus services around our city are and as a result in his own words heavily used by both residents and students. That said it might be helpful to have a RTPI facility at this particular stop like others in Peterborough and work did actually start with this in mind some months ago. The problem encountered was that the shelter did not meet the specification needed to complete the installation. The shelter infrastructure apparently needs upgrading to accommodate the technology. I am told by our engineers that the work is scheduled to be completed no later than the end of this year when we can more specific I have asked that Councillor Sandford is updated. Thank you Mr Mayor.</p> <p>Councillor Sandford asked the following supplementary question:</p> <p>I am grateful for Councillor Hiller's considered response to the question. I think there is credibility issue here, I reported to local people through our newsletter precisely what I had been told which is the only problem in getting this working was an electricity connection and Councillor Shaheed I'm sure will back me up on this that we've had a person come to our surgery on three separate occasions to say how much longer is this going to take. Could I just urge Councillor Hiller that I accept fully what he says in this particular case but could he ensure that when we put these questions and report information on to local people that we are actually given accurate information otherwise it does cause a bit of a credibility problem.</p>

	<p>Councillor Hiller responded:</p> <p>I thank Councillor Sandford for that I quite agree with him but it wasn't just the electricity issue that caused the delay and of course as this progresses I will make sure that Councillor Sandford is kept fully briefed.</p>
2.	<p>Question from Councillor Nadeem</p> <p>To Councillor Smith, Cabinet Member for Children's Services</p> <p>Analysis of data relating to children and young people in Peterborough reveals that Peterborough is one of the fastest growing cities in the UK with a young and ethnically diverse population. Children and young people under the age of 20 made up 26.5% of the population of Peterborough in 2012 (2.6% more than the national population percentage). In 2013 40.8% of school children were from a minority ethnic background, significantly higher than the national rate of 26.7%. However, the data also shows that these children and young people are in general terms more disadvantaged across a range of socio-economic indicators compared to East Anglia and England as a whole with substantial disparities between wards in the city. There are wards in the centre of Peterborough (including North Ward which I represent) with significant levels of deprivation and long standing problems: poverty, overcrowding, poor health, unemployment, poor housing stock, alcohol, drugs, sexually transmitted infections, teen pregnancies, low birth weights and infant mortality are issues for these areas. The data also shows that outcomes are poor throughout life with events in early life affecting children as they grow into adulthood.</p> <p>Given the above, how effective does the Cabinet Member consider the Councils existing strategies, interventions and provisions are in meeting the needs of children and young people in Peterborough and specifically with regard to my own ward (North Ward) and in improving outcomes for them?</p> <p>Councillor Smith responded:</p> <p>Thank you Councillor Nadeem for your question. Quite a big question for a new Cabinet Member but I will answer it the best I can with the knowledge I have at the moment. We acknowledge that some areas in our city provide us with significant challenges and those challenges impact disproportionately on children and young people. The council has a joined up approach to people and communities which brings communities, children's services including early help, safeguarding, educating and education together under one director. We have a clear intention to make significant improvements to the issues of poor housing stock and overcrowding and its impact on the city. With our application to the Secretary of State and Department of Communities in Local Government we aim to introduce selective licencing within specific areas of the city which includes North Ward and that decision is expected imminently. Specific work arising from operation Can Do Team and multi-agency support groups and the newly formed Prevention and Enforcement Service is focused upon making a real sustainable generational change. Our community connectors have recently moved to enhance our community cohesion function and will increase our reach into and the understanding of those communities that are most acutely affected. Only by agencies working together with the communities will the communities see a sustainable change. Our draft Health and Wellbeing Strategy 2016-2019 which recently came to Cabinet includes the focus on inequalities and health between areas and communities within Peterborough. Our people and community strategy is designed to place communities at the heart of what we do thus insuring that the social issues outlined by the Member</p>

	<p>and affecting young people are tackled. Thank you.</p> <p>Councillor Nadeem asked the following supplementary question:</p> <p>Thank you Councillor Smith for your comprehensive response. And Mr Mayor my supplementary question is that if the council's policies in meeting the needs of children are so effective how is it we have a school in my ward that Gladstone Primary School, which received a most damning Ofsted Report and whose governing body had to be disbanded in May this year because it was not meeting its legal duty to ensure that pupils are safe. What sort of start in life are children at this school going to have when they receive a substandard education? Is the council not failing these children and their parents? Thank you.</p> <p>Councillor Smith responded:</p> <p>Thank you Councillor Nadeem. We take on board everything you say. I am new in post and plan to get under the skin of these issues very quickly. Looking at the Ofsted report to see what we can do and I will assure you I will be doing my best in this post with these issues.</p>
3.	<p>Question from Councillor John Fox</p> <p>To Councillor Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>With the ongoing replacement of street lamp posts with energy efficient LED lamps, would the Cabinet Member please confirm what has happened to the old style lamp posts that have been taken down, who owns these and what are the future plans for them.</p> <p>Some of the posts removed were very old and very ornate, especially those that were taken from the Park Road area. Could these lamps be reused, perhaps in the parks within the City, as they would help to enhance these areas?</p> <p>Councillor Hiller responded:</p> <p>I am very happy to respond to Councillor Fox's question Mr Mayor as I was quite interested in these old lamp posts being reused myself in conservation areas especially but unfortunately we have not managed to give any of them a clean bill of health from a structural safety point of view. I am sure Councillor Fox will appreciate whilst it would have perhaps been desirable to have been able to relocate and re-erect the old columns in light of the failed structural tests it would have been impractical and possibly unsafe to highways users.</p> <p>I can't accept liability on behalf of this authority Mr Mayor to make that happen. Mr Mayor these are old cast iron posts and are unlike my friend Councillor Fox are rather showing their age. Did you see what I did there? I'll let the applause die down Mr Mayor. All the old posts are owned by Peterborough City Council and as part of the contract Peterborough Highways Services they are sent for recycling Councillor Fox however I can however reassure him and indeed any other Members that should be interested that should we discover any of these lamp standards actually achieve a relatively positive structural report I have asked that they're stored for a limited period and offered for re-use elsewhere. Thank you Mr Mayor.</p>

	<p>Councillor John Fox had no supplementary question.</p>
4.	<p>Question from Councillor Shearman</p> <p>To Councillor Walsh, Cabinet Member for Communities and Environment Capital</p> <p>Is the Cabinet member aware that the mix of cyclists and pedestrians along the Long Causeway/Bridge Street corridor is still a cause for concern?</p> <p>The cycle route along Long Causeway is frequently not recognised by pedestrians due to poor signage and markings, and cyclists are still using Bridge Street during prohibited hours.</p> <p>What action can the Council take to ensure these problems are resolved?</p> <p>Councillor Walsh responded:</p> <p>I would like to thank Councillor Shearman for his question with regard to the issues he has raised in these locations and I do share his concerns and I think the most effective response would be for me to deal with these two locations separately.</p> <p>First of all with regard to Bridge Street. During the prohibited hours there has been increased patrol work by the Prevention and Enforcement Service in recent months. However the powers available to deal with cyclists rests at present solely with the police. It is intended that this is one of the powers that will soon be extended to all officers who comprise of a multi-agency Prevention and Enforcement Service. The arrangements for these powers are being progressed under the provision of the Community Safety Accreditation Scheme. We will therefore in future have more capacity to deal with the problem and I can assure Councillor Shearman that this is an issue that will receive the attention it deserves.</p> <p>Secondly with regard to Long Causeway, this location should be viewed as any normal road and footway location as far as cyclists are concerned i.e. cyclists can use the road. Vehicles are only allowed to use the road under certain conditions with bollards in place to control this. The footpath as is the case elsewhere is for pedestrians only. A great deal of planning and consultation was carried out during the design phase of Long Causeway and due to concerns raised by groups representing disabled users it was decided to make obvious the delineation between the road and the footway by putting in place a dropped curb. So with regard to the signage I have been informed that there is no special signage suitable or available for this location. However I would like to assure Councillor Shearman that the Prevention and Enforcement Service will patrol this area also and deal with any offences appropriately. Thank you Mr Mayor.</p> <p>Councillor Shearman asked the following supplementary question:</p> <p>Thank you Councillor Walsh for your very helpful and comprehensive answer. Members will remember that the previous council leader having sat outside in a street café saw someone almost being knocked over or was knocked over and he tried to take action and assured us, and this is not a criticism of you Councillor Cereste, tried to get action taken but that wasn't possible and I guess the officers who prevented him from getting what he wanted to do done are the same officers who have come up with this answer here. But I am glad that Councillor Walsh that that action is going to be taken in Bridge Street. In terms of Long Causeway this issue was raised by a couple</p>

of residents who had seen families just wandering across off the footpath with a child and a resident actually knocked a child over because the child was wandering across. It is not clear to a lot of people. I was almost with my partner almost knocked over by a cyclist as I walked out of the Halifax Building Society. That cyclist was on the footpath so I really think more appropriate to the actual concerns would have been helpful and I recognise Councillor Walsh that you didn't write that answer that was written for you. Thank you very much.

Councillor Walsh responded:

Thank you Councillor Shearman. Yes I did write it myself actually I did not follow the script. I studied this very hard actually in order to give the most comprehensive and clear explanation to the situation. The danger is caused by people who are not following the rules. Now you may say they don't know the rules and you may say that on Bridge Street as well. I think they do know the rules, they just simply break them. What I am saying is that soon we are going to have more manpower to deal with the problem.

At the moment it is only the police that have the powers. Shortly that will change and we will have more from this Prevention Enforcement Team, people who will be able to deal with it and so this issue should become better over time. That is the plan anyway. Other than that aside as I say there is not a sign in existence that deals specifically with that location. We can look into something, I am certainly prepared to do that but, you know, I tried in an honest way to give you the situation as it is.

COUNCIL	AGENDA ITEM No. 4
12 OCTOBER 2016	PUBLIC REPORT

MAYOR'S ANNOUNCEMENTS

1. PURPOSE OF REPORT

- 1.1 This report is a brief summary of the Mayor's activities on the Council's behalf during the last meetings cycle, together with relevant matters for information.
(Events marked with * denotes events attended by the Deputy Mayor on the Mayor's behalf).

2. ACTIVITIES AND INFORMATION – From 11 July 2016 to 9 October 2016

Attending	Event	Venue
Mayor	Launch for new Krispy Kreme store	Hampton
*Deputy Mayor and Deputy Mayoress	Citizenship Ceremony	Council Chamber
Mayor	Pride of Peterborough Awards	Peterborough
*Deputy Mayor and Deputy Mayoress	Art and Photography Exhibition	Voyager Academy
Mayor	Southfields Primary School	Stanground
*Deputy Mayor and Deputy Mayoress	The John Clare Society Festival	Helpston
*Deputy Mayor and Deputy Mayoress	Welcome the new Salvation Army Commanding Officers	Citadel
Mayor	Grand Fete Arthur Mellows Village College	Glinton
Mayor	The Spinney Summer Fete and Balloon Race	Eye
Mayor	Meeting Cllr Dowson and MND Representative	Mayors Parlour
Mayor	Meeting with Station Commander, RAF Wittering	RAF Wittering
*Deputy Mayor and Deputy Mayoress	Ormiston Meadows Academy Celebration Evening	Orton
*Deputy Mayor and Deputy Mayoress	Resident Exhibition Viewing	Peterborough Museum
Mayor	Voyager Summer Fete	Walton
*Deputy Mayor and Deputy Mayoress	Luminus Residents Conference	Huntingdon
Mayor	Teach East Teacher Training College Awards Presentation	Mayors Parlour / Reception Room
Mayor	Launch of op up Literacy Hub	Bridge Street, Peterborough
*Deputy Mayor and Deputy Mayoress	Peterborough and Stamford Hospitals NHS Foundation Trust Annual Public Meeting	Peterborough City Hospital
Mayor	B.R.O.W. for Magpus	Ferry Meadows.
Mayor	The Lonely Anzac Event	City Centre
*Deputy Mayor and Deputy Mayoress	Citizenship Ceremony	Council Chamber

Attending	Event	Venue
*Deputy Mayor and Deputy Mayoress	St Georges Community Hydrotherapy Pool Summer Fete	Dogsthorpe
*Deputy Mayor and Deputy Mayoress	PECT Green Festival	Cathedral Square
Mayor	VJ Service	Central Park
Mayor	COSMOS – Science Centre Rocket Day	Bridge Street, Peterborough
*Deputy Mayor and Deputy Mayoress	Culture Inclusive Event	New England
Mayor, Deputy Mayor and Deputy Mayoress	Mayors Charity Coffee Afternoon	Reception Room, Town Hall
Mayor	Meeting with Derek Bristow	Mayors Parlour
Mayor	1940's Themed Summer Fair	Hampton Vale
Mayor	Night shift with Cambridgeshire Constabulary	Peterborough
Mayor	The Poppy Appeal, 10 th Annual Honour Walk	Central Park
Mayor, Deputy Mayor and Deputy Mayoress	Meeting with Janet Frusher to discuss history of the Mayors Parlour	The Parlour
Mayor	Salaam Radio	Cromwell Road.
Mayor	Peterborough Beer fest	The Embankment
Mayor	Peterborough U3A Activities Day	The Fleet, Fletton
Mayor	Peterborough Beer Festival - Hunt and Coombs	The Embankment
Mayor and Deputy Mayor	Community Radio	Orton
Mayor	MK Dons vs Peterborough United Football Match	Milton Keynes
Mayor	Tour of the Magistrates Court	Peterborough
*Deputy Mayor and Deputy Mayoress	Peterborough Youth Orchestra, Music of a Summers Evening	St Johns Church, Cathedral Square.
Mayor	Fly the Red Ensign for Merchant Navy Day	War Memorial
*Deputy Mayor and Deputy Mayoress	Opening of the Annual Footprints Walk	Ferry Meadows
*Deputy Mayor and Deputy Mayoress	Proms in the Park	Rushden
Mayor	Classic/Vintage/Retro Show	The Embankment
*Deputy Mayor and Deputy Mayoress	Clayburn Court's First Birthday Party	Hampton
*Deputy Mayor and Deputy Mayoress	MHA, The Maples Opening Ceremony	Orton
Mayor	USAF 69 th Birthday Reception	Huntingdon
*Deputy Mayor and Deputy Mayoress	Preview of Exhibition – Lucy and Jorge Orta	Peterborough Museum
*Deputy Mayor and Deputy Mayoress	Busy Bees Day Nursery Launch	Hampton Hargate
Mayor, Deputy Mayor and Deputy Mayoress	2 x Heritage Tours	The Mayors Parlour
*Deputy Mayor and Deputy Mayoress	69 th Anniversary of the Independence of Pakistan	Netherton
Mayor	IVA Italian Festival Dinner	Fletton
*Deputy Mayor and Deputy Mayoress	Peterborough Afghan Shia Association (PASA) Grand Opening	Paston
Mayor	Newborough and Borough Fen Garden Club Village Show	Newborough
Mayor	Library Opening	Stanground St John's Primary School
Mayor	Cambridgeshire Constabulary Multi-cultural Community Event	Huntingdon
Mayor	Duke of Edinburgh Awards Evening	Thomas Deacon Academy
Mayor	The 90 th Birthday of Her Majesty The Queen	Great Staughton

Attending	Event	Venue
Mayor	An Evening with Kevin Keegan	Peterborough
*Deputy Mayor	Memory Walk	Ferry Meadows
*Deputy Mayor	The Blues Brothers Approved	RAF Molesworth
*Deputy Mayor	PBWA Eid Celebration	Millennium Centre
Mayor and Deputy Mayor	RAF Wittering Freedom Parade	Cathedral Square and Town Hall
Mayor and Deputy Mayor	Battle of Britain ceremony	St Johns Church, Cathedral Square.
Mayor	Citizenship Ceremony	Council Chamber
Mayor	Thorney Fire Station Goodwill visit	Thorney
Mayor	UCP Graduation Ceremony	Cathedral
*Deputy Mayor	Exhibition viewing	Peterborough Museum
Mayor	Opening of Fit4Less	City Centre
Mayor	Opening of Barberpod	Hampton
*Deputy Mayor	Lolanthe Production	Key Theatre
*Deputy Mayor	Peterborough Centre for Young Musicians Open Day	Ormiston Bushfield Academy
*Deputy Mayor	Stamford Battle of Britain Service and Parade	Stamford
Mayor	Thomas Deacon Academy Awards – The Atoms	Thomas Deacon Academy
Mayor	MCP Awards Evening	Jack Hunt School
*Deputy Mayor	Photographic Exhibition – Older Persons Day	Clayburn Court, Hampton
Mayor	Macmillan Coffee Morning	Eye
Mayor	British Empire Medal Award by the Lord-Lieutenant to Mr Tony De Matteis	The Parlour
Mayor	Black History Month	Cathedral Square
Mayor	The Opening of Fletton Post Office	Fletton
Mayor	Farewell and Thanksgiving service for Charles Taylor, Dean of Peterborough	The Cathedral
Mayor	High Sheriff's Justice Service	The Cathedral
Mayor	Navrati Celebrations 2016	Bretton
Mayor	Anglian Ruskin University Graduation Ceremony	The Cathedral
Mayor, Deputy Mayor and Deputy Mayoress	The Opening of Bridge Fair and the Sausage Supper	The Embankment and Town Hall
Mayor	Outdoor Learning Awards	Voyager Academy
Mayor	Autumn Durgastav Festival	Longthorpe
*Deputy Mayor and Deputy Mayoress	Skating Stars Gala	Bretton
Mayor and Deputy Mayor and Deputy Mayoress	Great Eastern Run	The Embankment
Mayor	Ormiston Bushfield Academy School Tour of the Mayors Parlour	The Parlour and Council Chamber.

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COUNCIL	AGENDA ITEM No. 10(a)
12 OCTOBER 2016	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(a) CABINET RECOMMENDATION – APPROVAL OF THE SAFER PETERBOROUGH PARTNERSHIP PLAN 2016/17

Cabinet, at its meeting of 25 July 2016, received a report which requested it to consider the Safer Peterborough Partnership Plan for 2016/17 and to make a recommendation to Full Council.

IT IS RECOMMENDED that Council:

- i. Adopt the Safer Peterborough Partnership Plan 2016/17 and the priorities contained therein.

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ITEM 10(A) – FOR INFORMATION

CABINET	AGENDA ITEM No. 7
25 JULY 2016	PUBLIC REPORT

Cabinet Member(s) responsible:	Cllr Irene Walsh – Cabinet Member for Communities and Environment Capital	
Contact Officer(s):	Adrian Chapman – Service Director Adult Services and Communities	Tel. 863887

SAFER PETERBOROUGH PARTNERSHIP PLAN 2016/17

R E C O M M E N D A T I O N S	
FROM : Cllr Irene Walsh, Cabinet Member for Communities and Environment Capital	Deadline date : 12 October 2016, Full Council
Cabinet are recommended to approve the Safer Peterborough Plan and the priorities contained therein.	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Cabinet following the meeting and recommendation of the Safer Peterborough Partnership on 25 May 2016.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for Cabinet to consider the Safer Peterborough Plan for 2016/17 and to make a recommendation to full council for its consideration on 12 October 2016. The plan sets out the community safety priorities for the partnership over the coming year.
- 2.2 This report is for Cabinet to consider under its Terms of Reference Part 3, Section 3.2 paragraph 3.2.1 To take collective responsibility for the delivery of all strategic Executive functions within the Council’s Major Policy and Budget Framework.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	YES	If Yes, date for relevant Cabinet Meeting	25 JULY 2016
Date for relevant Council meeting	12 OCTOBER 2016	Date for submission to Government Dept <i>(please specify which Government Dept)</i>	N/A

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 and
- 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 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 and
- Continued reductions in offending linked to prolific offenders who form part of the Integrated Offender Management Scheme.

4.3 An annual refresh of the Partnership Plan has now been produced. The documents reviews performance against each objective and identifies further partnership priorities to be addressed over the next year.

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 It is proposed to add an additional priority for 2016/17 under High Risk and Vulnerable people. This recognises the importance that issues such as modern slavery, human trafficking, gangs, child sexual exploitation and young people missing from home can have for the individual and broader community.

5.3 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.

6. CONSULTATION

6.1 Officer leads have been consulted and contributed to the formation of this report prior to it being considered by the Safer Peterborough Partnership. Further consultation will take place with all partners as part of the development of the next three year plan

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

7. ANTICIPATED OUTCOMES

- 7.1 Full outcomes are outlined in the attached plan which focuses on reducing victim based crime and improving quality of life.

8. REASONS FOR RECOMMENDATIONS

- 8.1 The Safer Peterborough Plan fulfils the council's statutory requirements to have a community safety plan. The plan sets out the multi-agency approach to tackling community safety issues and ways in which the city can build stronger communities.

9. ALTERNATIVE OPTIONS CONSIDERED

- 9.1 Do not approve the Safer Peterborough Plan – this is not recommended due to the statutory requirements placed upon councils to have a community safety plan.

10. IMPLICATIONS

- 10.1 This is the final year of the Safer Peterborough Plan within the overarching three year strategy to tackle crime and disorder. Throughout 2016/17 a full strategic needs assessment will be undertaken to assess priorities and issues for the next three year plan.

11. BACKGROUND DOCUMENTS

Appendix 1 – Safer Peterborough Plan 2016/17

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SAFER PETERBOROUGH PARTNERSHIP

COMMUNITY SAFETY PLAN 2016 – 2017

1. Introduction

The Safer Peterborough Partnership Plan 2016-17 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 and sets out our priorities for the next 12 months to make Peterborough safer and help 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

The Partnership reviews its three-year plan on an annual basis. This document sets out the priorities for the final year of the plan and reviews the progress made during 2015-16.

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. Its functions largely absorbed into changes that have created a National Probation service and Community Rehabilitation Company.

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 also undertakes 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.

During 2015/16, 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 funds a range of activities some of which are set out 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.

A new Police and Crime Commissioner was elected in May 2016. It is expected that the new Commissioner will develop a new Police and Crime Plan which may mean that the objectives above change in due course.

3. The shared agenda between Health and Community Safety

Safe communities are inextricably linked with healthy communities. We recognise that those at risk of poor health are often the same as those at risk of offending and/or becoming a victim of crime, and so joining our agendas is critical. Health also provides an access point for intervention at a local level. For example whether it be families and children with difficulties, domestic violence or the early signs of drug abuse, local health practitioners can provide an easy way of reaching those families affected, where other public services may struggle.

In addition, there is the direct impact of crime on the NHS itself, this includes the violence which might occur in the Emergency Department, violence towards staff and the costs of crime to buildings.

There has been a commitment over the last three years to join the agendas of community safety and health and we will continue to develop this important relationship. This will include ensuring that the work of the Safer Peterborough Partnership and the Health and Wellbeing Board is connected and collaborative.

4. 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 remain:

- **Priority 1** - Addressing victim based crime by reducing re-offending and protecting our residents and visitors from harm
- **Priority 2** - Tackling anti-social behaviour
- **Priority 3** - Building stronger and more supportive communities.

For 2016/17 a further priority has been identified:

- **Priority 4** - Supporting high risk and vulnerable victims

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 partnership's progress in delivering these priorities is set out below, together with information on how we will tackle this priority in the coming year. .

Priority 1 - Addressing victim based crime by reducing re-offending and protecting our residents and visitors from harm

Protecting our residents and visitors from harm is the partnership's highest priority. Whether this is from robbery, arson, domestic or sexual abuse or any other type of crime that affects not only the individual, but their friends, family and wider community.

Where individuals are the victims of crime, the Victims' Hub which operates across Peterborough and Cambridgeshire has supported over 6,000 victims of crime since it opened in October 2014.

Restorative Justice is increasingly being used to help victims of crime recover from their ordeal and prevent re-offending. The scheme whilst not suitable for all, brings together both people who have been harmed by crime together with their person(s) responsible. This allows for an open and honest conversations between all parties and can be an effective way of repairing harm and building confidence for individuals and communities.

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 reported levels of 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.

Whilst the renewed focus on ethical crime recording is a significant factor in increasing crime levels, this has not detracted the Partnership 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 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.

Work programmes:

- a) Reducing re-offending - offender management
- b) Improving Road Safety
- c) Substance Misuse
- d) Domestic Abuse, Sexual Violence, Victims and Witnesses
- e) Arson

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

Review of performance 2015/16

a) Reducing re-offending

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 individuals². This success fully supports the continued investment by the partnership in this area of business.

Outside Links (through HMP Peterborough) work with a range of partners to reduce the risk of reoffending by providing continued support and advice. The Prison is also providing additional peer support beyond Outside Links to offenders who may need more support, this could include attending housing appointments for example.

b) Improving 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, 6 people were killed and another 50 were 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

² Data taken from ID-IOM, the Home Office's tool to measure success of the IOM programme on a national basis

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.

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.

SPP 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 has begun operation on the 1st April 2016. This has brought 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.

d) Domestic Abuse and Sexual Abuse

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.

Supporting 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. 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 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 chose 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.

RJ is also being delivered at HMP Peterborough where victim awareness programmes are being delivered to residents where a number of female prisoners who participated in the programme wished to take the next step and meet with their victim. A number of staff in the prison are now trained to deliver RJ conferencing, the vision is that the prison will become a restorative prison, with more offenders rehabilitated, leading to a reduction in offending.

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.

How we will address victim based crime in 2016/17

a) **Reducing Reoffending**

- Outcomes:
- i) Achieve a falling rate of reported dwelling burglaries
 - ii) Achieve a falling rate of reported serious violent crime or violent crime with injury
 - iii) Achieve a falling rate of repeat domestic violence offenders
 - iv) Increase the number of young people participating in a restorative intervention which directly involves the victim
 - v) Reduce the number of first time entrants coming in to the justice system

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. We will rigorously scrutinise and support the IOM process, the City's Connecting Families and preventative agenda.

b) **Domestic Abuse, Sexual Violence, Victims and Witnesses**

- Outcomes:
- i) People presenting to frontline staff with indicators of possible domestic violence or abuse are asked about their experiences in a private discussion
 - ii) People experiencing domestic violence or abuse are offered referral to specialist support services
 - iii) People experiencing domestic violence and abuse receive a response from level 1 or 2 trained staff
 - iv) People who disclose that they are perpetrating domestic violence or abuse are offered referral to specialist services
 - v) Delivery of high quality victim focussed restorative justice conferences and interventions delivered by trained facilitators
 - vi) Provision of emotional and practical support to victims of crime
 - vii) Victims Hub to co-ordinate referrals for vulnerable and intimidated witnesses to the witness service by the Victims & Witnesses Hub
 - viii) Victims are given the opportunity to submit a victim personal statement to court

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**

- Outcomes:
- i) Increase the number of arrests made in respect of local intelligence
 - ii) Increase the number of people with drug and alcohol misuse issues that are free from dependence (and substitute medication)

iii) Reduce the number of alcohol related admissions to hospital

SPP 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. It will support police operations to tackle the supply of illegal drugs and encourage drug users into treatment.

d) **Improving Road Safety**

Outcomes: i) Reduce the number of people killed and seriously injured (KSI) on Peterborough's roads

ii) Reduce the number of people slightly injured on Peterborough's roads

iii) Reduce the number of young people killed and seriously injured on Peterborough's roads

iv) Reduce the proportion of cyclists and pedestrians killed and seriously injured on Peterborough's roads

v) Reduce culpability rates

Evidence lead activities will be developed and delivered through the Delivery Group for the Cambridgeshire and Peterborough Road Safety Partnership. (CPRSP) The group meets bi-monthly and has a range of partner agencies including Road Policing, Fire Service, County CSPs, LAs, OPCC (Office of the Police and Crime Commissioner).

All campaigns/activities are data led which is received from the CPRSP Data/Intelligence group. Priority groups for 2016/17 will be Young Drivers, Motorcyclists, Vulnerable Road Users (cyclists, pedestrians and young people, Speed (Rural Roads) as well as influencing driver behaviour.

SPP will deliver road safety activities through the OPCC Casualty Reduction and Support Fund which tie in with the partnership current priorities.

e) **Arson**

Outcomes: i) Reduce the number of primary and secondary fires

Although there has been we have seen an overall reduction in deliberate fires over the last 3 years across the county, there has been a steady increase in deliberate fires within Peterborough over the last 12 months.

Through the SPP, we aim to address issues associated with fire setting and arson by providing education to businesses and communities within the local area. Cambridgeshire Fire & Rescue Service will also work with the Safer Peterborough Partnership to respond and investigate all reported incidents of arson in the Peterborough area

Priority 2 - Tackling anti-social behaviour

Summary

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.

Work Programmes

- a) Prevention and Enforcement Service

Review of performance 2015/16

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 improvement in the street environment, reduced littering and fly tipping, anti-social behaviour tackled effectively and criminal and environmental damage reduced. 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 Service, which will sit within the Safer Peterborough Partnership, was established in April 2016. The service focuses on community enforcement activity through a collection of multi-agency enforcement officers, led by managers from a range of different agencies but who are directed and governed by one collective leadership arrangement.

How we will deliver this priority – key actions for 2016/17

a) Prevention and Enforcement Service

Outcomes: i) Reduce ASB

- ii) Reduce repeat ASB issues (victim, location, or theme)
- iii) Increase submission of multi-agency intelligence leading to successful decrease in incidents and increase in evidenced based prosecutions (enviro crime/nuisance, housing crime/nuisance, parking crime, street drinking, begging etc.)
- iv) Increase public confidence with regard to the dealing of such incidents.
- v) Support schools to address ASB.

vi) Improve the presence of visible “officers” within the city

The focus over the next year is to fully develop and embed the Prevention and Enforcement Service (PES). During the next six months the PES will apply for Community Safety Accreditation Scheme (CSAS) powers. Subject to the approval of the Chief Constable, this will allow all staff to have greater powers to deal with community safety issues, rather than solely relying on the police. Some of the main benefits of CSAS include:

- increasing uniformed presence on the streets
- reductions in issues such as street drinking, begging and dog fouling
- saving valuable police time in community safety to deal with low-level crime and disorder
- enhanced partnership working as staff from a range of agencies will share information and intelligence and jointly respond to issues.

Priority 3 - Building stronger and more supportive communities.

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. The Partnership 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.

Hate crime can have a devastating impact on the victim and can lead to wider community isolation and tension. Hate crimes can target either people or property because of hostility or prejudice towards that person's:

- disability
- race or ethnicity
- religion or belief
- sexual orientation
- transgender identity

The Partnership employs a hate crime co-ordinator to tackle issues of hate crime and understand the wider impacts that hate crimes can cause.

Preventing radicalisation which may lead to subsequent terrorism, is critical to keeping people safe. Ensuring that all staff understand the risks of radicalisation and where to refer any cases of concern

Work Programmes

- a) Community cohesion
- b) Tackling hate crime
- c) Prevent

Review of performance 2015/16

a) Community cohesion

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.

b) 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.

c) 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.

How will we deliver this priority for 2016/17 – key actions

a) Community Cohesion

Outcomes: i) To ensure that tensions in the community remain low

Work continues to engage and support all communities in the city. Building relationships and developing trust across faith (and other) groups is critical to understanding where tensions may be developing. This can lead to partnership action to either prevent or mitigate any issues escalating. The Community Cohesion team and the Community Connectors meet with a broad range of community groups on a regular basis.

b) Hate Crime

Outcomes: i) To increase the reporting of hate crime

ii) To increase the number of positive outcomes in all hate crimes reported to the police

iii) To ensure that victim satisfaction of those reporting hate crime is high

- iv) To ensure that services are accessible to all members of the community
- v) To ensure that services meet the needs of diverse communities

One of the key functions of the co-ordinator will be to analyse hate crime data and identify key demographic areas that are susceptible to hate crime and undertake targeted work to address. Ensuring that individuals and communities who are at greater risk of being a victim of hate crime know how and where to report any issues is a priority for the next year. The co-ordinator will plan and deliver a number of promotional activities across to raise awareness.

c) Counter-Terrorism and Prevent

- Outcomes:
- i) Improve the effectiveness of the Channel referral process.
 - ii) Improve the governance and accountability of Prevent related activity.
 - iii) Improve public understanding and confidence in Prevent

One of the key tasks for this year, is to raise awareness of Prevent amongst front line staff of the SPP. The council is providing Home Office training (through City College) to all of its front line staff to ensure that they understand what the signs of radicalisation might be and how to report any concerns they may have.

The council continues to Chair the local Channel panel which reviews cases and identifies interventions where appropriate that will reduce the risk of radicalisation in referred individuals. The Police have reinstated the Prevent Strategic Board which meets in May 2016. This will allow all partners to understand the latest areas of risks and identify actions to address.

Priority 4 - Supporting high risk and vulnerable victims

Summary

Following an assessment of a range of crime and disorder issues, the Partnership have identified a number of emerging themes. These are significant issues which affect more than one agency and cannot be managed as business as usual. This has led to a new partnership priority – Supporting high risk and vulnerable victims.

The focus for this priority will be in tackling child sexual exploitation and young people missing from home. However, it is also recognised that modern slavery, human trafficking and gangs can create significant harm to victims and will also need partnership support.

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. 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, where requested.

Gangs

Work has been commissioned by the Partnership over the last twelve months to ascertain whether a gang problem exists within the city. The Partnership works to the Home Office

definition of a gang which is:

A relatively durable, predominantly street-based group of young people who:

- See themselves (and are seen by others) as a discernible group, and
- Engage in a range of criminal activity and violence.

They may also have any or all of the following features:

- Identify with or lay claim over territory
- Have some form of identifying structural (or labelling) feature
- Are in conflict with other, similar, gangs.

It has been identified that gangs in Peterborough vary in their degree of organisation and ability and range from harmless youth peer groups into more organised crime groups. Their criminality ranges from low level anti-social behaviour to more serious offending, including supplying drugs and robberies. Where this type of activity has been identified, the Partnership has taken swift action to stop this type of activity and have worked hard to mitigate any negative impact on the community.

Research from other areas of the country reveals that there are often links between gangs and children who are regularly reported missing and 'looked after children', with gang members exploiting vulnerable people and using coercive measures to ensure compliance.

The Partnership takes a co-ordinated response to gang activity, particularly through the Safer Schools programme and the Youth Offending Service, who have put in place a range of measures to ensure that any issues relating to gang activity are quickly addressed. This includes targeted and effective interventions with young people linked to gangs. Over the last 12 months, the partnership has funded diversionary activities over the summer for young people and working on ensuring that vulnerable locations, such as Pupil Referral Units, are protected. We will ensure that activity linked to gangs is closely monitored and that there is a robust partnership response to any issues that arise.

Child Sexual Exploitation (CSE) and Missing from Home (MFH)

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.

Work Programmes

- a) Child Sexual Exploitation & Missing From Home

Review of performance 2015/16

This is a new priority for 2016/17

How will we deliver this priority for 2016/17 - key actions

a) Child Sexual Exploitation & Missing From Home

- Outcomes:
- i) Increase intelligence received from Police and partners in relation to Operation Makesafe
 - ii) Increase referrals into the MASH for CSE from police and partners
 - iii) Every missing episode to have a return to home interview and produce a shared debrief for partners within 5 days of their return.
 - iv) To reduce the amount of persons who are repeatedly missing.
 - v) To improve the positive outcome rate for CSE
 - vi) To produce an annual timetable of joint training and awareness for CSE and MFH

The partnership focus for the next 12 months will be aimed dealing with child sexual exploitation and children who are missing from home. The Partnership will ensure that every child who goes missing from home, is interviewed and the findings shared amongst partners. This will increase intelligence of underlying issues within the city and provide for preventative measures to be adopted where feasible.

Multi agency operational meetings are now in place to review high risk case

5. Conclusion

The Safer Peterborough Partnership has worked over the period of the last partnership plan to ensure the priorities outlined 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. Keeping our residents and visitors safe from harm remains our utmost priority.

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.

The Partnership will continue to focus on the following three priorities:

- 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

The current risk within Peterborough, and an added priority for the Partnership for the next three years, has been identified as High Risk and Vulnerable Victims. This follows a robust review of those issues most likely to cause harm to our communities.

This strategy is supported by an action plan (see appendix) which sets out in more detail how the issues identified will be addressed.

Appendix - SPP Delivery Plan 2016 -17

Priority 1 - Addressing victim based crime by reducing reoffending and protecting out residents and visitors from harm

Work Programme	Key Actions	Outcomes	Performance measures	Lead
Offender Management	<p>Targeted worked with identified prolific offenders in partnership with National Probation Service and CRC.</p> <p>Identifying key risk areas likely to lead to re-offending or an increase and developing mitigating actions to address.</p> <p>Multi agency work ongoing through the Restorative Justice Hub.</p> <p>Increase training of front line staff across the partnership to understand and implement restorative justice procedures.</p>	<p>Achieve a falling rate of reported dwelling burglaries</p> <p>Achieve a falling rate of reported serious violent crime or violent crime with injury</p> <p>Achieve a falling rate of repeat domestic violence offenders</p> <p>Increase the number of young people participating in a restorative intervention which directly involves the victim</p> <p>Reduce the number of first time entrants coming in to the justice system</p>	<p>Police data on burglary dwelling crime rate</p> <p>Police data on levels of reported serious violent crime or violent crime with injury</p> <p>Increased reporting of offences by NHS not currently reported to the police</p> <p>DAISU data on instances of offenders committing repeat offences</p> <p>Data on the number of young people participating in restorative justice</p> <p>Data on the number of first time entrants.</p>	<p>Mel Dales Supported by: Iain Easton, Gary Goose, Andy Tolley</p>
Domestic Abuse, sexual violence, victims and witnesses	<p>Send a communication to all children and adult social care staff and key partners (GPs, safeguarding leads at schools, health colleagues) advising them</p>	<p>People presenting to frontline staff with indicators of possible domestic violence or abuse are asked about their experiences in a private discussion</p>	<p>Increase in numbers of people presenting to frontline staff who are offered a private discussion and increased take up of practitioners accessing specialist</p>	<p>Wendi Ogle – Welbourn Supported by Helen Gregg, Nicky Phillipson, Steve Welby, Jo Curphey (CRC lead), Andy</p>

	<p>of the LSCB Levels 1 and 2 awareness courses delivered by the SASP and ensure they undertake new or refresher courses within the next 6 months. A specialist workshop could be organised and delivered at Bayard Place if demand is high</p> <p>Consistent or increase in the number of referrals into SASP Audit on children's social care cases to analyse trends/common characteristics of repeat referrals, if any why they escalated and what support was put in place by MARAC. Also analyse if cases were appropriately signposted to support services to include SASP</p> <p>SASP continue to engage with key local businesses to raise awareness of the support services available to both male and female victims</p> <p>Look at undertaking a pilot Freedom Programme for non-speaking English victims</p>	<p>People experiencing domestic violence or abuse are offered referral to specialist support services</p>	<p>training</p> <p>Consistent or increase in the number of referrals into SASP</p> <p>Increase number of staff accessing the dedicated DA/SV website and the e-learning programmes</p> <p>Increase in number of perpetrators accessing different levels of support / rehabilitation programmes</p> <p>Increase in number of referrals of victims into the RJ multi agency hub Increase in number of victims provided with support Increase in support given to witnesses referred by the Witness Service</p> <p>Increase in percentage of</p>	<p>Tolley</p>
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	<p>Engage with the community connectors to ensure they have the information available to be able to signpost victims to SASP</p> <p>As part of the communications plan, include a mailout of SASP leaflets that include information on how to access both the adults and childrens services to partners, organisations and local businesses</p> <p>Send a communication to staff, partners, organisations, local businesses, GPs etc advising them of the dedicated DA/SV website and e-learning courses available to gain awareness and understanding of domestic abuse and sexual violence</p> <p>PCC to work with Cambridgeshire CC and the Police to look at commissioning a range of countywide perpetrator programmes</p> <p>Consider specialist</p>	<p>People experiencing domestic violence and abuse receive a response from level 1 or 2 trained staff</p> <p>People who disclose that they are perpetrating domestic violence or abuse are offered referral to specialist services</p> <p>Delivery of high quality victim focussed restorative justice conferences and interventions delivered by trained facilitators Provision of emotional and practical support to victims of crime</p> <p>Victims Hub to co-ordinate referrals for vulnerable and intimidated witnesses to the witness service by the Victims & Witnesses Hub</p> <p>Victims are given the opportunity to submit a victim personal statement to court</p>	<p>victims who made a VPS on victim based crime</p>	
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	<p>programmes for non-English speaking perpetrators</p>			
<p>Substance misuse</p>	<p>Through our community engagement work, we will develop increased trust, rapport and communications with communities most harmed by drug and alcohol issues. This will lead to greater intelligence of criminal activity being passed to the police.</p> <p>SPP have commissioned a new joint drug and alcohol service to deliver holistic support to children and adults.</p> <p>Develop multi-agency collaboration to ensure holistic support for people with alcohol and drug problems;</p> <p>We will engage with targeted substance misusing individuals who are frequently engaging with police;</p> <p>We will develop substance</p>	<p>Increase the number of arrests made in respect of local intelligence</p> <p>Increase the number of people with drug and alcohol misuse issues that are free from dependence (and substitute medication)</p> <p>Reduce the number of alcohol related admissions to hospital</p>	<p>Numbers of local intelligence received and the associated levels of arrests made</p> <p>Numbers in effective treatment: children and adults Successful completions of treatment: children and adults</p> <p>Reduction in A& E attendance.</p>	<p>Wendi Ogle-Welbourn Supported by Kate Firman, Rod Grant</p>

	<p>misuse harm reduction messages aimed at key at risk groups to raise awareness and provide information of the support available</p> <p>We will also develop alcohol and drug awareness communications campaigns for the wider population</p>				
52	Improving Road Safety	<p>Evidence lead activities developed and delivered through the Delivery Group for the Cambridgeshire and Peterborough Road Safety Partnership. (CPRSP) Group meets bi-monthly. Various partners agencies on the group including Road Policing, Fire Service, County CSPs, LAs, OPCC. All campaigns/activities are data led which is received from the CPRSP Data/Intelligence group. Current priorities; Young Driver, Motorcyclists, Vulnerable Road Users (cyclists, pedestrians and young people, Speed (Rural Roads) as well as</p>	<p>Reduce the number of people killed and seriously injured (KSI) on Peterborough's roads</p> <p>Reduce the number of people slightly injured on Peterborough's roads</p> <p>Reduce the number of young people killed and seriously injured on Peterborough's roads</p> <p>Reduce the proportion of cyclists and pedestrians killed and seriously injured on Peterborough's roads</p> <p>Reduce culpability rates</p>	<p>Numbers of KSI</p> <p>Number of slight injuries</p> <p>Number of young people KSI</p> <p>Number of cyclists and pedestrians KSI</p> <p>% breakdown of culpability</p>	Liz Robin supported by Clair George

	<p>influencing driver behaviour.</p> <p>Deliver road safety activities through the OPCC Casualty Reduction and Support Fund which tie in with the partnership current priorities.</p>			
Prevent primary and secondary fires	<p>Tackle flytipping, abandoned cars and other quality of life issues which may lead directly or indirectly to incidents of arson through the Prevention and Enforcement Service (PES).</p> <p>Through the PES, support the Fire and Rescue Service with education and prevention measures with schools and community groups</p> <p>Sharing intelligence between the Fire Service and the PES around high risk individuals, hot spot locations and other relevant information.</p>	Reduced number of primary and secondary fires	Number of primary and secondary fires.	Karl Bowden

Priority 2 - Tackling anti-social behaviour				
Work Programme	Key Actions	Outcomes	Performance measures	Lead
Prevention and Joint Enforcement	<p>Creation of the Prevention and Enforcement Service (PES) leading to staff having accredited community safety powers.</p> <p>Focus on prevention of crime and disorder through stronger community engagement and early intervention.</p> <p>Increase sharing of data and intelligence across the PES to allow multi agency engagement on community issues.</p>	<p>Reduce ASB</p> <p>Reduce repeat ASB issues (victim, location, or theme)</p> <p>Increase submission of multi-agency intelligence leading to successful decrease in incidents and increase in evidenced based prosecutions (enviro crime/nuisance, housing crime/nuisance, parking crime, street drinking, begging etc)</p> <p>Increase public confidence with regard to the dealing of such incidents.</p> <p>Support schools to address</p>	<p>Number of quality of life and anti-social behaviour reports made to the Police and the city council.</p> <p>Decrease in repeat ASB's.</p> <p>Decrease in incidents and Increased prosecutions related to intelligence</p> <p>Increase in the amount of the public who are satisfied that the PET team are working together to effectively address local concerns.</p> <p>Decrease in ASB rates in schools.</p>	Adrian Chapman & Gary Goose supported by Rob Hill and Karl Bowden

		ASB. Improve the presence of visible “officers” within the city	Decrease in negative comments regarding those who feel they do not see a visible presence on the street (Police data should be able to provide this through our surveys)	
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Priority 3- Building stronger and more supportive communities

Theme	Key Actions	Outcomes	Performance measures	Lead
Community Cohesion and population change	<p>Continue to build community trust and rapport through regular engagement with communities across the city. Share intelligence of developing or rising tensions across the city and instigate a multi-agency response to diffuse.</p> <p>Promotional events across the city to raise awareness and access to hate crime reporting facilities.</p> <p>Work with people of Jewish faith and Jehovah Witnesses to raise awareness of hate crime reporting, understand</p>	<p>To ensure that tensions in the community remain low</p> <p>To increase the reporting of hate crime</p> <p>To increase the number of positive outcomes in all hate crimes reported to the police</p> <p>To ensure that victim satisfaction of those reporting hate crime is high</p> <p>To ensure that services are accessible to all members of the community</p>	<p>Evidence that tensions and monitored and managed Hate crime reporting rate</p> <p>Number of positive outcomes relating to hate crime</p> <p>Victim satisfaction rates</p> <p>Evidence of positives interventions from the Community Connectors</p> <p>Evidence of positives</p>	Gary Goose supported by Jawaid Khan, Andy Tolley and Gemma Wood

	<p>barriers to reporting and their experiences.</p> <p>To work with partner agencies to assist in overcoming barriers and to complete direct work where required with victims.</p> <p>To identify geographical areas of risk in line with reports of hate crimes and incidents.</p> <p>Identify resources and deliver partnership interventions to raise awareness of hate crime reporting, understand and work with communities to improve cohesion and support victims. Monitor and evaluate.</p>	<p>To ensure that services meet the needs of diverse communities</p>	<p>interventions from the Community Connectors</p>	
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Prevent	<p>Increase training of all front line staff within the local authority to raise awareness of radicalisation risks and how to refer suspected cases.</p> <p>Police led strategic board to ensure a co-ordinated partner response to known and potential risks across Cambridgeshire and Peterborough.</p>	<p>Improve the effectiveness of the Channel referral process.</p> <p>Improve the governance and accountability of Prevent related activity.</p> <p>Improve public understanding and confidence in Prevent</p>	<p>Increase the percentage of the number of cases reviewed by Channel which result in an intervention being offered by the partnership.</p> <p>SPP to undertake twice yearly reviews of Prevent activity from a range of agencies. Each agency to self-assess performance against agreed criteria.</p> <p>Increase the number and type of pieces of community intelligence received by the police relating to Prevent/Community Cohesion.</p>	<p>Iain Easton supported by Claire George, Hayley Thornhill, Susie Tinsley, Prison representative, Jawaid Khan, Gemma Wood</p>
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Priority 4- Supporting high risk and vulnerable victims				
Theme	Key Actions	Outcomes	Performance measures	Lead
Child sexual exploitation & missing from home	<p>Multi agency Operational Meeting for Missing and CSE now in place –meets monthly to review high risk missing/CSE/CME</p> <p>Missing Protocol has been updated and will go to PSCB in May for endorsement</p>	<p>Increase intelligence received from Police and partners in relation to Operation Makesafe</p> <p>Increase referrals into the MASH for CSE from police and partners.</p>	<p>No. of items of intelligence items received.</p> <p>Number of CSE related referrals that MASH receives.</p>	<p>Chris Mead Supported by Mike Branston, Jenny Goodes, Claire George (working group Andy Tolley)</p>

	<p>Initial Risk Assessment of all children (13 and over referred) to CSC is completed to identify any risks</p> <p>Chelsea's Choice will be rerun in all Peterborough schools in next academic year</p> <p>Return Interviews are sent to police and to CME on completion</p>	<p>Every missing episode to have a return to home interview and produce a shared debrief for partners within 5 days of their return.</p> <p>To reduce the amount of persons who are repeatedly missing.</p> <p>To improve the positive outcome rate for CSE</p> <p>To produce an annual timetable of joint training and awareness for CSE and MFH</p>	<p>No. of debriefs completed within 5 days.</p> <p>No. of people who are repeatedly missing</p> <p>Outcome rate for CSE</p> <p>Number of staff trained on CSE and MFH</p>	
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COUNCIL	AGENDA ITEM No. 10(b)
12 OCTOBER 2016	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(b) CABINET RECOMMENDATION – CHANGES TO THE CONSTITUTION TO INCLUDE THE HOUSING DELIVERY JOINT VENTURE COMPANY

Cabinet, at its meeting of 25 July 2016, received a report which requested it to formally establish a JV Limited Liability Partnership (“LLP”) with Cross Keys Homes Development Ltd. It also asked that Cabinet approve a number of delegations (**as set out in agenda item 11 – Executive Decisions made since the last meeting**) and further requested that Cabinet recommend to Council amendments to the Constitution ‘Appointments to external organisations’ to include the joint venture company within the key partnerships category to enable to the Leader to make appointments to the Housing Joint Venture board.

IT IS RECOMMENDED that Council:

- i. Agree amendments to the Constitution ‘Appointments to external organisations’ to include the joint venture company once established within the key partnerships category to enable to the Leader to make appointments to the Housing Joint Venture board.

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ITEM 10(B) – FOR INFORMATION

CABINET	AGENDA ITEM No. 6
25 JULY 2016	PUBLIC REPORT

Cabinet Member(s) responsible:	Peter Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development.	
Contact Officer(s):	Simon Machen, Corporate Director of Growth and Regeneration	Tel. 453475

CREATING A HOUSING DELIVERY COMPANY AND THE RE-ALLOCATION OF CORPORATE AFFORDABLE HOUSING FUNDS

R E C O M M E N D A T I O N S	
FROM : Peter Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development	Deadline date : N/A
<ol style="list-style-type: none"> 1. Cabinet to approve the establishment of a JV Limited Liability Partnership (“LLP”) with Cross Keys Homes Development Ltd (“Cross Keys”). 2. The Director of Growth and Regeneration in consultation with the Leader of the Council, the Director of Governance and Corporate Director: Resources to exercise delegated authority to finalise and agree all necessary legal agreements with Cross Keys and the LLP to establish the JV’s structure and operation. 3. For the Council to invest £100,000 into the Joint Venture for operating capital 4. To approve the withdrawal of the existing Affordable Housing Capital Funding Policy 5. To agree that future grants from Section 106 Planning Receipts will be approved by the Corporate Director – Growth and Regeneration, except where they are intended to be given to the Housing Joint Venture in which case they will be approved by the Head of Service - Sustainable Growth Strategy 6. For Cabinet to note the allocation of the Right to Buy receipts for the Housing Joint Venture in line with the Council’s approved Budget for 2016/17. 7. Cabinet is requested to recommend to Council amendments to the Constitution ‘Appointments to external organisations’ to include the joint venture company once established within the key partnerships category to enable to the Leader to make appointments to the Housing Joint Venture board. 	

1. ORIGIN OF REPORT

1.1 This report is submitted to Cabinet following a request from Councillor Peter Hiller, Cabinet Member for Growth, Planning, Housing and Economic Development.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is for Cabinet to consider the creation of a Housing Joint Venture partnership between the Council and Cross Keys, in line with the Council’s approved Budget and the recommendations of a cross party task and finish group that considered changes to the Council’s strategy with regards housing in Peterborough.

2.2 This report is for Cabinet to consider under its Terms of Reference Part 3, Section 3.2 paragraph 3.2.6 To lead the delivery of Business Transformation within the Council.

3. **TIMESCALE**

Is this a Major Policy Item/Statutory Plan?	No	If Yes, date for relevant Cabinet Meeting	N/A
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4. **A NEW HOUSING JOINT VENTURE**

4.1 **A Growth City**

- 4.1.1 Peterborough continues to be a successful growth city. It is the third fastest growing city in the UK by population (1.5% annual growth) and has the fourth highest housing stock growth (at 1.1% annually) with over 2,000 new homes built in the last 2 years. Housing demand is buoyant and it is likely this demand will continue. The population is projected to increase by 28% between 2013 and 2031 (from about 185,700 to about 237,700), and the 2015 Strategic Housing Market Area Assessment showed a need for an extra 4,000 homes to be built between 2026 and 2036 *on top of* the existing 25,500 allocated to 2026 in the current adopted Local Plan. These new homes are required to support Peterborough's economic growth and the Council has an opportunity to play a much greater role in future delivery.
- 4.1.2 On 15 April 2015, Full Council approved the creation of a cross-party task and finish working group to assess the Council's strategy for housing, recognising the changes to the city and its economy over the years since the Council's stock transferred to Cross Keys Homes in 2004. This group considered how the Council's involvement in housing delivery might change and submitted an interim report to Scrutiny on the 25 January 2016.
- 4.1.3 The report's recommendations were wide-ranging, and included that the Council should "finance and build new homes to meet specific needs", and that it should "finance more building of affordable rented housing by supporting housing associations with access to finance". Such pro-active steps – with the Council moving from an 'enabler' to a direct developer of housing – would further cement the Council's increasingly commercial and delivery-focussed agenda.
- 4.1.4 With the Council's first development joint venture – the Peterborough Investment Partnership (PIP), established in January 2015 – the Council has demonstrated just what is possible with direct engagement in development delivery. In less than a year, a site that had languished for years (obtained planning permission for a landmark regeneration scheme. Six months on and the PIP has announced well-respected and capable developers for delivering the main office and waterfront residential components, with construction expected to begin towards the end of 2016.
- 4.1.5 Throughout, the Council has played a critical role in the PIP, jointly making decisions on scheme makeup and design alongside its private sector partner. It is a model that has worked well on Fletton Quays, is one the Council and its legal and financial advisors are familiar and comfortable with and it remains readily deployable to work in other circumstances.
- 4.1.6 It is by design not a model where the Council 'sits back' and lets a dominant partner drive delivery; it is one that invites and benefits from the active engagement, from joint decision making and the day-to-day shaping of schemes and ideas. Peterborough has developed an enviable reputation as a Council that takes such an active role; a reputation for going beyond its critically important function in shaping policy to also putting this into practice, through to delivery on the ground.
- 4.1.7 As part of the budget setting process for 2016/17, Full Council approved the allocation of corporate resources to support the creation of a Housing Delivery Company and specifically for facilitation of the delivery of affordable housing in Peterborough. Since that time, Officers have been working to add 'meat to the bones' of that decision, and the rest of this paper outlines how a new housing delivery company would work, subject to Cabinet approval and final legal negotiations and details.

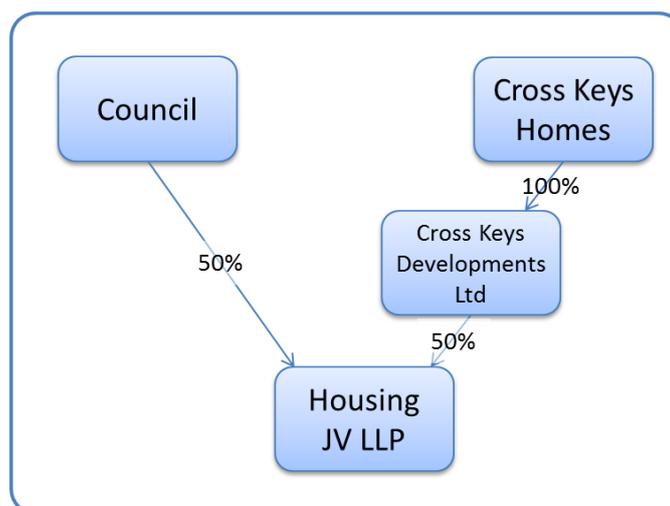
4.2 The Housing Joint Venture

4.2.1 Structure Overview

4.2.1.1 Whilst the Council could set up a housing company on its own, this is neither the fastest method for delivering on the ground nor plays to the Council's strengths in terms of what it can contribute to delivery. With the Large Scale Voluntary Transfer in 2003 of housing stock to Cross Keys Home, the Council no longer has in-house skills in housing management and development. The Peterborough Investment Partnership demonstrated what is possible when the Council takes part and plays to its strengths in a joint venture, and this made the joint venture model – which the Council is now familiar with – a strong option for a housing development company.

4.2.1.2 Cross Keys Homes was equally a logical choice for partner, as the largest residential social landlord in Peterborough and a strategic partner the Council works with extensively already (and indeed has board membership representation). They have increasingly sought a direct role in development that mirrors the Council's own appetite for being involved in direct delivery and they share Council goals of meeting housing demand and ensuring provision of housing to meet local needs.

4.2.1.3 The proposed structure is as per the diagram below, and is deliberately very similar to that of the Peterborough Investment Partnership. A new housing joint venture (a limited liability partnership) would be formed. The Council would own 50% of the JV partnership (just as with the PIP), and Cross Keys (through their wholly-owned development company) would own the other 50%.



4.2.1.4 In broad terms, the objective of the company would be to deliver new housing of all types and tenures (including affordable rent, starter homes, shared equity, market sale, private rented, student accommodation and housing solutions for vulnerable groups including the elderly, disabled and ex-armed forces personnel). at a range of scales as circumstances dictate. It would be able to operate outside of as well as within Peterborough, but initial projects would be within the unitary area. Aligned to both the Council's and Cross Keys Homes' ambitions, schemes will be about meeting the varied housing needs of the community, and many will have a focus on 'affordable' elements as well as market. Registered providers such as Cross Keys already subsidise affordable housing through profit on market sale.

4.2.1.5 The company would achieve this through a range of activities, including:

- a) The acquisition of strategic land interests and their promotion through the planning process
- b) Site development to planning permission and unit delivery, including consented-site sales before and after infrastructure works are complete
- c) Site acquisitions and strategic site assembly

- d) Facilitating the sale of completed accommodation units
- e) Holding stock and leasing as appropriate

4.2.1.6 There are clear – and deliberate – parallels in the above to how the Peterborough Investment Partnership operates. Just like the PIP, the housing joint venture would choose the best way of working on a scheme on a project by project basis, and on some schemes it might (for example) develop a site out fully itself whilst on others it might sell on parcels with planning consent, or serviced plots.

4.2.2 Governance, Control and Operation

4.2.2.1 As with the PIP, the new housing joint venture would be controlled by a small board, delegating most operational decisions to a project / working team. The JV board and the project team would be run on a decision making by consensus approach, requiring both parties to agree to something before it can be enacted. This has worked well within the PIP and is now a proven model for the Council

4.2.2.2 The board would be made up of up to four representatives, up to two from the Council and up to two from Cross Keys. The board would approve strategic matters and decisions (such as related to an annual operating budget, the projects to take forward and so on). Operational matters would be dealt with by a project team, for which both parties can nominate up to three individuals.

4.2.2.3 In broad terms, the process for project development and delivery within the joint venture is:

- a) Project team develop a 'concept' for the project, which is essentially a document that will frame an idea and request board approval to investigate if it is worth pursuing more fully. The level of detail for which will vary depending on circumstances and project but would normally include matters such as context, commercial expectations, key risks and assumptions, outline timeline and headline costs for developing a full business case.
- b) Once agreed within the project team, the joint venture board then need to approve it. The board can, of course, decide not to proceed, and because all decision making would be by consensus this would also apply if either the Council or Cross Keys were unfavourable towards it.
- c) Once the concept has board approval, the project team work to develop a full business case. The business case will vary in scope and detail (as would be expected) depending on the project, but would involve how a scheme would proceed (including planning application approach etc.), how physical delivery (including infrastructure) would take place, the 'exit' options, a commercial appraisal, risk assessments, costs and cash-flow forecasts, and financing options.

As will be discussed later in section 4.3, it is important to note that neither the Council nor Cross Keys would be obligated to finance any project (either because of this Cabinet Report, or a decision by its representatives within the JV). Both parties simply have the option to do so, subject to usual governance within the respective organisations, executed in the usual ways.

- d) As in step B above, approvals are needed for the final project plan by the project team and board before it is progressed.
- e) Work commences and depending on the scheme, this is likely to involve a planning application, potential land acquisitions, construction contracts for infrastructure and housing and so forth. The board would receive regular updates on progress.
- f) What happens at the end of a scheme will vary. In a simple case where a scheme is a mix of market housing and affordable, the affordable would be managed by Cross Keys under contract to the housing JV and the market housing sold off. Any profit that the housing JV makes would be then split and returned to the partners, likely on a *pari passu* basis. It is important to note that whilst all schemes must work financially – when all income and expenditure for a scheme is considered – it is

possible that they may not return more than an incidental profit, given the costs involved in providing mixed tenure housing schemes. This would be clear, however, on a scheme by scheme basis, and be taken into account in any investment case (see 4.3 for more detail).

4.2.3 Initial Projects

4.2.3.1 Like the Peterborough Investment Partnership, the Housing Joint Venture will not be constrained to a set of projects agreed at the outset; rather, the intention is to develop projects throughout the open-ended length of the joint venture, taking advantage of opportunities that arise and in response to particular needs. However, again as with the Peterborough Investment Partnership, there are projects that the Housing Joint Venture will begin its work with examining, and it is appropriate to outline these here.

- a) Scheme 1: redevelopment of a brownfield site in Peterborough for around 200 new homes. The property mix is likely favour two bedroom houses and flats for rent and two or three bedroom houses for shared ownership
- b) Scheme 2: a redevelopment of brownfield site in Peterborough that could deliver up to 80 homes, with a focus on affordable. The property mix is likely to be two bedroom houses with a smaller number of three bedroom houses. This site also offers the opportunity to examine the inclusion of some bungalows for older or physically disabled people and some supported housing flats for vulnerable clients with low support needs.

4.2.3.2 It is important to note that one of the first tasks of the joint venture will be to assess these two sites, though the process above, and formally determine what, if any, project to take forward on them. The scheme descriptions above are therefore subject to change. Alongside this work, the Housing JV will need to develop a pipeline of 'concepts' and projects to take forward, working through the process 4.2.2.3 above. All such decisions would be made jointly with Cross Keys' representatives inside the new housing joint venture.

4.3 **Financial arrangements and inputs**

4.3.1 Financing overview

4.3.1.1 It is essential to be clear what the Council is being asked to commit to financially, and at what point. The Joint Venture is a development company, separate from the Council and will operate accordingly. It has two main kinds of finance need: firstly, operating finance, and secondly, project finance.

4.3.1.2 The JV's board will be responsible for the approval of the JV's operating budget (which will be one of the first tasks of the JV's project team to develop, and then be undertaken annually thereafter). This budget covers the necessary corporate costs of any company or partnership, and also is intended to cover the costs of taking project concepts through to approval of a business case stage. After this, costs would be project costs and be dealt with separately.

4.3.1.2 Project costs are those for taking the scheme from its business case to conclusion. Given this will often involve land acquisitions or planning applications or dwelling and infrastructure construction these costs will be much greater than the initial business case development.

4.3.2 Operating finance

4.3.2.1 This is primarily intended to cover two types of cost; so-called 'corporate costs', which are those to be expected for operating a company (accounts, audit, accommodation, telephony, incidentals and so on), and 'concept development' costs, which are those elements of

expenditure necessary to develop full scheme business cases suitable for investment and 'go / no-go' decisions by the Board.

4.3.2.2 The intention is that the majority if not all of these costs would be recharged and recovered from individual projects once these have received Board approval and obtained finance to proceed. It is also likely the JV board would make a reserve from any scheme profits (such as occurred) prior to any distribution.

4.3.3 Project finance

4.3.3.1 The scale and source of project finance will, necessarily, vary according to the scheme. Neither Cross Keys nor the Council are committing at this stage to any finance for schemes, and this report does not ask for a decision around this accordingly. Rather, both parties will retain the option to finance projects as they are developed by the JV, subject to assessment of risk and return at the time.

4.3.3.2 This choice is deliberate. Until a scheme is developed, it is very hard for either the Council or Cross Keys to know exactly the finance level required, the risk profile, the potential returns and so on that are all necessary for an informed decision. Investment by the Council or Cross Keys is therefore reserved for each scheme on a case-by-case basis, using each party's governance in the usual way at that time.

4.3.3.3 At its meeting of 13th July 2016, Council approved an increase in the 'invest to save' capital budget, including an initial allocation of £20m for the Housing JV. To be clear, this simply provides an allocation of potential funding. Any actual investment in the JV using this funding would be subject to the Council's decision making process in the usual way, most likely via executive decision.

4.3.3.4 The same Council report also added the JV to the list of bodies that the Council can undertake secured capital investment in. This is essentially a form of loan finance, similar to that the Council has already been undertaking in two areas:

- with Axiom Housing Association, supporting housing in Peterborough
- With Empower, supporting delivery of solar panels on residential properties

4.3.3.5 In each of those cases, due diligence has been undertaken on the proposals. This will need to have occurred before any loan investment in the Housing JV could be considered.

4.3.3.6 The issues the Council may face will depend on the type of project, and will need to be dealt with on a case by case basis. The general approach to development of the projects, and the type of projects initially to be considered, are covered in sections 4.2.2 and 4.2.3 above. The Council will receive returns in two ways:

- From rental properties as an annual income over the life of the scheme
- For market sale, as a lump sum return

4.3.4 The Affordable Housing Capital Fund

4.3.4.1 Since 2004 the 'Right to Buy' (RTB) capital receipt funds have been reserved to deliver affordable housing in Peterborough through third parties. These funds have served as the main funding stream in the council's affordable housing capital fund. The other funding stream has been accumulated from affordable housing commuted sum payments received from developers via Section 106 planning obligations in lieu of on-site affordable housing provision. These funds are also available to enable delivery of affordable homes in Peterborough through a third party.

4.3.4.2 As part of budget approval decision by Full Council for 2016/17 that agreed to the creation of a housing company, it was also agreed that the funds accumulated from capital receipts received from Cross Keys Homes from income generated from qualifying RTB sales would be directed to the housing company to build new affordable homes in Peterborough.

4.3.4.3 In 2013, Cabinet agreed to suspend any new spend from the RTB capital receipts funding stream element of the council's affordable housing capital fund (but still allow granting from the Section 106 element). The decision was taken in response to the fact that grant uptake had been relatively low, perhaps as a result of the constrained bidding criteria within the funding policy, and recognition that as the Council's finances became tighter, there was need to review whether best value was being achieved from this policy.

4.3.4.4 Despite the fact that the Section 106 commuted sums funding stream has remained available for allocation through the policy since this decision, only one bid for funding has been received in the ensuing three year period. This drop in bids for funding has coincided with major changes in the nature of the Government's funding regime for affordable housing. There has been a dramatic reduction in grant rates paid to registered providers and shifts in the tenure types that are eligible for funding. Affordable housing providers have responded to this by changing their approach to financing new development. They have become less reliant on grant and more creative with how they cross-subsidise their schemes. Consequently, this has had the knock on effect of significantly reducing the demand for our own capital funding from local providers.

4.3.4.5 This change in climate for affordable housing funding financing and delivery models has clearly highlighted that the existing funding policy is unable to accommodate these changes and that it is no longer serving its original purpose; to support and invest in the provision of affordable housing in Peterborough.

4.3.4.6 One of this report's recommendations, therefore, is that the policy is withdrawn and that a more flexible approach is taken to the future allocation of the Section 106 commuted sums funding stream. This money will still be reserved for affordable housing provision in Peterborough as required by Section 106 planning obligations, but will no longer be confined by the terms of the existing policy which restricts the ability to respond to ongoing changes in the nature of affordable housing provision.

4.3.4.7 This would enable bids for funding to be considered on a case by case basis and allow the Council to exercise more discretion – for example to decide whether a loan or another mechanism may be more appropriate than a grant in certain instances. This approach would mean that the Council can continue to support affordable housing delivery, but at the same time ensure that we maximise use of these finite funds.

4.3.5 Partner inputs

4.3.4.1 The initial commitments that the Council and Cross Keys will make to the housing JV are:

- a) An initial investment to the housing joint venture for operating capital of £100,000 by both parties, to be used as explained above. This will be funded from the Council's capacity building reserve.
- b) Any land for initial schemes that Cross Keys put in to the JV will be at 'market value'
- c) The Council will make available the Right to Buy receipts (£14.6m) although these will remain in the Council until an investment decision is made for a scheme that delivers suitable affordable housing within Peterborough is put forward
- d) Both parties will commit staff resource to the JV to work inside the project team developing the schemes that make the JV a success, the costs of which will be recharged by the Council and Cross Keys to the JV (or a project subsidiary, as appropriate).
- e) Both parties will incur set-up costs in establishing the JV. It is intended to recover these from the JV when it is established

4.3.4.2 Future commitments, to be decided at the appropriate time and subject to separate decisions as appropriate, might include:

- a) The Council making available land to the JV at market value and with full compliance to its Section 123 statutory obligations

- b) Cross Keys making additional land available at market value
- c) Finance for projects, subject to separate decisions at the time

5. CONSULTATION

- 5.1 These proposals have been developed through internal consultation with officers from finance and legal services, including the Service Director Financial Services and the Assistant Director of Legal Services, both of whom have been involved in developing and refining the proposals. The Leader of the Council has been consulted throughout.

6. ANTICIPATED OUTCOMES

- 6.1 The creation of a housing joint venture partnership between the Council and Cross Keys.

7. REASONS FOR RECOMMENDATIONS

- 7.1 The recommendations above allow the housing delivery company approved by Full Council in the 2016/17 budget to be put into place, creating a mechanism for implementing recommendations from the cross-party task and finish group previously mentioned in this paper. This new joint venture will also allow a more active, targeted use of the Right to Buy receipts, facilitating greater delivery of affordable housing. It will also help the Council to directly act to ensure the Local Plan's five-year supply requirements continue to be met, which will assist in fending off unwanted, speculative development and the range of detrimental consequences such development can potentially have.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 Do nothing

- 8.1.1 The Council could choose not to work to develop housing itself. This was rejected because it contradicts the recommendations of the task and finish review group mentioned in 4.1.2 of this report's. It would also be inconsistent with the Council's increasingly proactive approach to delivery.

8.2 Develop housing directly through a wholly-owned company or under contract

- 8.2.1 The Council could choose to work alone rather than with a partner (either through a subsidiary company owned 100% by the Council, or by placing development contracts). This option was rejected because the Council has limited internal development experience, and building such experience both takes time and introduces risk until it is embedded.

8.3 Use the Peterborough Investment Partnership

- 8.3.1 The PIP's progress of the Fletton Quays scheme has been an unarguable success. It was therefore considered early on as to whether an arrangement that included the PIP would be possible for the delivery of housing. Whilst the PIP is clearly capable of developing housing schemes, this option was rejected because the Housing Joint Venture's (at least initial) focus on facilitating affordable homes (including their retention and management) was felt to work better with a partner whose primary focus was that, for which Cross Keys would be a better fit.

9. IMPLICATIONS

9.1 Legal Implications

- 9.1.1 Legal opinion on the structure of the Housing Joint Venture has been provided separately by Pinsent Masons LLP. The advice concludes that the Council has the power to utilise a Limited Liability Partnership for the Housing Joint Venture and also that on balance the Housing Joint Venture will not be subject to the Procurement Regulations 2015.

- 9.1.2 The key legal risks are enshrined in the ability: (a) of the Council to utilise a Limited Liability Partnership (akin to the structure utilised by the PIP); and (b) to demonstrate that the Housing Joint Venture is established as a "market facing" vehicle with freedom to operate commercially (and on an equal footing to market competitors where appropriate). Pinsent Masons LLP has advised that (given the socio-economic nature of the Initial Projects (a focus on affordable housing and meeting needs of the community for new housing and related development)) the Council can enter into a LLP structure, as opposed to a company limited by shares given that the primary purpose of the Housing Joint Venture for the Council is not a commercial purpose.
- 9.1.3 There is a clear socio-economic purpose which PCC may look to in order to have vires, recognising that the Housing Joint Venture may utilise elements of third party sales/commercial activity to underpin the broader purpose and deliver the primary objectives. As such, it can be demonstrated that the Housing Joint Venture is not acting with a primary commercial purpose to trade and so the Council can enter into an LLP arrangement as proposed.
- 9.1.4 It is recommended that corporate structure of the Housing Joint Venture is kept under review should the primary purpose of the JV change and it becomes commercial.
- 9.1.5 It should be noted that the Council already operates a LLP property structure (established post Localism Act 2014), the PIP, which was established on a similar basis to the proposed Housing Joint Venture. This provides a helpful precedent allow the Council to enter into an LLP structure for the Housing Joint Venture.
- 9.1.6 Whilst the primary purpose of the Housing Joint Venture may be enshrined in socio-economic purpose, the methodology and establishment of the Housing Joint Venture is focused on adopting a market focused/commercial approach (deliberately established in such terms to reflect a more realistic approach to the marketplace).
- 9.1.7 From a public procurement perspective Pinsent Masons LLP has advised that the Housing Joint Venture will not be subject to the public procurement rules as a 'body governed by public law'. This is on the basis that the Housing Joint Venture, whilst 'meeting needs in the general interest' (i.e. provision of housing and associated benefits within the Peterborough area, initially at least), will operate on a commercial basis, compete alongside other affordable housing providers and developers on the market, seek to make a profit in order to deliver on these objectives and bear the risks of its own activities. These aspects will be reflected in the incorporation and operational documentation associated with the Housing Joint Venture, should the recommendations of this report be approved.

9.2 Financial Implications

- 9.1.2 These are considered in section 4.3 above.

10. BACKGROUND DOCUMENTS

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

None.

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COUNCIL	AGENDA ITEM No. 10(c)
12 OCTOBER 2016	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(c) PLANNING AND ENVIRONMENTAL PROTECTION COMMITTEE RECOMMENDATION – ADOPTION OF THE MODEL COUNCIL MEMBERS’ PLANNING CODE

The Planning and Environmental Protection Committee, at its meeting of 27 September 2016, received a report which requested it to consider the Model Council Members’ Planning Code, produced by Lawyers in Local Government, and to make a recommendation to Full Council.

IT IS RECOMMENDED that Council:

- i. Agree to adopt the Model Planning Code to replace the current code in the Constitution.

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ITEM 10(C) – FOR INFORMATION

PLANNING AND ENVIRONMENTAL PROTECTION COMMITTEE	AGENDA ITEM No. 6
27 SEPTEMBER 2016	PUBLIC REPORT

Director(s) responsible:	Kim Sawyer, Director of Governance	
Contact Officer(s):	Ruth Lea, Senior Lawyer (Growth and Regeneration) Philippa Turvey, Senior Democratic Services Officer	Tel: 452615 Tel: 452460

ADOPTION OF THE MODEL COUNCIL MEMBERS' PLANNING CODE

R E C O M M E N D A T I O N S	
FROM: Director of Governance	Deadline date: N/A
That Committee recommends to Council that the Model Planning Code appended to this report is adopted to replace the current code in the Constitution.	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Planning and Environmental Protection Committee to recommend that Council adopts the updated Model Council Members Planning Code which has been produced by Lawyers in Local Government (LLG) and published in April 2014. A copy of the Code is attached at Appendix 1 ("the Model Code").

2. PURPOSE AND REASON FOR REPORT

2.1 Part 5 of Section 4 of the Council's Constitution provides the current Code of Conduct for Members and Officers Dealing with Planning Proposals. This report asks Committee to consider replacing that code of conduct.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	N/A
Date for relevant Council meeting	12 OCTOBER 2016	Date for submission to Government Dept.	N/A

4. BACKGROUND

4.1 The Members' Planning Code of Good Practice was originally prepared in response to a series of successful challenges concerning themselves with local planning authorities and the Members' conduct or conflicts of interests. It replaced a number of individual and sometimes haphazard approaches in individual councils at the time.

4.2 The Model Code takes into account the update to the Nolan Principles and commentary from the Committee on standards in public life, the changes in the approach to codes of conduct and also to predetermination introduced by the Localism Act 2011 and the guide on 'Openness and transparency on personal interests' published by the Department for Communities and Local Government 2013.

4.3 This Model Code applies to Members at all times when involving themselves in the planning process.

ITEM 10(C) – FOR INFORMATION

- 4.4 This Model Code is simpler in format and easier to understand and apply. It also takes account of changes in the law, particularly around pre-disposition and pre-determination.

5. CONSULTATION

- 5.1 The drafting of the Model Code was subject to consultation and comment from a number of local authorities through the machinery of the Association of Council Secretaries and Solicitors (now LLG), the Local Government Association, the Local Government Ombudsman and the Planning Officers Society, supported by leading planning law firms and Queens Counsel.

5. ANTICIPATED OUTCOMES

- 6.1 It is anticipated that, following due process, Council will adopt to the Model Code, in turn ensuring that in the planning process there are no grounds for suggesting that a decision has been biased, partial or not well founded in any way, and to ensure best practice at all times.

7. REASONS FOR RECOMMENDATIONS

- 7.1 The Model Code provides best practice for members at all times when involving themselves in the planning process.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 That the Model Code is not adopted.
- 8.2 It is recommended that the Model Code is adopted to ensure best practice in the planning process.

9. IMPLICATIONS

Legal Implications

- 9.1 The Council must act in accordance with the legislative requirements when dealing with planning matters and the Model Code provides best practice to ensure compliance. Section 37 of the Local Government Act 2000 requires the Council to keep its Constitution up to date. Section 25 of the Localism Act, 2011 introduces provisions for dealing with allegations of bias or pre-determination or matters that otherwise raise an issue about the validity of a decision, whether the decision-maker had or appeared to have a closed mind (to any extent) when making the decision.

Financial Implications

- 9.2 There are no financial implications associated with the adoption of the Model Code.

Cross-service Implications

- 9.3 The Model Code assists officers in the Planning, Governance and Legal Services to work with members within the planning process.

Equality Implications

- 9.4 The code and its implementation must adhere to equality and human rights legislation under the relevant Acts. The Code will ensure that these matters are addressed in making decisions and advising upon the approach to decision making in planning applications.

10. BACKGROUND DOCUMENTS

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

ITEM 10(C) – FOR INFORMATION

- Part 5, Section 4 of the Council's Constitution

11. APPENDICES

- Appendix 1 - Model Council Members Planning Code

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The Model Code



MODEL COUNCIL MEMBERS' PLANNING CODE or PROTOCOL

Background

The Members' Planning Code of Good Practice was originally prepared in response to a series of successful court challenges concerning themselves with local planning authorities and the Members' conduct or conflicts of interests. It replaced what was a number of individual and sometimes haphazard approaches in individual councils at the time.

The drafting of the model code was subject to consultation and comment from a number of local authorities through the machinery of the Association of Council Secretaries and Solicitors (now LLG), the Local Government Association, the Local Government Ombudsman, Audit Commission and from firms of solicitors or counsel acting on their behalf.

This 2013 update takes into account the update to the Seven Principles of Public Life (the 'Nolan principles') and commentary from the Committee on standards in public life, the changes in the approach to codes of conduct and also to predetermination introduced by the Localism Act 2011 and the guide on 'Openness and transparency on personal interests' published by the Department for Communities and Local Government 2013.

For further reading please refer to 'Probity in Planning' issued by the Local Government Association.

Introduction

The aim of this Code: to ensure that in the planning process there are no grounds for suggesting that a decision has been biased, partial or not well founded in any way.

One of the key purposes of the planning system is to regulate the development and use of land in the public interest. **Your role as a Member of the Planning Authority is** to make planning decisions openly, impartially, with sound judgement and for justifiable reasons. You are also a democratically accountable decision-taker who had been elected to provide and pursue policies. You are entitled to be predisposed to make planning decisions in accordance with your political views and policies **provided** that you have considered all material considerations and have given fair consideration to relevant points raised.

When the Code applies: this code applies to Members at all times when involving themselves in the planning process. (This includes when taking part in the decision

making meetings of the Council in exercising the functions of the Planning Authority or when involved on less formal occasions, such as meetings with officers or the public and consultative meetings). It applies as equally to planning enforcement matters or site specific policy issues as it does to planning applications.

If you have any doubts about the application of this Code to your own circumstances you should seek advice early, from the Monitoring Officer or one of his or her staff, and preferably well before any meeting takes place.

1. Relationship to the Members' Code of Conduct

- **Do** apply the rules in the Members' Code of Conduct first, which must always be complied with. This is both the rules on interest, Disclosable Pecuniary Interests (DPIs) and any other interests identified by your Authority, and the general rules giving effect to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- **Do** then apply the rules in this Members' Planning Code, which seek to explain and supplement the Members' Code of Conduct and the law on decision making for the purposes of planning control. If you do not abide by this Members' Planning Code, you may put:
 - the Council at risk of proceedings on the legality of the related decision or maladministration; and
 - yourself at risk of being named in a report made to the Council or, if the failure is also likely to be a breach of the interest provisions of Localism Act 2011, a complaint being made to the police to consider criminal proceedings.

2. Development Proposals and Personal Interests

- **Do** disclose the existence and nature of your interest as required by your Authority's Member Code of Conduct.
- **Do take into account when approaching a decision** that the Principle of Integrity is defined in terms that

*"Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. **They must declare and resolve any interests and relationships**".*

It is therefore advisable that you:

- **Don't** seek or accept any preferential treatment, or place yourself in a position that could lead the public to think you are receiving preferential treatment, because of your position as a councillor. This would include, where you have a disclosable or other personal conflict of interest in a proposal, using your position to discuss that proposal with officers or Members when other members of the public would not have the same opportunity to do so.
- **Do** note that you are not prevented from seeking to explain and justify a proposal in which you may have a conflict of interest to an appropriate officer, in person or in writing, but that your role as a councillor may place additional limitations on

you in representing the proposal in which you have a personal interest.

- **Do** notify the Monitoring Officer in writing where it is clear to you that you have a disclosable pecuniary interest or other personal conflict of interest and note that:
 - you should send the notification no later than submission of that application where you can;
 - the proposal will always be reported to the Committee as a main item and not dealt with by officers under delegated powers;
 - you must not get involved in the processing of the application; and
 - it is advisable that you employ an agent to act on your behalf in respect of the proposal when dealing with officers and in public speaking at Committee.

3. **Fettering Discretion in the Planning Process**

(natural justice, predisposition and predetermination)

- **Don't** fetter your discretion by approaching the decision with a closed mind.
- **Do** be aware that in your role as an elected Member you are entitled, and are often expected, to have expressed views on planning issues and that these comments have an added measure of protection under the Localism Act 2011.
- **Do** keep at the front of your mind that, when you come to make the decision, you
 - are entitled to have and to have expressed your own views on the matter, provided you are prepared to reconsider your position in the light of all the evidence and arguments;
 - must keep an open mind and hear all of the evidence before you, both the officers' presentation of the facts and their advice as well as the arguments from all sides;
 - are not required to cast aside views on planning policy you held when seeking election or otherwise acting as a Member, in giving fair consideration to points raised;
 - are only entitled to take account a material consideration and must disregard considerations irrelevant to the question and legal context at hand; and
 - are to come to a decision after giving what you feel is the right weight to those material considerations.
- **Do** be aware that you can be biased where the Council is the landowner, developer or applicant if you have acted as, or could be perceived as being, a chief advocate for the proposal. (This is more than a matter of membership of both the proposing and planning determination committees, but that through your significant personal involvement in preparing or advocating the proposal you will be, or perceived by the public as being, no longer able to act impartially or to determine the proposal purely on its planning merits.)
- **Do** consider yourself able to take part in the debate on a proposal when acting as part of a consultee body (where you are also a member of the parish council, for example, or both a district/borough and county councillor), provided:
 - the proposal does not substantially effect the well being or financial standing of the consultee body;
 - you make it clear to the consultee body that:

- your views are expressed on the limited information before you only;
- you must reserve judgement and the independence to make up your own mind on each separate proposal, based on your overriding duty to the whole community and not just to the people in that area, ward or parish, as and when it comes before the Committee and you hear all of the relevant information; and
- you will not in any way commit yourself as to how you or others may vote when the proposal comes before the Committee.
- **Do** explain that you do not intend to speak and vote as a member of the Committee because you will be perceived as having judged (or you reserve the right to judge) the matter elsewhere, so that this may be recorded in the minutes. (*Use the disclosure form provided for disclosing interests.*)
- **Do** take the opportunity to exercise your separate speaking rights as a Ward/Local Member (*where this is granted by the authority's standing orders or by the consent from the Chair and Committee*) where you have represented your views or those of local electors and fettered your discretion, but do not have a disclosable or other personal conflict of interest. Where you do:
 - advise the proper officer or Chair that you wish to speak in this capacity before commencement of the item;
 - remove yourself from the seating area for members of the Committee for the duration of that item; and
 - ensure that your actions are recorded.

4. Contact with Applicants, Developers and Objectors

- **Do** refer those who approach you for planning, procedural or technical advice to officers.
- **Don't** agree to any formal meeting with applicants, developers or groups of objectors where you can avoid it. Where you feel that a formal meeting would be useful in clarifying the issues, you should seek to arrange that meeting yourself through a request to the [Development Control Manager] to organise it. The officer(s) will then ensure that those present at the meeting are advised from the start that the discussions will not bind the authority to any particular course of action, that the meeting is properly recorded on the application file and the record of the meeting is disclosed when the application is considered by the Committee.
- **Do** otherwise:
 - follow the Authority's rules on lobbying;
 - consider whether or not it would be prudent in the circumstances to make notes when contacted; and
 - report to the [Development Control Manager] any significant contact with the applicant and other parties, explaining the nature and purpose of the contacts and your involvement in them, and ensure that this is recorded on the planning file [a profoma has been supplied to you for this purpose].

In addition in respect of presentations by applicants/developers:

- **Don't** attend a planning presentation without requesting an officer to be present.

- **Do** ask relevant questions for the purposes of clarifying your understanding of the proposals.
- **Do** remember that the presentation is not part of the formal process of debate and determination of any subsequent application, this will be carried out by the appropriate Committee of the planning authority.
- **Do** be aware that a presentation is a form of lobbying and, whilst you may express any view on the merits or otherwise of the proposal presented, you should never state how you or other Members would intend to vote at a committee.

5. Lobbying of Councillors

- **Do** explain to those lobbying or attempting to lobby you that, whilst you can listen to what is said, it may subsequently prejudice your impartiality, and therefore your ability to participate in the Committee's decision making, to make any sort of promise to vote one way or another or such a firm point of view that it amounts to the same thing.
- **Do** remember that your overriding duty is to the whole community not just to the people in your [ward][division] and, taking account of the need to make decisions impartially, that you should not improperly favour, or appear to improperly favour, any person, company, group or locality.
- **Don't** accept gifts or hospitality from any person involved in or affected by a planning proposal. If a degree of hospitality is entirely unavoidable, ensure it is of a minimum, its acceptance is declared as soon as possible, including its addition to your register of interests where relevant.
- **Do** copy or pass on any lobbying correspondence you receive to the Development Control Manager at the earliest opportunity.
- **Do** promptly refer to the [Development Control Manager] any offers made to you of planning gain or constraint of development, through a proposed s.106 Planning Obligation or otherwise.
- **Do** inform the Monitoring Officer where you feel you have been exposed to undue or excessive lobbying or approaches (including inappropriate offers of gifts or hospitality), who will in turn advise the appropriate officers to follow the matter up.
- **Do** note that, unless you have a disclosable or overriding other personal conflict of interest, you will not have fettered your discretion or breached this Planning Code through:
 - listening or receiving viewpoints from residents or other interested parties;
 - making comments to residents, interested parties, other Members or appropriate officers (making clear that you must keep an open mind when it comes to making the decision);
 - seeking information through appropriate channels; or
 - being a vehicle for the expression of opinion of others in your role as a [Ward][Division] Member.

6. Lobbying by Councillors

- **Don't** become a member of, lead or represent an organisation whose primary

purpose is to lobby to promote or oppose planning proposals unless it is your intention to openly campaign on the matter and will therefore step away from the Committee when it comes to make it's decision.

- **Do** join general interest groups which reflect your areas of interest and which concentrate on issues beyond particular planning proposals (such as the Victorian Society, CPRE, Ramblers Association or a local civic society), but you should normally seek to disclose that interest on the grounds of transparency where the organisation has made representations on a particular proposal.
- **Don't** excessively lobby fellow councillors regarding your concerns or views nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any planning decision is to be taken
- **Don't** decide or discuss how to vote on any application at any political group meeting, or lobby any other Member to do so. Political Group Meetings should never dictate how Members should vote on a planning issue.

7. Site Visits/Inspections

- **Do** try to attend site visits organised by the Council where possible.
- **Don't** request a site visit unless you feel it is strictly necessary because:
 - particular site factors are significant in terms of the weight attached to them relative to other factors or the difficulty of their assessment in the absence of a site inspection; or
 - there are significant policy or precedent implications and specific site factors need to be carefully addressed.
- **Do** ensure that you report back to the Committee any information gained from the site visit that you feel would benefit all Members of the Committee
- **Do** ensure that you treat the site visit only as an opportunity to seek information and to observe the site.
- **Do** ask the officers at the site visit questions or seek clarification from them on matters which are relevant to the site inspection.
- **Don't** hear representations from any other party, with the exception of the Ward Member(s) whose address must focus only on site factors and site issues. Where you are approached by the applicant or a third party, advise them that they should make representations in writing to the authority and direct them to or inform the officer present.
- **Don't** express opinions or views.
- **Don't** enter a site which is subject to a proposal other than as part of an official site visit, even in response to an invitation, as this may give the impression of bias unless:
 - you feel it is essential for you to visit the site other than through attending the official site visit,
 - you have first spoken to the Development Control Manager about your intention to do so and why (which will be recorded on the file) and
 - you can ensure you will comply with these good practice rules on site visits.

8. Public Speaking at Meetings

- **Don't** allow members of the public to communicate with you during the Committee's proceedings (orally or in writing) other than through the scheme for public speaking or through the Chair, as this may give the appearance of bias.
- **Do** ensure that you comply with the Council's procedures in respect of public speaking.

9. Officers

- **Don't** put pressure on officers to put forward a particular recommendation. (This does not prevent you from asking questions or submitting views to the [Development Control Manager], which may be incorporated into any committee report).
- **Do** recognise that officers are part of a management structure and only discuss a proposal, outside of any arranged meeting, with a Head of Service or those officers who are authorised by their Head of Service to deal with the proposal at a Member level.
- **Do** recognise and respect that officers involved in the processing and determination of planning matters must act in accordance with the Council's Code of Conduct for Officers and their professional codes of conduct, primarily the Royal Town Planning Institute's Code of Professional Conduct. As a result, planning officers' views, opinions and recommendations will be presented on the basis of their overriding obligation of professional independence, which may on occasion be at odds with the views, opinions or decisions of the Committee or its Members.

10. Decision Making

- **Do** ensure that, if you request a proposal to go before the Committee rather than be determined through officer delegation, that your planning reasons are recorded and repeated in the report to the Committee.
- **Do** come to meetings with an open mind and demonstrate that you are open-minded.
- **Do** comply with section [38 of the Planning and Compulsory Purchase Act 2004][Art 4(2A) The Planning (Northern Ireland) Order 1991] and make decisions in accordance with the Development Plan unless material considerations indicate otherwise.
- **Do** come to your decision only after due consideration of all of the information reasonably required upon which to base a decision. If you feel there is insufficient time to digest new information or that there is simply insufficient information before you, request that further information. If necessary, defer or refuse.
- **Don't** vote or take part in the meeting's discussion on a proposal unless you have been present to hear the entire debate, including the officers' introduction to the matter.
- **Do** have recorded the reasons for Committee's decision to defer any proposal [and that this is in accordance with the Council's protocol on deferrals].
- **Do** make sure that if you are proposing, seconding or supporting a decision contrary to officer recommendations or the development plan that you clearly identify and

understand the planning reasons leading to this conclusion/decision. These reasons must be given prior to the vote and be recorded. Be aware that you may have to justify the resulting decision by giving evidence in the event of any challenge.

11. Training

- **Don't** participate in decision making at meetings dealing with planning matters if you have not attended the mandatory planning training prescribed by the Council.
- **Do** endeavour to attend any other specialised training sessions provided, since these will be designed to extend your knowledge of planning law, regulations, procedures, Codes of Practice and the Development Plans beyond the minimum referred to above and thus assist you in carrying out your role properly and effectively.
- **Do** participate in the annual review of a sample of planning decisions to ensure that Members' judgements have been based on proper planning considerations.

COUNCIL	AGENDA ITEM No. 10(d)
12 OCTOBER 2016	PUBLIC REPORT

EXECUTIVE AND COMMITTEE RECOMMENDATIONS TO COUNCIL

(d) SCRUTINY COMMISSION FOR HEALTH ISSUES RECOMMENDATION – JOINT HEALTH SCRUTINY COMMITTEE ARRANGEMENTS

The Scrutiny Commission for Health Issues, at its meeting of 15 September 2016, received a report which requested it to consider establishing a joint scrutiny committee between Peterborough City Council and Cambridgeshire County Council to scrutinise proposals to merge Peterborough and Stamford Hospitals NHS Foundation Trust with Hinchingbrooke Health Care NHS Trust.

IT IS RECOMMENDED that Council:

- i. Agree to the establishment of a joint scrutiny committee with Cambridgeshire County Council to scrutinise proposals for the merger of PSHFT and HHCT;
- ii. Agree the preferred size for the Joint Committee to be five Members each from Peterborough City Council and Cambridgeshire County Council;
- iii. Authorise the Joint Committee to respond on behalf of the Scrutiny Commission for Health Issues to the public engagement / consultation proposals;
- iv. Require the Joint Committee to scrutinise the implementation and governance arrangements, should the proposed merger be agreed by the two NHS Trust Boards;
- v. Endorse the draft terms of reference, subject to the inclusion of arrangements for a rotating Chair and Vice-Chair between Peterborough City Council and Cambridgeshire County Council; and
- vi. Amend the Scrutiny Commission for Health Issues terms of reference, in order to delegate powers from Council to the Commission to establish joint health committees in relation to health issues that cross local authority boundaries.

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SCRUTINY COMMISSION FOR HEALTH ISSUES	Agenda Item No. 6
15 SEPTEMBER 2016	Public Report

Report of the Director of Public Health		
Contact Officer	Pippa Turvey, Senior Governance Officer	Tel. 01733 452460
	Paulina Ford, Senior Governance Officer	Tel. 01733 452508

PROPOSAL TO FORM A JOINT COMMITTEE TO SCRUTINISE THE PROPOSED MERGER OF PETERBOROUGH AND STAMFORD HOSPITALS NHS FOUNDATION TRUST AND HINCHINGBROOKE HEALTH CARE NHS FOUNDATION TRUST

1. PURPOSE

1.1 To consider establishing a joint scrutiny committee between Peterborough City Council and Cambridgeshire County Council to scrutinise proposals to merge Peterborough and Stamford Hospitals NHS Foundation Trust (PSHFT) with Hinchingsbrooke Health Care NHS Trust (HHCT).

2. RECOMMENDATIONS

2.1 The Commission is asked to:

- 1) decided whether to support the establishment of a joint scrutiny committee with Cambridgeshire County Council to scrutinise proposals for the merger of PSHFT and HHCT;

and, if it is decided to support the establishment of such a joint committee, to:

- 2) decide on the preferred size of the joint committee;
- 3) appoint members of the Scrutiny Commission for Health Issues to serve as members and substitutes on the joint committee;
- 4) authorise the joint committee to respond on behalf of the Scrutiny Commission for Health Issues to the public engagement / consultation proposals;
- 5) consider whether the joint committee would be required to scrutinise the implementation and governance arrangements, should the proposed merger be agreed by the two NHS Trust Boards; and
- 6) comment on the draft terms of reference.

3. LINKS TO THE CORPORATE PRIORITIES AND RELEVANT CABINET PORTFOLIO

3.1 This proposals links in to the Peterborough City Council corporate priority to ‘Achieve the best health and wellbeing for the city.’

4. BACKGROUND

4.1 On 23 May and 24 May 2016 respectively, the Boards of Hinchingsbrooke Health Care NHS Trust (HHCT) and Peterborough and Stamford Hospitals NHS Foundation Trust (PSHFT) met to discuss proposals about collaborative working between the two trusts.

4.2 Both trusts face significant sustainability challenges, not only financially but also from a quality and clinical perspective. The Outline Business Case (OBC) has determined that closer

collaboration will not only support the ongoing provision of services locally at HHCT but will improve quality of care and enable significant financial benefits to be achieved through the integration of back office functions.

- 4.3 An options appraisal was conducted as part of the OBC which concluded Option 4: to create a single organisation, as the preferred option to deliver the most benefits in terms of financial and clinical suitability. The Scrutiny Commission for Health Issues met on 19 July to discuss with Chief Executives from both PSHFT and HHCT the current proposals about collaborative working between the two trusts. Members were informed that both Trust Boards have agreed to a Full Business Case (FBC) for the merger of HHCT and PSHFT to be produced and presented at the September 2016 board meetings.
- 4.4 This report will discuss the principles behind establishing a Joint Overview and Scrutiny committee (OSC) between Peterborough City Council (PCC) Cambridgeshire County Council (CCC). The CCC Health Committee considered a similar report at its meeting on 8 September 2016.

5. KEY ISSUES

Legislative and Constitutional Basis

- 5.1 Under regulation 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, two or more local authorities may appoint a discretionary joint OSC to carry out all or specified health scrutiny functions, for example in relation to health issues that cross local authority boundaries. The same regulation also requires that a joint OSC must be established if a local NHS body consults more than one local authority on any proposal for a substantial development of the health service in the local authorities' area, or for a substantial variation in the provision of such a service.
- 5.2 The present HHCT and PSHFT merger proposals do not constitute a substantial development or variation of the health service, so the establishment of a joint OSC to examine them would be at the discretion of the local authorities involved. Both PCC's Scrutiny Commission for Health Issues and CCC's Health Committee would be authorising the joint OSC to respond to the proposals on their behalf, and would not make any separate response as an individual committee.
- 5.3 The City Council's Constitution authorises the Scrutiny Commission for Health Issues to appoint members, from within the membership of the Commission, to any joint health OSC's with other local authorities. In such a case political balance requirements apply to the appointments.

Benefits of Joint Overview and Scrutiny

- 5.4 There is a clear benefit of efficiency in regards to establishing a Joint OSC, both for the local authorities involved in scrutinising the NHS and also for the health service organisations under scrutiny. In deciding whether to establish a Joint OSC, it is necessary to consider whether it would complement rather than duplicate work for all partners. Appendix A sets out a recommended test to enable a quick assessment of whether to undertake joint scrutiny activity. The test is very simple – if the considered response to the majority of questions in the table is "Yes" then some form of joint scrutiny is likely to be appropriate.
- 5.5 At its meeting on 19 July 2016, the Scrutiny Commission for Health Issues considered the idea to proceed with further joint scrutiny of the proposals in collaboration with Cambridgeshire City Council and other local authorities. The Commission did take any decision on the matter, or what form such scrutiny would take.

Purpose and Powers

- 5.6 A joint OSC is recommended to scrutinise the proposals of PSHFT and HHCT working collaboratively. Alternative approaches could include two OSC's (Peterborough Scrutiny

Commission for Health Issues and Cambridgeshire Health Committee) each scrutinising the matter separately, or holding a shared evidence-gathering session after which each OSC would make its own response to the engagement exercise.

5.7 The purpose of the joint committee would be to scrutinise the Full Business Case (FBC) for the proposed merger of PSHFT and HHCT, recognising that PHSFT would be acquitting organisation as an established “Foundation Trust”.

5.8 Key areas of focus would include review of and comment on:

- Arrangements and process for effective Public Engagement;
- Joint Clinical Vision; and
- Long Term Financial models for the merger.

5.9 When establishing the joint committee, it is also necessary to consider in advance whether the joint committee’s remit should be extended beyond the merger decision to scrutinise the mobilisation phase, should the merger be agreed.

Membership and Co-option

5.10 When PCC and CCC established a joint OSC in 2011, it consisted of five members from each of the two authorities, with three substitutes from each. Members are asked to consider what number would be appropriate on this occasion.

5.11 In deciding the size of the joint committee, members should note that practical considerations mean that political proportionality will have to apply. Only Full Council can waive the proportionality requirement and Peterborough’s next meeting is not until 12 October (18 October for Cambridgeshire), when two weeks of the six-week engagement period will already have passed.

5.12 The Peterborough membership of the joint OSC would be calculated separately from the Cambridgeshire membership. The table below sets out the allocation based on different numbers of Peterborough members.

Total Number of Members	Conservative	Labour	Liberal Democrat	Liberal	Werrington First	UKIP
3	2	1	0	0	0	0
4	2	1	1	0	0	0
5	3	1	1	0	0	0
6	3	2	1	0	0	0

Co-option

5.13 If its terms of reference permit, the joint OSC can co-opt other people as non-voting members. Given the concerns expressed by Huntingdonshire residents and District Councillors, it has been recommended to the CCC Health Committee that provision be made by them for the joint OSC to co-opt a member of Huntingdonshire District Council. Because some of their residents are potentially affected by the proposals, consideration should also be given to the co- option of a member of Bedford Borough Council and of Lincolnshire County Council.

5.14 It may also be appropriate to co-opt representatives of organisations with an interest or expertise in the issue being scrutinised. For example, Healthwatch Peterborough and Healthwatch Cambridgeshire would potentially be able to provide relevant information on concerns expressed by patients.

Supporting the Joint OSC

5.15 Informal discussions have been underway in regards to determining the lead authority. It is

proposed that Cambridgeshire County Council would assume this role, perhaps with some assistance from Peterborough officers. The lead authority will act as secretary to the Committee. This will include:

- Appointing a lead officer to advise and liaise with the Chairman and committee members ensure attendance of witnesses, liaise with the consulting NHS body and other agencies, and produce reports for submission to the health bodies concerned;
- Providing administrative support; and
- Organising and minuting meetings.

Establishing Timescales

5.16 Both Trusts are working to very tight timescales around the proposals. This has implications for potential members of the Joint OSC, as it is envisaged that at least two meetings will be needed during the period 12 October to 11 November, including developing a formal response to be submitted by the Joint OSC as part of the engagement process. The Joint OSC may also want to consider the report that is presented to both the HHCT and PSHFT Boards to ensure it captures the recommendations proposed by the Joint OSC.

- FBC to be discussed PSHFT Board 27 September;
- FBC to be discussed at HHCT Board 29 September;
- Public Engagement commences 2 October;
- Public Engagement responses deadline 11 November;
- Final approval of proposals HHCT Board 24 November;
- Final approval of proposals PSHFT Board 29 November; and
- Implementation of merger (subject to approval) 1 April 2017.

5.17 The Memorandum of Understanding agreed by the Chief Executives of HHCT and PSHFT is attached as Appendix B. It includes information on time line and work streams.

Powers and Terms of Reference

5.18 In summary, a Joint OSC would have authority to:

- Require officers of appropriate local NHS bodies to attend and answer questions;
- Require appropriate local NHS bodies to provide information about the proposals;
- Obtain and consider information and evidence from other sources, such as patient groups, members of the public, expert advisers, and other agencies;
- Make a report and recommendations to the appropriate NHS bodies and other bodies that it determines; and potentially
- Consider the NHS response to its recommendations.

5.19 Draft terms of reference are attached as Appendix C to this report. They are based on the terms of reference used for the Cambridgeshire, Norfolk and Suffolk Joint Health Scrutiny Committee for Liver Resection Services in 2013, which in turn were based on model terms of reference agreed by all the Health OSC's in the region in 2010.

6. IMPLICATIONS

Resources Implications

6.1 Officer support and administration in regards to establishing a joint committee. Details are outlined in section 5.15.

6.2 Equality and Diversity Implications

No significant implications.

7. CONSULTATION

- 7.1 Cambridgeshire County Council are due to consider this proposal at the meeting of its Health Committee on 8 September 2016. Further information will be provided on the outcome of this meeting via a verbal update.

8. BACKGROUND DOCUMENTS

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

- 8.1 Outline Business case – Merger of Hinchingsbrooke Health Care NHS Trust and Peterborough and Stamford Hospitals NHS Foundation Trust
<http://www.hinchingsbrooke.nhs.uk/working-with-peterborough-stamford-hospitals/>

Step by Step to Joint Scrutiny: A handbook for Scrutineers *Ashworth R. and Downe J. (2015)*
<http://business.cardiff.ac.uk/news/cardiff-business-school-launches-handbook-help-councils-collaborate-accountability>

Local Authority Health Scrutiny (guidance document)
<https://www.gov.uk/government/publications/advice-to-local-authorities-on-scrutinising-health-services>

Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013
<http://www.legislation.gov.uk/ukxi/2013/218/made>

9. APPENDICES

- 9.1 Appendix A – Joint Scrutiny Assessment
- 9.2 Appendix B – Memorandum of Understanding agreed by the Chief Executives of HHCT and PSHFT
- 9.3 Appendix C – Draft Terms of Reference

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Table 1: Should we work jointly with other councils?	
<i>Criteria</i>	<i>Response</i>
Are citizens in two or more council areas likely to be affected by a regional/partnership policy decision?	Yes/No
Will the regional/partnership policy decision have strategic implications for two or more councils?	Yes/No
Will joint scrutiny complement (rather than duplicate) reviews conducted by audit, inspectorate and regulatory bodies?	Yes/No
Will it be cost effective to pool scrutiny talent and resource, rather than to scrutinise separately?	Yes/No
Does the regional/partnership policy decision significantly impact on the resource spend for two or more councils?	Yes/No
Will joint scrutiny produce 'added value' for two or more councils?	Yes/No
Will joint scrutiny be timely in terms of having maximum impact on decision-making?	Yes/No
Will joint working reduce duplication for partners and prevent organisations giving similar input to two or more local scrutiny committees?	Yes/No
Are there adequate resources to conduct effective joint scrutiny?	Yes/No

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MEMORANDUM OF UNDERSTANDING

DEVELOPING A FULL BUSINESS CASE FOR MERGER OF HINCHINGBROOKE HEALTHCARE NHS TRUST AND PETERBOROUGH AND STAMFORD HOSPITALS NHS FOUNDATION TRUST

BETWEEN THE "TRUSTS" LISTED BELOW:

HINCHINGBROOKE HEALTH CARE NHS TRUST (HHCT)

PETERBOROUGH AND STAMFORD HOSPITALS NHS FOUNDATION
TRUST (PSHFT)

1. The project

- 1.1 The trusts agree to work together to develop a full business case, and implementation plan for merger of the two trusts to support the future delivery of sustainable services for the benefit of patients and taxpayers and reduce duplication of corporate and back office costs.
- 1.2 The project will continue until the merger is transacted, or until the respective boards decide not to proceed based on the full business case.
- 1.3 The full business case will consider the potential benefits and define an implementation plan to merger. The legal process to achieve this will be by acquisition of HHCT by PSHFT.

2. Timescales

- 2.1 The project will commence on 1 June 2016
- 2.2 The full business case will be presented for decision to each board in September 2016
- 2.3 If an FBC recommendation for merger is accepted by both Boards, the trusts will engage with the public to develop the implementation plan by November 2016.
- 2.4 If supported by the boards and regulators, the merger will be transacted on 1st April 2017
- 2.5 A timeline for development of the FBC through to implementation is provided in Appendix 1

3. Background

- 3.1 As part of the Cambridgeshire and Peterborough System Transformation Programme both trusts have approved an outline business case for merger.

- 3.2 In supporting the OBC, both Boards have agreed to work positively and in a committed way to jointly develop a Full Business Case (FBC) for merger to enable the future delivery of sustainable services for the benefit of patients and taxpayers and reduce duplication and cost.
- 3.3 The Boards and NHS Improvement identified areas for focus which will be addressed in the FBC approval process.
- 3.4 The FBC will include:
- 3.4.1 confirmation of the case for change;
 - 3.4.2 confirmation of the economic assumptions in the outline business case, including the base case, potential savings opportunities, and implementation costs;
 - 3.4.3 detailed back office integration plans;
 - 3.4.4 in the context of the sustainability and transformation plan, develop detailed clinical integration plan for services which are currently unsustainable, including:
 - clinical haematology,
 - diagnostic imaging,
 - stroke,
 - cardiology,
 - Emergency Department,
 - respiratory;

and a high level plan for all other services with a shared clinical vision for the merged trust.
 - 3.4.5 quality and clinical governance plan;
 - 3.4.6 workforce/TUPE plan;
 - 3.4.7 an organisational development plan to align culture in the new trust;
 - 3.4.8 an assessment of the impact on competition;
 - 3.4.9 financial management of the merged trust including reporting and accounting arrangements, and an assessment of the assets and liabilities to be transferred;

3.4.10 corporate governance of the merged organisation, including membership, board constitution, appointment of key board level posts, corporate governance arrangements and standing orders;

3.4.11 comms and engagement plan from 24 June; and

3.4.12 opportunities for the rationalisation of estates across sites in the merged trust to maximise clinical capacity and save costs

4. Purpose and Commitment

- 4.1 The trusts will assess in detail the opportunities to improve clinical sustainability across both trusts whilst reducing duplication in corporate and back office services. Subject to board agreement, they will develop an implementation plan to transact a merger by April 2017, and an implementation plan to deliver full integration after that date.
- 4.2 Although the project will proceed to the dates identified in section 2, where early opportunities are identified to strengthen clinical services for patients through clinical collaboration, or to improve back office services, these will be delivered at the earliest opportunity.
- 4.3 The trusts agree to provide management/project resource, and share relevant workforce, non-pay and other budget and relevant data connected with the services in scope and for this information to be shared between trusts.

5. Project arrangements

- 5.1 Both CEO's will support this project, and the CEO of HHCT will chair the transition board
- 5.2 The project will be supported and led by relevant expertise from within each trust, the Sustainability and Transformation Plan (STP) and external support from and through NHS Improvement.

6. General principles

- 6.1 This project will:
- above all, work to the timescales defined in section 2 above.
 - remain compatible with other work streams in the system transformation programme, as far as they are known at the time.
- 6.2 Both trusts will provide access to relevant information in the preparation of the FBC and implementation plan.
- 6.3 Both parties agree to ensure value for money during the preparation of the full business case and will limit strategic decision making and avoid

incurring short term costs which may need to be reversed depending on the outcome of the business case.

- 6.4 Both trusts agree to avoid entering any additional long term strategic or financial commitments without the prior approval of both CEO's including :
- Approval of new major capital projects
 - Strategic partnerships
 - Appointment of senior clinical posts
- 6.5 Before appointing to senior clinical posts both Medical Directors will discuss the potential to share posts, develop joint roles and ensure that job descriptions include the potential to work across the sites of both trusts.
- 6.6 Both trusts agree to not make any substantive appointments to any non-clinical post i.e. all corporate (including clinical corporate roles), administrative and / or managerial posts. Any exception to this approach has to be approved by the two Directors of Workforce.

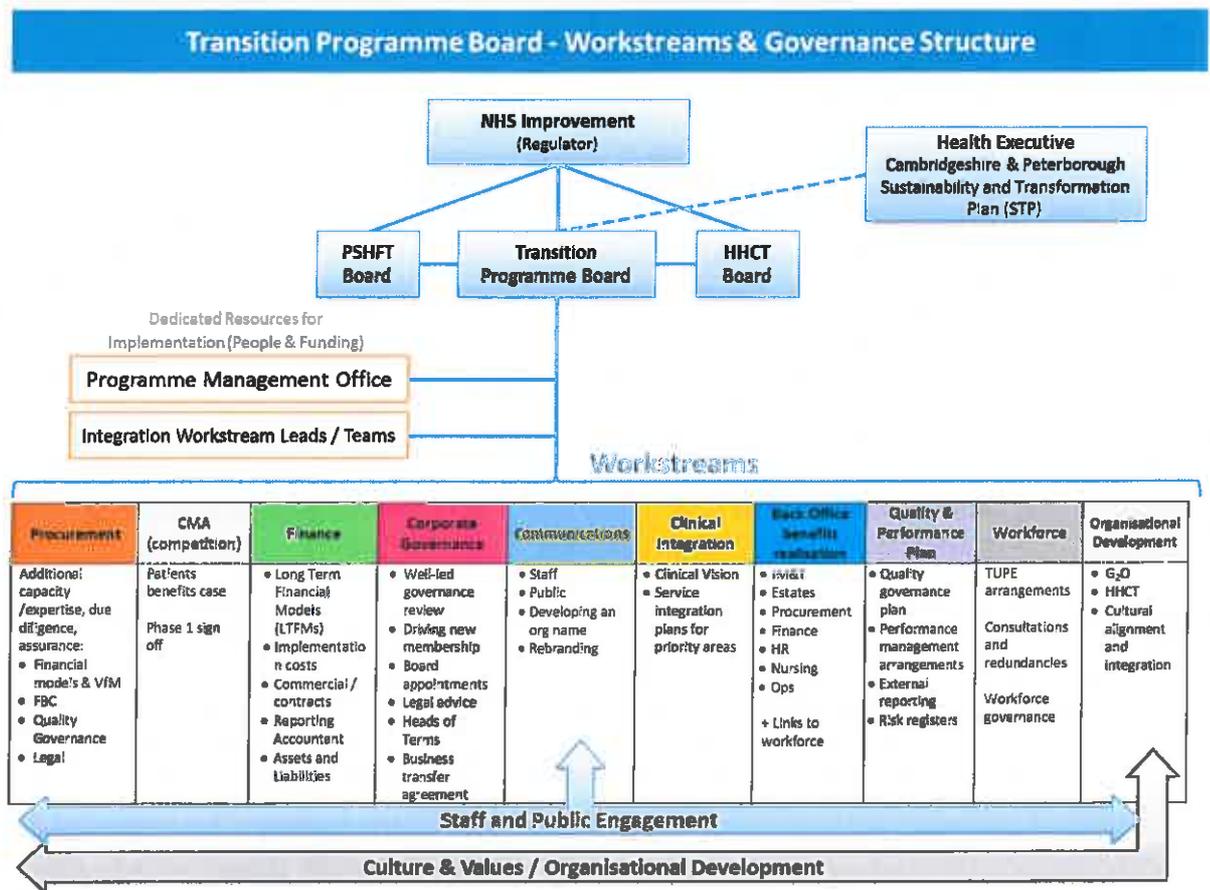
7. Confidentiality

- 7.1 Any information already available in the public domain is not exempt from disclosure under the Freedom of Information Act (2000)
- 7.2 Sensitive information (including confidential and commercially sensitive information,) will be shared when it is necessary for the purposes of the merger, but access will be restricted to individuals who need to know the information for that purpose, such as advisers, the core programme team/programme board, proposed board, work stream leads and finance leads or members of their teams as appropriate.
- 7.3 Information will be transferred securely (NHS.net to NHS.net, secure FTP, or secure information sharing portal (Box.com))
- 7.4 Information transferred will be stored securely and safely, (e.g. on a restricted access backed up server)
- 7.5 Information will not be used for purposes other than the merger
- 7.6 If the merger is abandoned, confidential or commercially sensitive information that has been shared for this purpose will be returned or destroyed
- 7.7 Individuals with access to commercially sensitive will need to sign a non-disclosure agreement reflecting the conditions above. If either party suspects that this is breached, they will inform the other party as soon as is practically possible.

8. Governance

8.1 The project will be led by a transition programme board which will form part of the governance arrangements for the system wide transformation programme shown in diagram 1. The Programme Director is the PSHFT Deputy CEO.

Diagram 1



- 8.2 The transition programme board will report to the Health Executive Group.
- 8.3 The lead CEO will report every two weeks, updating system leaders, NHS Improvement and NHS England on progress, including any risks or issues requiring clarification or support from trusts.
- 8.4 Each CEO will report to their individual Boards and Governors as applicable.
- 8.5 The project will be established and operated on PRINCE principles.
- 8.6 Membership of the programme board will comprise both CEO's, the Programme Director, MD for HHCT, NED representatives, with individual work stream leads from within each trust and representation from NHS Improvement and the STP/CCG.

9. Business case structure

9.1 The full business case will be based on the Five Case Model template for business case development (HM Treasury 2007), described below.

Five case model FBC	Proposed HHCT/PSHFT FBC
1. Strategic case – to demonstrate that the proposals are supported by a robust case for change.	a. Confirm the case for change in the OBC and develop a further level of detail b. Competition impact assessment
2. Economic case – to demonstrate the options appraisal of potential benefits compared to costs, and that value for money has been optimised for society as a whole	a. Refresh the corporate and back office savings b. Confirm the OBC options c. Confirm implementation costs
3. Commercial case – to demonstrate that the proposals are commercially viable	Not included
4. Financial case – to demonstrate that the proposals are financially affordable	a. Confirm the financial base case for both trusts and the merged organisation b. Set out the sources of funding to implement the merger c. Due diligence d. Assets and liabilities to be transferred
5. Management case – to demonstrate that the proposals can be delivered successfully	a. Finalise project management arrangements and plans b. Clinical vision and detailed clinical integration plan for a small number of services which are currently unsustainable, and a high level plan for all other services c. Detailed back office and IT integration plans d. Quality governance plans e. Workforce/TUPE plan f. Organisational development plan g. Corporate governance of the merged organisation h. Comms and engagement plan i. Commissioner and regulator support j. Business transfer agreement k. Risk management arrangements l. Post project evaluation arrangements and plans m. Independent assurance of the FBC including independent assurance of the LTFM
6. Recommendations	a. Recommend whether or not to merge, implementation plan to transact and benefits realisation plan for 1-2 years

10. Resources

10.1 As far as possible, both organisations will utilise in-house resources with external support as required.

10.2 PSHFT resource will include:

- Deputy Chief Executive (Programme Director)
- Assistant Director of Strategy
- Assistant Director System Transformation and Stamford Redevelopment
- Deputy Director of Finance - Planning
- Deputy Director System Transformation
- Clinical expertise for specific areas of work

10.3 HHCT resource will include:

- Chief Operating Officer/Deputy CEO
- Senior Finance Managers
- Senior Quality Lead
- Board Secretary
- Clinical expertise for specific areas of work
- Senior Strategy Lead

10.4 Other resources to cover essential work in HR, OD, activity modelling, contract developments, information technology and services will be made available in both organisations for the specific areas of work, and may at times be supported by external expertise where required.

10.5 NHS Improvement will provide guidance and support to the project throughout FBC development and (FBC approval dependant) through transaction and implementation planning, via the Provider Support Team.

10.6 Specific support on the FBC outputs will be provided from NHS Improvement transaction review team, and on competition issues as related to the Competition and Markets Authority (CMA) via the Cooperation and Competition Department.

10.7 In agreement with NHSI, procure financial analytic and competition analysis support.

11. Work streams

11.1 The transition programme board will oversee ten work streams to develop the full business case. These are described in more detail in Appendix 2.

11.2 The full business case will be developed from the Outline Business Case.

11.3 Responsibility for writing the business case rests with both organisations with the lead author being the Programme Director.

11.4 The work streams to develop the FBC include:

- Clinical integration
- Back office benefits
- Workforce

- Organisational development
- Quality and performance
- Finance and due diligence
- Corporate governance
- Competition
- Communication and engagement
- External support (procurement)

12. Funding

12.1 Both trusts will work together to identify and secure the required funding to support the successful development of the FBC and, if a decision to proceed to merger is supported, to transact and implement full integration.

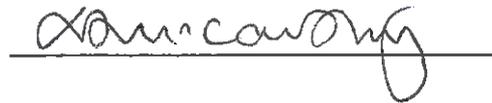
12.2 The trusts agree to work with NHS Improvement to finalise the funding requirements and then secure that funding.

13. Agreement

Signed by:

HHCT Chief Executive:

(L.McCarthy)



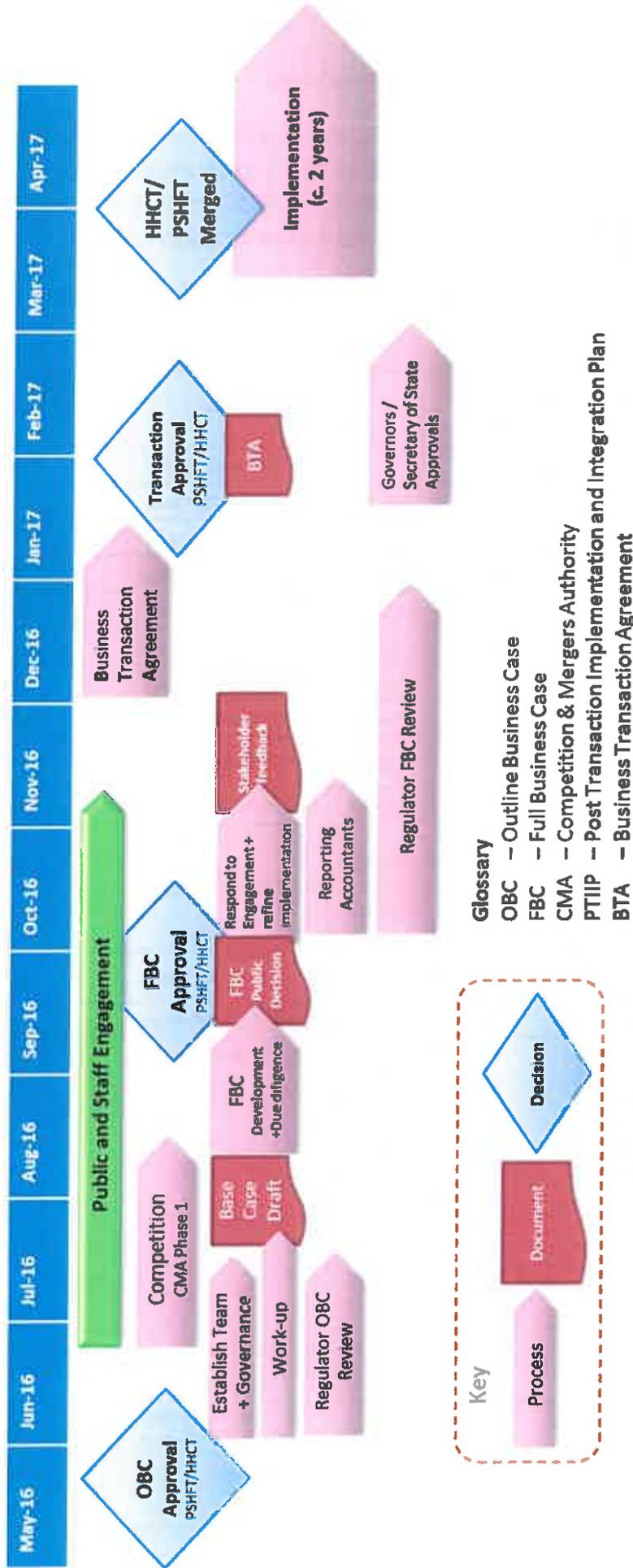
PSHFT Chief Executive:

(S.Graves)



July 2016

Appendix 1 –High level timeline for development of the full business case and implementation plan



Appendix 2 Work streams to develop the full business case

The Transition Board will work to the timescales detailed below to develop the FBC by September. Tasks in **Bold** are dates when each chapter will be reviewed by the Transition Programme Board. Tasks in normal font require the Board to review information which will contribute to each chapter.

Key supporting tasks required to support delivery of the FBC are also identified in the table.

FBC Timeline for September FBC	Date	FBC chapter	Paper/chapter to Transition Board
Case for change review	Jun-16	3 – Strategic case	Jun-16
Regulator OBC review	Jul-16	3 – Strategic case	Jul-16
Competition review complete	Aug-16	3 – Strategic case	Aug-16
Commissioner and regulator support	Aug-16	3 – Strategic case	Aug-16
Independent assurance	Sep-16	3 – Strategic case	Sep-16
Refresh corporate and back office costs	Jun-16	4 – Economic case	Jun-16
Confirm options	Jul-16	4 - Economic case	Jul-16
Refresh implementation costs	Jul-16	4 – Economic case	Jul-16
Clinical vision, integration plan for five services, and a high level plan for all other services	Aug-16	5 – Clinical case	Aug-16
Detailed back office integration plan	Aug-16	6 – Benefits	Aug-16
LTFM prepared including - base case - merged trust pre-due diligence - merged trust – post due diligence	Jun-16 Jul-16 Sep-16	7 – Financial case	Jun-16 Aug-16 Sep-16
Sources of funding for transition and implementation	Jul-16	7 – Financial case	Jul-16
Assets and liabilities	Aug-16	7 – Financial case	Aug-16
Due diligence - Commercial - Estates - Finance (including LTFM) - Governance (non-clinical) - Governance (Clinical) - Governance (corporate) - IM&T - Legal - Workforce	Sep-16 Sep-16 Jul-16 Aug-16 Aug-16 Aug-16 Aug-16 Sep-16 Aug-16	7 – Financial case	Sep-16
Workforce/TUPE	Jul-16	8 – Workforce	Jul-16
Organisational development plan	Jul-16	8 – Workforce	Jul-16
Engagement plan	Jun-16	9 – Listening and valuing feedback	Jun-16
Quality governance plan	Jul-16	10 – Governance	Jul-16
Corporate governance of merged trust	Aug-16	10 – Governance	Aug-16
Risk management arrangements			

FBC Timeline for September FBC	Date	FBC chapter	Paper/chapter to Transition Board
- In the merged trust	Jul-16	10 – Governance	Jul-16
- During integration	Jul-16	11 – Integration plan	Aug-16
Business transaction agreement (process)	Jul-16	12 – Transition plan	Jul-16
Post project benefits evaluation process	Aug-16	13 – Benefits realisation	Aug-16
<i>Supporting key tasks</i>			
Project governance and resource agreed	Jun-16		
External resource procured	Jul-16		

JOINT HEALTH SCRUTINY COMMITTEE – COLLABORATION OF HHCT & PSFHT

DRAFT TERMS OF REFERENCE

<p>1.</p> <p>1.1</p> <p>1.2</p> <p>1.3</p>	<p>Legislative basis</p> <p>The National Health Service Act 2006, as amended by the Health and Social Care Act 2012 and the Localism Act 2011 sets out the regulation-making powers of the Secretary of State in relation to health scrutiny. The relevant regulations are the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 which came into force on 1st April 2013.</p> <p>Regulation 30 (1) states two or more local authorities may appoint a joint scrutiny committee and arrange for relevant health scrutiny functions in relation to any or all of those authorities to be exercisable by the joint committee, subject to such terms and conditions as the authorities may consider appropriate.</p> <p>This joint committee has been established on a task and finish basis, by Cambridgeshire County Council and Peterborough City Council. Only this joint committee may:</p> <ul style="list-style-type: none"> • make comments on the proposal to the NHS body; • require the provision of information about the proposal; • require an officer of the NHS body to attend before it to answer questions in connection with the proposal.
<p>2.</p> <p>2.1</p> <p>2.2</p>	<p>Purpose</p> <p>The purpose of the joint committee is:-</p> <p>a) to consider the Full Business Case for the proposal of Hinchingsbrooke Health Care NHS Trust (HHCT) and Peterborough and Stamford Hospitals NHS Foundation Trust (PSHFT) for merger of the two trusts to support the future delivery of sustainable services for the benefit of patients and taxpayers and reduce duplication of corporate and back office costs in relation to:</p> <ul style="list-style-type: none"> • the extent to which the proposals are in the interests of the health service in Cambridgeshire and Peterborough; • the impact of the proposals on patient and carer experience and outcomes and on their health and well-being; • the quality of the evidence underlying the proposals; • the extent to which the proposals are financially sustainable <p>b) to make a response to the Trusts' public engagement exercise, taking into account the Trust Boards' intention to decide whether to proceed in the latter part of November 2016.</p> <p>c) to consider and comment on the extent to which patients and the public have been involved in the development of the proposals and the extent to which their views have been taken into account.</p> <p>The review will run from October 2016 to April 2017.</p>

<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>Membership/chairing</p> <p>The joint committee will consist of 5 members representing Cambridgeshire and 5 members representing Peterborough, as nominated by the respective health scrutiny committees.</p> <p>Each authority may nominate up to 5 substitute members.</p> <p>The proportionality requirement will apply to the joint committee</p> <p>The joint committee will elect a Chairman/woman from one authority and a Vice-Chairman/woman from the other authority at its first meeting.</p> <p>The joint committee will be asked to agree its Terms of Reference at its first meeting.</p> <p>Each member of the joint committee will have one vote.</p>
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Co-option</p> <p>The joint committee may co-opt representatives of organisations with an interest or expertise in the issue being scrutinised as non-voting members, but with all other member rights.</p> <p>Any organisation with a co-opted member will be entitled to nominate a substitute member.</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>Supporting the Joint OSC</p> <p>The lead authority will be Cambridgeshire County Council as decided by negotiation with the participating authorities.</p> <p>The lead authority will appoint a lead officer to advise and liaise with the Chairman and joint committee members, ensure attendance of witnesses, liaise with the consulting NHS body and other agencies, and produce reports for submission to the health bodies concerned.</p> <p>The lead authority with assistance from Peterborough City Council will provide administrative support and the responsibility for organisation and minuting of meetings will be shared by the two authorities.</p> <p>The lead authority's Constitution will apply in any relevant matter not covered in these terms of reference.</p> <p>Where the joint committee requires advice as to legal or financial matters, the participating authorities will agree how this advice is obtained and any significant expenditure will be apportioned equally between the two participating authorities. Such expenditure would be agreed between the participating authorities before it was incurred.</p> <p>Each authority will bear the staffing costs associated with arranging and hosting the meetings of the joint committee held on their premises. Other costs will be</p>

	apportioned between the authorities. If the joint committee agrees any action which involves significant additional costs, such as obtaining expert advice or legal action, the expenditure will be apportioned equally between the two participating authorities. Such expenditure would be agreed with the participating authorities before it was incurred.
5.7	Peterborough City Council will appoint a link officer to liaise with the lead officer and provide support to the members of the joint committee.
5.8	Meetings shall be held at venues, dates and times agreed between the participating authorities
6.	Powers
6.1	<p>In carrying out its function the joint committee may:</p> <ul style="list-style-type: none"> • require officers of appropriate local NHS bodies to attend and answer questions; • require appropriate local NHS bodies to provide information about the proposals; • obtain and consider information and evidence from other sources, such as local Healthwatch organisations, patient groups, members of the public, expert advisers, local authorities and other agencies. This could include, for example, inviting witnesses to attend a joint committee meeting; inviting written evidence; site visits; delegating committee members to attend meetings, or meet with interested parties and report back. • make a report and recommendations to the appropriate NHS bodies and other bodies that it determines, including the local authorities which have appointed the joint committee. • consider the NHS bodies' response to its recommendations.
7.	Public involvement
7.1	The joint committee will meet in public, and papers will be available at least 5 working days in advance of meetings
7.2	The participating authorities will arrange for papers relating to the work of the joint committee to be published on their websites, or make links to the papers published on the lead authority's website as appropriate.
7.3	A press release will be circulated to local media at the start of the process.
7.4	Local media will be invited to all meetings.
7.5	Patient and voluntary organisations and individuals will be positively encouraged to submit evidence and to attend.
7.6	Members of the public attending meetings may be invited to speak at the discretion of the Chairman.

<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Press strategy</p> <p>The lead authority will be responsible for issuing press releases on behalf of the joint committee and dealing with press enquiries</p> <p>Press releases made on behalf of the joint committee will be agreed by the Chairman or Vice-Chairman of the joint committee.</p> <p>Press releases will be circulated to the link officers.</p> <p>These arrangements do not preclude participating local authorities from issuing individual statements to the media provided that it is made clear that these are not made on behalf of the joint committee.</p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3.</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>Report and recommendations</p> <p>The lead authority will prepare a draft report on the deliberations of the joint committee, including comments and recommendations agreed by the committee. The report will include whether recommendations are based on a majority decision of the committee or are unanimous. The draft report will be submitted to the representatives of participating authorities for comment.</p> <p>The final version of the report will be agreed by the joint committee Chairman.</p> <p>In reaching its conclusions and recommendations, the joint committee should aim to achieve consensus. If consensus cannot be achieved, minority reports may be attached as an appendix to the main report. The minority report/s shall be drafted in consultation with the appropriate member(s).</p> <p>The report will include an explanation of the matter reviewed or scrutinised, a summary of the evidence considered, a list of the participants involved in the review or scrutiny; and an explanation of any recommendations on the matter reviewed or scrutinised.</p> <p>If the joint committee makes recommendations to the NHS body and the NHS body disagrees with these recommendations, such steps will be taken as are “reasonably practicable” to try to reach agreement in relation to the subject of the recommendation.</p> <p>If the joint committee does not comment on the proposals, or the comments it provides do not include recommendations, the joint committee must inform the NHS body of its decision not to comment or make recommendations</p>
<p>10.</p> <p>10.1</p>	<p>Quorum for meetings</p> <p>The quorum will be a minimum of three members, with at least one from each of the two participating authorities.</p>

Proposed Time Table for the Joint Committee

All dates are subject to confirmation

Date	Venue	Purpose
Wednesday 28 September @ 5pm	Cambridgeshire County Council, Shire Hall, Cambridge	<p>Preliminary Informal meeting</p> <p>To discuss evidence that will be required to be collated in preparation for the first formal meeting.</p>
Monday 17 October @ 5pm pre-meet for 5.30pm	Peterborough City Council, Town Hall	<p>First formal meeting</p> <p>To conduct formal scrutiny of proposals around the merger of HHCT with PSHFT.</p> <p>Chief Executives of both HHCT & PSHFT have reserved the 17th October to attend this session.</p>
Wednesday 9 November @ 5pm pre-meet for 5.30pm	Cambridgeshire County Council, Shire Hall, Cambridge	<p>Second formal meeting</p> <p>To formalise a response from the Joint Committee to the public engagement exercise.</p>

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COUNCIL	AGENDA ITEM No. 11
12 OCTOBER 2016	PUBLIC REPORT

RECORD OF EXECUTIVE DECISIONS MADE SINCE THE LAST MEETING

1. DECISIONS FROM THE CABINET MEETING HELD ON 25 JULY 2016

i. FARMS ESTATE IMPLEMENTATION PLAN 2016/17

Cabinet received a report the purpose of which was to seek approval from Cabinet for the Farm Estate Action Plan 2016/17. This was an implementation plan for lettings, capital investment and proposed sales on the Farms Estate and was the first such Action Plan.

Cabinet considered the report and **RESOLVED:**

1. To approve the Farms Estate Action Plan 2016/17; and
2. To delegate authority to the Corporate Director Growth and Regeneration to approve future Farm Estate Action Plans.

ii. CREATING A HOUSING DELIVERY COMPANY AND THE RE-ALLOCATION OF CORPORATE HOUSING FUNDS

Cabinet received a report regarding the creation of a Housing Joint Venture partnership between the Council and Cross Keys, in line with the Council's approved Budget and the recommendations of a cross party task and finish group that considered changes to the Council's strategy with regards housing in Peterborough.

Cabinet considered the report and **RESOLVED:**

1. The establishment of a JV Limited Liability Partnership ("LLP") with Cross Keys Homes Development Ltd ("Cross Keys");
2. The Director of Growth and Regeneration in consultation with the Leader of the Council, the Director of Governance and Corporate Director: Resources to exercise delegated authority to finalise and agree all necessary legal agreements with Cross Keys and the LLP to establish the JV's structure and operation;
3. The investment of £100,000 into the Joint Venture for operating capital;
4. The withdrawal of the existing Affordable Housing Capital Funding Policy;

And AGREED:

That future grants from Section 106 Planning Receipts will be approved by the Corporate Director – Growth and Regeneration, except where they are intended to be given to the Housing Joint Venture in which case they will be approved by the Head of Service - Sustainable Growth Strategy;

And NOTED:

The allocation of the Right to Buy receipts for the Housing Joint Venture in line with the Council's approved Budget for 2016/17;

And RECOMMENDED TO COUNCIL:

That Amendments to the Constitution 'Appointments to external organisations' to include the joint venture company once established within the key partnerships category to enable the Leader to make appointments to the Housing Joint Venture Board.

iii SAFER PETERBOROUGH PARTNERSHIP PLAN

Cabinet received a report to consider the Safer Peterborough Plan for 2016/17 and to make a recommendation to Full Council for its adoption on 12 October 2016. The plan sets out the community safety priorities for the partnership over the coming year.

Cabinet considered the report and **RESOLVED:**

To endorse the Safer Peterborough Partnership Plan 2016/17 and to recommend its adoption to Full Council.

2. DECISIONS FROM THE CABINET MEETING HELD ON 26 SEPTEMBER 2016

i MEDIUM TERM FINANCIAL STRATEGY AND BUDGETRY CONTROL REPORT JULY 2016

The Cabinet received a report regarding the Budget Proposals within the Council's Budget and Policy Framework Procedure Rules. The proposed approach and timetable for the 2017/18 budget-setting process contained within this report varies from that contained within the Procedure Rules and Cabinet is being asked to put forward this alternative, two-stage process, for Council approval. The two stage process was used last year and was successful in enabling the Council to set a lawful and balanced budget. Another benefit of the two stage approach is that the early agreement of Phase 1 budget proposals in the December before the start of the new financial year gives Departments more time to implement these proposals, some of which may require long lead in times to achieve successful implementation.

Cabinet considered the report and **NOTED:**

1. The financial pressures in the current financial year and the continuing work by CMT to deliver a balanced budget;
2. The forecast budget gap for the financial year 2017/18 and onwards, and the key assumptions currently included in the MTFS forecast; and
3. The proposed report to Council on October 12 that recommends updates to the Budget and Policy Framework to reflect the Council's approach to a two-phase budget process.

ii AMENDMENT OF EXISTING LOAN ARRANGEMENTS TO ENPOWER

The Cabinet considered a report to generate a surplus income which will contribute to the Renewable Energy Savings targets in the MTFS and supporting the Council's aspirations to be the UK's Environment Capital by promoting and facilitating use of sustainable energy sources.

Cabinet considered the report and **RESOLVED** to:

1. Approve the amendment of the terms of the Strategic Partnership with Empower Community Management LLP;
2. Approve the amendment of the financing agreement with ECS Peterborough 1 LLP;
3. Approve the due diligence on the purchase of the existing operational solar PV installation;
4. Approve Council entering into such further agreements with ECS Peterborough 1 LLP and any other body necessary to facilitate the arrangements set out in this report; and
5. Delegate to the Corporate Director; Resources and Director of Governance the ability to finalise any individual matters including the amendment as necessary of any existing contractual documents.

iii PROVISION OF PERMANENCY SERVICES

The Cabinet received a report regarding the following:

- Increased placement choice for children and young people needing care or who are in care through an increased number of 'in-house' foster placements;
- Better placement matching between children in care and foster carers whom we know well and who are local to Peterborough;
- Increased placement stability as a result of improved levels of support and training for foster carers;
- Increased capacity within the Family Group Conferencing Service, increasing the likelihood that children are able to remain with families on a sustainable basis or, where this fails, to remain within their extended family, benefiting from legal permanency as offered by a Child Arrangement or Special Guardianship Order;
- Reduced risk of the breakdown of placements under the above orders coming to un-planned ends as a result of the development of improved support services that are in-line with adoption support;
- The development of innovative programmes to help to support children and young people returning home to their families after a period in care, reducing the likelihood of a return to care, and all the associated negative consequences to relationships and long term outcome;
- The continued strong performance in relation to adoption and adoption support as outlined in the service specification;
- The capacity of a new charitable provider to draw in other charitable organisations and funding streams to support children, young people and their families in Peterborough.

Cabinet considered the report and **RESOLVED** to:

1. Agree to award a contract to The Adolescent and Children's Trust [known as 'TACT'] for the delivery of the Permanency Service within Peterborough for a total value of £126,150,000 from 1 April 2017 until 31 March 2027 with a further option for the Council to extend for a 10 year period.
2. Authorise the Corporate Director: People and Communities to (i) extend the contract for a further 10 year period at a cost of up to £125,000,000, adjusted for inflation as necessary, should the Council exercise the option to extend, and (ii) approve any variations to the contract, subject to consultation with the Director of Governance.

3. Authorise the Director of Governance to enter into any other legal documentation necessary to document the contractual and other legal arrangements between the parties.

iv UNACCOMPANIED ASYLUM SEEKING CHILDREN AND YOUNG PEOPLE

The Cabinet received a report regarding participating in the National Transfer Scheme and participating in the regional scheme to support the needs of vulnerable unaccompanied minors and former minors and any vulnerable children identified under the provisions of the Immigration Act 2016.

Cabinet considered the report and **RESOLVED** to:

1. Agree that Peterborough City Council play a full part in national arrangements under the Government's National Transfer Scheme that is intended to ensure that unaccompanied asylum seeking children and young people account for no more than 0.07% of the child population of any one local authority; and
2. Agree that Peterborough City Council also play a full part in supporting arrangements across the eastern region to support the transfer of unaccompanied minors between regional authorities by agreement and where transfer would be in the interests of the child or young person concerned.

v CHILD POVERTY STRATEGY

The Cabinet received the draft strategy to fulfil the Council's statutory obligations under the Child Poverty Act 2010.

Cabinet considered the report and **RESOLVED** to approve the Child Poverty Strategy.

vi PETERBOROUGH CITY COUNCIL EFFICIENCY STRATEGY

The Cabinet received a report regarding the approval of the Strategy as it is a Government requirement for eligibility for a 4-year funding settlement.

Cabinet considered the report and **RESOLVED** to approve the Peterborough City Council Efficiency Strategy for 2016/17 – 2019/20.

2. CALL-IN BY SCRUTINY COMMITTEE OR COMMISSION

Since the publication of the previous report to Council, the call-in mechanism has not been invoked.

3. SPECIAL URGENCY AND WAIVER OF CALL-IN PROVISIONS

Since the publication of the previous report to Council, the special urgency provisions has been invoked twice.

- i. This was in respect of the decision taken by the Leader of the Council and Cabinet Member for Education, Skills and University on 8 July 2016 relating to 'The Future Delivery of Property Services', in order to avoid exposing the Council to potential liabilities with the requirement to enter into the Notice of Change to effect Cabinet's decision of 21 March 2016.
- ii. This was in respect of the decision taken by the Cabinet Member for Resources on 30 September 2016 relating to a 'Lease with Stef and Philips Limited for the use of

St Michael's Gate, Parnwell, as interim accommodation for homeless families', on the basis of securing the lease with Stef and Philips and preventing the risk of a different local authority accessing the properties as St Michael's Gate.

Since the publication of the previous report to Council, the waiver of call-in provisions has been invoked once.

- i. This was in respect of the decision taken by the Leader of the Council and Cabinet Member for Education, Skills and University on 8 July 2016 relating to 'The Future Delivery of Property Services', in order to avoid exposing the Council to potential liabilities with the requirement to enter into the Notice of Change to effect Cabinet's decision of 21 March 2016.

The use of these provisions were approved by the Chairman of the Sustainable Growth and Environment Capital Scrutiny Committee, in consultation with the Monitoring Officer, as per Part 4, Section 8 – Scrutiny Committee and Scrutiny Commission Rules of Procedure paragraph 14.1.

4. **CABINET MEMBER DECISIONS**

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
<p>Leader of the Council and Cabinet Member for Education, Skills and University</p> <p>Councillor John Holdich</p> <p>5 July 2016</p>	<p>JUL16/CMDN/38</p>	<p>Changes and Nominations to Outside Organisations – Viridor in Peterborough Trust</p> <p>The Cabinet Member approved:</p> <ol style="list-style-type: none"> 1. Viridor in Peterborough Trust as an additional external organisation to which an appointment opportunity has arisen; and 2. Nominations for appointment vacancies to the board of Viridor in Peterborough Trust 3. The categorisation of the appointments referred to in recommendations 1 and 2 as a Strategic and Executive partnership and arrange for amendment of the Council's partnership database.
<p>Cabinet Member for Waste and Street Scene</p> <p>Councillor Gavin Elsey</p> <p>5 July 2016</p>	<p>JUL16/CMDN/39</p>	<p>Award of Contract for Build of a Waste Transfer Station</p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Approved the award a contract to Lindum Group for the construction of a new waste transfer station for the sum of £870,498.98; and 2. Agreed the professional fees referenced for Amey Peterborough (formally known as Enterprise Managed Services Ltd) to project manage the ground/soil investigation, construction, commissioning and eventual handover of the building to the Council for the sum of £82,309.49.

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
<p>Leader of the Council and Cabinet Member for Education, Skills and University</p> <p>Councillor John Holdich</p> <p>8 July 2016</p>	<p>JUL16/CMDN/40</p>	<p>Future Delivery of Property Services</p> <p>The Cabinet Member:</p> <ol style="list-style-type: none"> 1. Agreed to enter into a Notice of Change with Serco following Cabinet's decision on 21 March 2016.
<p>Cabinet Member for Waste and Street Scene</p> <p>Councillor Gavin Elsey</p> <p>21 July 2016</p>	<p>JUL16/CMDN/41</p>	<p>Changes to the Parks, Trees and Open Spaces service within the Amey contract following the 2015/16 budget</p> <p>The Cabinet Member approved a change to an earlier decision (JUN15/CMDN/62) in relation to the Parks, Trees and Open Spaces Services as set out in the report.</p>
<p>Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Councillor Hiller</p> <p>27 July 2016</p>	<p>JUL16/CMDN/45</p>	<p>Peterborough Local Development Scheme (LDS) 2016 to 2018</p> <p>The Cabinet Member approved the revised Peterborough Local Development Scheme (LDS) 2016 to 2018, to come into effect in July 2016 (post approval).</p>
<p>Cabinet Member for Communities and Environment Capital</p> <p>Councillor Walsh</p> <p>28 July 2016</p>	<p>JUL16/CMDN/46</p>	<p>Delegation of Authority under the ASB, Crime and Policing Act 2014 to Registered Social Landlords</p> <p>The Cabinet Member authorised Peterborough City Council to designate authority to Registered Social Landlords to issue Community Protection Notices and Fix Penalty Notices by virtue of the Anti-Social Behaviour (Authorised Persons) Order 2015.</p>
<p>Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Councillor Hiller</p> <p>16 August 2016</p>	<p>JUL16/CMDN/47</p>	<p>Traffic Signals Maintenance, Supply and Installation Contract</p> <p>The Cabinet Member approved:</p> <ol style="list-style-type: none"> 1. The award a 'Call Off' contract for the Traffic Signals Maintenance, Supply and Installation 2016 to Dynniq UK Ltd for an initial period of 5 years; and 2. The award of an extension to the 'Call Off' contract period by a further 3 years, subject to successful performance over the initial period.

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
<p>Cabinet Member for Resources</p> <p>Councillor Seaton</p> <p>16 August 2016</p>	<p>JUL16/CMDN/48</p>	<p>Provision of Social Care Temporary Agency Staff</p> <p>The Cabinet Member approved:</p> <ol style="list-style-type: none"> 1. The authorisation of the award of a Framework Agreement for the provision of Social Care Temporary Agency Workers for a period of three years, to run from 30 August 2016 until 30 August 2019 with an option to extend for a period of up to twelve months at the Council's discretion. The total value of the contract is estimated at £12 million, approximately £3 million per year. 2. That Temporary Agency Workers will be provided by the following contractors in respect of the categories listed under the Framework Agreement: <ul style="list-style-type: none"> • Kent County Trading Limited (Trading As Connect2Staff) • Sanctuary Personnel Limited • HCL Social Care Limited • Eden Brown Limited (Trading As Eden Brown Synergy) • Liquid Personnel • Badenoch and Clark • iPeople Solutions Limited • Maxxima Limited • BS Social Care • Cardea Resourcing Limited • Caritas Recruitment Limited • Service Care Solutions Limited • Medacs Healthcare Plc
<p>Cabinet Member for Resources</p> <p>Councillor Seaton</p> <p>16 August 2016</p>	<p>JUL16/CMDN/49</p>	<p>Section 113 Agreement For The Role Of Acting Monitoring Officer At Fenland District Council</p> <p>The Cabinet Member approved an agreement under section 113 Local Government Act 1972 with Fenland District Council, to permit the Director of Governance to fulfil the role of Monitoring Officer on a temporary basis with effect from 22 August 2016.</p>
<p>Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health</p> <p>Councillor Fitzgerald</p> <p>5 September 2016</p>	<p>JUL16/CMDN/50</p>	<p>Independent Advocacy Services in Cambridgeshire and Peterborough</p> <p>The Cabinet Member approved a contract to Voiceability to deliver a countywide integrated children's and adults' advocacy service. The sum for the Peterborough contract is £1,277,720 (£255,544 per year for 5 years), with an option to extend for a further 2 years at £511,088 (£255,544 per year).</p>

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
<p>Cabinet Member for Growth, Planning, Housing and Economic Development</p> <p>Councillor Hiller</p> <p>12 September 2016</p>	<p>SEPT16/CMDN/51</p>	<p>A1139 Junction 17-2 Widening Scheme</p> <p>The Cabinet Member approved:</p> <ol style="list-style-type: none"> 1. The virement of the total sum of £836,572*, in consultation with the Cabinet Member for Resources and Digital Peterborough and the Corporate Director of Growth and Regeneration to the A1139 Junction 17 – 2 widening scheme project from the corporate public realm capital funding to settle the additional construction costs and fees as detailed in recommendations 2 and 3 below; 2. The payment for construction costs in the sum of £638,000 to Balfour Beatty to complete the project works; and 3. The payment for associated professional fees in the sum of £230,549 to AECOM for project management and supervision services. <p>*The two sums in recommendations 2 and 3 do not equate to the figure in recommendation 1 due to £31,977 remaining from the original £18 million budget.</p>
<p>Cabinet Member for Public Health</p> <p>Councillor Lamb</p> <p>14 September 2016</p>	<p>SEPT16/CMDN/52</p>	<p>Section 256 Agreement for Tier 3 Weight Management Services</p> <p>The Cabinet Member approved the Section 256 agreement to enable the local authority to commission Tier 3 weight management services on behalf of the Cambridgeshire and Peterborough Clinical Commissioning Group for 2016/17.</p>
<p>Cabinet Member for Resources</p> <p>Councillor Seaton</p> <p>27 September 2016</p>	<p>SEPT16/CMDN/59</p>	<p>Print Managed Services</p> <p>The Cabinet Member awarded a contract to Konica Minolta Business Solutions (UK) Ltd for the Managed Print Services Provision (Multi-Functional Devices (MFD's) for a period of up to three years from 1st November 2016 with the option to extend by a further year, for a sum of £281,179.00 per annum (initial three year period £843,537.00, or £1,124,716.00 if the option to extend by a further year is taken up).</p>
<p>Cabinet Member for Resources</p> <p>Councillor Seaton</p> <p>29 September 2016</p>	<p>SEPT16/CMDN/60</p>	<p>Procurement Services</p> <p>The Cabinet Member authorised entering into a Notice of Change with Serco Limited to vary the Council's Peterborough Serco Strategic Partnership Contract, to amend the approach for the delivery of procurement services to the Council by removing the current gain share arrangements for procurement savings and</p>

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
		amending the existing specification for operational procurement services.
<p>Leader of the Council and Cabinet Member for Education, Skills and University</p> <p>Councillor John Holdich</p> <p>29 September 2016</p>	SEPT16/CMDN/61	<p>Section 113 Agreement For The Role Of Temporary Director Of Children’s Services & Adult Social Care Services: Cambridgeshire County Council</p> <p>The Cabinet Member approved an agreement under section 113 Local Government Act 1972 with Cambridgeshire County Council, to permit the Corporate Director of People & Communities to fulfil the role of Director of Children’s Services and Director of Adult Social Services at Cambridgeshire County Council on a temporary basis with effect from 4 October 2016.</p>
<p>Cabinet Member for Resources</p> <p>Councillor Seaton</p> <p>30 September 2016</p>	SEPT16/CMDN/62	<p>Lease with Stef and Philips Limited for the use of St. Michael's Gate, Parnwell, as interim accommodation for homeless families</p> <p>The Cabinet Member for Resources approved the Council to enter into a three year lease with a break clause at the end of the second year, with Stef and Philips regarding the use of St Michael’s Gate, Parnwell as interim accommodation for homeless families at a £966,337 per annum and a total cost of up to £2,899,011 for a three year period.</p>

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COUNCIL	AGENDA ITEM No. 12
12 OCTOBER 2016	PUBLIC REPORT

MOTIONS ON NOTICE

The following notices of motion have been received in accordance with the Council's Standing Order 13.1:

1. Motion from Councillor Darren Fower

That this Council notes:

1. The recent news relating to the 5 year old local boy, who as a result of a traffic accident on Gunthorpe Ridings, was described as having "life changing injuries.";
2. That Gunthorpe Ridings is a well used road, both by those living in the 11 cul-de-sacs that lead off from it and by people using it for its purpose of connecting the well populated areas of Paston & Gunthorpe, and their relevant amenities.

We therefore call on Peterborough City Council to:

1. Acknowledge publicly and provide assurances to local residents that action will be taken to improve road safety measures along Gunthorpe Ridings;
2. Agree that the safety of young pupils is still of the utmost importance to this local authority;
3. Create a working group, involving local councillors, council officers and other community representatives, to look at the options and develop an action plan to be agreed and implemented by the end of this calendar year; and
4. Start looking into the possibility and costings of introducing a pedestrian crossing, similar to the one on Gunthorpe Road, along Gunthorpe Ridings, as soon as possible.

2. Motion from Councillor Richard Ferris

This Council notes that:

1. In the Cambridgeshire and Peterborough Clinical Commission Group (CCG) area it is estimated that 6,260 people over the age of 65 are living with dementia. 62.1% of those living with dementia have received a formal diagnosis; diagnosis can often be the key to accessing appropriate support services.
2. Two thirds of those living with dementia are living in the community, and nearly 70% of people with dementia feel lonely and trapped in their own homes, with limited or no social networks.
3. A healthy diet, regular physical exercise, and avoiding smoking and drinking can reduce the risk of developing Alzheimer's Disease and vascular dementia, but 64% of people are not aware of this.

4. The societal cost of dementia in the UK is estimated at an average cost per person of £32,250. Of the total estimated cost of dementia in the UK, it is estimated that £11.6billion is contributed through the work of unpaid carers.

This Council resolves to:

1. Through the local Dementia Action Alliance (DAA), earn status as officially working towards making Peterborough 'Dementia Friendly', a status endorsed by Alzheimer's Society;
2. Appoint an elected member to the position of 'Dementia Champion' for the authority;
3. Work towards making Council practices more dementia friendly, encouraging staff and members to become a 'Dementia Friend' through the Dementia Friends Programme and committing to making Council buildings dementia friendly;
4. Run local risk reduction campaigns, including clear messaging in ongoing campaigns regarding exercise, alcohol, smoking or diet that 'what's good for your heart is good for your head'; and
5. Make information about local dementia services as accessible as possible.

3. Motion from Councillor Ansar Ali

Peterborough City Council is extremely concerned at the escalating tension between India and Pakistan as a result of more recent clashes and violence in Jammu Kashmir, which has resulted in loss of hundreds of innocent lives and causing serious injuries to vast numbers of innocent Kashmiri people.

Peterborough City Council recognises that the issue of Kashmir is a matter of concern to a significant number of our residents. The city has around fifteen thousand residents who would describe their heritage as Kashmiri. We also have people of Pakistani and Indian heritage in Peterborough, all of whom play a pivotal role in the wonderful diversity we have in our city.

Peterborough City Council wishes to see lasting peace in the region so that people of India, Kashmir and Pakistan can live in harmony, mutual respect and prosperity.

The issue of Kashmir remains an outstanding issue on the agenda of the United Nations Security Council since 13 August 1948, which declared the right of the people of Jammu Kashmir to self-determination. Despite this the state remains divided between India and Pakistan, with thousands of Indian Armed Forces present in the Kashmir Valley.

This unresolved dispute is costing both countries enormous amounts of money, thus hindering development which would improve the quality of lives of people of both nations. Permanent resolution of the Kashmir dispute will bring considerable benefits to both countries.

Peterborough City Council calls upon the British Government to put pressure on the Indian and Pakistani Governments to exercise restraint and to put an immediate stop to these killings, oppression and human rights violations.

We urge the British Government to engage with international partners in seeking a permanent resolution on Kashmir through the United Nations, and call upon both the Indian and Pakistani Governments to stop the rhetoric of war mongering.

The Council believes the views of the people of Kashmir are paramount in determining how they are governed and who shall govern them; and calls upon the governments of India and Pakistan to recognise that the Kingdom of Kashmir belongs to the people of Kashmir and only they can determine their future.

We call on the British Government to play a leading role in bringing about a lasting resolution to this dispute which threatens peace in the region.

Recognising that two million people of Kashmiri, Indian and Pakistani heritage live in the UK, this Council therefore resolves to support the right of people of Jammu Kashmir to self-determination and to this end calls upon the British Government to:

1. use its diplomatic channels and intervene to de-escalate the current crisis; and
2. revert to its previous position on Kashmir, supporting a plebiscite as a high priority issue.

This Council agrees to:

3. Raise the issue with the Foreign Office to seek a free and fair plebiscite in Kashmir, for a permanent resolution of this long standing conflict that carries the potential of disrupting global peace.

4. Motion from Councillor Nick Sandford

This Council notes:

1. The results of the consultation on a devolution deal for Cambridgeshire and Peterborough;
2. That during the consultation the public were consulted on the basis that a devolution deal was only possible with an elected mayor, and that, despite being told about the insistence on an elected mayor, the majority of respondents to the online survey opposed an elected mayor for Cambridgeshire and Peterborough; and
3. That the new prime minister, appointed since the devolution deal was agreed by the leaders of Cambridgeshire and Peterborough Councils, has indicated that under her government elected mayors are not as central to devolution deals as was the policy of the previous government.

This Council therefore calls on the Leader of the Council to pause the current devolution negotiations to allow time to explore the option of a devolution deal on the basis of the current offer but without the requirement for an elected mayor.

5. Motion from Councillor Nick Sandford

This Council notes:

1. The announcement by the Prime Minister of her intention to allow secondary schools to introduce academic selection and existing grammar schools to expand;
2. The strong evidence that the presence of grammar schools in an area has a detrimental impact on the educational outcomes of the majority of pupils;

Council calls upon the Cabinet member for Education, Skills, University and Communications to write to governing bodies of all secondary schools in Peterborough pointing out the compelling academic evidence against grammar schools as a way of raising academic

standards, and inviting them to work together and with the City Council to build for further improvement within the strong tradition of comprehensive education in Peterborough.

This Council also calls upon the Cabinet member to write to the Secretary of State for Education pointing out the clear benefits of the comprehensive education system for the majority of pupils.

6. Motion from Councillor John Peach

In recognition of the historic importance of the building to Peterborough, particularly the Art Deco front and inside features of The Broadway Theatre we ask the council to consider placing a preservation order on this magnificent building.

We also ask that the council does whatever it can to facilitate its continued use as a quality entertainment venue by whatever means possible.

COUNCIL	AGENDA ITEM. 13 (a)
12 OCTOBER 2016	PUBLIC REPORT

REVIEW OF CONSTITUTION - REPORT OF THE COMMITTEE REVIEW GROUP

R E C O M M E N D A T I O N S
FROM : CHAIR OF COMMITTEE REVIEW GROUP
<ol style="list-style-type: none"> 1. That the Council notes the stage 2 report of the Committee Review Group at Appendix 1 and endorses the recommendations in their report. 2. That from 1 January 2017, the Council establishes the following Scrutiny Committees: <ol style="list-style-type: none"> (a) Children and Education Scrutiny Committee (b) Adults and Communities Scrutiny Committee (c) Health Scrutiny Committee (d) Growth, Environment & Resources Scrutiny Committee 3. Subject to 2 above, that Council approves the following changes to the Constitution to take effect from 1 January 2017: <ol style="list-style-type: none"> (a) Overview and Scrutiny Article 7 (Part 2:Section 7) – Appendix 2 (b) Overview and Scrutiny Functions (Part 3:Section 4) – Appendix 3 4. That Council approves the changes to the Budget & Policy Framework Procedure Rules (Part 4: Section 6 of the Constitution) to take immediate effect - Appendix 4 5. That the terms of reference of the Member Officer Working Group be approved for implementation from 1 January 2017 - Appendix 1 (Annex 3). 6. That from 1 January 2017 Audit Committee's terms of reference be amended as follows: <p>To maintain an overview of the Council's constitution with the exception of those matters under the remit of the Executive or a regulatory committee.</p> 7. That the Scrutiny Procedure rules should be reviewed to incorporate the recommendations of the Committee Review Group and reported to the next meeting of Council.

1. PURPOSE AND REASON FOR REPORT

- 1.1 Council at its annual meeting on 23 May 2016 agreed to set up a Committee Review Group to review the committee structure. As requested by Council, the Committee Review Group has concluded the second and final stage of the review and has recommended changes to the

Council's scrutiny arrangements and to the Constitution. Council is asked to consider these proposals.

2. BACKGROUND (& CONSULTATION)

- 2.1 The terms of reference of the Committee Review Group as agreed by Council requested that the Group report to Council in two stages:
- (a) in July regarding the structure of regulatory and non-executive committees (Stage 1)
 - (b) in October with proposals for implementation of a new scrutiny structure (Stage 2).
- 2.2 The objective of the working group was to provide an effective and efficient committee structure to ensure delivery of the Council's functions.
- 2.3 This report deals with stage 2 of the review. The Committee Review Group met in July and September, and has produced its report and makes recommendations on:
- (a) a revised scrutiny structure and terms of reference;
 - (b) changes to the Council's scrutiny arrangements in relation to pre-scrutiny and call in; and
 - (c) other proposed changes to the constitution set out below.
- 2.4 The report and recommendations are set out in **Appendix 1** and its recommended changes are summarised below:

3. SCRUTINY COMMITTEES

- 3.1 The Committee Review Group recommends the establishment of the following four committees:
- (a) Children and Education Scrutiny Committee
 - (b) Adults and Communities Scrutiny Committee
 - (c) Health Scrutiny Committee
 - (d) Growth, Environment & Resources Scrutiny Committee.
- 3.2 The proposed terms of reference are set out in:
- (a) Overview and Scrutiny Article 7 (Part 2:Section 7) - **Appendix 2**
 - (b) Overview and Scrutiny Functions (Part 3:Section 4) - **Appendix 3**
- 3.3 The Council is asked to approve these changes to the constitution.
- 3.4 The Parish Council Liaison Committee were consulted on 21 September on the new proposed scrutiny structure and how the Council might better mainstream rural affairs within its existing decision making structure. The Committee were also consulted on proposals to strengthen their role. Proposals regarding the role of rural councillors within the structure will be brought back to the December meeting.
- 3.5 The calendar of meetings for 2016/17 will be amended to take account of the proposed structure. Minimal amendments to the calendar will need to be made to delete reference to the scrutiny commission for rural affairs, and to change the names of the other three committees. Otherwise the dates of the committee meetings are unchanged.

4. OTHER NON EXECUTIVE CONSTITUTIONAL MATTERS

- 4.1 For the reasons set out in its report, the Committee Review Group also propose amendments to

Budget and Policy Framework Procedure Rules (Part4: Section 6) (**Appendix 4**)

- 4.2 For the reasons set out in the report, the Group also recommends that the Member Officer Working Group has formal terms of reference and membership as set out in its report (**Appendix 1 - Annex 3**) and proposes that the Audit Committee's terms of reference be amended as follows:

To maintain an overview of the Council's constitution with the exception of those matters under the remit of the Executive or a regulatory committee.

- 4.3 The Council is asked to approve these changes to the constitution.

5. IMPLICATIONS

- 5.1 Finance Implications – There are no financial implications.
- 5.2 Legal Implications - These are contained within the report
- 5.3 Equalities Implications – There are no direct equalities implications arising from this report.

6. BACKGROUND DOCUMENTS

- 6.1 All background documents used in the drafting of this report have been public documents and are largely referred to within the report.

7. APPENDICES

Appendix 1 - Report of the Committee Review Group.
Appendix 2 - Overview and Scrutiny Article 7 (Part 2: Section 7)
Appendix 3 - Overview and Scrutiny Functions (Part 3: Section 4)
Appendix 4 - Budget & Policy Framework Procedure Rules (Part 4: Section 6)

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REPORT OF THE COMMITTEE REVIEW GROUP – STAGE 2 REVIEW

1 PURPOSE

- 1.1 This report sets out the recommendations of the Committee Review Group on proposed changes to the Council's scrutiny structure and working arrangements.
- 1.2 It also proposes changes to the Budget and Policy Framework procedure rules and the terms of reference of the Audit Committee for the reasons set out in the report.

2 BACKGROUND

- 2.1 At the annual meeting on 23 May, the Council agreed to establish the Committee Review Group. The terms of reference at **Annex 1** stated that the working group will report to Council in two stages:

- (a) It will report to Council in July regarding the structure of regulatory and non-executive committees;
- (b) It will report to Council in October with proposals for implementation of a new scrutiny structure.

- 2.2 The objective of the working group was to provide an effective and efficient committee structure to ensure delivery of the Council's functions.
- 2.3 The membership of the working group was as follows:

Cllr Hiller (Conservative) - Chair
Cllr Ayres (Conservative)
Cllr Fitzgerald (Conservative)
Cllr Holdich (Conservative)
Cllr Peach (Conservative)
Cllr Seaton (Conservative)
Cllr Sandford (Liberal Democrats)
Cllr Ellis (Labour)
Cllr Khan (Labour)
Cllr Lane (Werrington First)
Cllr Okonkowski (UKIP)

- 2.4 The Group reported to Council on 13 July on its review of the regulatory and non-executive committees. This report reviews the Council's current scrutiny arrangements, and other miscellaneous matters.

3 STAGE TWO OF THE REVIEW

- 3.1 The Committee Review Group met in mid-July and in the last week of August. The purpose of these meetings was to review the scrutiny structure and procedure rules to ensure an appropriate level of governance for the review of executive functions.

- 3.2 The Committee Review Group reviewed and proposed amendments to the following:
- (a) The structure and size of scrutiny committees
 - (b) Scrutiny committee procedure rules, particularly related to pre-scrutiny and call-in
 - (c) Budget & Policy Procedure rules to comply with current arrangements
 - (d) Member Officer Working Group and the role of the Audit Committee in relation to constitutional issues.
- 3.3 Details of their proposals are set out below.

4 SCRUTINY COMMITTEE STRUCTURE

- 4.1 On 27 January 2016, Council agreed that the current structure set out in Annex 2 was not fit for purpose. This was following advice from the former Design and Implementation Group and consultation with a joint meeting of scrutiny committees held in October and December 2015.
- 4.2 In January 2016, Council agreed a revised scrutiny structure suitable for a hybrid model consisting of the following three scrutiny committees:
- (a) Children and Education Scrutiny Committee
 - (b) Adults, Health and Communities Scrutiny Committee
 - (c) Growth, Environment & Resources Scrutiny Committee
- 4.3 However, Council at its annual meeting in May 2016 decided that members did not wholly support the new structure and requested that the Committee Review Group should reconsider the proposals.
- 4.4 It was agreed that any proposals should ensure “efficient, effective and timely decision making, which is open, transparent, accountable, and inclusive” and should address the following:
- (a) The terms of reference of each committee should be evenly balanced, in terms of the size of each committee’s area of responsibilities.
 - (b) The structure should be aligned to cabinet member roles and to directors’ portfolios to build the officer support role for scrutiny. It should also align to the Council’s work which falls into two main categories: the family, and the wider environment (including economic development and resources). In other words people and place. This would assist with ensuring the correct matters were added to scrutiny agendas.
- 4.5 Having further reviewed the structure, the Committee Review Group recommends the establishment of the following four committees:
- (a) Children and Education Scrutiny Committee
 - (b) Adults and Communities Scrutiny Committee
 - (c) Health Scrutiny Committee
 - (d) Growth, Environment & Resources Scrutiny Committee.

- 4.6 The proposed structure has the following advantages.
- (a) The structure aligns cabinet member roles and Directors' portfolios to ensure a balanced workload.
 - (b) The scrutiny of health, adults and community services, and crime and disorder matters under one committee could make for a very heavy workload.
 - (c) The Council has an important statutory duty and outward facing role to scrutinise health and local health services under section 244 of the National Health Service Act 2006. Separating health scrutiny from the scrutiny of adult and community services allows the Health Scrutiny Committee time to undertake this important external role.
 - (d) In addition, the Adults & Community Scrutiny Committee would undertake the Council's statutory duty to scrutinise crime and disorder matters under section 19 & 20 of the Police and Justice Act 2006, including acting as the Council's Crime and Disorder Committee.
 - (e) The Growth, Environment and Resources Scrutiny Committee would undertake the Council's statutory duty to review and scrutinise flood risk management functions or coastal erosion risk management functions which may affect the local authority's area.
 - (f) The Children & Education Scrutiny Committee will include the statutory requirement to have church and parent governor representatives for matters related to education.
- 4.7 As now, there needs to be one committee with overall responsibility for the budget and preferably other corporate issues, in order to highlight and tackle cross-cutting issues which affect the Council as a whole. This would be the Growth, Environment and Resources Scrutiny Committee. However, as stated above there would be separate arrangements for the budget process.
- 4.8 The management and administration of any committee is resource intensive. Cabinet members and officers should not be shadowing more than one committee, although some overlap cannot be avoided. This suggests that a maximum of four committees is the optimum number.
- 4.9 It takes account of the first scrutiny workshop's views that Members needed to manage their work programmes differently and would use prioritisation to manage it, such as:
- (a) Being selective in choosing items for scrutiny for example, choosing 3 or 4 themes a year to inform their work programming rather than considering a wide range of issues
 - (b) Once the work programme is set, avoid adding other items throughout the year unless absolutely necessary
 - (c) Rather than monitoring a myriad of performance indicators for every function, scrutiny should receive PIs on key areas of importance and follow a dashboard/ traffic light system; green for on target; red for target not achieved etc.
 - (d) eliminating from the agenda "items for information" which can be circulated outside of the committee.
- 4.10 The Committee Review Group considered that the work of the Scrutiny Commission for Rural Affairs fell into two main areas:

- (a) scrutinising mainstream policies of the Council such as the Housing Strategy
- (b) matters relating to rural issues, such as developing the Rural Vision and Parish Charter.

4.11 Whilst the work of the Commission was invaluable, many of the strategies are reported to other mainstream scrutiny committees, such as the Housing Strategy and the Farms Estate and therefore duplicated the work of other scrutiny committees.

4.12 Other matters such as developing a Rural Vision and Parish Charter duplicates the work of the Parish Council Liaison Committee.

4.13 It is proposed that rural issues should be dealt with differently, as follows:

- (a) co-opting parish councillors on the new scrutiny committees
- (b) expanding the role of the Parish Council Liaison Committee.

4.14 There are currently four parish councillors on the Scrutiny Commission for Rural Communities. Scrutiny Committees may co-opt members onto committees although the power is rarely used. Under the proposed structure, Scrutiny Committees are able to co-opt up to four non-voting members and so can decide to co-opt a representative from a rural area and this should be encouraged. This would mainstream rural affairs within the work of the scrutiny committees, whether they be matters relating to health, adult social care, education or environmental issues.

4.15 Parish Council Liaison Committee currently being consulted on how best to streamline the work of rural and parish council issues into the Council decision making structures particularly into the work of the Council's overview and scrutiny arrangements. It is also being consulted on proposals to strengthen its role.

CRG RECOMMENDATION 1

The Committee Review Group recommends the establishment of the following four committees:

- (a) Children and Education Scrutiny Committee
- (b) Adults and Communities Scrutiny Committee
- (c) Health Scrutiny Committee
- (d) Growth, Environment & Resources Scrutiny Committee

5 SIZE OF COMMITTEES AND POLITICAL BALANCE

5.1 The current structure together with the allocation of seats on each Committee of the Council, subject to political balance seat arrangements is set out below:

Committee	Seats
Scrutiny Commission for Rural Communities	7
Scrutiny Commission for Health Issues	7
Strong and Supportive Communities Scrutiny Committee	7
Creating Opportunities and Tackling Inequalities Scrutiny Committee	7
Sustainable Growth and Environment Capital Scrutiny Committee	11
Employment Committee	7
Audit Committee	7
Licensing Committee (Regulatory)	11
Planning and Environmental Protection Committee	11
Appeals and Planning Review Committee	11
Corporate Parenting Committee	11
TOTAL	97

- 5.2 The current size of scrutiny committees is between 7 and 11 members (total 39 members). It is recognised that a balance needs to be struck between having sufficient Members for a broad range of views but not too large for effective debate and efficient decision making. A committee of larger than 11 would be too large, taking into account co-opted members.
- 5.3 As now, there would be statutory education co-opted members on the Children and Education Scrutiny Committee with voting and call-in rights on education matters only. In addition, committees may co-opt non-voting members or partners on to their committees.
- 5.4 The Council has increased from 57 to 60 members so the Committee Review Group recommends increasing all scrutiny committees to 11 Members (total 44). This would ensure greater engagement of Members.
- 5.5 If Council agrees to establish four scrutiny committees with 11 members, the overall number of seats on each committee would change from 97 to 102 seats. The Council would need to recalculate the allocations of seats on 3 of the 4 scrutiny committees.

Committee	Seats
Children and Education Scrutiny Committee	11
Adults and Communities Scrutiny Committee	11
Health Scrutiny Committee	11
Growth, Environment & Resources Scrutiny Committee	11
Scrutiny Commission for Rural Communities	7
Scrutiny Commission for Health Issues	7
Strong and Supportive Communities Scrutiny Committee	7
Creating Opportunities and Tackling Inequalities Scrutiny Committee	7
Sustainable Growth and Environment Capital Scrutiny Committee	7
Employment Committee	11

Audit Committee	7
Licensing Committee (Regulatory)	7
Planning and Environmental Protection Committee	11
Appeals and Planning Review Committee	11
Corporate Parenting Committee	11
	11
TOTAL	102

CRG RECOMMENDATION 2

That Council agrees that all scrutiny committees should have 11 seats, and that the political balance calculations would change from 97 to 102 seats.

Committee	Seats
Children and Education Scrutiny Committee	11
Adults and Communities Scrutiny Committee	11
Health Scrutiny Committee	11
Growth, Environment & Resources Scrutiny Committee	11
Employment Committee	7
Audit Committee	7
Licensing Committee (Regulatory)	11
Planning and Environmental Protection Committee	11
Appeals and Planning Review Committee	11
Corporate Parenting Committee	11
TOTAL	102

6 PRE-DECISION SCRUTINY AND CALL IN

- 6.1 The Group agreed that pre-decision scrutiny was always preferable to call in. Although Council had rejected the rigid structure of a hybrid model, the Group noted that Scrutiny Committees already had pre-decision scrutiny powers. The forward plan was a standing item on the agenda so each committee had an opportunity to see all decisions coming before Cabinet in the following month and any Scrutiny Committee could ask to review those reports prior to submission to Cabinet. However, committees rarely used this power to call forward item for pre-decision scrutiny.
- 6.2 The Group thought that better use of pre-scrutiny of executive decisions would avoid requests to call in executive decisions and that this should be encouraged. Although very few decisions were called in, provision had to be built in to the timetable of a project to take account of this possibility which could cause several months delay in implementing decisions.

- 6.3 The hybrid model attempted to enshrine pre-scrutiny into the Council's decision making processes. The concern about the hybrid model was that it extended a 28 day timetable for decision making to a minimum of 42 days. In some cases this is impractical and goes beyond the statutory provisions. Although the rigid procedures under the hybrid model should be removed from the scrutiny procedure rules, the following wording should be retained in the terms of reference and functions of scrutiny committees to encourage pre-decision scrutiny.

ARTICLE 7

2 SUMMARY OF OVERVIEW AND SCRUTINY FUNCTIONS

- 2.1 *Within their terms of reference set out in Part 3 Section 4 of the Constitution, the Overview and Scrutiny Committees will:*
- (a) *Develop policy proposals for consideration by the Executive and make recommendations to the Executive on certain executive decisions;*
- 2.2 *In addition to its role in holding the Executive and partners to account, the role of scrutiny is to provide a positive input into decision-making at an early stage; both at the policy development stage and prior to decision making. It has a strong, objective and distinct voice and is a mechanism for bringing a wide range of voices, views, ideas and expertise. As members of an elected body, it will ensure it adds value and transparency at all times.*

PART 3, SECTION 4 - OVERVIEW AND SCRUTINY FUNCTIONS

- i. By scrutinising decisions the Executive are planning to make; and

- 6.4 In addition, the following additional wording could be included in the executive procedure rules:

By agreement with the relevant Cabinet member, the executive decision making timetable can be delayed to allow a scrutiny committee to consider and make recommendations on a policy proposal or proposed decision, prior to the decision being taken. Should there be any disagreement the Leader shall have the final say in any dispute between the Cabinet Member and the Scrutiny Committee requesting the item for pre-scrutiny.

- 6.5 To ensure more efficient call in arrangements, the Scrutiny Procedure rules should be redrafted to amend call in arrangements as follows:
- (a) To ensure requests for call in should be limited to key decisions in accordance with guidance from the Centre for Public Scrutiny, Practice guide 4 Key decisions;
- (b) The power to refer matters to the full Council should be limited to where the Committee considers that a decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget in accordance with statutory guidance when the legislation was brought in;
- (c) That a request for call in should be amended to state that any two members of the relevant scrutiny committee can request a call in;

- (d) To allow flexibility for the Monitoring Officer to have more discretion in deciding whether or not to arrange a special meeting of the scrutiny committee or to refer the matter to the next meeting;
- (e) To clarify decisions that are subject to call in (eg consultation decisions).

6.6 Speaking arrangements for call in at scrutiny committee meetings have been introduced based on the current speaking arrangements for planning, including the requirement to register to address the committee, to provide a structure for speaking arrangements and to set a time limit of no more than five minutes for groups of speakers to speak at the committee.

CRG RECOMMENDATION 3

1. That the Council agrees to retain the wording in 6.3 in the terms of reference and functions of scrutiny committees to encourage pre-decision.
2. That the Council agrees that the Scrutiny Procedure Rules should be redrafted to take account of the proposals set out above (para 6.4 to 6.6).
3. That the Cabinet be requested to consider amending the Executive procedure rules as suggested in paragraph 6.4.

7 BUDGET AND POLICY FRAMEWORK PROCEDURE RULES

7.1 The Group noted that the budget and policy framework procedure rules were out of date, did not reflect current Council practice and needed to be updated to accord with current practice.

CRG RECOMMENDATION 4

That Council approve the updated Budget and Policy Framework Procedure Rules.

8 MEMBER OFFICER WORKING GROUP AND AUDIT COMMITTEE

8.1 The Member Officer Working Group was set up as an informal group to consult members on matters related to services received by Members, such as member support and IT services. More recently it has been used to seek members' views on constitutional matters, in particular matters relating to Council and committee meetings. However, it had no formal terms of reference or membership.

8.2 The Committee Review Group recommends that the Member Officer Working Group has a formal terms of reference and membership, and that the Group reports to the Audit Committee on constitutional matters.

- 8.3 The proposed terms of reference for the Member Officer Working Group is attached at **Annex 3**. The working group would be responsible for administration of member matters and IT, and constitutional review. Any matters related to the review of the constitution would feed into the Audit Committee for approval before being recommended to Council.
- 8.4 It is proposed that the Group will consist of one member from each party, and would be chaired by the majority group as at present.
- 8.5 Currently, the Audit Committee is responsible for maintaining an overview of the Council's constitution in respect of contract procedure rules, and Financial Regulations. This would need to be amended to include all constitutional matters, except where the matter falls under another committee, eg Planning and Licensing. This is in line with practice at other Councils.

CRG RECOMMENDATION 5

That the terms of reference and membership of the Member Officer Working Group as set out in Annex 3 be approved.

That the Audit Committee's terms of reference be amended as follows:

To maintain an overview of the Council's constitution with the exception of those matters under the remit of the Executive or a regulatory committee.

Annex

- Annex 1 Committee Review Group terms of reference
- Annex 2 Current Scrutiny Committee Structure
- Annex 3 Member Officer Working Group terms of reference

COMMITTEE REVIEW GROUPTERMS OF REFERENCE

Objective

A politically balanced cross party working group of members to

- (a) Review the existing committee structure to provide an effective body of committees for regulatory and non-executive functions
- (b) Review the structure of scrutiny committees to ensure an appropriate level of governance for the review of executive functions

The working group will report to Council in two stages:

- (a) It will report to Council in July regarding the structure of regulatory and non-executive committees
- (b) It will report to Council in October with proposals for implementation of a new scrutiny structure.

The objective of the working group is to provide an effective and efficient committee structure to ensure delivery of the Council's functions. The re-design of Committees will lead to a revision at each stage of the process to the political balance rules. It will also impact upon the review of member's allowances by the Independent Remuneration Panel and therefore it is intended to report back on the second stage of this review concurrently with the report of the IRP.

Purpose

To review the committee structure to include:

- The role and work programme of each committee to ensure that meetings are efficient
- The frequency of meetings within the civic calendar
- The specific role of any informal committees e.g the Corporate Parenting Panel, and whether such meetings should be committees
- The role of scrutiny committees
- The call-in process
- Changes to the constitution
- Alteration of the civic calendar

Consultation and communication

To undertake consultations with members and senior officers

To report into Group Leaders meetings and Council

Constitution & powers

The working group shall comprise up to 11 members with proportional representation as follows:

Conservative (6)
Labour (2)

Liberal Democrats (1)

Werrington First, Liberals & UKIP (2 seats to be decided across 3 groups)

Group Leaders will nominate to the Working Group. Substitution arrangements will apply.

The Working Group is an informal meeting of members to which the Access to Information rules shall not apply

The Working Group shall appoint a Chair and Vice-Chair at its first meeting

The quorum of the Working Group shall be 3 members

Meetings of the Working Group will be supported and administered by a senior officer within the Governance team. Group Leaders who are not on the working group will be invited to make written representations regarding the committee structure.

EXISTING SCRUTINY STRUCTURE

Scrutiny Committee	Role/functions	Membership
Creating Opportunities and Tackling Inequalities	<ul style="list-style-type: none"> • Adult Learning and Skills • Children’s Services • Education • Safeguarding Children 	<u>(7) (4:2:1:0:0:0)</u> <u>Plus 8 co-opted education members</u>
Strong and Supportive Communities	<ul style="list-style-type: none"> • Cohesion • Cultural Services • Neighbourhood Services • City Centre Cll’s statutory functions under S19 & 20 Police and Justice Act 2006	<u>(7) (4:2:1:0:0:0)</u>
Sustainable Growth and Environment Capital	<ul style="list-style-type: none"> • Business Efficiency • Growth • Planning and Development • Regeneration • Strategic Resources • Environment, Transport & Engineering • Waste Strategy & Management (includes Budget) Corporate Strategy lead)	<u>(11) (6:3:1:0:1:0)</u>
Scrutiny Commission for Rural Communities	Any matter related to rural communities	<u>(7) (4:0:1:0:1:1)</u> <u>4 Independent Co-opted members</u>
Scrutiny Commission for Health Issues	<ul style="list-style-type: none"> • Adult Social Care • Public Health • Safeguarding Adults • Scrutiny of the NHS 	<u>(4:2:1:0:0:0) (7)</u>

**MEMBER AND OFFICER WORKING GROUP
TERMS OF REFERENCE**

1 BACKGROUND AND CONTEXT:

- 1.1 The Member and Officer Working Group provides a forum for informal feedback on Member issues, and Civic and Members' Services and IT issues. It will also consider Constitutional matters and make recommendations to the Audit Committee

2 THE AIMS ARE:

- 2.1 To promote and enable discussion between Members and officers on matters of Members' ICT, Members' support and Constitutional matters.

3 ITS FUNCTIONS ARE:

- 3.1 To keep under review matters that relate to Members' and Members' support.
- 3.2 To keep under consideration the provision of Member ICT equipment, including the use of mobile phones.
- 3.3 To consider matters that relate to Member induction and development, such as proposals on the Members' Training and induction scheme Schedule.
- 3.4 To keep under review the Council's Constitution with the exception of those matters under the remit of the Executive or a regulatory committee and make recommendations to the Audit Committee.

4 MEMBERSHIP

- 4.1 Membership of the Member and Officer Working Group will comprise at least one Member from each political group on the Council, as put forward by the Group Secretaries. The membership will be kept under review annually.
- 4.2 The Group will be chaired by a member of the majority group.

5 MEETINGS

- 5.1 The Working Group will meet in private.
- 5.2 The Working group will meet up to quarterly. Meetings shall be cancelled and additional meetings called at the discretion of the Chairman, where business needs require.

- 5.3 It will be supported by the Assistant Director Legal & Democratic Services, who would still be the lead officer for that meeting, supported by Member Services. It would also be supported by a member of Serco IT or the Council's IT contract manager.
- 5.4 Administrative arrangements to support meetings of the Working Group shall be provided through the City Council's Democratic Services Team.

6 GOVERNANCE AND APPROACH

- 6.1 The Working Group will function as an informal Group, and will be a working group of the Audit Committee.
- 6.2 The Group will be a non-decision making body.

Article 7 - Overview and Scrutiny

1. OVERVIEW AND SCRUTINY COMMITTEES

- 1.1 The Council shall appoint one or more Overview and Scrutiny Committees to carry out the following functions:
- (a) Local authority functions under Section 9F to Section 9FI of the Local Government Act 2000;
 - (b) Scrutiny of crime and disorder matters under Section 19 of the Police and Justice Act 2006;
 - (c) Scrutiny of health matters under Section 244 (2ZE) of the National Health Service Act 2006 and subsequent regulations; and
 - (d) Scrutiny of flood risk management under Section 9FH of the Local Government Act 2000 as amended by the Flood Risk Management Act 2010.
- 1.2 The Council has established the following Overview and Scrutiny Committees:
- (a) Children & Education Scrutiny Committee;
 - (b) Adults and Communities Scrutiny Committee;
 - (c) Health Scrutiny Committee;
 - (d) Growth, Environment & Resources Scrutiny Committee.
- 1.3 The Council shall designate particular Scrutiny Committees to have responsibility for overview and scrutiny of matters relating to health, education, crime and disorder and flood risk management.

2. SUMMARY OF OVERVIEW AND SCRUTINY FUNCTIONS

- 2.1 Within their terms of reference set out in Part 3 Section 4 of the Constitution, the Overview and Scrutiny Committees may:
- (a) ***Develop policy proposals for consideration by the Executive and make recommendations to the Executive on certain executive decisions;***
 - (b) Review or scrutinise decisions made, or other actions taken, in connection with any of the Council's functions;
 - (c) Make reports and recommendations to the Cabinet and/or full Council and/or any Committee in connection with the discharge of any of the Council's functions;
 - (d) Consider any matters affecting the area of Peterborough or its inhabitants and make reports and recommendations; and
 - (e) Call in decisions of the Executive in accordance with the Call-In procedures in the Scrutiny Committee Procedural Rules.
- 2.2 ***In addition to its role in holding the Executive and partners to account, the role of scrutiny is to provide a positive input into decision-making at an early stage; both at the policy development stage and prior to decision making. It has a strong, objective and distinct voice and is a mechanism for bringing a wide range of voices, views, ideas and expertise. As members of an elected body, it will ensure it adds value and transparency at all times.***

3. STATUTORY SCRUTINY OFFICER

The Council has designated the Assistant Director for Legal & Democratic Services as its Statutory Scrutiny Officer.

4. TERMS OF REFERENCE AND PROCEEDINGS OF THE SCRUTINY COMMITTEES

Scrutiny Committees will carry out their functions in accordance with their Terms of Reference and Procedure Rules as set out in Part 3 and Part 4 of this Constitution.

Section 4 – Overview and Scrutiny Functions & Terms of Reference

1. OVERVIEW AND SCRUTINY COMMITTEES

1.1 The Council has appointed the following Overview and Scrutiny Committees to carry out those functions under Sections 9F to 9FI of the Local Government Act 2000, as amended by:

- (a) Section 19 of the Police and Justice Act 2006 in relation to the scrutiny of crime and disorder matters;
- (b) Section 244 of the Health & Social Care Act 2012 in relation to health matters; and
- (c) Section 22 of the Flood Risk Management Act 2010 in relation to flood risk management.

2. TERMS OF REFERENCE

2.1 Council has established the following Scrutiny Committees and they shall have responsibility for overview and scrutiny in relation to the matters set out below:

1.	Children and Education Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member.	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the Committee (including voting co-opted members).	Co-opted Members to be appointed by the Committee/Council Four representatives as follows with full voting and call-in rights on education matters only: (a) 1 Church of England Diocese representative; (b) 1 Roman Catholic diocese representative; and (c) 2 parent governor representative. No more than four non-voting members.
	Functions determined by Council 1. Children’s Services including a) Social Care of Children; b) Safeguarding; and c) Children’s Health. 2. Education, including a) University and Higher Education; b) Youth Service; c) Careers; and d) Special Needs and Inclusion. 3. Adult Learning and Skills	

	<p>Functions determined by Statute</p> <p>All powers of an Overview and Scrutiny Committee as set out in Sections 9F to 9FI Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent regulations.</p>

2.	Adults and Communities Scrutiny Committee	
	No of Elected Members appointed by Council:	Chairman and Vice-Chairman
	Eleven, none of whom may be a Cabinet Member.	Appointed by Council.
	Quorum:	Co-opted Members to be appointed by the Committee/Council
	At least half the Members of the Committee.	No more than four non-voting members.
	<p>Functions determined by the Council</p> <ol style="list-style-type: none"> 1. Adult Social Care; 2. Safeguarding Adults; 3. Housing need (including homelessness, housing options and selective licensing); 4. Neighbourhood and Community Support (including cohesion, community safety and youth offending) and; 5. Equalities 	
	<p>Functions determined by Statute</p> <p>To review and scrutinise crime and disorder matters, including acting as the Council's crime and disorder committee in accordance with Sections 19 of the Police and Justice Act 2006;</p>	

3.	Health Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member or the Health and Wellbeing Board..	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the Committee.	Co-opted Members to be appointed by the Committee/Council No more than four non-voting members.
	Functions determined by the Council 1. Public Health; 2. The Health and Wellbeing including the Health and Wellbeing Board; and 3. Scrutiny of the NHS and NHS providers.	
	Functions determined by Statute To review and scrutinise local authority services under Sections 9F to 9FI Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent regulations To review and scrutinise matters relating to the Health Service and to make reports and recommendations to local NHS bodies in accordance with section 244 of the National Health Service Act 2006. This will include appointing members from within the membership of the Committee to any joint health overview and scrutiny committees with other local authorities. (Also see The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013)	

4.	Growth, Environment and Resources Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member.	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the committee.	Co-opted Members to be appointed by the Committee/Council No more than four non-voting members.
	Functions determined by the Council 1. City Centre Management; 2. Tourism, Culture & Recreation; 3. Libraries, Arts and Museums; 4. Environmental Capital; 5. Economic Development and Regeneration including Strategic Housing and Strategic	

	<p>Planning;</p> <p>6. Transport, Highways and Road Traffic;</p> <p>7. Flood Risk Management;</p> <p>8. Waste Strategy & Management;</p> <p>9. Strategic Financial Planning;</p> <p>10. Partnerships and Shared Services; and</p> <p>11. Digital Services and Information Management.</p>
	<p>Functions determined by Statute</p> <p>To review and scrutinise flood risk management in accordance with Section 21F of the Local Government Act 2000 (as amended by the Flood and Water Management Act 2010 and under the Flood Management Overview & Scrutiny (England) Regulations 2011 No. 697).</p>

3. SPECIFIC ROLE OF OVERVIEW AND SCRUTINY

- 3.1 To review and scrutinise the planning, decisions, policy development, service provision and performance within their terms of reference as follows:

POLICY DEVELOPMENT AND REVIEW

- 3.2 Within their terms of reference the scrutiny functions will:

- (a) Help the Council and the Executive to develop its budget and policy framework and service Budgets;
- (b) Carry out research into and consultation about policy issues and possible options;
- (c) Consider and promote ways of encouraging the public to take part in developing the Council's policies;
- (d) Question Members of the Cabinet, Committees and senior officers about their views on policy proposals;
- (e) Work with outside organisations in the area to make sure the interests of local people are taken into account;
- (f) Question, and gather evidence from, any person who gives their permission; and
- (g) Monitor and scrutinise the implementation of Council policy.

SCRUTINY

- 3.3 The Scrutiny Committees will:

- (a) Review and scrutinise the Executive, Committee and officer decisions and performance in connection with the discharge of any of the Council's functions;
- (b) Review and scrutinise the Council's performance in meeting the aims of its policies and performance targets and/or particular service areas;
- (c) Question Members of the Executive, Committees and senior officers about their decisions and performance of the Council, both generally and in relation to particular decisions or projects;
- (d) Make recommendations to the Executive and the Council as a result of the scrutiny process;
- (e) Question, and gather evidence from any person with their consent;
- (f) Hold the Executive to account for the discharge of functions in the following ways:
 - i. By exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer;
 - ii. By scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan of executive decisions;

- iii. By scrutinising decisions the Executive are planning to make; and
 - iv. By scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
- (g) To consider petitions submitted to it;
- (h) Establish ad-hoc Task and Finish Groups to investigate specific topics on a time-limited basis in accordance with the Scrutiny Committee Procedure Rules; and

CRIME AND DISORDER

- 3.4 The Scrutiny Committee responsible for crime and disorder shall, and any sub committees may:
- (a) Act as the crime and disorder committee within the meaning of Section 19 of the Police and Justice Act 2006;
 - (b) Review or scrutinise decisions made, or other actions taken by bodies or persons responsible for crime and disorder strategies in the Peterborough area;
 - (c) Make reports or recommendations to the local authority on any local crime and disorder matter in relation to a member of the authority; and
 - (d) Consider any crime and disorder matters referred by any Member of the Council.

HEALTH ISSUES

- 3.5 The Scrutiny Committee responsible for health and any sub committees shall undertake their responsibilities under section 244 of the National Health Service Act 2006 as follows:
- (a) May review and scrutinise any matter relating to the planning, provision and operation of the health service in the Peterborough area (including NHS Bodies and other NHS providers);
 - (b) Must invite interested parties to comment on the matter and provide reasonable notice;
 - (c) Take account of relevant information available to it and, in particular, from a Local Healthwatch organisation or representative;
 - (d) Acknowledge any referral within 20 working days and keep the referrer informed of any action taken;
 - (e) Request information about the planning, provision and operation of health services in the area to enable it to carry out its functions;
 - (f) Make reports or recommendations on a matter it has reviewed or scrutinised including;
 - i) An explanation of the matter reviewed or scrutinised;
 - ii) A summary of the evidence considered;
 - iii) A list of the participants involved in the reviews; and
 - iv) An explanation of any recommendations made.
 - (g) Where the Committee asks for a response, the person must respond in writing within 28 days of the request.

- 3.6 The Committee will consider any proposals received from a National Health Service body, Clinical Commissioning Groups or other provider about;
- (a) Any substantial development of the health service in Peterborough; or
 - (b) Any substantial variation to the provision of NHS Services as set out the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- 3.7 In considering the proposals, the Committee must take account of the effect or potential effect of the proposals on the sustainability of the health service in its areas and may refer proposals to the Secretary of State in certain circumstances.

FLOOD RISK MANAGEMENT

- 3.8 The Scrutiny Committee responsible for flood risk management, and any sub committees shall undertake their responsibilities under the Flood and Water Management Act 2010 as follows:
- (a) May review and scrutinise any matter relating to the planning, provision and operation of the flood risk management in the Peterborough area;
 - (b) May invite those authorities responsible for flood risk management to comment on the matter;
 - (c) Request information from them to enable it to carry out its responsibilities; and
 - (d) Make reports or recommendations and request a response from flood risk management authorities.

4. MEMBERSHIP

- 4.1 All Members, except Members of the Executive, may be a member of a Scrutiny Committee. However, no Member may be involved in scrutinising a decision with which he or she has been directly involved. Members of the Health and Wellbeing Board should not be a member of the Health Scrutiny Committee.

CO-OPTEEES

- 4.2 The Scrutiny Committees shall be entitled to co-opt, as non-voting members, up to four external representatives or otherwise invite participation from non-members where this is relevant to their work.
- 4.3 The Children and Education Scrutiny Committee shall include in its membership the following representatives, with full voting and call-in rights on education matters only:
- (a) 1 Church of England diocese representative;
 - (b) 1 Roman Catholic diocese representative; and
 - (c) 2 parent governor representatives.
- 4.4 Where the Scrutiny Committee deals with other matters, the representatives in paragraph 4.3 above shall not vote on those other matters, though they may stay in the meeting and speak.

5. QUORUM

- 5.1 The quorum for a scrutiny committee shall be that more than half the Members must be present. The calculation of the quorum shall include any voting co-opted members of the Committee.

Section 6 - Budget and Policy Framework Procedure Rules

1. THE FRAMEWORK FOR EXECUTIVE DECISIONS

- 1.1 The Council will be responsible for the adoption of its Budget and Policy Framework. The Executive will be responsible for implementing the Budget and Policy Framework. The Executive will be responsible for initiating Budget and Policy framework proposals, and Council will be responsible for their approval on the recommendation of the Executive.
- 1.2 The Council may, from time to time, review which plans and strategies shall comprise the major policy framework (as listed in in Part 2 Article 4). The Cabinet will usually make recommendations on the plans that should be added or deleted.

2. PROCESS FOR DEVELOPING THE COUNCIL'S BUDGET

- 2.1 The budget setting process will have a two phased approach for developing and recommending budget proposals to Council for approval.
- 2.2 By the end of September immediately preceding the financial year to which the Budget relates the Cabinet shall consider the Council's Budget and Financial Strategy; including provisional cash limits for the forthcoming financial year and its medium term financial plan.

PHASE ONE

- 2.3 The purpose of phase one is:
- (a) to identify the likely budget position for the forthcoming financial year prior to the Government providing the financial settlement and
 - (b) to provide an opportunity for service areas to work up budget options at an early stage in consultation with Members and relevant stakeholders.
- 2.4 Following this meeting, service areas will work on budget options that will contribute towards reducing the budget gap in future financial years. These options will be discussed with Cabinet Members and with a cross party working group set up for the purpose. An outline terms of reference for the group is attached. (Appendix 1).
- 2.5 In November, Cabinet will formally agree and publish its first tranche proposals for consultation purposes. As part of the consultation process, the Cabinet shall formally consult all scrutiny committees at a joint meeting on these proposals. The Cabinet shall also consult with local stakeholders, including residents, partner organisations and businesses.
- 2.6 In December, Cabinet will formally consider the final proposals for the first tranche of the budget and the results of the consultation, including the views of the joint scrutiny committee and make recommendations to Council to agree them.

PHASE TWO

- 2.7 Phase two will result in Cabinet making recommendations to Council on further budget proposals to enable Council to set a lawful and balanced budget and to set the Council Tax by 11 March each year. Every Council has a statutory obligation to agree the Council tax by that date.
- 2.8 In January/February, Cabinet will agree and publish its second tranche proposals for consultation purposes. These further budget proposals will again be the subject of consultation during February/March following the process outlined in phase one to ensure that decisions made reflect community and Members' views.
- 2.9 Details of the Cabinet's consultation process (phase one and two) shall be included in the Forward Plan.
- 2.10 At any stage during the year, Cabinet Members may also consult and seek advice from any scrutiny committees about relevant service issues in relation to the formulation of budget proposals. Scrutiny committees have the ability to develop their own proposals as part of any themes they are reviewing as part of their work programme. Any such proposals will be reported to Cabinet and Cabinet will formally respond when recommending their budget proposals.
- 2.11 In addition to the requirements of this procedure rule the Cabinet may also receive and invite comments from any or all Members or persons on its proposals.
- 2.12 The timeline for the two stage process is outlined in the table below.

Table: Budget setting process

MEETING	CONTENT	DATE
PHASE ONE		
Cabinet	To consider the first tranche of budget proposals for consultation	November
Scrutiny Committee	To formally scrutinise budget proposals	November/ December
Cabinet	To recommend the first tranche of budget proposals to Council having regard to feedback from the joint scrutiny committee and stakeholders	December
Council	To approve the first tranche of budget proposals	December
PHASE TWO		
Cabinet	To agree the Council Tax base, estimated position on the Collection Fund and the NNDR1 business rate position.	January
Cabinet	To consider the second tranche of budget proposals for consultation	January/ February
Scrutiny Committee	To formally scrutinise the budget proposals	February
Cabinet	To recommend the budget and Council Tax to Council having regard to feedback from the joint scrutiny committee and stakeholder consultation	February
Council	Approve the budget and Council Tax	March

- 2.13 The Growth, Environment & Resources Scrutiny Committee will have overall oversight of the Budget and finance issues (and corporate issues such as Council Tax and the Treasury Management Strategy).

3. PROCESS FOR DEVELOPING THE POLICY FRAMEWORK

- 3.1 Where statutory deadlines allow, at least two months before a plan or strategy in the policy framework needs to be adopted by Council, the relevant Scrutiny Committee will consider initial proposals for the plan or strategy. Details of any consultation processes shall be included in relation to each of these matters in the Forward Plan, where the plan or strategy is being recommended by the Cabinet. The consultation process shall be published and available on the Council's website.
- 3.2 Any representations made to the relevant Scrutiny Committee shall be taken into account when considering the initial proposals, and shall be reflected in any report dealing with them. If the matter is one where a Scrutiny Committee has carried out a review of policy, then the outcome of that review will also be considered alongside the initial proposals.
- 3.3 The Scrutiny Committee may consult local stakeholders, any or all Members and any such persons or communities as they shall consider appropriate, allowing a period of four weeks for them to respond to the initial proposals, unless there are special factors that make this timescale inappropriate. If there are, it will inform the consultees of the time for response when the proposals are referred to them.
- 3.4 With the exception of the Corporate priorities, the relevant Scrutiny Committee will submit its proposals, including any views received during the consultation process, to the Cabinet for them to determine and make recommendations to Council.

4. ADOPTION OF BUDGET AND POLICY FRAMEWORK

- 4.1 The Cabinet will consider the comments of the Scrutiny Committees and, if it considers it appropriate, may amend its proposals before submitting them to the Council meeting for consideration. It will also report to Council on how it has taken into account any recommendations from the scrutiny committee.
- 4.2 The Council will consider the proposals of the Cabinet and may adopt them, amend them, refer them back to the Cabinet for further consideration, or substitute its own proposals in their place. In considering the matter, the Council shall have before it the Cabinet's proposals and any report from the relevant Scrutiny Committees.
- 4.3 Where at a Council meeting a Member wishes to move a substantial amendment or amendments which amount to an alternative Budget to be adopted by the Council, they may only do so provided they give notice in writing of the proposed amendment(s) to the Proper Officer no later than 10 am three working days before the Council meeting (not including the day of the meeting). A substantial amendment, or amendments which amount to an alternative budget, is deemed to be one that proposes a different level of council tax. Any other amendments must comply with the rules relating to amendments to motions in the Council Standing Orders. Such notice shall be circulated to all Members and the alternative proposal(s) will be dealt with as amendments in the

order they are received by the Proper Officer.

- 4.4 The Council's decision will be published on the Council's website. The Proper Officer will notify the Leader of the Council's decision and a copy shall be given to the Leader. The notice of decision shall be dated and shall state either that the decision shall be effective immediately (if the Council accepts the Cabinet's proposals without amendment) or (if the Cabinet's proposals are not accepted without amendment), that the Council's decision will become effective on the expiry of five working days after the publication of the notice of decision, unless the Leader objects to it in that period.
- 4.5 If the Leader objects to the decision of the Council, he or she shall give written notice to the Proper Officer to that effect prior to the date upon which the decision is to be effective. The written notification must state the reasons for the objection. Where such notification is received, the Proper Officer shall convene a further meeting of the Council to reconsider its decision and the decision shall not be effective pending that meeting.
- 4.6 The Council meeting must take place within 10 working days of the receipt of the Leader's written objection. At that Council meeting, the decision of the Council shall be reconsidered in the light of the objection, which shall be available in writing for the Council.
- 4.7 The Council shall at that meeting make its final decision which shall be published on the Council's website, and shall be implemented immediately.
- 4.8 These procedures only applies to plan which relate to executive functions. Plans that relate to non-executive functions will be reported to the relevant committee prior to submission to Council.

5. DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

- 5.1 Subject to the provisions of paragraph 6 below, the Executive may only take decisions which are in line with the Budget and Policy Framework. If the Executive wishes to make a decision which is contrary to the Policy Framework, or contrary to or not wholly in accordance with the Budget approved by the Council, then that decision may only be taken by the Council. In approving the Medium Term Financial Strategy, the Council will specify the level of virement within the budget. Any other changes to the Budget and Policy Framework are reserved to the Council.
- 5.2 The Executive shall take advice from the Monitoring Officer and/or the Chief Financial Officer as to whether a decision would be contrary to the Policy Framework, or contrary to or not wholly in accordance with the Budget. If the advice of either of those officers is that the decision would not be in line with the existing Budget and/or Policy Framework, then the decision must be referred by the Executive to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 6 below apply.

6. URGENT DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

- 6.1 The Executive may take a decision which is contrary to the Council's Policy Framework or contrary to or not wholly in accordance with the Budget approved by the Council if the decision is a matter of urgency. A decision will be urgent if any delay likely to be caused in taking it would seriously prejudice the Council's or the public's interests. However, the decision may only be taken:
- (a) if it is not practical to convene a quorate meeting of the full Council;
 - (b) if the Chair of the Growth, Environment & Resources Scrutiny Committee agrees that the decision is a matter of urgency;
 - (c) In the absence of the Chair of the Growth, Environment & Resources Scrutiny Committee, the Chair of the Scrutiny Committee relevant to the decision must give consent;
 - (d) In the absence of both Chairs, the consent of the Mayor or Deputy Mayor will suffice.
- 6.2 The reasons for urgency and why it is not practical to convene a quorate meeting of the Council and the Chairman of the relevant scrutiny committee's consent to the decision being taken as a matter of urgency must be noted on the record of the decision
- 6.3 Following the decision, the decision taker will provide a full report to the next Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

7. IN-YEAR CHANGES TO BUDGET OR POLICY FRAMEWORK

- 7.1 Changes to the Budget may be made by the Executive where those changes:
- (a) are necessary to ensure compliance with the law, ministerial direction or government guidance;
 - (b) where the changes do not exceed virement limits set by Council;
 - (c) follow a decision to spend less than the budget allocated by Council (R (Buck)v Doncaster MBC (2013)).
- 7.2 Changes to the Budget may be made by the Executive where those changes are in respect of:
- (a) a policy which would normally be agreed annually by the Council following consultation, but where the existing policy document is silent on the matter under consideration.
 - (b) two or more policies which conflict with one another on the matter under consideration.

8. CALL-IN OF DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

- 8.1 Where a Scrutiny Committee is of the opinion that an Executive decision is, or if made would be, contrary to the Policy Framework, or contrary to or not wholly in accordance with the Council's Budget, then it shall seek advice from the Monitoring Officer and/or Chief Financial Officer.

- 8.2 Where the Monitoring Officer and/or Chief Financial Officer are of the opinion that the decision in question is contrary to the Policy Framework or contrary to or not wholly in accordance with the Council's Budget then they shall prepare a report to the Cabinet with a copy to every Member of the Council. Regardless of whether the decision is delegated or not, the Cabinet must meet to decide what action to take in respect of the Monitoring Officer's report and to prepare a report to Council.
- 8.3 If the decision has yet to be made, or has been made but not yet implemented, and the advice from the Monitoring Officer and/or the Chief Financial Officer is that the decision is or would be contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget, a scrutiny committee may refer the matter to Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter. The Council shall meet within 21 days of the request by the Scrutiny Committee. At the meeting it will receive a report of the decision or proposals and the advice of the Monitoring Officer and/or the Chief Financial Officer. The Council may either:
- (a) endorse a decision or proposal of the Executive decision taken as falling within the existing Budget and Policy Framework. In this case no further action is required, save that the decision of the Council be minuted and circulated to all Members in the normal way;
 - (b) amend the Council's Financial Regulations or Policy concerned to encompass the decision or proposal of the body or individual responsible for that Executive function and agree to the decision with immediate effect. In this case, no further action is required save that the decision of the Council be minuted and circulated to all Members in the normal way;
 - (c) where the Council accepts that the decision or proposal is contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget, and does not amend the existing framework to accommodate it, require the Cabinet to reconsider the matter in accordance with the advice of the Monitoring Officer and/or Chief Financial Officer.

Budget Working Group - Terms of Reference

Objective

A cross party working group of members reviewing council spend and services with a view to recommending a sustainable, balanced budget to Cabinet and the medium term.

The primary purpose of the Working Group is to address the funding gap for the next financial year

Purpose

- To review the Council's budgets
- To review budget proposals presented by senior officers
- To identify income and efficiencies
- To recommend a budget for following financial year to Cabinet within available resources
- To advise the Cabinet on a Medium Term Financial Strategy for following financial year

Constitution & powers

The budget working group shall comprise up to 12 members. Group Leaders are automatically nominated to the Group and may each nominate 1 further member. The Cabinet Member for Resources will also attend. Substitution arrangements will not apply.

Working Group meetings will begin with a financial briefing in July followed by monthly meetings held within 10 working days of Cabinet Policy Forum. Meetings may be held more frequently as the Group sees fit.

The Budget Working Group is an informal meeting of members and officers to which the Access to Information rules shall not apply.

The Working Group shall appoint a Chair and Vice-Chair at its first meeting

The quorum of the Working Group shall be 3 members

Meetings of the Working Group will be supported by a senior officer of the Finance team and administered by the Leader's executive support assistant, with confidential briefing papers being issued in advance of the meeting. CMT will attend as necessary to present and discuss proposals, and respond to Group queries.

Note:

Members agree to retain the confidentiality of the budget working papers until proposals are published for the Cabinet meeting. Confidentiality is of particular importance as the impact of the proposals will directly affect employees and public services.

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COUNCIL	AGENDA ITEM. 13 (b)
12 OCTOBER 2016	PUBLIC REPORT

POLITICAL BALANCE, ALLOCATION OF SEATS ON SCRUTINY COMMITTEES AND APPOINTMENTS

RECOMMENDATIONS
FROM : DIRECTOR OF GOVERNANCE
<p>It is recommended that from 1 January 2007:</p> <ol style="list-style-type: none"> 1. The Council agrees the number of seats on the newly established scrutiny committees; 2. The Council agrees the allocation of seats on the scrutiny committees in accordance with the political balance arrangements (Appendix 1 – to be updated). 3. That Council agrees the appointments to those committees, and the Chair and Vice-Chair of those committees. (Appendix 2 – document to be tabled) 4. The non-elected membership of the Children and Education Scrutiny Committee, as described at paragraph 4.3 is confirmed; 5. Authorise the Monitoring Officer as Proper Officer to carry out the wishes of the Leaders of the Political Groups in allocating members to these committees, and appoints those Members with effect from the date at which the Proper Officer is advised of the names of such Members. 6. That the Monitoring Officer be authorised to make any necessary consequential changes to the Constitution.

1. PURPOSE AND REASON FOR REPORT

- 1.1 Subject to the Council agreeing a revised Scrutiny Committee structure elsewhere on the agenda, the Council will need to review the allocation of seats on its scrutiny committees.
- 1.2 This report requests the Council to:
 - (a) agree the number of seats on the four scrutiny committees;
 - (b) agree the allocation of seats between political parties on three of the four committees with 11 members;
 - (c) receive nominations from political groups and make appointments to committees;
 - (d) appoint the Chairs and Vice Chairs of Committees; and
 - (e) approve the non-Councillor committee appointments.

2. BACKGROUND

2.1 Subject to the Council agreeing to establish the following four scrutiny committees:

- (a) Children and Education Scrutiny Committee;
- (b) Adults and Communities Scrutiny Committee;
- (c) Health Scrutiny Committee; and
- (d) Growth, Environment & Resources Scrutiny Committee.

2.2 It is proposed that all four Scrutiny Committees have 11 Members each and are subject to the political balance rules. The new structure is set out in the table below. The overall number of seats on the Council will increase from 97 to 102 seats and therefore will change the political balance calculations.

Committee	Seats
Children and Education Scrutiny Committee	11
Adults and Communities Scrutiny Committee	11
Health Scrutiny Committee	11
Growth, Environment & Resources Scrutiny Committee	11
Employment Committee	7
Audit Committee	7
Licensing Committee (Regulatory)	11
Planning and Environmental Protection Committee	11
Appeals and Planning Review Committee	11
Corporate Parenting Committee	11
TOTAL	102

2.3 If agreed, Council will need to decide how many seats each group is to have on its scrutiny committees. The Council needs to recalculate the balance on the following committees:

- (a) Children and Education Scrutiny Committee
- (b) Adults and Communities Scrutiny Committee
- (c) Health Scrutiny Committee

The Growth, Environment & Resources Scrutiny Committee replaces the former Sustainable Growth and Environment Capital Scrutiny Committee which has 11 members so does not change.

2.4 In accordance with the legislation, the following principles should apply to the allocation of seats as far as reasonably practicable:

- (a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
- (b) That the majority of the seats on each committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) Subject to (a) and (b) above, when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
- (d) Subject to (a) to (c) above, that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.

2.5 The political balance of the Council can be calculated using the by following formula.

$$\frac{\text{No of Group Members} \times 100}{60}$$

2.6 Following the elections held on 5 May 2016, the political balance of the Council is as follows:

Table 1

Group	Conservative	Labour	Liberal Democrats	Liberal Party	Werrington First	UKIP	Total
Councillors	31	14	7	3	3	2	60
Proportionality %	51.67	23.33	11.67	5.00	5.00	3.33	100.00

2.7 The calculation to determine the strict entitlement of political groups to seats on committees is:

$$\frac{\% \text{ from table 1}}{100} \times \text{Total No of seats available (102) – see above}$$

APPLYING THE RULES

2.8 The majority of seats on each committee has to be allocated to the political group that forms the majority of the authority's membership to comply with the second principle (paragraph 3.4(b)). Under the current structure there are committees of 11 members. To ensure compliance with s15 of the Local Government and Housing Act 1989, the majority group has to be allocated:

(a) 6 of the 11 seats for committees of 11

2.9 Once the seats have been allocated to the majority group, the remainder will need to be shared out proportionately across the committees to ensure that the third principle (paragraph 3.4(c) above) is applied. The fourth principle is then applied to ensure that the seats then allocated are not unfairly weighted. A Group's seat on a Committee will be allocated automatically in terms of whole numbers.

2.10 The allocations of seats between the political groups for each committee are set out in **Appendix 1** based on a total of 102. The strict allocation will require certain minority groups to give up seats. Minority groups with the same percentage share of seats (Liberal Party and Werrington First) will need to make choices between committees of the same size.

2.11 The current allocation between political groups on these committees is:

Committee	Seats	Conservative	Labour	Liberal Democrats	Liberal Party	Werrington on First	UKIP	Total
Scrutiny Commission for Rural Communities	7	4	0	1	0	1	1	7
Scrutiny Commission for Health Issues	7	4	2	1	0	0	0	7

Committee	Seats	Conservative	Labour	Liberal Democrats	Liberal Party	Werrington First	UKIP	Total
Strong and Supportive Scrutiny Committee	7	4	2	1	0	0	0	7
Creating Opportunities and Tackling Inequalities Scrutiny Committee	7	4	2	1	0	0	0	7
Sustainable Growth and Environment Capital Scrutiny Committee	11	6	3	1	0	1	0	11
	39	22	9	5	0	2	1	39

2.12 Under the revised structure (see below), there are four scrutiny committees with 11 seats. The Growth, Environment and Resources Scrutiny Committee will replace the Sustainable Growth and Environment Capital Scrutiny Committees, and both have 11 seats. Therefore the political balance is not affected.

2.13 For Children and Education Scrutiny Committee, the Adults and Communities Scrutiny Committee and Health Scrutiny Committee the political balance needs to be reviewed. The initial allocation is as follows:

Committee	Seats	Conservative	Labour	Liberal Democrats	Liberal Party	Werrington First	UKIP	Total
Children and Education Scrutiny Committee	11	6	2	1	0	0	0	9
Adults and Communities Scrutiny Committee	11	6	2	1	0	0	0	9
Health Scrutiny Committee	11	6	2	1	0	0	0	9
	33	18	6	3	0	0	0	27
Adjustments to be made		0	1	1	1	2	1	6

2.14 To ensure the correct political balance on the Council, the following adjustments need to be made to the:

- a) Children and Education Scrutiny Committee

- b) Adults and Communities Scrutiny Committee
- c) Health Scrutiny Committees

- (a) The Labour Party needs to choose one additional seat on any one of the above committees;
- (b) The Liberal Democrats needs to choose one additional seat on any one of the above committees;
- (c) The Liberal Party needs to choose one additional seat on any one of the above committees;
- (d) Werrington First needs to choose two additional seats on any two of the above committees; and
- (e) UKIP needs one additional seat any one of the above committees.

No committee can exceed 11 seats.

- 2.15 Discussions are taking place with and between the political whips with the intention to produce a fair distribution of the seats according to a Group's wishes. This will result in either an agreement to be proposed at the meeting or, failing that, a proposal to be debated and determined at the full Council meeting. A revised copy of **Appendix 1** will be circulated once all the adjustments are known.
- 2.16 The agreed totals must then, as far as is reasonably practicable, reflect the aggregate entitlement of the political groups to committee seats. Council will therefore note the difference between this, their entitlement, and the actual distribution of seats their decision gives each political group.

3. APPOINTMENTS – MEMBERSHIP AND CHAIRS AND VICE CHAIRS OF SCRUTINY COMMITTEES

- 3.1 At the annual meeting, member appointments were made to scrutiny committees. If established, Group Leaders will be asked to reallocate members to the new committees.
- 3.2 Appointments should be made in accordance with the seats allocated to political groups as described in in this report.
- 3.3 The Council must decide which Councillors to appoint as the Chair and Vice-Chair of all four scrutiny committees.
- 3.4 The list of available appointments has been circulated to the political groups and the wishes of each group is to be confirmed at the Annual meeting. (**Appendix 2** – to be table)

4. NON COUNCILLOR COMMITTEE APPOINTMENTS

- 4.1 The Council is required under the Parent Governor Representative (England) Regulations 2001 to appoint parent governor representatives to any scrutiny committee which considers education issues. Schedule 1 (paragraph 7) of the Local Government Act 2000 similarly requires that the Church of England and Roman Catholic churches may each nominate a co-opted member with voting rights. The voting rights only apply when the Scrutiny Committee is considering educational matters; for other issues the co-opted members may participate in the debate but not vote.
- 4.2 Within the new structure, education matters are discussed at the Children and Education Scrutiny Committee Scrutiny Committee. All of the education co-opted members need to be formal members of this Committee, with voting rights for education matters.
- 4.3 The education co-opted members for the remainder of the municipal year will be:

Voting Co-opted Members

Miranda Robinson, Peterborough Diocesan Board of Education;(Statutory Faith rep)
Paul Rossi, Roman Catholic Church, Diocese of East Anglia; (Statutory faith rep)
Two vacancies for Parent Governor Representative; (Statutory)

Julie O'Connor, Roman Catholic Diocese of East Anglia (sub for Paul Rossi).

Non Voting Members

Alistair Kingsley, Non-voting Independent Co-opted Member
Vacant, Diocese of Ely;

5. IMPLICATIONS

- 5.1 Finance Implications – There are no financial implications arising from this report.
- 5.2 Legal Implications – The legal implications are set out in the body of the report.
- 5.3 Equalities Implications – There are no direct equalities implications arising from this report.

6. BACKGROUND DOCUMENTS

- 6.1 All background documents used in the drafting of this report have been public documents and are largely referred to within the report.

7. APPENDICES

Appendix 1 –.Allocation of seats (to be updated)

Appendix 2 –.Committee membership/Chairs and Vice Chairs (to be tabled)

102 Seat Committees

		Number of committee seats =						102
2016-17	Conservative	Labour	Liberal Democrats	Liberal Party	Werrington First	UKIP	Total	
Elected	31	14	7	3	3	2	60	
Proportionality %	51.67	23.33	11.67	5.00	5.00	3.33	100.00	
Entitlement to seats	52.70	23.80	11.90	5.10	5.10	3.40	102.0	
(rounded)	53	24	12	5	5	3	102	

no. of Cllrs for each group
group no. / 60 x 100
total seats / 100 x proportion

Conservatives have 56 seats - this retains majority on each committee - 46 seats remaining
Proportionality for remaining 46 seats (Labour/Liberal Democrat/Liberal Party/Werrington First/UKIP)

CALCULATION FOR PROPORTIONALITY

	RESULT %
Labour = 14/29*100	48.2759
Liberal Democrats = 7/29*100	24.1379
Liberal Party = 3/29*100	10.3448
Werrington First = 3/29*100	10.3448
UKIP = 2/29*100	6.8966
	100.0000

CALCULATION FOR REMAINING SEATS

	total seats (46) / 100 x proportion%	Rounded
Labour	22.206914	22
Liberal Democrats	11.10	11
Liberal Party	4.758608	5
Werrington First	4.758608	5
UKIP	3.172436	3
Total		46

Committee	Seats	Conservative	Labour	Liberal Democrats	Liberal Party	Werrington First	UKIP	Total
Children and Education Scrutiny Committee	11	6	2	1	0	0	0	9
Adults and Communities Scrutiny Committee	11	6	2	1	0	0	0	9
Health Scrutiny Committee	11	6	2	1	0	0	0	9
Growth, Environment and Resources Scrutiny Committee	11	6	3	1	0	1	0	11
Corporate Parenting Committee	11	6	2	1	1	1	0	11
Employment Committee	7	4	2	1	0	0	0	7
Audit Committee	7	4	1	1	1	0	0	7
Regulatory Committee (Non Licensing Act 2003 Committee)	11	6	2	1	1	0	1	11
Planning and Environmental Protection Committee	11	6	3	1	1	0	0	11
Appeals and Planning Review Committee	11	6	2	1	0	1	1	11
Total of cttee places preallocated + newly allocated proposals	102	56	21	10	4	3	2	96
Entitlement of Total		56	22	11	5	5	3	102
Adjustment to make		0	1	1	1	2	1	6

Committee	Group	Group	Group	Group	Group	Group
Size	Conservative 51.67	Labour 23.33	Liberal Democrats 11.67	Liberal Party 5.00	Werrington First 5.00	UKIP 3.33
16	8.2672	3.7328	1.8672	0.8	0.8	0.5328
15	7.7505	3.4995	1.7505	0.75	0.75	0.4995
14	7.2338	3.2662	1.6338	0.7	0.7	0.4662
13	6.7171	3.0329	1.5171	0.65	0.65	0.4329
12	6.2004	2.7996	1.4004	0.6	0.6	0.3996
11	5.6837	2.5663	1.2837	0.55	0.55	0.3663
10	5.167	2.333	1.167	0.5	0.5	0.333
9	4.6503	2.0997	1.0503	0.45	0.45	0.2997
8	4.1336	1.8664	0.9336	0.4	0.4	0.2664
7	3.6169	1.6331	0.8169	0.35	0.35	0.2331
6	3.1002	1.3998	0.7002	0.3	0.3	0.1998
5	2.5835	1.1665	0.5835	0.25	0.25	0.1665
4	2.0668	0.9332	0.4668	0.2	0.2	0.1332
3	1.5501	0.6999	0.3501	0.15	0.15	0.0999

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COUNCIL	AGENDA ITEM No.13(c)
12 OCTOBER 2016	PUBLIC REPORT

Contact Officer:	Kim Sawyer, Director of Governance	Tel. 452361
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**REVIEW OF PETERBOROUGH CITY COUNCIL'S MEMBERS' ALLOWANCES SCHEME –
REPORT OF THE INDEPENDENT MEMBERS' ALLOWANCES PANEL**

R E C O M M E N D A T I O N S	
FROM : Independent Members' Allowances Panel	Deadline date : N/A
<p>Council is requested to:</p> <ol style="list-style-type: none"> 1. Consider the report and recommendations of the Independent Members' Allowances Panel, as set out in Appendix 1 and summarised in paragraph 3 below; 2. Decide whether to adopt the recommendations of the panel in relation to the Member Allowance Scheme for 2017/2018; 	

1. PURPOSE AND REASON FOR REPORT

- 1.1 The Council has a statutory requirement to establish and maintain an Independent Members' Allowances Panel. This Panel will broadly have the functions of providing the local authority with advice on its Members' Allowances Scheme and the nature and level of allowances to be paid.
- 1.2 The Council is requested to consider the report and recommendations of the Independent Members' Allowances Panel, following its review of the Council's current Members' Allowances Scheme. The panel's report is set out in **Appendix 1** and its recommendations are summarised in paragraph 3 below,
- 1.3 The Council must 'have regard' to the Panel's recommendations but may then determine what actions, if any, it wishes to take.

2. BACKGROUND AND CONSULTATION

- 2.1 The Panel met on a number of occasions during July 2016 in order to review the current Members' Allowances Scheme. The Panel's report, which is attached at **Appendix 1**, sets out its findings and recommendations.
- 2.2 All Members of the Council were invited to make representations to the Panel, either in writing or in person, and the recommendations arising from the review were informed from a number of sources including those representations received.
- 2.3 Allowances, in their basic form, are paid to Councillors to 'cover all expenses and time incurred by a City Councillor in carrying out his/her duties for the Council'.

3. RECOMMENDATIONS ARISING FROM THE REVIEW

- 3.1 It is for Councillors to receive the report and to determine what action should be taken. The Panel noted that the Council had not adopted the scheme in the last five years and therefore, there had been no change in Members' allowances since 2009.
- 3.2 By comparison, the cost of living as measured by the Consumer Prices Index has increased around 12.25% over this period, meaning that the basic Member Allowance is now worth £975 less than in 2009. By comparison wages have risen by 4.25% for the majority of Council staff and 11.22% across the Public Sector as a whole, which would equate to increases of up to £895.
- 3.3 The Independent Panel has made the following recommendations: These recommendations were based on similar levels to those made in 2014.

3.2.1 Basic Allowance

The panel recommend that the basic allowance is wrapped up in one single allowance. The current basic allowance is £7,165.95 plus a telephone allowances of £568.68, and a travel and subsistence allowance of £227.45. (Total £7962.08). The panel recommend the current Basic Allowance, payable to all Members, should be increased from £7962 to £10,100 per annum and this should include all expenses for normal duties including payment for telephone and travel. Payments for the installation and payment of 2nd lines and monthly broadband costs should be discontinued.

3.2.2 Special Responsibility Allowance (SRA)

Currently SRAs are paid as a percentage of the basic allowances. The panel felt it was more equitable for special responsibility allowances to be paid as a percentage of the Leader's allowance, and the Leader's allowance should remain as now, as a multiple of the basic allowance. In most cases, this results in a smaller percentage increase for SRAs.

- (a) That Members continue to be restricted to one SRA.
- (b) That the Leader's SRA remains at the current multiple of the Basic Allowance, this being three times.
- (c) That the Deputy Leader's SRA should be paid at the rate of 66.67% of the Leader's SRA to recognise the role of Deputy in addition to the post holder's Cabinet responsibility. This was a reduction from 75% of the Leader's allowance
- (d) That Cabinet Members should continue to receive an SRA which is 50% of that paid to the Leader of the Council.
- (e) That Cabinet Advisors should continue to receive an SRA which is 25% of the Leader's SRA.
- (f) That the Chairman of the Planning and Environmental Protection Committee receive an SRA which is 30% of the Leaders SRA, an increase due to the heavy workload of this position.
- (g) That the Chairmen of the Audit Committee and the Licensing Committee receive an SRA which is 25% of the Leader's SRA.
- (h) That the Chairman of the Corporate Parenting Committee should be paid at 25% of the Leader's allowance (new allowance).
- (i) That the Chairman of the Employment Committee receives an SRA which is 6.25% of the Leader's SRA.
- (j) That the SRAs payable to Chairmen of Scrutiny Commissions and Committees be paid at 25% of the Leader's allowance.

3.2.3 Leader of Opposition Groups

To be paid at 25% of the Leaders SRA, to be divided pro rata as at present and in accordance with existing conditions.

3.2.4 Other Matters

- 1) Equipment: amend the scheme to include the following:
 - (a) A mobile phone or I pad
 - (b) Google notebook
 - (c) A printer
 - (d) Appropriate training for IT usage.
- 2) Car Park permit: car park scheme remain the same and the discount scheme should be applied equally to all Councillors including the Leader of the Council.
- 3) Car mileage rate should remain the same
- 4) Subsistence and refreshments for approved duties should be paid in line with the subsistence scheme paid to staff.

3.2.5 Annual Reviews

That the scheme is reviewed by the panel every four years, unless the Council requests a review as a result of changes or developments in councillor responsibilities (e.g. Chairman of Corporate Parenting Committee). In the intervening years Annual increases should be applied in accordance with staff salaries as follows.

The basic allowance is updated annually with effect from 1st April, at the same level as the National Joint Council for Local Government Services (green book), as notified by the Local Government Association each year.

3.2.6 Co-opted Members

It is recommended that Co-opted Members are paid a small allowance of £250 a year to cover their expenses for this role.

4. **CONSULTATION**

- 4.1 All Members were invited to make written representation to the Panel and offered the opportunity to address the Panel in person. The Panel has considered all submissions in detail.

5. **IMPLICATIONS**

- 5.1 **Legal** - The legal implications are referred to within the report.
- 5.2 **Finance** - The full cost of the proposals would add £186,000 to the Council's budget requirement. **Appendix 2** demonstrates the cost of the panel's recommendations to which NI contributions must be added.

6. **BACKGROUND DOCUMENTS**

None.

7. **APPENDICES**

Appendix 1 – Report of the Independent Panel
Appendix 2 – Financial Schedule

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APPENDIX 1

PETERBOROUGH CITY COUNCIL (the “Council”)

REVIEW OF MEMBERS ALLOWANCES FOR 2017/2018

Report of the Independent Remuneration Panel 2016

Panel Members

The Panel comprised

Mr Richard Dix

Consultant Solicitor
Former local authority Chief Executive

Mr Jim Winstone

Retired Secondary School Headmaster
With local Government experience

Mr David Copeland

Voluntary Sector Representative, Retired
Peterborough Mediation - Service Manager
Former serving Police Officer

Support to the Panel

Debbie Forde

Governance Adviser

Karen Dunleavy

Democratic Services Officer

Meetings

Tuesday 12th July 2016

} Councillor and Officer interviews,
including interview with the Leader of the
Council

Thursday 14th July 2016

} Councillor and Officer interviews

1 Context

- 1.1 This report considers the issues which were referred to the Panel by the Council and matters raised by those who gave evidence to it.
- 1.2 The agreed way forward, arising from the initial planning meeting, was as follows:-
- i) The Council, at its meeting in January 2014, had not rejected the Panel's recommendations outright and this was regarded as a positive view of the principals involved. However, owing to the issues faced by local government, any increase in the basic allowance had been considered to be inappropriate by the Council. Council on 23 May 2016 had also agreed to make no changes to the Member Allowances scheme for 2016/17. This report therefore makes recommendations for the Members Allowances scheme for 2017/18. The levels of increase recommended in this report are similar to those recommended in 2014.
 - ii) Since 2012, Panel reports have used percentage calculations as the basis for recommending the amount of Special Responsibility Allowances and there had been no opposition to this. It was, therefore, felt appropriate to continue with this methodology.
 - iii) The focus this year would be a total review of the scheme, with particular emphasis on those aspects of the scheme that impact on all Councillors, on the specific areas detailed for further consideration in last year's report along with any issues raised through interviews and submissions this year and further analysis of the report for 2014.
 - iii) A 'comparables' update had been requested and this confirmed that Peterborough Council's allowances were lower than other similar authorities.
 - iv) The Council's review of its structure was also taken into account, particularly the establishment of the Corporate Parenting Committee by the Council on 13 July 2016.
 - v) The Panel are recommending change for 2017/18 by which time it was felt that new changes on governance structures would have had time to settle in.
 - vi) As previously stated the council could at its discretion implement any of the recommendations over more than one financial year.
- 1.3 The report also recommends (see section 13) that the scheme is normally reviewed by the Panel every four years in line with statutory guidance, and allowances are

reviewed in the intervening years in line with staff salaries to ensure that the scheme is kept up to date in future years.

2 Acknowledgements

2.1 The Panel is extremely grateful to those Councillors who provided information via interviews and correspondence and to supporting officers who assisted the Panel.

3 Documents Considered

3.1 The Council's Members Allowance Scheme as set out in its Constitution. Extract of Basic and Special Responsibility Allowances. [The Council's Members Allowances Scheme](#)

3.2 Independent Remuneration Panel Terms of Reference.

3.3 The Local Authorities (Member Allowances) (England) Regulations 2003. Extract showing Regulations 4 and 5. [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#)

3.4 Report of the previous Members' Allowances Panel dated December 2014 including issues raised by the Panel requiring further investigation. [Members' Allowances Panel Report 2014 and Recommendations](#)

3.5 Minutes of Council Meeting held 17 December 2014.

3.6 The Committee Review Group's terms of reference as agreed by the annual meeting of Council on 23 May 2016.

3.7 Corporate Parenting Committee. Draft terms of reference submitted to Council on 13 July 2016.

3.8 A document setting out the delegation and portfolios of individual Cabinet Members.

[The Council's Executive Delegations](#)

3.9 Documents defining Scrutiny Functions and Committees. [The Council's Overview and Scrutiny Functions](#)

3.10 A matrix showing the allowances payable in a number of other Councils including those in Peterborough's CIPFA comparator group as well as ones selected by the Panel.

3.11 A document setting out the delegation and portfolios of individual Cabinet Members. [The Council's Executive Delegations](#)

- 3.12 The Council's Subsistence Policy for staff. Formula for calculating Councillors' parking permits.
- 3.13 A matrix showing the number and frequency of meetings held and if cancelled.

4 The Basic Allowance

- 4.1 The Council's Constitution specifies that the basic allowance is the sum paid to all Councillors "to cover all expenses and time incurred by a City Councillor in carrying out his/her ordinary duties for the Council".
- 4.2 Members interviewed considered that the existing level of the basic allowance still appeared relatively low in relation to comparable Councils. However, it was noted that the level of the allowance had not been increased as recommended by the Panel in its three previous reports and had not been increased for 2016/17. When compared with other similar authorities this year within the CIPFA Grouping and other comparable Councils, the basic allowance as previously recommended by the Panel (had it been implemented) was not considered to be out of line. The basic allowance had not increased since 2009. Over a similar period staff salaries had increased by 3.2% linked to the increase in the cost of living. The Panel was advised by Assistant Director for Human Resources & Development that staff were also paid within a banding system and therefore received annual increments within that system. This was in addition to the cost of living pay increases.
- 4.3 From the information provided it was clear that Councillors continued to spend at least 20/22 hours per week on Council business. Time was spent particularly on Ward business and responding to constituents, as well as attending meetings of the Council and other associated bodies. They considered that the role of Councillor carried with it an element of public service which did not require financial recompense. However, the call upon a Member's time was frequently excessive and often affected Members' employment situations and family life, but it was recognised that this went with the position. However, those Members interviewed considered that the present situation had a detrimental effect on the number and range of people prepared to come forward to stand for election. It was stated that it was increasingly difficult to find candidates. Ultimately this also had an effect on the diversity of the Council's membership. Councillors considered that it was important that the Council should be reflective of the profile of the Peterborough community which it represents. The Panel heard that in particular, political parties needed to attract more young people, and those who were employed but who might see public service as a detriment to their career development.
- 4.4 The Panel agreed with the comments made to it as set out above. It was conscious of the ever increasing calls upon a Councillor's time. Balancing "the rate for the job" and the element of public service was far from easy. However, in making its

recommendations the Panel was mindful that being a Councillor should be open to the widest possible range of the community, irrespective of personal economic circumstances. The role of the Panel was to make recommendations on the level of allowances, not to decide upon them. Also, as mentioned in the Panel's previous report, it has to be appreciated that the continual deferment of paying the "going rate" had stored up a very real problem for the future when economic pressures eased. This was borne out by the evidence given this year. As set out at 4.2 above, the Panel reviewed the level of the basic allowance with that of similar authorities. It concerned itself with attempting to determine levels of allowances that were fair, both within the scheme and which withstood scrutiny alongside comparative figures from other Local Authorities with similar characteristics to Peterborough. However, the Panel was aware that Peterborough's dynamics made simple comparison with other unitary authorities very difficult and due account was taken of demographic and economic issues and the Council's pro-active response to these factors. The additional responsibilities and time commitment needed to meet these challenges were acknowledged by the Panel.

- 4.5 Telephone Allowance. Members receive in addition to the basic allowance a telephone allowance of £568.68. This allowed Councillors to use their own telephone and be paid a contribution towards calls. However, the allowance was paid regardless of whether or not the Member had also been issued with a mobile or an iPhone.
- 4.6 Travel and Subsistence Allowance. Members received, in addition to the basic allowance, a travel and subsistence allowance of £227.45. This figure was intended to cover travel and subsistence within the City Council's area and further payments could be claimed outside of the area.
- 4.7 As stated in its previous report, the Panel did not see the point in quoting a separate figure within the basic allowance for travel and subsistence as the allowance was expected to cover all costs of carrying out a Councillor's normal duties. It was not usual to separate out telephone and travel allowances within the basic allowance.
- 4.8 In the circumstances the Panel:

Recommends (as in the three previous years) that the basic allowance for 2017/18 should be increased from £7962 to £10,100 and should include all expenses for normal duties including telephone and travel.

5 Special Responsibility Allowances (SRAs)

- 5.1 The extract from the Council Constitution Members' Allowances Scheme provides that a SRA may be paid to some Councillors who, in the Council's opinion, make a significant additional contribution to the work of the Council.
- 5.2 Regulation 5 of the Local Authorities (Member Allowances) (England) Regulations 2003 provides guidance on the categories of roles to which SRAs should be paid, e.g. the Leader, those presiding at meetings of the Council's committees, and those representing the Council on outside bodies. Regulation 5(f) provides additional guidance; it states that even though an activity may not fall into one of the categories described in the regulation, if any other activity is carried out by a Councillor which requires of the Member an amount of time and effort equal to or greater than that required to carry out a specified role (e.g. as Leader or Committee Chairman) then that Member may also be paid a SRA.
- 5.3 As set out at paragraph 1.2 (i) above, the Council has adopted a practice generally of paying SRAs on the basis of multipliers of its basic allowance i.e. the Leader at present receives 3 x the basic allowance, and Chairman of Employment Committee receives a SRA of 25% of the basic allowance in addition to the basic allowance. There are a number of exceptions e.g. The Deputy Leader receives 75% of the Leader's Allowance. Given the way in which SRAs are allocated by the Council at present, it should be noted that any increase in the basic allowance would be automatically multiplied in its effect on special responsibility allowances. In the circumstances the Panel continues to recommend, (supported by evidence that it received) that with the exception of the Leader of the Council, other SRAs should be paid at a rate which is a percentage of the allowance paid to the Leader.
- 5.4 Leader of the Council: From evidence provided, the Council continues with the 'Strong Leader with a Cabinet' model for its local political management structure. The model is intended to provide a clear framework for decisive and accountable local leadership both internally for the Council and externally for the city's community. This includes partnership working and leadership with other community stakeholders. The role was both inward and outward focused. The Leader is able to appoint up to nine other Councillors as Cabinet Members. Under this system the Leader continues to appoint the Cabinet and has given each Cabinet Member a degree of individual executive decision making powers. Other executive decisions are taken jointly by the Cabinet.

- 5.5 Under the Council's delegation and portfolio holder structure it is clear that the Leader of the Council has functions which are of major importance to the Council and its community e.g. political leadership, strategic direction, regional and sub-regional partnerships, including leadership of the forthcoming devolution agenda. In addition the Leader had Cabinet Member responsibilities for Education, Skills and University.
- 5.6 The Panel was once again impressed with the role, profile and energy which the Leader displayed in order to carry out the responsibilities of his position. It appeared to the Panel that this was a very personal and individual role which involved tremendous personal energy and pressure. In addition to the high level of responsibility, there was also a considerable amount of time commitment required for this role. The Panel recognised that in comparison with other similar councils the current payment made to the Leader of Peterborough was low.

The Panel recommends that the Leader should continue to be paid at the rate of 3 times the basic allowance.

- 5.7 Deputy Leader: The Deputy Leader is a member of the Cabinet, and is appointed by the Leader to both of these roles. The post holder's portfolio is for Integrated Adult Social Care and Health. The post receives 75% of the Leader's allowance equivalent to 2¼ times the basic allowance as a special responsibility allowance.
- 5.8 The Panel was concerned that the Deputy's Leader's SRA, at 75% of the Leader's allowance, appeared to be a high percentage. This concern arose from the fact that the Leader's role appeared to be of such a personal and individual character. Comparator Councils appeared to pay an allowance more in the region of 65% of that of the Leader, although it appeared that Milton Keynes did not pay any Deputy Leader allowance. However, the post holder was a Cabinet Member and the allowances for the Cabinet were 2 x the basic allowance. In the circumstances the **Panel recommends that the SRA for the Deputy Leader should be paid at the rate of 66.67% of the Leaders allowance to recognise the role of Deputy in addition to the post holder's Cabinet responsibility.**
- 5.9 Cabinet Members. Some Councillors expressed concern at the number of Members with roles on the Cabinet i.e. Cabinet Members and Advisors.

Legislation restricts the number of Cabinet Members to nine plus the Leader.

The position of the Cabinet Members in relation to the Leader's role was considered in terms of weighting. As above, the Leader has a significant strategic role and has decided which powers to delegate to other portfolio holders. Having looked at the

special responsibility allowances paid by similar councils most seem to be at or below 50% of the Leader's allowance. In the circumstances **the Panel recommends that the Cabinet Members receive a special responsibility allowance which is 50% of that paid to the Leader of the Council.**

- 5.10 Cabinet Advisors. The Panel considered the role of the Cabinet Advisors. There were two advisors; one was an advisor to the Cabinet Member for City Centre Management, Culture and Tourism and one was an advisor with responsibility for Children's Safeguarding & Education. They are not voting members of the Cabinet. Their role did not appear to be clearly defined and increased the member role at the Cabinet (even though not voting) to more than ten members. The Panel had heard in previous years conflicting views on the role of the Advisors. At one extreme was that they continue to perform a very important role in the work of the Cabinet at the other was that they were unnecessary and simply added to the size of the Cabinet.
- 5.11 However, it might be seen that they dilute the individual accountability and clarity of the role of the "strong" Leader and Cabinet model of local political management. The issue was raised as to whether the Advisors were providing a professional role in relation to the matters they were providing advice upon i.e. was their role really that usually more associated with Council officers or external consultants? The Panel giving the issue further consideration concluded that the current percentage payment was the appropriate level, but the issue should be kept under review. The Panel **recommends that the posts be paid at 25% of the Leader's allowance.**
- 5.12 Chairmen of Regulatory and other Committees. The Council pays SRAs to the four Chairmen of its Regulatory Committees. The level of the allowance is equivalent to a basic allowance in respect of the Planning and Environmental Protection Committee, the Licensing Committee and the Audit Committee and 25% of the basic allowance for the Employment Committee. It had been recommended in the 2014 report that the Panel look more closely at these allowances along with the relative weighting of the payments made. At that time further information relating to the workload, frequency of meetings and attendance at meetings allowed the matter to be discussed in more detail. In the light of the evidence provided last year it had been agreed to recommend that the Chairmen of the Planning and Licensing Committees should receive a higher allowance. As stated in its previous report, it appeared clear that the Chairman of Planning warranted a higher degree payment for his role.
- 5.13 **In the circumstance the panel recommends that the Chairman of Planning be paid at 30% of the Leader's allowance, the Chairmen of the Audit Committee**

and the Licensing Committees be paid at 25% of the Leader's allowance and the Chairman of the Employment Committee receive 6.25 % of the Leader's allowance.

- 5.14 Chairmen of Scrutiny Commissions and Scrutiny Committees. After reviewing the evidence, the Panel acknowledged the importance of the work of Scrutiny Commissions/Committees in the review and policy development of the Council. This had been previously outlined in evidence in 2014 by a Senior Officer. With the particular model of political governance which the Council had adopted it was essential that there was an effective scrutiny mechanism to hold the Executive to account. The Panel heard that although the number and functions of scrutiny committees was under review by the Committee Review Group, the Chairman's responsibilities were unlikely to change. From the information received and available to the Panel and in accordance with the percentage payment approach to special responsibility allowances **it was recommended that the posts be paid at 25% of the Leader's allowance.**

6 Telephone Lines And Broadband

- 6.1 Under the current scheme, the Council will:
- (a) pay for the installation of a telephone at a Councillor's residence if there is not one already installed;
 - (b) meet the deposit costs relating to a telephone installer's credit checks, when a new phone is installed. These are refundable to the Council after 12 months;
 - (c) meet monthly costs of broadband internet connection and a second line rental using the corporate contract if a councillor when elected did not have broadband or the broadband was unsuitable.
- 6.2 Members who did not have broadband capability in their home could have it installed at the Council's expense but any Member already using broadband received no allowance towards its cost. The Panel noted that this had been a historical arrangement as previously it had been a requirement to have a VPN connection. It was no longer a requirement to have a VPN connection.
- 6.3 As there is no longer a requirement for a VPN connection, the Panel heard that Members could rely on their own personal broadband connection to use laptops and iPad devices. Additionally, Members could access emails via a remote thin client access using an iPhone or iPad.

6.4 The Panel noted that the basic allowance should provide for Members' normal expenses including the cost of setting up an office at home and for normal duties including a telephone/broadband costs.

6.5 **It is recommended that the Council should discontinue paying for the installation and rental costs of 2nd lines and monthly broadband costs. This should be phased out over the following months, following discussions with individual Members**

7 Other Equipment

7.1 The scheme states the Council will provide upon request and install in Members' homes where appropriate:

- (a) A laptop computer to assist with Council work
- (b) A printer
- (c) The facility for Members to have their own websites that can be maintained by themselves or by Members' Services
- (d) A mobile telephone
- (e) Appropriate training for IT usage.

7.2 The Panel noted that all Members were now provided with Google notebooks and mobile phones.

- (a) Mobile Phones or Ipad: The Council met the cost of a mobile phone or Ipad. This enabled Members to connect to their notebooks at home, at the town hall or on the move.
- (b) Google notebooks: The Council was moving over to Google, and therefore providing all Councillors with a Google notebook. The cost of a Chromebook was £150 compared to £750 for a laptop. This is a saving of £600.
- (c) The Council do not provide Members with their own website.

7.3 **It is recommended that the Council amend the scheme to include the following:**

- (a) A mobile phone or I pad
- (b) Google notebook
- (c) A printer
- (d) Appropriate training for IT usage.

8 Car Park permit

- 8.1 The Panel noted that the current scheme provided:
- (a) A City Council car parking permit will be provided at a charge proportionate to a Member's allowances.
 - (b) Any Member wishing to purchase a second permit will be required to pay a higher rate for their permits equivalent to an officer on the same salary as the Member's total allowances.
 - (c) A residents' parking permit will be provided free upon request to assist each Member with resident parking in their ward.
- 8.2 The Head of Finance explained the formula for calculating the cost of car parking permits and the Panel noted that the calculation took account of the difference in the use of the permit by staff and councillors. Councillors used the city centre car parks less frequently than staff due to the nature of their work.
- 8.3 **It is recommended that the car park scheme remain the same and the discount scheme should be applied equally to all Councillors including the Leader of the Council.**

9 Mileage

- 9.1 Members can claim mileage for approved duties. The car mileage rate is updated annually in accordance with HMRC rates. It applies irrespective of engine size or distance travelled, and is currently 45 pence per mile. However, the Panel heard that the rate for staff was 25 pence per mile
- 9.2 Although Members could not claim mileage for normal duties, the issue of Councillors responsible for the more rural areas was looked into as their mileage was by nature much higher and the agreement had been put forward that they should receive an additional allowance for travel over and above their basic allowances. The availability of public transport in some of these areas was very limited.
- 9.3 The Panel considered the points raised and had sympathy with regards to this matter. However, the Council's area is basically urban in nature and the Panel understood that it would be very difficult to identify and pay enhanced mileage allowances only to Members who lived in rural areas. The increased level of basic allowance recommended by the Panel may help Members experiencing difficulty in respect of this issue mitigate some of the effects of increased fuel cost. The Panel suggests that

a different way of dealing with travel could be looked into, for bus, train and car journeys.

9.4 **Where petrol could be claimed for approved duties, it is recommended that the car mileage rate should remain the same.**

10 Subsistence And Refreshments For Approved Duties

10.1 Members can claim travel and subsistence for approved duties. The scheme states that the rates payable were set annually according to the NJC scale.

10.2 The Panel noted that the NJC ceased to produce nationally agreed subsistence rates for local government staff in 1996. Since that time, subsistence rates have been a subject for local determination.

10.3 **It is recommended that the subsistence and refreshments for approved duties should be paid in line with the subsistence scheme paid to staff.**

11 Co-opted Members

11.1 The Panel noted that the current scheme did not pay an allowance to co-opted members, although they could claim expenses under the scheme.

11.2 The Panel received written evidence from three Co-opted Members who had mixed views about whether Co-opted Members should receive an allowance rather than claiming expense. However the Panel noted that claiming expenses was administratively burdensome for both the Council and Co-opted members.

11.3 **It is recommended that Co-opted Members are paid a small allowance of £250 a year to cover their expenses for this role.**

12 Additional Committees/Joint Committees.

12.1 A number of additional Committees were highlighted for exploration in relation to allowances and whether they should be routinely included within the annual summary of proposals. Details of these are outlined below:

12.2 Corporate Parenting Committee: The Panel noted that Council on 13 July 2016 had agreed to raise the status of the Corporate Parenting Panel to a Committee. The Panel heard evidence from the Assistant Director for Children's Social Care of the importance of the role of the Chairman of the Corporate Parenting Committee. The Chairman's role would need to go beyond chairing the meetings. He/she would be expected to provide political leadership to ensure the corporate parenting role of elected members was fully developed, that looked after children and care leavers

were properly engaged and listened to, and that the committee was more challenging and ambitious for children and young people, as recommended in the Ofsted report published on 18 September 2015. The Chairman would also be expected to attend Children in Care Council meetings and Foster Care meetings, and take a leadership role in ensuring that other departments were fulfilling their duties, for example in terms of housing, education and employment to ensure they have a safe and fulfilled life. She had commissioned the LGA to work with the committee to develop the role. The Panel recommended that the Chairman received an SRA and this should be reviewed again in the Panel's next report, when the role would be more developed.

12.3 **The Panel recommends that the Chairman of the Corporate Parenting Committee should be paid at 25% of the Leader's allowance.**

12.4 Planning Review Committee and Appeals Committee (Service Issues)

Currently no allowances were paid to the Chairmen of these Committees. The Panel was advised that the Council had agreed to amalgamate the Appeals Committee (Service Issues) and the Planning Review Committee in view of the infrequent number of appeals. Therefore, the Panel felt it was not appropriate to recommend an SRA for the Chairman of this Committee at the current time.

12.5 The Health and Wellbeing Board. Currently no allowances were paid. The Committee meets four times a year and is currently chaired by the Leader of the Council, the Vice-Chairman being the Cabinet Advisor for Health, as per the Committees terms of reference. It was not felt appropriate to recommend an SRA for the Chairman of this Committee.

12.6 The Police and Crime Panel. Currently no allowances were paid. As per section 28 of the Police Reform and Social Responsibility Act 2011, it is for the participating authorities to agree whether they wish to pay the Panel Members an allowance for their role on the Panel. No provision has been made, as yet, by the Home Office for payment of an allowance within the annual grant received for the Panel, although there is provision made for £920 to be available to each member to cover expenses. The Panel felt that there was no argument for the implementation of allowances for Peterborough Members at the current time. It was to be noted that none of the other authorities paid allowances to their Members.

12.7 Eastern Shires Purchasing Organisation (ESPO). Currently no allowances were paid. The organisation is self-funding and currently makes a small profit each year, which if unspent at the end of the year, is given back to the member authorities. This supports

the cost of internal officer arrangements to support ESPO including travel and subsistence costs. There are currently no allowances paid to any of the members of the consortium and Peterborough are represented by Cabinet Members. The Panel felt that it was not appropriate to recommend any allowances for Peterborough members at the current time.

12.8 The Peterborough and Cambridgeshire Fire Authority. Allowances were paid. The Fire Authority has its own Members' Allowances Scheme. It was therefore not within the Panel's remit to make any recommendations in respect of this Committee.

12.9 The Panel agreed that further review of the additional Committees/Joint Committees would be undertaken at each four yearly review.

13 Annual Reviews

13.1 By law the scheme must be reviewed every four years. In line with other authorities' schemes, the scheme allows for annual increases as follows:

The basic allowance is updated annually with effect from 1st April, in line with the median white-collar wage, as notified by the Local Government Association each year.

13.2 However, due to the annual reviews the Council has not relied on this paragraph.

13.3 **It is recommended that the scheme is reviewed by the panel every four years, unless the Council requests a review as a result of changes or developments in councillor responsibilities (e.g. Chairman of Corporate Parenting Committee). In the intervening years Annual increases should be applied in accordance with staff salaries as follows.**

The basic allowance is updated annually with effect from 1st April, at the same level as the National Joint Council for Local Government Services (green book), as notified by the Local Government Association each year.

14 Summary of Proposals

	Present £	Proposed £
Basic Allowance	7,165.95	10,100
Telephone Allowance	568.68	
Subsistence Allowance	227.45	
Total	7,962.08	10,100
Leader of the Council	21,497.85	30,300
Deputy Leader of the Council (66.67 % of Leader)	16,123.00	20,201
Cabinet Members (50% of Leader)	14,331.90	15,150
Cabinet Advisors (25% of Leader)	7,165.95	7,575
Chairman Planning and Environmental Protection Committee (30% of Leader)	7,165.95	9,090
Chairman of Licensing Committee (25% of Leader)	7,165.95	7,575
Chairman of Audit Committee (25% of Leader)	7,165.95	7,575
Chairman of the Corporate Parenting Committee (25% of Leader)	7,165.95	7,575
Chairman of Employment Committee (6 ¼ % of Leader)	1,791.48	1,894
Chairmen of Scrutiny Commissions (2 Members) (25% of Leader)	7,165.95	7,575
Chairmen of Scrutiny Committees (3 Members) (25% of Leader)	7,165.95	7,575
Independent Person of the Council	1,000.00	1,000
Deputy Independent Person of the Council	500.00	500

(up to 2 people – vacant)

Co-opted Member

250

Leader of Opposition Groups (25% of Leader) to be divided
pro rata as at present and in accordance with existing conditions

7,165.95

7,575

Note: All Members receive a basic allowance, **including** telephone allowance and subsistence allowance; in addition certain Members may receive ONE special responsibility allowance.

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Proposed changes December 2017/18
SUMMARY OF CHANGES TO MEMBERS ALLOWANCE SCHEME (Excludes any NI costs)

	No of Councilors Receiving Allowance	Current Allowance	Proposed Allowance	Total Cost Current Scheme	Total Cost Proposed Scheme	Budget Impact
Basic Allowance						
Basic Allowance (PG2300 A46552)	60	7165.95	9,304	429,957	558,232	128,275
Telephone Allowance (PG2300 A45630)	60	568.68	568.68	34,121	34,121	-
Subsistence Allowance (PG2300 A46541)	60	227.45	227.45	13,647	13,647	-
Total Basic Allowance		7962.08	10,100	477,725	606,000	128,275
Special Responsibility Allowance (SRA) PG2300 A46592						
Leader of The Council	1	21498	30300	21,498	30,300	8,802
Deputy Leader	1	16123	20201	16,123	20,201	4,078
Cabinet	7	14332	15150	100,324	106,050	5,726
Cabinet Advisors	2	7166	7575	14,332	15,150	818
Chair of Planning & Environmental Protection Committee	1	7166	9090	7,166	9,090	1,924
Chair of Licensing Committee	1	7166	7575	7,166	7,575	409
Chair of Audit Committee	1	7166	7575	7,166	7,575	409
Chair of Employment Committee	1	1791	1894	1,791	1,894	103
Chair of Corporate Parenting Committee	1	0	7575	-	7,575	7,575
Independent Person of the Council	1	1000	1000	1,000	1,000	-
Deputy Person of the Council (Vacant)	1	500	500	500	500	-
Chair of Scrutiny Commissions	2	7166	7575	14,332	15,150	818
Chair of Scrutiny Committee	3	7166	7575	21,498	22,725	1,227
Leader of Opposition Group - Distributed	1	7166	7575	7,166	7,575	409
Total Special Responsibility Allowance				220,062	252,360	32,298
TOTALS				697,787	858,360	160,573
Co-opted Members	9	0	250	-	2250	2,250
				Additional Cost of Proposed Scheme		
				162,823		
				TOTAL ADDITIONAL COST		

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COUNCIL	AGENDA ITEM. 13(d)
12 OCTOBER 2016	PUBLIC REPORT

THE 2018 PARLIAMENTARY CONSTITUENCY BOUNDARY REVIEW WORKING GROUP

R E C O M M E N D A T I O N S
FROM : DIRECTOR OF GOVERNANCE
<p>That the Council:</p> <p>(1) Agrees the formation and terms of reference of a 2018 Parliamentary Constituency Boundary Review Cross Party Working Group; and</p> <p>(2) Agrees that the draft response of the Working Group should be referred back to Council in December for approval</p>

1. PURPOSE AND REASON FOR REPORT

- 1.1 On 13 September 2016, the Boundary Commission for England published its initial proposals for new parliamentary constituency boundaries. Consultation on the proposals is being undertaken for a 12 week period up to 5 December 2016. The Council is a consultee in that process.
- 1.2 This report asks the Council to agree the formation of a working group to consider and formulate a response to the consultation.

2. BACKGROUND

- 2.1 The Boundary Commission for England is an independent and impartial non-departmental public body which is responsible for reviewing Parliamentary constituency boundaries in England.
- 2.2 The Commission is currently conducting a review on the basis of rules updated by Parliament in 2011, which requires a significant reduction in the number of constituencies in England from 533 to 501 and also requires compliance with new parameters for the number of electors in each constituency, this being that no constituency can be smaller than 71,031 and not larger than 78,507.
- 2.3 The proposals are outlined in detail within the 'Initial Proposals for new Parliamentary Constituency Boundaries in the Eastern Region' document which are available online.
- 2.4 The Boundary Commission for England is required to make a formal report to the Government in September 2018. It is currently at stage two of its review process, this being a 12 week public consultation ending on 5 December 2016.
- 2.5 Responses to this consultation are encouraged in order for views to be obtained on proposals in specific areas to enable the Commission to make an informed decision when deciding its final report.

2.6 The document further advises of the methods of response to the consultation and there are to be four public hearings hosted by the Commission in the Eastern region during the consultation period throughout October and November.

3. THE 2018 PARLIAMENTARY CONSTITUENCY BOUNDARY REVIEW WORKING GROUP

3.1 In order to ensure that the Boundary Commission's initial proposals and its effects upon the residents of Peterborough are fully considered by the Council, it is proposed that a cross party working group be established. The proposed terms of reference of the Group are attached at **Appendix 1**.

3.2 It is proposed that the Group draft a response to the consultation to be approved by Council at its meeting on 14th December 2016.

3.3 Council will note that the deadline for responses is 5th December i.e. 9 days prior to the Council meeting. The Director of Governance has notified the Boundary Commission that we will be submitting draft proposals by 5th December but that those proposals cannot be relied upon until confirmed by Council on 14th December 2016

3.4 Group Secretaries will be invited to nominate members to the working group if this recommendation is approved.

4. IMPLICATIONS

4.1 Financial implications: None

4.2 Legal implications: None

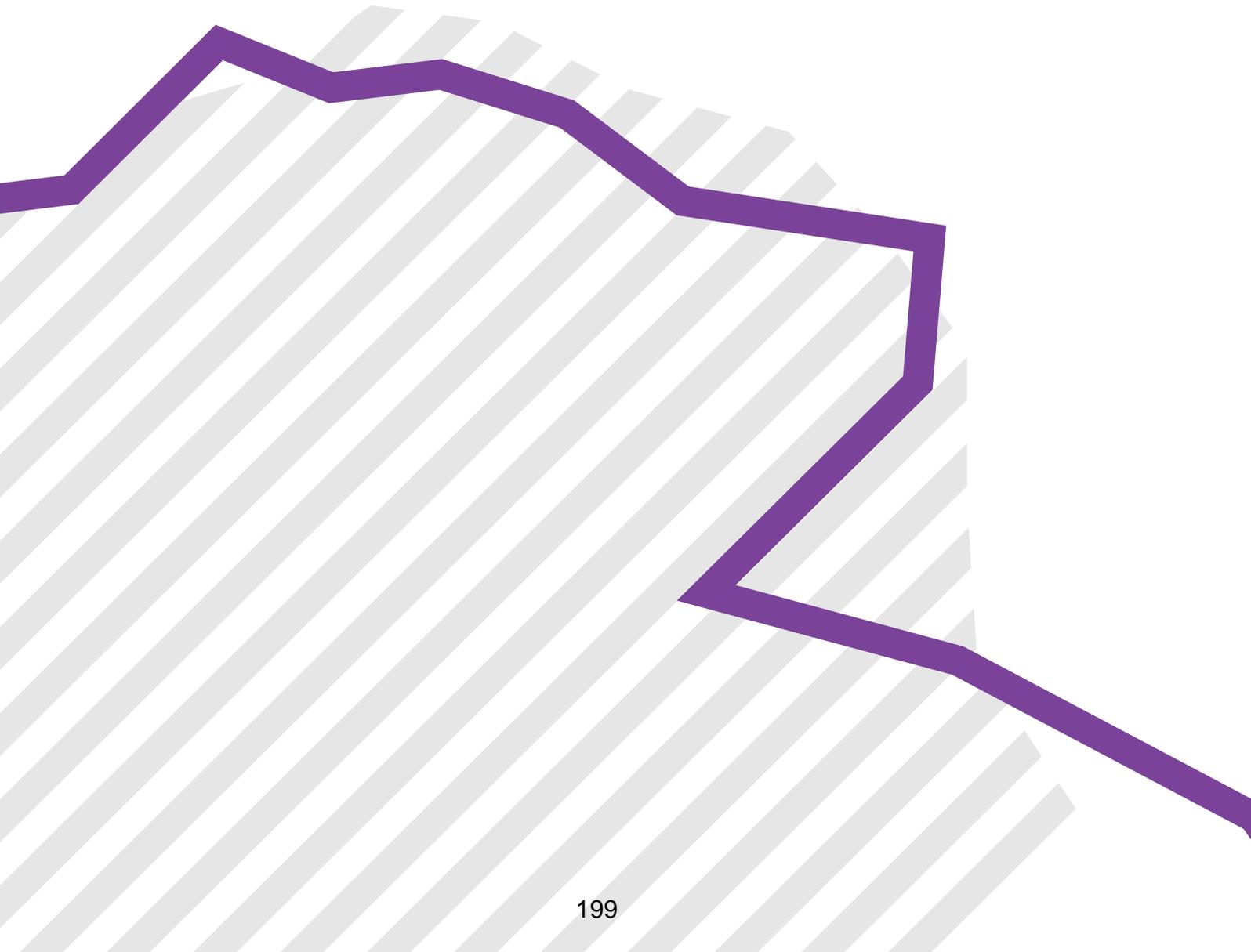
4.3 Equalities implications: None

5. BACKGROUND DOCUMENTS

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



Initial proposals for new Parliamentary constituency boundaries in the Eastern region



Contents

	Summary	3
1	What is the Boundary Commission for England?	5
2	Background to the 2018 Review	7
3	Initial proposals for the Eastern region	11
	Initial proposals for the Cambridgeshire, Hertfordshire and Norfolk sub-region	12
	Initial proposals for the Bedfordshire sub-region	15
	Initial proposals for the Essex sub-region	16
	Initial proposals for the Suffolk sub-region	18
4	How to have your say	19
	Annex A: Initial proposals for constituencies, including wards and electorates	23
	Glossary	42

Summary

Who we are and what we do

The Boundary Commission for England is an independent and impartial non-departmental public body which is responsible for reviewing Parliamentary constituency boundaries in England.

The 2018 Review

We have the task of periodically reviewing the boundaries of all the Parliamentary constituencies in England. We are currently conducting a review on the basis of rules set by Parliament in 2011. The rules tell us that we must make recommendations for new Parliamentary constituency boundaries in September 2018. They also result in a significant reduction in the number of constituencies in England (from 533 to 501), and require that every constituency – apart from two specified exceptions – must have an electorate that is no smaller than 71,031 and no larger than 78,507.

Initial proposals

We published our initial proposals for the new Parliamentary constituency boundaries in England on 13 September 2016. Information about the proposed constituencies is now available on our website.

What is changing in the Eastern region?

The Eastern region has been allocated 57 constituencies – a reduction of one from the current number.

Our proposals leave six of the 58 existing constituencies unchanged.

As it has not always been possible to allocate whole numbers of constituencies to individual counties, we have grouped some county and local authority areas into sub-regions. The number of constituencies allocated to each sub-region is determined by the electorate of the combined local authorities.

Consequently, it has been necessary to propose some constituencies that cross county or unitary authority boundaries.

Sub-region	Existing allocation	Proposed allocation
Bedfordshire	6	6
Cambridgeshire, Hertfordshire and Norfolk	27	27
Essex	18	17
Suffolk	7	7

In Cambridgeshire, Hertfordshire and Norfolk, it has been necessary to propose two constituencies that cross county boundaries. We have proposed one constituency that contains electors from both Cambridgeshire and Norfolk, which combines the village of Littleport and the town of Downham Market. We have also proposed one constituency that contains electors from both Cambridgeshire and Hertfordshire, which combines three wards from the district of South Cambridgeshire in a constituency with the towns of Letchworth and Royston.

In Bedfordshire, Essex and Suffolk it has been possible to propose a pattern of constituencies that is within the boundaries of each county.

How to have your say

We are consulting on our initial proposals for a 12-week period, from 13 September 2016 to 5 December 2016. We encourage everyone to use this opportunity to help us shape the new constituencies – the more views we hear, the more informed our decisions will be when considering whether to revise our proposals.

Our website at www.bce2018.org.uk has more information about how to respond as well as details of where and when we will be holding public hearings in your area. You can also follow us on Twitter @BCE2018 or using #2018boundaryreview.

1 What is the Boundary Commission for England?

1 The Boundary Commission for England (BCE) is an independent and impartial non-departmental public body which is required to review Parliamentary constituency boundaries in England. We conduct a review of all the constituencies in England every five years. Our role is to make recommendations to Parliament for new constituency boundaries.

You can find further information on our website, at www.bce2018.org.uk. You can also contact us with any general enquiries by emailing information@boundarycommissionengland.gov.uk, or by calling 020 7276 1102.

2 The Chair of the Commission is the Speaker of the House of Commons, but by convention he does not participate in the review. The current Deputy Chair, Mrs Justice Patterson, and two further Commissioners, take decisions on proposals and recommendations for new constituency boundaries. Further information about the Commissioners can be found on our website.¹

¹ At www.bce2018.org.uk

2 Background to the 2018 Review

3 We are currently conducting a review of Parliamentary constituency boundaries on the basis of rules set by Parliament in 2011.² These rules require us to reduce the number of constituencies in the UK and make more equal the number of electors in each constituency. This report covers only the work of the Boundary Commission for England (there are separate Commissions for Northern Ireland, Scotland, and Wales) and, in particular, introduces our initial proposals for the Eastern region.

4 The rules set out in the legislation state that there will be 600 Parliamentary constituencies covering the UK – a reduction of 50 from the current number. This means that the number of constituencies in England must be reduced from 533 to 501. There are also other rules that the Commission has regard to when conducting the review – a full set of the rules can be found in our *Guide to the 2018 Review*³ published in summer 2016, but they are also summarised later in this chapter. Most significantly, the rules require every constituency we recommend (with the exception of two covering the Isle of Wight) to contain no fewer than 71,031 electors and no more than 78,507.

5 This is a significant change to the old rules under which Parliamentary boundary reviews took place, in which achieving as close to the average number of electors in each constituency was an aim, but there was no statutory fixed permissible range. For example, in England, existing constituencies (drawn under the previous rules) currently range from 54,232 to 105,448 electors. Furthermore, the current constituencies were constructed under the last completed review, which relied on the data contained in the electoral registers for 2000 and applied the earlier version of the rules. Achieving a more even distribution of electors in every constituency across England, together with the reduction in the total number of constituencies, means that a significant amount of change to the existing map of constituencies is inevitable.

6 Our *Guide to the 2018 Review* contains further detailed background information, and explains all the policies and procedures that we are following in conducting the review. We encourage anyone wishing to be involved in the review to read this document, which will give them a greater understanding of the rules and constraints placed on the Commission, especially if they are intending to comment on our initial proposals.

² The Parliamentary Voting System and Constituencies Act 2011, available at www.legislation.gov.uk/ukpga/2011/1/contents

³ Available at www.bce2018.org.uk and at all places of deposit

The rules in the legislation

7 As well as the primary rule that constituencies must have no fewer than 71,031 electors and no more than 78,507, the legislation also states that, when deciding on boundaries, the Commission may also take into account:

- special geographical considerations, including in particular the size, shape and accessibility of a constituency;
- local government boundaries as they existed on 7 May 2015;
- boundaries of existing constituencies; and
- any local ties that would be broken by changes in constituencies.

8 In addition, in relation to local government boundaries in particular, it should be noted that we are obliged to take into account local government boundaries as they existed in May 2015, rather than any subsequent changes that may have been made (or are due to be made). Our initial proposals for the Eastern region (and the accompanying maps) are therefore based on local government boundaries as they existed in May 2015. Our *Guide to the 2018 Review* outlines further our policy on how, and to what extent, we take into account local government boundaries. We have used the wards as at May 2015 of unitary authorities, and boroughs and district councils (in areas where there is also a county council) as the basic building blocks for our proposals.

9 Although the first review under the new rules will unavoidably result in significant change, we have also taken into account the boundaries of existing constituencies so far as we can. We have tried to retain existing constituencies as part of our initial proposals wherever possible, as long as the other factors can also be satisfied. This, however, has proved difficult. Our initial proposals retain just over 10% of the existing constituencies in the Eastern region – the remainder are new constituencies (although in a number of cases we have been able to limit the changes to existing constituencies, making only minor changes as necessary to enable us to comply with the rules).

10 Our proposals are based on the nine regions used for European elections (though it should be clear that our work has no effect on European electoral matters, nor is it affected by the recent referendum result). This report relates to the Eastern region. There are eight other separate reports containing our initial proposals for the other regions. You can find more details on our website. While this approach does not prevent anyone from making proposals to us that cross regional boundaries (for example, between the Eastern region and the London region), very compelling reasons would need to be given to persuade the Commission to depart from the region-based approach. The Commission has previously consulted on the use of the regions as building blocks, and this was supported.

Timetable for our review

Stage one – development of initial proposals

11 We began this review in February 2016. We published electorate data from December 2015 for each ward, local government authority, and existing constituency. The electorate data were provided by local authorities and the Office for National Statistics. These are available on our website⁴ and are the data that must be used throughout the remainder of the review process. The Commission has since then considered the factors outlined above and drawn up the initial proposals. We published our initial proposals for consultation for each of England’s nine regions on 13 September 2016.

12 We ask people to be aware that, in publishing our initial proposals, we do so without suggesting that they are in some way definitive, or that they provide the ‘right answer’ – they are our starting point for consulting on the changes. We have taken into account the existing constituencies, local government boundaries, and geographical features to produce a set of constituencies that are within the statutory electorate range and that we consider to be the best balance between those factors at this point. What we do not yet have is evidence and intelligence of how our proposals reflect or break local community ties. One of the most important purposes of the consultation period is to seek evidence that will enable us to review our initial proposals.

Stage two – consultation on initial proposals

13 We are consulting on our initial proposals for 12 weeks, until 5 December 2016. Chapter 4 outlines how you can contribute during the consultation period. We are also hosting four public hearings in the Eastern region, at which people can give their views direct to one of our Assistant Commissioners. Once the consultation has closed, the Commission will collate all the responses received, including records of the public hearings.

Stage three – consultation on representations received

14 We are required to publish all the responses we receive on our initial proposals. This publication will mark the start of a four-week ‘secondary consultation’ period, likely to take place in spring 2017. The purpose of the secondary consultation is for people to see what others have said in response to our initial proposals, and to make comments on their views, for example by countering an argument, or by supporting and reinforcing what others have said. You will be able to see all the comments on our website, and use the site to give us your views on what others have said.

⁴ At www.bce2018.org.uk

Stage four – development and publication of revised proposals

15 Once we have all the representations and comments from both the initial and secondary consultation periods, the Commission will analyse those representations and decide whether changes should be made to the initial proposals. If we decide that the evidence presented to us persuades us to change our initial proposals, then we must publish our revised proposals for the areas concerned, and consult on them for a further period of eight weeks. This is likely to be towards the end of 2017. When we consult on our revised proposals, there will be no further public hearings, nor will there be a repeat of the four-week period for commenting on the representations of others. You will be able to see all our revised proposals, and give us your views on them, on our website.

Stage five – development and publication of the final report and recommendations

16 Finally, following the consultation on revised proposals, we will consider all the evidence received at this stage, and throughout the review, before determining our final recommendations. The recommendations will be set out in a published report to the Government, who will present it, without amendment, to Parliament on our behalf. The legislation states that we must report to the Government in September 2018. Further details about what the Government and Parliament then do with our recommendations are contained in our *Guide to the 2018 Review*.

17 Throughout each consultation we will be taking all reasonable steps to publicise our proposals, so that as many people as possible are aware of the consultation and can take the opportunity to contribute to our review of constituencies.

3 Initial proposals for the Eastern region

18 The Eastern region comprises the counties of Bedfordshire, Cambridgeshire, Hertfordshire, Essex, Norfolk and Suffolk. These counties are covered by a mixture of district councils, county councils and unitary authorities.

19 The region currently has 58 constituencies. In this review the region has been allocated 57 constituencies, a reduction of one. Of the 58 existing constituencies only 20 have electorates within 5% of the electoral quota (within the range of 71,031 to 78,507 registered electors). In addition, the electorates of 27 constituencies currently fall below the lower 5% limit, while the electorates of 11 constituencies fall above the upper limit.

20 In seeking to produce initial proposals for the region whereby 57 whole constituencies would have an electorate within 5% of the electoral quota, we first considered whether local authority areas could usefully be grouped into sub-regions. Our approach when grouping local authority areas together in sub-regions was based on trying to respect county boundaries wherever possible and on achieving (where we could) obvious practical groupings such as those dictated in some part by the geography of an area.

21 Nevertheless, our division of the Eastern region into sub-regions is a purely practical approach. Respondents to our consultation are welcome to make counter-proposals based on other groupings of counties and unitary authorities, if the statutory factors can be better reflected in those counter-proposals.

22 When thinking about sub-regional groupings for the Eastern region we noted that the county of Cambridgeshire

(which includes the unitary authority of Peterborough) has an allocation of 7.4 constituencies based on an electorate of 554,887. With an allocation of seven whole constituencies, Cambridgeshire's constituencies have an average electorate size of 79,270. The size of electorates in these constituencies makes it impossible to allocate to Cambridgeshire seven constituencies that fall within 5% of the electoral quota. Therefore Cambridgeshire needs to be grouped with a neighbouring county. We noted that Norfolk has an electorate of 645,761, which gives an allocation of 8.6 constituencies. The latter allocation translates into an average constituency size of 71,751 when Norfolk is allocated nine whole constituencies – just 720 electors above the lower limit of the 5% target. The size of these electorates in Norfolk makes it clear that it would be extremely hard to build nine constituencies within the county that are also within 5% of the electoral quota. We therefore decided to group Norfolk and Cambridgeshire into a sub-region, so that we could propose constituencies within 5% of the electoral quota.

23 We also noted that Hertfordshire has an electorate of 801,230, which gives an allocation of 10.7 constituencies. An allocation of 11 whole constituencies to Hertfordshire gives an average constituency size of 72,839. Electorates of this size in Hertfordshire could allow us to build 11 constituencies within 5% of the electoral quota. But given the dense pattern of settlements in some parts of the county, which make it challenging not to divide towns between constituencies, we decided that we could have better regard for the statutory factors if Hertfordshire were included in a sub-region with another county or counties.

24 We noted that Essex and Bedfordshire both have electorates that come close or very close to allowing a whole number of constituencies to be allocated (see below). Given this fact we decided that there would be no practical benefit gained from including either of these counties in a sub-region with Hertfordshire. We thus propose to group Hertfordshire with Cambridgeshire and Norfolk in a single sub-region. This arrangement allows us to build a limited number of constituencies that cross county boundaries, and hence create 27 constituencies within 5% of the electoral quota, while also having regard to other statutory factors.

25 The ceremonial county of Bedfordshire (comprising the unitary authorities of Luton, Central Bedfordshire and Bedford) has an electorate of 439,574, which gives an allocation of 5.9 constituencies. With our proposed allocation of six whole constituencies, the average size of constituencies in Bedfordshire is 73,262. Although this is lower than the electoral quota of 74,769, it is not low enough to indicate to us that problems would be encountered when building six constituencies within the county's boundary. Hence we propose to create six constituencies within the county.

26 The county of Essex (including the boroughs of Thurrock and Southend-on-Sea) has an electorate of 1,274,597, which gives an allocation of almost exactly 17 constituencies (17.05). Currently Essex has 18 constituencies so our proposed allocation of 17 whole constituencies sees the county's allocation reduced by one, giving an average constituency size of 74,976, which is very close to the electoral quota of 74,769. However, having an average electorate size so close to

the electoral quota will not mean that constituencies in Essex undergo little change to their boundaries. The reduction in the number of constituencies by one in the county makes significant change inevitable.

27 The county of Suffolk has an electorate of 526,217, which gives an allocation of almost precisely seven constituencies (7.04), with an average constituency size of 75,174 when our proposed allocation of seven whole constituencies is made. This average constituency size is, again, extremely close to the electoral quota of 74,769 and we saw no advantage in grouping Suffolk with any other county. We therefore propose to construct seven constituencies within its county boundary.

Initial proposals for the Cambridgeshire, Hertfordshire and Norfolk sub-region

28 There are currently 27 constituencies in the sub-region, only seven of which are within 5% of the electoral quota (Hertford and Stortford, Hitchin and Harpenden, North East Hertfordshire, South West Hertfordshire, Broadland, Mid Norfolk, and South West Norfolk). Of the remaining constituencies, 13 are below the lower limit and seven above the upper limit.

29 We first considered which of the seven constituencies within 5% of the electoral quota we could leave unchanged. We found that we were able to propose leaving Hitchin and Harpenden wholly unchanged. All of the other six constituencies that presently fall within 5% of the electoral quota we propose to change in order to formulate constituencies across the entire sub-region that are within 5% of the electoral quota.

30 In order to increase the electorate of the existing Cambridge constituency to within 5% of the electoral quota we propose the inclusion of the Milton ward (from the District of South Cambridgeshire) and the Queen Edith's ward (City of Cambridge). The Milton ward is currently in the South East Cambridgeshire constituency; the Queen Edith's ward is currently in the South Cambridgeshire constituency.

31 We propose to add the District of Huntingdonshire ward of Earith from the existing North West Cambridgeshire constituency to the South East Cambridgeshire constituency, in order to contribute to bringing North West Cambridgeshire's electorate of 89,991 within 5% of the electoral quota. We also propose to add the City of Peterborough ward of Fletton and Woodston (from the existing North West Cambridgeshire constituency) to the Peterborough constituency, which has the necessary effect of bringing both the North West Cambridgeshire and Peterborough constituencies within 5% of the electoral quota.

32 We considered whether a better pattern of constituencies could be formulated by not including the City of Peterborough wards of Newborough, and Eye and Thorney, in the Peterborough constituency and instead including the ward of Stanground Central (City of Peterborough), which lies to the south of the city, in order to create a more compact borough constituency. We came to the conclusion that opting for this pattern would have resulted in unnecessary changes to existing constituency boundaries and would have split the settlement of Stanground between constituencies.

33 We propose to transfer two District of South Cambridgeshire wards (Fulbourn and Linton), from the South East Cambridgeshire constituency, to our proposed South Cambridgeshire constituency, in order to keep both within 5% of the electoral quota.

34 We propose to add the District of Huntingdonshire ward of Gransden and The Offords from the Huntingdonshire constituency (electorate 81,303) to our South Cambridgeshire constituency, in order to keep the Huntingdonshire constituency within 5% of the electoral quota. Consequently, to keep South Cambridgeshire within 5% of the electoral quota we propose to transfer three wards from it (the District of South Cambridgeshire wards of The Mordens, Bassingbourn, and Melbourn) into our proposed North East Hertfordshire constituency. We propose this cross-county boundary constituency because the constituencies in Cambridgeshire have such large electorates that it is not possible to propose seven constituencies contained wholly within the county's boundaries. In addition, we note that there are good transport links between Royston in the existing North East Hertfordshire constituency and the villages in the three Cambridgeshire wards in question. We also note that Royston is the closest market town for these villages.

35 To bring the North East Cambridgeshire constituency below the 5% upper limit we propose to include the wards of Littleport East and Littleport West (both from the District of East Cambridgeshire) in our proposed South West Norfolk constituency (discussed further below).

36 As mentioned above, our proposed North East Hertfordshire constituency includes three wards from the existing South Cambridgeshire constituency. The transfer of these wards brings our proposed South Cambridgeshire constituency within 5% of the electoral quota. It also brings North East Hertfordshire back above the lower 5% limit, following our proposal to transfer two District of East Hertfordshire wards (Walkern and Watton-at-Stone) to the Stevenage constituency; and to transfer two other District of East Hertfordshire wards (Hertford Rural North and Hertford Rural South) to the Welwyn Hatfield constituency (bringing the latter above the lower 5% limit).

37 In the south of the Watford constituency there have been some modifications to local government ward boundaries around the Oxhey Hall and Hayling ward, the South Oxhey ward, and the Carpenders Park ward. These new ward boundaries, combined with the fact that the existing Watford borough constituency is – at 81,860 electors – above the upper 5% limit, mean some change to it and to surrounding constituencies is inevitable.

38 Our proposed South West Hertfordshire constituency transfers the District of Three Rivers ward of South Oxhey to the Watford constituency. This transfer compensates for the inclusion of the Borough of Dacorum ward of Ashridge in South West Hertfordshire. Although the existing South West Hertfordshire constituency is within 5% of the electoral quota, we have made these changes in order to bring neighbouring constituencies within 5% of that quota.

39 The Watford constituency has also had the divided District of Three Rivers ward of Gade Valley transferred from it into our proposed Hemel Hempstead constituency (bringing the latter above the lower 5% limit). We also propose to transfer two other District of Three Rivers wards (the divided Abbots Langley & Bedmond, and Leavesden) from the Watford constituency into our proposed St Albans constituency. The latter is, as a result of these changes, brought up above the lower 5% limit. These proposals, plus the inclusion of the District of Three Rivers ward of Carpenders Park in our proposed Hertsmere constituency, bring Watford within 5% of the electoral quota. The inclusion of the Carpenders Park ward in Hertsmere also brings that constituency within 5% of the electoral quota.

40 In order to bring the Broxbourne constituency above the lower 5% limit we propose to include in it the District of East Hertfordshire ward of Great Amwell, from the existing Hertford and Stortford constituency. We could instead have included the Borough of Hertsmere ward of Potters Bar Oakmere in the Broxbourne constituency but considered that this would divide the town of Potters Bar between constituencies. Despite the transfer of the Great Amwell ward, Hertford and Stortford remains within 5% of the electoral quota.

41 To bring the electorate of the Great Yarmouth constituency within 5% of the electoral quota we have transferred to it the District of South Norfolk ward of Thurlton (from the South Norfolk constituency). We propose to include in our South Norfolk constituency the wards (from the District of South Norfolk) that surround and make up the town of Wymondham (Northfields,

Rustens, Abbey, Town, and Cromwells). These wards are in part included in the South Norfolk constituency to make up for the transfer of the Thurlton ward to Great Yarmouth.

42 The transfer of the Wymondham wards to the South Norfolk constituency was also required to offset the inclusion of the South Norfolk District wards of Cringleford and Old Costessey, in our proposed Norwich South constituency, to bring the latter within 5% of the electoral quota. In order to bring the Norwich North constituency above the lower 5% limit we propose to transfer to it the City of Norwich ward of Wensum from Norwich South.

43 To bring the North Norfolk constituency within 5% of the electoral quota we propose to transfer into it the District of Broadland ward of Aylsham, from the Broadland constituency. In order to bring the Broadland constituency back above the lower 5% limit we propose to include in it the District of North Norfolk ward of Briston, from the existing North Norfolk constituency, in addition to including the District of Breckland ward of Hermitage, from the existing Mid Norfolk constituency. Following these changes and due to the transfer of the wards around Wymondham, we propose to include in Mid Norfolk the Harling & Heathlands ward, and the Guiltcross ward (both from the District of Breckland), from the existing South West Norfolk constituency. These changes bring Mid Norfolk within 5% of the electoral quota. We note that modifications of local government ward boundaries in the wards of Launditch, Ashill, All Saints & Wayland, and The Buckenhams & Banham have resulted in changes to Mid Norfolk's boundary.

44 In order to bring our proposed South West Norfolk constituency within 5% of the electoral quota we propose that it now include the two District of East Cambridgeshire wards of Littleport East and Littleport West, from the current North East Cambridgeshire constituency (as discussed above). Our proposed transfer of the Borough of King's Lynn and West Norfolk ward of Walton, from the South West Norfolk to the North West Norfolk constituency, brings the latter within 5% of the electoral quota.

Initial proposals for the Bedfordshire sub-region

45 Of the existing six constituencies in the ceremonial county of Bedfordshire, only one is within 5% of the electoral quota – the constituency of South West Bedfordshire. Of the remaining five constituencies, two are above the upper 5% limit (Mid Bedfordshire and North East Bedfordshire). The remaining three constituencies (Bedford, Luton North and Luton South) all have electorates below the lower 5% limit.

46 We considered first how we could keep South West Bedfordshire unchanged but found this was not feasible given the changes needed to surrounding constituencies in order to bring them within 5% of the electoral quota.

47 The existing constituency of North East Bedfordshire has an electorate of 83,599. In order to bring it within 5% of the electoral quota we propose to transfer the Borough of Bedford ward of Eastcotts to the Mid Bedfordshire constituency. This change and local government ward boundary changes (to the Borough of

Bedford wards of Eastcotts, Kempston Rural, Clapham, and Great Barford; and to the Central Bedfordshire Council wards of Arlesey, and Northill) bring the North East Bedfordshire constituency within 5% of the electoral quota.

48 In order to bring the Mid Bedfordshire constituency within 5% of the electoral quota we propose to transfer the wards of Aspley and Woburn, Toddington, and Barton-le-Clay (all Central Bedfordshire Council wards) into South West Bedfordshire. The existing South West Bedfordshire constituency has 76,959 electors so the addition of these wards pushes it above the upper 5% limit. Local government boundary changes to the Central Bedfordshire Council ward of Caddington have partially mitigated this consequence, by transferring some electors from South West Bedfordshire into the Luton South constituency. But, in addition, we propose to transfer the Central Bedfordshire Council wards of Tithe Farm, Parkside, and Houghton Hall from South West Bedfordshire into our proposed Luton North and Houghton constituency. These wards comprise the town of Houghton Regis, the whole of which we propose be included in Luton North and Houghton.

49 Local government boundary changes to the Elstow and Stewartby ward, the Goldington ward and the Kempston Rural ward are enough to bring our proposed Bedford constituency within 5% of the electoral quota.

50 We propose to include in Luton South the ward of Barnfield (Borough of Luton), from the existing Luton North constituency, resulting in both the Luton South and Luton

North constituencies being brought within 5% of the electoral quota.

51 As a result of the changes we propose in Luton and its surrounding area, all of the Central Bedfordshire Council wards that comprise the town of Dunstable are included in our proposed South West Bedfordshire constituency.

Initial proposals for the Essex sub-region

52 The county of Essex (including the boroughs of Thurrock and Southend-on-Sea) currently has seven constituencies within 5% of the electoral quota (Braintree, Brentwood and Ongar, Chelmsford, Colchester, Epping Forest, Rayleigh and Wickford, and Thurrock). We considered how many of these constituencies we could keep unchanged. Given the need to reduce the number of constituencies in Essex from 18 to 17, we have only kept three constituencies completely unchanged: Chelmsford, Epping Forest, and Thurrock. We propose that the Colchester constituency has just one ward transferred to it, namely the Borough of Colchester ward of East Donyland, from the existing Harwich and North Essex constituency.

53 Our proposed Harlow constituency includes the District of Epping Forest wards of North Weald Bassett, and Moreton and Fyfield, from the existing Brentwood and Ongar constituency, which brings it within 5% of the electoral quota.

54 Under our proposals, the Brentwood and Ongar constituency has seen substantial change, even though the constituency is currently within 5%

of the electoral quota. This change is due to the fact that the constituencies surrounding it (apart from the existing constituency of Epping Forest) have electorates outside 5% of the electoral quota. Two wards have been transferred from Brentwood and Ongar to the South Basildon and East Thurrock constituency (both from Brentwood Borough). We also propose including in Brentwood and Ongar four wards from the Borough of Chelmsford (these wards are currently within the Saffron Walden constituency). To compensate for these changes we propose transferring four wards from the existing Braintree constituency (all from the District of Braintree) into Saffron Walden. As a result of the latter changes, we propose that the Braintree constituency include three wards from the existing Witham constituency (all from the District of Braintree). These changes to the Brentwood and Ongar constituency, to the Braintree constituency and to the Saffron Walden constituency bring them all within 5% of the electoral quota.

55 We propose to transfer two wards from Basildon and Billericay (both Borough of Basildon wards) into the South Basildon and East Thurrock constituency (Laindon Park ward, Lee Chapel North ward). To make up for these changes, and to make up for the fact that the existing Basildon and Billericay constituency has an electorate of 64,885, we have also included in it the three (Borough of Basildon) wards that make up the town of Wickford. We also propose transferring a ward to Basildon and Billericay from the City of Chelmsford (South Hanningfield, Stock and Margaretting ward). These changes to Basildon and Billericay, and to South Basildon and East Thurrock, bring them both within 5% of the electoral quota.

56 We propose transferring the two (Borough of Basildon) wards of Pitsea North West and Pitsea South East to the Castle Point constituency. In turn, we propose to transfer from the latter constituency two (Borough of Castle Point) wards to the Southend West constituency. Additionally we propose to transfer the Ashingdon and Canewdon ward (from the District of Rochford) into the Rochford and Southend East constituency. All these changes to the constituencies of Basildon and Billericay, Castle Point, Rochford and Southend East, South Basildon and East Thurrock, and Southend West result from each of these constituencies currently being outside 5% of the electoral quota, and from the fact that the total allocation of constituencies in Essex has been reduced by one.

57 We propose to rename the Rayleigh and Wickford constituency Rayleigh and Woodham Ferrers. This renaming recognises the fact that we propose not to include the town of Wickford in this constituency. It also reflects the fact that we propose to include four wards from the City of Chelmsford (including the town of South Woodham Ferrers and the village of Woodham Ferrers), as well as one ward from the District of Maldon.

58 We propose that the Maldon constituency transfer one ward (Borough of Chelmsford) to the constituency of Basildon and Billericay (as mentioned above) and five wards to the constituency of Rayleigh and Woodham Ferrers (four City of Chelmsford wards and one District of Maldon ward). To compensate for this transfer and the fact that the electorate is currently 68,924, we propose to include in this constituency ten wards to the north and west of Maldon (one from the

City of Chelmsford, five from the District of Braintree and four from the District of Maldon). Much of this change to the Maldon constituency is due to the fact that we have to reduce the number of constituencies in Essex by one. As this constituency now includes nine wards from the former Witham constituency, we propose to call it Witham and Maldon.

59 At present the Harwich and North Essex constituency surrounds the Colchester constituency at its north-west, north, east and south sides, taking in the port of Harwich to the east. We propose to modify this arrangement by pairing Harwich with Clacton-on-Sea in a Harwich and Clacton constituency. In addition, we propose a North East Essex constituency that completely surrounds the Colchester constituency. Our proposed North East Essex constituency comprises 13 wards from the Borough of Colchester and ten wards from the District of Tendring. As a result, the villages of Point Clear, St. Osyth, Seawick and Jaywick are no longer included in a constituency with Clacton. The entirety of our proposed Harwich and Clacton constituency falls within the District of Tendring.

Initial proposals for the Suffolk sub-region

60 Of the seven existing constituencies in Suffolk, five are currently within 5% of the electoral quota. Of these we have been able to leave four unchanged, apart from modifications to accommodate changes to local government ward boundaries: Central Suffolk and North Ipswich, Suffolk Coastal, Waveney, and West Suffolk.

61 The existing Ipswich constituency falls below the 5% lower limit at 70,702. To bring it within 5% of the electoral quota we have included in it the Pinewood ward from the South Suffolk constituency (from the District of Babergh). To compensate for this change we have transferred three wards from Bury St Edmunds (the wards of Rattlesden, Onehouse, and Ringshall from the District of Mid Suffolk) to South Suffolk. The existing Bury St Edmunds constituency is the only one in the county above the upper 5% limit with an electorate of 83,477. Accordingly, we have not needed to make further changes following the inclusion of these Bury St Edmunds wards in our South Suffolk constituency.

4 How to have your say

62 We are consulting on our initial proposals for a 12-week period, from 13 September 2016 to 5 December 2016. We encourage everyone to give us their views on our proposals for their area – the more public views we hear and the more local information that is provided, the more informed our decisions will be when analysing all the views we have received.

63 On our interactive consultation website, at www.bce2018.org.uk, you can see what constituency you will be in under our proposals, and compare it with your existing constituency and local government boundaries. You can also easily submit your views on our proposals.

64 When making comments on our initial proposals, we ask people to bear in mind the tight constraints placed on the Commission by the rules set by Parliament, discussed in chapter 2 and in our *Guide to the 2018 Review*. Most importantly, in the Eastern region:

- we cannot recommend constituencies that have electorates that contain more than 78,507 or fewer than 71,031 electors;
- we are basing our initial proposals on local government ward boundaries (from May 2015) as the building blocks of constituencies – our view is that, in the absence of exceptional and compelling circumstances, it would not be appropriate to divide wards in cases where it is possible to construct constituencies that meet the electorate rules without doing so; and

- we have constructed constituencies within regions, so as not to cross regional boundaries – compelling reasons would need to be given to persuade us that we should depart from this approach.

65 These issues mean that we encourage people who are making a comment about their local area to bear in mind any knock-on effects that might result from their suggestions. The Commission must look at the recommendations for new constituencies across the whole region (and, indeed, across England). What may be a better solution for one location may have undesirable consequences for others. We therefore ask everyone wishing to respond to our consultation to bear in mind the impact of their counter-proposals on neighbouring constituencies, and on those further afield across the region.

How can you give us your views?

66 Views can be given to the Commission either in writing or in person (oral representations). We encourage everyone who wishes to comment on our proposals in writing to do so through our interactive consultation website, at www.bce2018.org.uk – you will find all the details you need and be able to comment directly through the website. We also welcome oral representations at one of a series of public hearings we are conducting during the consultation period. People are welcome to both attend a hearing and submit comments through our website if they choose to.

Written representations

67 As stated above, we strongly encourage everyone to make use of our consultation website, at www.bce2018.org.uk, when responding to our consultation. The website allows you to explore the map of our proposals and get further data, including the electorate sizes of every ward and polling district. You can also upload text or data files you may have previously prepared setting out your views.

68 We encourage everyone, before submitting a representation, to read our approach to protecting and using your personal details (available at www.bce2018.org.uk). In particular, respondents should remember that we

are obliged to publish all the comments we receive on our initial proposals. As this is a public consultation, we publish respondents' names and addresses, alongside their comments.

Public hearings

69 The Commission will be hosting public hearings across England. In the Eastern region we will be hosting four public hearings during the consultation period. Our website (www.bce2018.org.uk) has more details of these hearings, and an opportunity to register to attend and give us your views in person. The table below shows the locations and dates of the hearings in the Eastern region.

Town	Location	Dates
Chelmsford	Civic Centre, Duke Street, Chelmsford CM1 1JE	Monday 31 October – Tuesday 1 November 2016
Norwich	The Assembly House, Theatre Street, Norwich NR2 1RQ	Thursday 3 – Friday 4 November 2016
Luton	Town Hall, George Street, Luton LU1 2BQ	Monday 7 – Tuesday 8 November 2016
Cambridge	Guildhall, Market Hill, Cambridge CB2 3QJ	Thursday 10 – Friday 11 November 2016

70 The purpose of the hearings is for people to have an opportunity to put their views on our proposals directly to an Assistant Commissioner who will chair the hearings and subsequently assist the Commission in the analysis of all the evidence received in the region. The hearings differ from the way we used to conduct ‘local inquiries’ in past reviews – these were much more judicial in style, and people were allowed to cross-examine each other. The legislation that Parliament introduced specifically rules out such inquiries, specifying instead that we host ‘public hearings’, which are intended purely as a way for people to make representations orally, directly to representatives of the Commission, as well as to provide an opportunity for the Commission to explain its proposals.

71 It is important to stress that all representations, whether they have been made through our website, in person at a hearing, or sent to us in writing, will be given equal consideration by the Commission. Therefore it does not matter if you are unable to attend or speak at a public hearing – even after the last public hearing in the Eastern region has finished, you will still have until 5 December 2016 to submit your views to us.

72 You can find more information about public hearings, and can register to attend, on our website at www.bce2018.org.uk, or by phoning 020 7276 1102.

What do we want views on?

73 We would like particularly to ask two things of people responding to our consultation. First, if you support our proposals, please tell us so. Past experience suggests that too often people who are happy with our proposals do not respond in support, while those who object to them do respond to make their points. That can give a rather distorted view of the balance of public support or objection to proposals, and those who in fact support our initial proposals may then be disappointed if those proposals are subsequently revised in light of the consultation responses. Second, if you are considering objecting to our proposals, do please use the resources (such as maps and electorate figures) available on our website and at the places of deposit to put forward counter-proposals which are in accordance with the rules to which we are working.

74 Above all, however, we encourage everyone to have their say on our initial proposals and, in doing so, to become involved in drawing the map of new Parliamentary constituencies. The more views and information we get as a result of our initial proposals and through the subsequent consultation phases, the more informed our consideration in developing those proposals will be, and the better we will be able to reflect the public’s views in the final recommendations we present in 2018.

Annex A: Initial proposals for constituencies, including wards and electorates

Constituency	Ward	District/borough/city/county	Electorate
1. Basildon and Billericay CC			74,410
	Billericay East	Basildon	9,061
	Billericay West	Basildon	9,134
	Burstead	Basildon	8,430
	Crouch	Basildon	6,035
	Fryerns	Basildon	9,123
	St. Martin's	Basildon	5,730
	Wickford Castledon	Basildon	6,160
	Wickford North	Basildon	9,487
	Wickford Park	Basildon	6,778
	South Hanningfield, Stock and Margaretting	Chelmsford	4,472
2. Bedford BC			73,269
	Brickhill	Bedford	6,348
	Castle	Bedford	5,000
	Cauldwell	Bedford	5,652
	De Parys	Bedford	4,908
	Elstow and Stewartby	Bedford	3,131
	Goldington	Bedford	6,127
	Harpur	Bedford	5,233
	Kempston Central and East	Bedford	5,095
	Kempston North	Bedford	2,832
	Kempston South	Bedford	3,096
	Kempston West	Bedford	3,610
	Kingsbrook	Bedford	5,850
	Newnham	Bedford	5,443
	Putnoe	Bedford	5,868
	Queens Park	Bedford	5,076
3. Braintree CC			75,132
	Bocking Blackwater	Braintree	7,232
	Bocking North	Braintree	4,018
	Bocking South	Braintree	4,230
	Braintree Central & Beckers Green	Braintree	5,905
	Braintree South	Braintree	4,347
	Braintree West	Braintree	4,643
	Coggeshall	Braintree	4,498
	Gosfield & Greenstead Green	Braintree	2,211
	Great Notley & Black Notley	Braintree	7,151
	Halstead St. Andrew's	Braintree	4,216
	Halstead Trinity	Braintree	4,598
	Hedingham	Braintree	4,109
	Kelvedon & Feering	Braintree	4,251
	Silver End & Cressing	Braintree	4,619
	Stour Valley North	Braintree	2,271
	Stour Valley South	Braintree	2,404
	The Colnes	Braintree	4,429
4. Brentwood and Ongar CC			76,809
	Brentwood North	Brentwood	5,054
	Brentwood South	Brentwood	4,204
	Brentwood West	Brentwood	5,096
	Brizes and Doddinghurst	Brentwood	4,648
	Hutton Central	Brentwood	2,950
	Hutton East	Brentwood	2,873

Constituency	Ward	District/borough/city/county	Electorate
	Hutton North	Brentwood	3,085
	Hutton South	Brentwood	3,029
	Ingatestone, Fryerning and Mountnessing	Brentwood	4,795
	Pilgrims Hatch	Brentwood	4,497
	Shenfield	Brentwood	4,187
	South Weald	Brentwood	1,437
	Tipps Cross	Brentwood	3,115
	Boreham and The Leighs	Chelmsford	4,691
	Broomfield and The Walthams	Chelmsford	6,367
	Chelmsford Rural West	Chelmsford	2,181
	Writtle	Chelmsford	4,151
	Chipping Ongar, Greensted and Marden Ash	Epping Forest	3,435
	High Ongar, Willingale and The Rodings	Epping Forest	1,832
	Lambourne	Epping Forest	1,561
	Passingford	Epping Forest	1,884
	Shelley	Epping Forest	1,737
5. Broadland CC			71,085
	Hermitage	Breckland	2,205
	Acle	Broadland	2,116
	Blofield with South Walsham	Broadland	4,443
	Brundall	Broadland	4,441
	Burlingham	Broadland	2,057
	Buxton	Broadland	2,043
	Coltishall	Broadland	2,019
	Drayton North	Broadland	2,083
	Drayton South	Broadland	1,963
	Eynesford	Broadland	2,448
	Great Witchingham	Broadland	1,993
	Hevingham	Broadland	2,121
	Horsford and Felthorpe	Broadland	3,667
	Marshes	Broadland	2,363
	Plumstead	Broadland	2,360
	Reepham	Broadland	1,972
	Spixworth with St. Faiths	Broadland	4,260
	Taverham North	Broadland	3,779
	Taverham South	Broadland	3,636
	Wroxham	Broadland	3,879
	Astley	North Norfolk	1,774
	Briston	North Norfolk	1,955
	Lancaster North	North Norfolk	2,791
	Lancaster South	North Norfolk	3,186
	The Raynhams	North Norfolk	1,957
	Walsingham	North Norfolk	1,750
	Wensum	North Norfolk	1,824
6. Broxbourne BC			72,593
	Broxbourne and Hoddesdon South	Broxbourne	6,966
	Cheshunt South and Theobalds	Broxbourne	6,090
	Cheshunt North	Broxbourne	6,313
	Flamstead End	Broxbourne	6,580
	Goffs Oak	Broxbourne	6,734
	Hoddesdon North	Broxbourne	7,105
	Hoddesdon Town and Rye Park	Broxbourne	6,150
	Rosedale and Bury Green	Broxbourne	6,360
	Waltham Cross	Broxbourne	6,361
	Wormley and Turnford	Broxbourne	7,491
	Great Amwell	East Hertfordshire	2,173
	Northaw and Cuffley	Welwyn Hatfield	4,270
7. Bury St Edmunds CC			77,828
	Bacton and Old Newton	Mid Suffolk	1,925
	Badwell Ash	Mid Suffolk	2,140
	Elmswell and Norton	Mid Suffolk	4,195

Constituency	Ward	District/borough/city/county	Electorate
	Gislingham	Mid Suffolk	2,183
	Haughley and Wetherden	Mid Suffolk	1,746
	Needham Market	Mid Suffolk	3,647
	Rickinghall and Walsham	Mid Suffolk	3,652
	Stowmarket Central	Mid Suffolk	3,577
	Stowmarket North	Mid Suffolk	7,465
	Stowmarket South	Mid Suffolk	3,708
	Stowupland	Mid Suffolk	1,819
	Thurston and Hessett	Mid Suffolk	3,481
	Woolpit	Mid Suffolk	1,619
	Abbeygate	St. Edmundsbury	3,270
	Eastgate	St. Edmundsbury	1,691
	Fornham	St. Edmundsbury	1,617
	Great Barton	St. Edmundsbury	1,716
	Horringer and Wheltenham	St. Edmundsbury	1,664
	Minden	St. Edmundsbury	3,287
	Moreton Hall	St. Edmundsbury	5,182
	Northgate	St. Edmundsbury	1,753
	Pakenham	St. Edmundsbury	1,907
	Risbygate	St. Edmundsbury	3,248
	Rougham	St. Edmundsbury	1,768
	Southgate	St. Edmundsbury	3,274
	St. Olaves	St. Edmundsbury	3,080
	Westgate	St. Edmundsbury	3,214
8. Cambridge BC			75,779
	Abbey	Cambridge	5,522
	Arbury	Cambridge	5,338
	Castle	Cambridge	5,086
	Cherry Hinton	Cambridge	5,449
	Coleridge	Cambridge	5,280
	East Chesterton	Cambridge	5,459
	King's Hedges	Cambridge	5,075
	Market	Cambridge	4,528
	Newnham	Cambridge	4,596
	Petersfield	Cambridge	4,275
	Queen Edith's	Cambridge	5,491
	Romsey	Cambridge	5,210
	Trumpington	Cambridge	6,347
	West Chesterton	Cambridge	5,101
	Milton	South Cambridgeshire	3,022
9. Castle Point BC			75,130
	Pitsea North West	Basildon	8,900
	Pitsea South East	Basildon	8,469
	Appleton	Castle Point	5,311
	Boyce	Castle Point	5,133
	Canvey Island Central	Castle Point	4,959
	Canvey Island East	Castle Point	4,740
	Canvey Island North	Castle Point	5,090
	Canvey Island South	Castle Point	4,960
	Canvey Island West	Castle Point	3,679
	Canvey Island Winter Gardens	Castle Point	4,870
	Cedar Hall	Castle Point	4,663
	St. George's	Castle Point	4,495
	St. Mary's	Castle Point	4,853
	St. Peter's	Castle Point	5,008
10. Central Suffolk and North Ipswich CC			74,198
	Castle Hill	Ipswich	5,582
	Whitehouse	Ipswich	5,655
	Whitton	Ipswich	5,588
	Barking and Somersham	Mid Suffolk	1,785
	Bramford and Blakenham	Mid Suffolk	3,406

Constituency	Ward	District/borough/city/county	Electorate
	Claydon and Barham	Mid Suffolk	3,604
	Debenham	Mid Suffolk	1,866
	Eye	Mid Suffolk	1,701
	Fressingfield	Mid Suffolk	1,931
	Helmingham and Coddendam	Mid Suffolk	1,799
	Hoxne	Mid Suffolk	1,670
	Mendlesham	Mid Suffolk	1,802
	Palgrave	Mid Suffolk	1,806
	Stradbroke and Laxfield	Mid Suffolk	2,125
	The Stonhams	Mid Suffolk	1,801
	Wetheringsett	Mid Suffolk	1,993
	Worlingworth	Mid Suffolk	1,923
	Framlingham	Suffolk Coastal	4,236
	Fynn Valley	Suffolk Coastal	2,470
	Grundisburgh	Suffolk Coastal	2,540
	Hacheston	Suffolk Coastal	2,452
	Kesgrave East	Suffolk Coastal	4,841
	Kesgrave West	Suffolk Coastal	5,333
	Tower	Suffolk Coastal	4,059
	Wickham Market	Suffolk Coastal	2,230
11. Chelmsford BC			78,107
	Chelmer Village and Beaulieu Park	Chelmsford	8,026
	Galleywood	Chelmsford	4,391
	Goat Hall	Chelmsford	4,495
	Great Baddow East	Chelmsford	6,438
	Great Baddow West	Chelmsford	4,760
	Marconi	Chelmsford	4,888
	Moulsham and Central	Chelmsford	7,706
	Moulsham Lodge	Chelmsford	4,307
	Patching Hall	Chelmsford	6,751
	Springfield North	Chelmsford	6,593
	St. Andrews	Chelmsford	6,572
	The Lawns	Chelmsford	4,230
	Trinity	Chelmsford	4,542
	Waterhouse Farm	Chelmsford	4,408
12. Colchester BC			74,140
	Berechurch	Colchester	6,424
	Castle	Colchester	6,662
	Christ Church	Colchester	3,275
	East Donyland	Colchester	1,845
	Highwoods	Colchester	6,732
	Lexden	Colchester	4,118
	Mile End	Colchester	7,104
	New Town	Colchester	6,223
	Old Heath	Colchester	4,126
	Prettygate	Colchester	5,794
	Shrub End	Colchester	7,224
	St. Andrew's	Colchester	4,861
	St. Anne's	Colchester	5,834
	St. John's	Colchester	3,918
13. Epping Forest CC			73,521
	Broadley Common, Epping Upland and Nazeing	Epping	1,693
	Buckhurst Hill East	Epping	3,433
	Buckhurst Hill West	Epping	5,234
	Chigwell Row	Epping	1,835
	Chigwell Village	Epping	3,304
	Epping Hemnall	Epping	4,858
	Epping Lindsey and Thornwood Common	Epping	5,239
	Grange Hill	Epping	4,898
	Loughton Alderton	Epping	3,258

Constituency	Ward	District/borough/city/county	Electorate
	Loughton Broadway	Epping	3,173
	Loughton Fairmead	Epping	3,166
	Loughton Forest	Epping	3,349
	Loughton Roding	Epping	3,523
	Loughton St. John's	Epping	3,392
	Loughton St. Mary's	Epping	3,703
	Theydon Bois	Epping	3,296
	Waltham Abbey High Beach	Epping	1,987
	Waltham Abbey Honey Lane	Epping	4,508
	Waltham Abbey North East	Epping	3,254
	Waltham Abbey Paternoster	Epping	3,362
	Waltham Abbey South West	Epping	3,056
14. Great Yarmouth CC			71,907
	Bradwell North	Great Yarmouth	5,191
	Bradwell South and Hopton	Great Yarmouth	5,242
	Caister North	Great Yarmouth	3,654
	Caister South	Great Yarmouth	3,710
	Central and Northgate	Great Yarmouth	4,967
	Claydon	Great Yarmouth	5,414
	East Flegg	Great Yarmouth	3,950
	Fleggburgh	Great Yarmouth	2,042
	Gorleston	Great Yarmouth	3,887
	Lothingland	Great Yarmouth	4,262
	Magdalen	Great Yarmouth	5,130
	Nelson	Great Yarmouth	4,616
	Ormesby	Great Yarmouth	3,541
	Southtown and Cobholm	Great Yarmouth	3,256
	St. Andrews	Great Yarmouth	3,316
	West Flegg	Great Yarmouth	4,032
	Yarmouth North	Great Yarmouth	3,481
	Thurlton	South Norfolk	2,216
15. Harlow CC			71,459
	Hastingwood, Matching and Sheering Village	Epping Forest	1,883
	Lower Nazeing	Epping Forest	3,245
	Lower Sheering	Epping Forest	1,699
	Moreton and Fyfield	Epping Forest	1,661
	North Weald Bassett	Epping Forest	3,659
	Roydon	Epping Forest	1,780
	Bush Fair	Harlow	5,350
	Church Langley	Harlow	6,067
	Great Parndon	Harlow	4,899
	Harlow Common	Harlow	5,299
	Little Parndon and Hare Street	Harlow	5,629
	Mark Hall	Harlow	4,879
	Netteswell	Harlow	5,089
	Old Harlow	Harlow	5,661
	Staple Tye	Harlow	4,600
	Sumners and Kingsmoor	Harlow	4,974
	Toddbrook	Harlow	5,085
16. Harwich and Clacton CC			77,007
	Alton Park	Tendring	3,420
	Beaumont and Thorpe	Tendring	1,782
	Bockings Elm	Tendring	4,036
	Burrsville	Tendring	1,782
	Frinton	Tendring	3,375
	Great and Little Oakley	Tendring	1,655
	Hamford	Tendring	3,259
	Harwich East Central	Tendring	3,656
	Harwich East	Tendring	1,779
	Harwich West Central	Tendring	3,792
	Harwich West	Tendring	3,902

Constituency	Ward	District/borough/city/county	Electorate
	Haven	Tendring	1,796
	Holland and Kirby	Tendring	3,809
	Homelands	Tendring	1,706
	Little Clacton and Weeley	Tendring	3,797
	Peter Bruff	Tendring	3,238
	Pier	Tendring	3,326
	Ramsey and Parkeston	Tendring	1,677
	Rush Green	Tendring	3,428
	St. Bartholomews	Tendring	3,939
	St. James	Tendring	3,325
	St. Johns	Tendring	3,814
	St. Marys	Tendring	3,614
	St. Pauls	Tendring	3,761
	Walton	Tendring	3,339
17. Hemel Hempstead CC			73,526
	Adeyfield East	Dacorum	3,661
	Adeyfield West	Dacorum	3,970
	Apsley and Corner Hall	Dacorum	6,199
	Bennetts End	Dacorum	4,320
	Boxmoor	Dacorum	6,475
	Chaulden and Warners End	Dacorum	6,469
	Gadebridge	Dacorum	3,867
	Grovehill	Dacorum	5,203
	Hemel Hempstead Town	Dacorum	3,822
	Highfield	Dacorum	3,723
	Kings Langley	Dacorum	3,930
	Leverstock Green	Dacorum	6,748
	Nash Mills	Dacorum	2,350
	Watling	Dacorum	4,135
	Woodhall Farm	Dacorum	3,728
	Gade Valley	Three Rivers	4,926
18. Hertford and Stortford CC			75,023
	Bishop's Stortford All Saints	East Hertfordshire	5,431
	Bishop's Stortford Central	East Hertfordshire	6,537
	Bishop's Stortford Meads	East Hertfordshire	4,090
	Bishop's Stortford Silverleys	East Hertfordshire	3,949
	Bishop's Stortford South	East Hertfordshire	6,199
	Hertford Bengoe	East Hertfordshire	5,681
	Hertford Castle	East Hertfordshire	6,252
	Hertford Heath	East Hertfordshire	2,137
	Hertford Kingsmead	East Hertfordshire	3,912
	Hertford Sele	East Hertfordshire	3,921
	Hunsdon	East Hertfordshire	2,155
	Much Hadham	East Hertfordshire	2,082
	Sawbridgeworth	East Hertfordshire	6,511
	Stanstead Abbots	East Hertfordshire	2,204
	Ware Chadwell	East Hertfordshire	2,312
	Ware Christchurch	East Hertfordshire	3,880
	Ware St. Mary's	East Hertfordshire	3,850
	Ware Trinity	East Hertfordshire	3,920
19. Hertsmere CC			74,831
	Aldenham East	Hertsmere	3,639
	Aldenham West	Hertsmere	3,437
	Borehamwood Brookmeadow	Hertsmere	4,927
	Borehamwood Cowley Hill	Hertsmere	5,584
	Borehamwood Hillside	Hertsmere	6,243
	Borehamwood Kenilworth	Hertsmere	3,987
	Bushey Heath	Hertsmere	4,742
	Bushey North	Hertsmere	3,462
	Bushey Park	Hertsmere	5,622
	Bushey St. James	Hertsmere	4,936

Constituency	Ward	District/borough/city/county	Electorate
	Elstree	Hertsmere	3,648
	Potters Bar Furzefield	Hertsmere	4,841
	Potters Bar Oakmere	Hertsmere	5,212
	Potters Bar Parkfield	Hertsmere	5,774
	Shenley	Hertsmere	3,771
	Carpenders Park	Three Rivers	5,006
20. Hitchin and Harpenden CC			73,478
	Cadwell	North Hertfordshire	1,772
	Chesfield	North Hertfordshire	5,004
	Hitchin Bearton	North Hertfordshire	5,971
	Hitchin Highbury	North Hertfordshire	5,916
	Hitchin Oughton	North Hertfordshire	3,546
	Hitchin Priory	North Hertfordshire	3,587
	Hitchin Walsworth	North Hertfordshire	5,829
	Hitchwood, Offa and Hoo	North Hertfordshire	5,586
	Kimpton	North Hertfordshire	1,714
	Harpenden East	St. Albans	5,314
	Harpenden North	St. Albans	5,236
	Harpenden South	St. Albans	5,235
	Harpenden West	St. Albans	5,561
	Redbourn	St. Albans	4,746
	Sandridge	St. Albans	3,628
	Wheathampstead	St. Albans	4,833
21. Huntingdon CC			77,715
	Alconbury and The Stukeleys	Huntingdonshire	2,532
	Brampton	Huntingdonshire	4,460
	Buckden	Huntingdonshire	2,616
	Fenstanton	Huntingdonshire	2,338
	Godmanchester	Huntingdonshire	4,818
	Huntingdon East	Huntingdonshire	6,686
	Huntingdon North	Huntingdonshire	3,510
	Huntingdon West	Huntingdonshire	4,772
	Kimbolton and Staughton	Huntingdonshire	2,485
	Little Paxton	Huntingdonshire	3,036
	St. Ives East	Huntingdonshire	4,762
	St. Ives South	Huntingdonshire	5,062
	St. Ives West	Huntingdonshire	2,363
	St. Neots Eaton Ford	Huntingdonshire	5,212
	St. Neots Eaton Socon	Huntingdonshire	4,098
	St. Neots Eynesbury	Huntingdonshire	7,503
	St. Neots Priory Park	Huntingdonshire	6,495
	The Hemingfords	Huntingdonshire	4,967
22. Ipswich BC			73,837
	Pinewood	Babergh	3,135
	Alexandra	Ipswich	5,618
	Bixley	Ipswich	5,434
	Bridge	Ipswich	5,223
	Gainsborough	Ipswich	5,747
	Gipping	Ipswich	5,191
	Holywells	Ipswich	5,040
	Priory Heath	Ipswich	5,796
	Rushmere	Ipswich	5,862
	Sprites	Ipswich	5,003
	St. John's	Ipswich	6,054
	St. Margaret's	Ipswich	5,912
	Stoke Park	Ipswich	4,910
	Westgate	Ipswich	4,912
23. Luton North and Houghton BC			71,188
	Houghton Hall	Central Bedfordshire	5,717
	Parkside	Central Bedfordshire	3,220
	Tithe Farm	Central Bedfordshire	2,994

Constituency	Ward	District/borough/city/county	Electorate
	Bramingham	Luton	5,366
	Challney	Luton	8,227
	Icknield	Luton	5,614
	Leagrave	Luton	7,492
	Lewsey	Luton	8,207
	Limbury	Luton	5,530
	Northwell	Luton	4,966
	Saints	Luton	8,501
	Sundon Park	Luton	5,354
24. Luton South BC			71,881
	Caddington	Central Bedfordshire	7,267
	Barnfield	Luton	5,295
	Biscot	Luton	8,351
	Crawley	Luton	4,696
	Dallow	Luton	8,243
	Farley	Luton	6,839
	High Town	Luton	4,206
	Round Green	Luton	7,566
	South	Luton	6,139
	Stopsley	Luton	5,294
	Wigmore	Luton	7,985
25. Mid Bedfordshire CC			71,365
	Eastcotts	Bedford	2,639
	Kempston Rural	Bedford	4,382
	Wilshamstead	Bedford	3,476
	Wootton	Bedford	3,819
	Amphill	Central Bedfordshire	9,699
	Arlesey	Central Bedfordshire	11,121
	Cranfield and Marston Moretaine	Central Bedfordshire	8,947
	Flitwick	Central Bedfordshire	10,075
	Houghton Conquest and Haynes	Central Bedfordshire	2,198
	Shefford	Central Bedfordshire	7,211
	Silsoe and Shillington	Central Bedfordshire	4,074
	Westoning, Flitton and Greenfield	Central Bedfordshire	3,724
26. Mid Norfolk CC			72,791
	All Saints & Wayland	Breckland	4,767
	Ashill	Breckland	2,163
	Attleborough Burgh & Haverscroft	Breckland	3,800
	Attleborough Queens & Besthorpe	Breckland	5,052
	Dereham Neatherd	Breckland	5,403
	Dereham Toftwood	Breckland	4,360
	Dereham Withburga	Breckland	4,321
	Guiltcross	Breckland	2,470
	Harling & Heathlands	Breckland	2,478
	Launditch	Breckland	2,054
	Lincoln	Breckland	4,065
	Mattishall	Breckland	4,384
	Necton	Breckland	2,116
	Saham Toney	Breckland	3,769
	Shipdham-with-Scarning	Breckland	4,265
	The Buckenham & Banham	Breckland	2,510
	Upper Wensum	Breckland	4,928
	Watton	Breckland	5,527
	Hingham and Deopham	South Norfolk	2,297
	Wicklewood	South Norfolk	2,062
27. North East Bedfordshire CC			74,198
	Bromham and Biddenham	Bedford	5,805
	Clapham	Bedford	3,364
	Great Barford	Bedford	6,173
	Harrold	Bedford	3,214
	Oakley	Bedford	2,987

Constituency	Ward	District/borough/city/county	Electorate
	Riseley	Bedford	2,789
	Sharnbrook	Bedford	3,245
	Wyboston	Bedford	3,048
	Biggleswade North	Central Bedfordshire	5,709
	Biggleswade South	Central Bedfordshire	7,883
	Northill	Central Bedfordshire	3,453
	Potton	Central Bedfordshire	6,150
	Sandy	Central Bedfordshire	9,582
	Stotfold and Langford	Central Bedfordshire	10,796
28. North East Cambridgeshire CC			75,727
	Downham Villages	East Cambridgeshire	3,422
	Sutton	East Cambridgeshire	2,986
	Bassenhally	Fenland	3,769
	Benwick, Coates & Eastrea	Fenland	3,449
	Birch	Fenland	2,101
	Clarkson	Fenland	1,270
	Doddington & Wimblington	Fenland	3,568
	Elm & Christchurch	Fenland	3,674
	Kirkgate	Fenland	1,529
	Lattersey	Fenland	2,082
	Manea	Fenland	1,803
	March East	Fenland	5,591
	March North	Fenland	5,314
	March West	Fenland	5,339
	Medworth	Fenland	1,446
	Octavia Hill	Fenland	3,167
	Parson Drove & Wisbech St. Mary	Fenland	3,920
	Peckover	Fenland	1,646
	Roman Bank	Fenland	5,146
	Slade Lode	Fenland	1,867
	St. Andrews	Fenland	2,036
	Staithe	Fenland	1,790
	Stonald	Fenland	2,023
	The Mills	Fenland	2,161
	Waterlees Village	Fenland	2,969
	Wenneye	Fenland	1,659
29. North East Essex CC			77,674
	Birch and Winstree	Colchester	4,233
	Copford and West Stanway	Colchester	1,468
	Dedham and Langham	Colchester	2,334
	Fordham and Stour	Colchester	4,180
	Great Tey	Colchester	2,138
	Marks Tey	Colchester	1,983
	Pyefleet	Colchester	2,087
	Stanway	Colchester	6,329
	Tiptree	Colchester	5,864
	West Bergholt and Eight Ash Green	Colchester	3,822
	West Mersea	Colchester	5,747
	Wivenhoe Cross	Colchester	1,627
	Wivenhoe Quay	Colchester	4,049
	Alresford	Tendring	1,677
	Ardleigh and Little Bromley	Tendring	1,846
	Bradfield, Wrabness and Wix	Tendring	1,828
	Brightlingsea	Tendring	6,398
	Golf Green	Tendring	3,990
	Great Bentley	Tendring	1,751
	Lawford	Tendring	3,364
	Manningtree, Mistley, Little Bentley and Tendring	Tendring	3,562
	St. Osyth and Point Clear	Tendring	3,673
	Thorrington, Frating, Elmstead and Great Bromley	Tendring	3,724

Constituency	Ward	District/borough/city/county	Electorate
30. North East Hertfordshire CC			74,449
	Braughing	East Hertfordshire	2,061
	Buntingford	East Hertfordshire	4,289
	Little Hadham	East Hertfordshire	1,857
	Mundens and Cottered	East Hertfordshire	1,927
	Puckeridge	East Hertfordshire	2,032
	Thundridge & Standon	East Hertfordshire	2,180
	Arbury	North Hertfordshire	2,045
	Baldock East	North Hertfordshire	2,251
	Baldock Town	North Hertfordshire	5,647
	Ermine	North Hertfordshire	1,949
	Letchworth East	North Hertfordshire	4,222
	Letchworth Grange	North Hertfordshire	5,492
	Letchworth South East	North Hertfordshire	5,415
	Letchworth South West	North Hertfordshire	5,910
	Letchworth Wilbury	North Hertfordshire	3,905
	Royston Heath	North Hertfordshire	4,166
	Royston Meridian	North Hertfordshire	4,078
	Royston Palace	North Hertfordshire	3,964
	Weston and Sandon	North Hertfordshire	1,637
	Bassingbourn	South Cambridgeshire	3,364
	Melbourn	South Cambridgeshire	4,170
	The Mordens	South Cambridgeshire	1,888
31. North Norfolk CC			71,657
	Aylsham	Broadland	5,972
	Chaucer	North Norfolk	1,920
	Corpusty	North Norfolk	1,872
	Cromer Town	North Norfolk	2,825
	Erpingham	North Norfolk	1,898
	Gaunt	North Norfolk	1,958
	Glaven Valley	North Norfolk	1,719
	Happisburgh	North Norfolk	2,013
	High Heath	North Norfolk	1,549
	Holt	North Norfolk	2,868
	Hoveton	North Norfolk	1,834
	Mundesley	North Norfolk	3,328
	North Walsham East	North Norfolk	3,305
	North Walsham North	North Norfolk	3,135
	North Walsham West	North Norfolk	3,308
	Poppyland	North Norfolk	1,988
	Priory	North Norfolk	3,164
	Roughton	North Norfolk	1,896
	Scottow	North Norfolk	1,956
	Sheringham North	North Norfolk	2,761
	Sheringham South	North Norfolk	3,116
	St. Benet	North Norfolk	1,781
	Stalham and Sutton	North Norfolk	3,355
	Suffield Park	North Norfolk	3,177
	The Runtons	North Norfolk	1,754
	Waterside	North Norfolk	3,535
	Waxham	North Norfolk	1,764
	Worstead	North Norfolk	1,906
32. North West Cambridgeshire CC			78,279
	Ellington	Huntingdonshire	2,417
	Elton and Folksworth	Huntingdonshire	2,109
	Ramsey	Huntingdonshire	6,258
	Sawtry	Huntingdonshire	5,144
	Somersham	Huntingdonshire	4,547
	Stilton	Huntingdonshire	2,342
	Upwood and The Raveleys	Huntingdonshire	2,418
	Warboys and Bury	Huntingdonshire	4,786
	Yaxley and Farcet	Huntingdonshire	8,021

Constituency	Ward	District/borough/city/county	Electorate
	Barnack	Peterborough	2,471
	Glinton and Wittering	Peterborough	4,901
	Northborough	Peterborough	2,198
	Orton Longueville	Peterborough	6,180
	Orton Waterville	Peterborough	6,321
	Orton with Hampton	Peterborough	8,971
	Stanground Central	Peterborough	7,057
	Stanground East	Peterborough	2,138
33. North West Norfolk CC			72,805
	Brancaster	King's Lynn	1,279
	Burnham	King's Lynn	1,435
	Clenchwarton	King's Lynn	1,791
	Dersingham	King's Lynn	3,979
	Docking	King's Lynn	1,515
	Fairstead	King's Lynn	3,643
	Gayton	King's Lynn	1,869
	Gaywood Chase	King's Lynn	3,168
	Gaywood North Bank	King's Lynn	5,591
	Grimston	King's Lynn	1,900
	Heacham	King's Lynn	3,944
	Hunstanton	King's Lynn	4,474
	North Lynn	King's Lynn	3,214
	North Wootton	King's Lynn	1,911
	Old Gaywood	King's Lynn	1,545
	Priory	King's Lynn	2,035
	Rudham	King's Lynn	1,808
	Snettisham	King's Lynn	3,432
	South and West Lynn	King's Lynn	3,058
	South Wootton	King's Lynn	3,634
	Spellowfields	King's Lynn	3,696
	Springwood	King's Lynn	1,562
	St. Margarets with St. Nicholas	King's Lynn	2,658
	Valley Hill	King's Lynn	1,890
	Walpole	King's Lynn	1,797
	Walton	King's Lynn	2,126
	West Winch	King's Lynn	3,851
34. Norwich North BC			71,192
	Hellesdon North West	Broadland	4,539
	Hellesdon South East	Broadland	3,894
	Old Catton and Sprowston West	Broadland	6,338
	Sprowston Central	Broadland	4,150
	Sprowston East	Broadland	5,617
	Thorpe St. Andrew North West	Broadland	5,635
	Thorpe St. Andrew South East	Broadland	5,074
	Catton Grove	Norwich	7,267
	Crome	Norwich	6,943
	Mile Cross	Norwich	6,939
	Sewell	Norwich	7,091
	Wensum	Norwich	7,705
35. Norwich South BC			71,804
	Bowthorpe	Norwich	7,872
	Eaton	Norwich	7,167
	Lakenham	Norwich	6,709
	Mancroft	Norwich	7,466
	Nelson	Norwich	6,650
	Thorpe Hamlet	Norwich	8,199
	Town Close	Norwich	7,968
	University	Norwich	5,101
	Cringleford	South Norfolk	4,448
	New Costessey	South Norfolk	4,126
	Old Costessey	South Norfolk	6,098

Constituency	Ward	District/borough/city/county	Electorate
36. Peterborough BC			77,607
	Bretton North	Peterborough	5,782
	Bretton South	Peterborough	2,032
	Central	Peterborough	5,376
	Dogsthorpe	Peterborough	5,440
	East	Peterborough	5,847
	Eye and Thorney	Peterborough	4,825
	Fletton and Woodston	Peterborough	6,984
	Newborough	Peterborough	2,165
	North	Peterborough	3,163
	Park	Peterborough	5,367
	Paston	Peterborough	5,522
	Ravensthorpe	Peterborough	4,055
	Walton	Peterborough	4,062
	Werrington North	Peterborough	5,494
	Werrington South	Peterborough	5,159
	West	Peterborough	6,334
37. Rayleigh and Woodham Ferrers CC			73,182
	Bicknacre and East and West Hanningfield	Chelmsford	4,102
	Rettendon and Runwell	Chelmsford	4,274
	South Woodham-Chetwood and Collingwood	Chelmsford	6,347
	South Woodham-Elmwood and Woodville	Chelmsford	6,223
	Purleigh	Maldon	2,642
	Downhall and Rawreth	Rochford	3,705
	Grange	Rochford	2,762
	Hawkwell North	Rochford	3,440
	Hawkwell South	Rochford	3,410
	Hawkwell West	Rochford	3,447
	Hockley Central	Rochford	5,175
	Hockley North	Rochford	1,650
	Hockley West	Rochford	1,593
	Hullbridge	Rochford	5,350
	Lodge	Rochford	3,209
	Rayleigh Central	Rochford	3,236
	Sweyne Park	Rochford	3,361
	Trinity	Rochford	2,872
	Wheatley	Rochford	3,151
	Whitehouse	Rochford	3,233
38. Rochford and Southend East CC			72,970
	Ashingdon and Canewdon	Rochford	3,437
	Barling and Sutton	Rochford	1,383
	Foulness and Great Wakering	Rochford	4,436
	Rochford	Rochford	5,616
	Kursaal	Southend-on-Sea	6,912
	Milton	Southend-on-Sea	6,684
	Shoeburyness	Southend-on-Sea	8,346
	Southchurch	Southend-on-Sea	7,317
	St. Luke's	Southend-on-Sea	7,711
	Thorpe	Southend-on-Sea	7,244
	Victoria	Southend-on-Sea	6,666
	West Shoebury	Southend-on-Sea	7,218
39. Saffron Walden CC			72,780
	Bumpstead	Braintree	2,285
	Rayne	Braintree	2,203
	Three Fields	Braintree	4,480
	Yeldham	Braintree	2,110
	Ashdon	Uttlesford	1,560
	Broad Oak & the Hallingburys	Uttlesford	3,033
	Clavering	Uttlesford	1,776
	Debden & Wimbish	Uttlesford	1,628
	Elsenham & Henham	Uttlesford	2,800

Constituency	Ward	District/borough/city/county	Electorate
	Felsted & Stebbing	Uttlesford	3,268
	Flitch Green & Little Dunmow	Uttlesford	1,546
	Great Dunmow North	Uttlesford	3,154
	Great Dunmow South & Barnston	Uttlesford	4,552
	Hatfield Heath	Uttlesford	1,676
	High Easter & the Rodings	Uttlesford	1,772
	Littlebury, Chesterford & Wenden Lofts	Uttlesford	3,290
	Newport	Uttlesford	2,652
	Saffron Walden Audley	Uttlesford	3,315
	Saffron Walden Castle	Uttlesford	3,002
	Saffron Walden Shire	Uttlesford	5,194
	Stansted North	Uttlesford	3,253
	Stansted South & Birchanger	Uttlesford	3,091
	Stort Valley	Uttlesford	1,559
	Takeley	Uttlesford	4,300
	Thaxted & the Eastons	Uttlesford	3,613
	The Sampfords	Uttlesford	1,668
40. South Basildon and East Thurrock CC			77,670
	Laindon Park	Basildon	8,597
	Langdon Hills	Basildon	6,814
	Lee Chapel North	Basildon	8,775
	Nethermayne	Basildon	8,486
	Vange	Basildon	6,547
	Herongate, Ingrave and West Horndon	Brentwood	2,970
	Warley	Brentwood	4,505
	Corringham and Fobbing	Thurrock	4,326
	East Tilbury	Thurrock	4,536
	Orsett	Thurrock	4,823
	Stanford East and Corringham Town	Thurrock	6,307
	Stanford-le-Hope West	Thurrock	4,550
	The Homesteads	Thurrock	6,434
41. South Cambridgeshire CC			77,288
	Gransden and The Offords	Huntingdonshire	3,593
	Bar Hill	South Cambridgeshire	3,638
	Barton	South Cambridgeshire	1,887
	Bourn	South Cambridgeshire	7,462
	Caldecote	South Cambridgeshire	1,829
	Comberton	South Cambridgeshire	1,761
	Cottenham	South Cambridgeshire	5,954
	Duxford	South Cambridgeshire	2,089
	Fowlmere and Foxton	South Cambridgeshire	1,870
	Fulbourn	South Cambridgeshire	3,608
	Gamlingay	South Cambridgeshire	3,850
	Girton	South Cambridgeshire	3,232
	Hardwick	South Cambridgeshire	1,995
	Harston and Hauxton	South Cambridgeshire	1,863
	Haslingfield and The Eversdens	South Cambridgeshire	2,141
	Linton	South Cambridgeshire	3,632
	Longstanton	South Cambridgeshire	2,336
	Meldreth	South Cambridgeshire	2,056
	Orwell and Barrington	South Cambridgeshire	1,892
	Papworth and Elsworth	South Cambridgeshire	4,091
	Sawston	South Cambridgeshire	5,272
	Swavesey	South Cambridgeshire	1,827
	The Abingtons	South Cambridgeshire	1,764
	The Shelfords and Stapleford	South Cambridgeshire	5,577
	Whittlesford	South Cambridgeshire	2,069
42. South East Cambridgeshire CC			77,018
	Bottisham	East Cambridgeshire	3,028
	Burwell	East Cambridgeshire	4,709
	Cheveley	East Cambridgeshire	2,970

Constituency	Ward	District/borough/city/county	Electorate
	Dullingham Villages	East Cambridgeshire	1,496
	Ely East	East Cambridgeshire	2,870
	Ely North	East Cambridgeshire	4,917
	Ely South	East Cambridgeshire	2,998
	Ely West	East Cambridgeshire	3,294
	Fordham Villages	East Cambridgeshire	2,783
	Haddenham	East Cambridgeshire	4,457
	Isleham	East Cambridgeshire	1,789
	Soham North	East Cambridgeshire	3,535
	Soham South	East Cambridgeshire	4,785
	Stretham	East Cambridgeshire	3,009
	The Swaffhams	East Cambridgeshire	1,505
	Earith	Huntingdonshire	4,723
	Balsham	South Cambridgeshire	3,583
	Histon and Impington	South Cambridgeshire	7,640
	Teversham	South Cambridgeshire	1,736
	The Wilbrahams	South Cambridgeshire	2,034
	Waterbeach	South Cambridgeshire	3,936
	Willingham and Over	South Cambridgeshire	5,221
43. South Norfolk CC			77,348
	Abbey	South Norfolk	2,214
	Beck Vale	South Norfolk	1,818
	Bressingham and Burston	South Norfolk	2,228
	Brooke	South Norfolk	2,085
	Bunwell	South Norfolk	2,166
	Chedgrave and Thurton	South Norfolk	2,108
	Cromwells	South Norfolk	2,026
	Dickleburgh	South Norfolk	2,169
	Diss	South Norfolk	5,757
	Ditchingham and Broome	South Norfolk	1,945
	Earsham	South Norfolk	1,986
	Easton	South Norfolk	2,039
	Forncett	South Norfolk	2,175
	Gillingham	South Norfolk	2,261
	Harleston	South Norfolk	3,712
	Hempnall	South Norfolk	2,065
	Hetherset	South Norfolk	4,470
	Loddon	South Norfolk	2,182
	Mulbarton	South Norfolk	4,088
	Newton Flotman	South Norfolk	2,081
	Northfields	South Norfolk	2,149
	Poringland with the Framinghams	South Norfolk	4,044
	Rockland	South Norfolk	2,308
	Roydon	South Norfolk	1,837
	Rustens	South Norfolk	2,686
	Scale	South Norfolk	1,893
	Stoke Holy Cross	South Norfolk	2,226
	Stratton	South Norfolk	4,240
	Tasburgh	South Norfolk	1,907
	Town	South Norfolk	2,483
44. South Suffolk CC			73,959
	Alton	Babergh	3,125
	Berners	Babergh	3,029
	Boxford	Babergh	1,739
	Brett Vale	Babergh	1,634
	Brook	Babergh	3,230
	Bures St. Mary	Babergh	1,426
	Chadacre	Babergh	1,657
	Dodnash	Babergh	2,844
	Glemsford and Stanstead	Babergh	2,983
	Great Cornard North	Babergh	3,273
	Great Cornard South	Babergh	3,428

Constituency	Ward	District/borough/city/county	Electorate
	Hadleigh North	Babergh	3,503
	Hadleigh South	Babergh	2,910
	Holbrook	Babergh	1,546
	Lavenham	Babergh	1,406
	Leavenheath	Babergh	1,429
	Long Melford	Babergh	3,001
	Lower Brett	Babergh	1,713
	Mid Samford	Babergh	3,234
	Nayland	Babergh	1,442
	North Cosford	Babergh	1,785
	South Cosford	Babergh	1,756
	Sudbury East	Babergh	3,130
	Sudbury North	Babergh	3,312
	Sudbury South	Babergh	3,219
	Waldingfield	Babergh	3,317
	Onehouse	Mid Suffolk	1,868
	Rattlesden	Mid Suffolk	1,684
	Ringshall	Mid Suffolk	2,097
	Cavendish	St. Edmundsbury	1,582
	Clare	St. Edmundsbury	1,657
45. South West Bedfordshire CC			77,673
	Aspley and Woburn	Central Bedfordshire	3,681
	Barton-le-Clay	Central Bedfordshire	3,974
	Dunstable-Central	Central Bedfordshire	3,332
	Dunstable-Icknield	Central Bedfordshire	5,731
	Dunstable-Manshead	Central Bedfordshire	3,575
	Dunstable-Northfields	Central Bedfordshire	6,528
	Dunstable-Watling	Central Bedfordshire	7,402
	Eaton Bray	Central Bedfordshire	3,292
	Heath and Reach	Central Bedfordshire	3,426
	Leighton Buzzard North	Central Bedfordshire	10,881
	Leighton Buzzard South	Central Bedfordshire	9,303
	Linslade	Central Bedfordshire	9,108
	Toddington	Central Bedfordshire	7,440
46. South West Hertfordshire CC			72,404
	Aldbury and Wigginton	Dacorum	1,839
	Ashridge	Dacorum	2,095
	Berkhamsted Castle	Dacorum	4,548
	Berkhamsted East	Dacorum	4,368
	Berkhamsted West	Dacorum	4,411
	Bovingdon, Flaunden and Chipperfield	Dacorum	6,276
	Northchurch	Dacorum	2,127
	Tring Central	Dacorum	3,822
	Tring East	Dacorum	2,149
	Tring West and Rural	Dacorum	4,017
	Chorleywood North & Sarratt	Three Rivers	5,848
	Chorleywood South & Maple Cross	Three Rivers	5,728
	Dickinsons	Three Rivers	5,147
	Durrants	Three Rivers	5,026
	Moor Park & Eastbury	Three Rivers	4,571
	Penn & Mill End	Three Rivers	5,063
	Rickmansworth Town	Three Rivers	5,369
47. South West Norfolk CC			71,224
	Bedingfield	Breckland	2,336
	Forest	Breckland	2,162
	Nar Valley	Breckland	2,081
	Swaffham	Breckland	5,833
	Thetford Boudica	Breckland	3,290
	Thetford Burrell	Breckland	3,696
	Thetford Castle	Breckland	3,590
	Thetford Priory	Breckland	4,044

Constituency	Ward	District/borough/city/county	Electorate
	Littleport East	East Cambridgeshire	3,694
	Littleport West	East Cambridgeshire	2,358
	Airfield	King's Lynn	3,570
	Denton	King's Lynn	5,513
	Downham Old Town	King's Lynn	2,040
	East Downham	King's Lynn	2,208
	Emneth with Outwell	King's Lynn	3,744
	Hilgay with Denver	King's Lynn	1,901
	Mershe Lande	King's Lynn	1,993
	North Downham	King's Lynn	1,843
	South Downham	King's Lynn	1,903
	St. Lawrence	King's Lynn	1,929
	Upwell and Delph	King's Lynn	3,916
	Watlington	King's Lynn	1,957
	Wiggenhall	King's Lynn	1,664
	Wimbotsham with Fincham	King's Lynn	2,029
	Wissey	King's Lynn	1,930
48. Southend West BC			74,732
	St. James	Castle Point	5,259
	Victoria	Castle Point	4,521
	Belfairs	Southend-on-Sea	7,262
	Blenheim Park	Southend-on-Sea	7,713
	Chalkwell	Southend-on-Sea	6,726
	Eastwood Park	Southend-on-Sea	7,477
	Leigh	Southend-on-Sea	7,124
	Prittlewell	Southend-on-Sea	7,419
	St. Laurence	Southend-on-Sea	7,328
	West Leigh	Southend-on-Sea	6,947
	Westborough	Southend-on-Sea	6,956
49. St Albans CC			77,182
	Ashley	St. Albans	5,344
	Batchwood	St. Albans	5,128
	Clarence	St. Albans	4,887
	Colney Heath	St. Albans	4,266
	Cunningham	St. Albans	4,525
	London Colney	St. Albans	6,642
	Marshalswick North	St. Albans	4,820
	Marshalswick South	St. Albans	5,118
	Park Street	St. Albans	5,464
	Sopwell	St. Albans	4,950
	St. Peters	St. Albans	5,512
	St. Stephen	St. Albans	5,183
	Verulam	St. Albans	5,260
	Abbots Langley & Bedmond	Three Rivers	4,972
	Leavesden	Three Rivers	5,111
50. Stevenage CC			71,525
	Datchworth & Aston	East Hertfordshire	1,911
	Walkern	East Hertfordshire	2,085
	Watton-at-Stone	East Hertfordshire	1,880
	Codicote	North Hertfordshire	2,107
	Knebworth	North Hertfordshire	3,922
	Bandley Hill	Stevenage	4,833
	Bedwell	Stevenage	4,626
	Chells	Stevenage	4,775
	Longmeadow	Stevenage	4,284
	Manor	Stevenage	4,735
	Martins Wood	Stevenage	4,410
	Old Town	Stevenage	5,719
	Pin Green	Stevenage	4,411
	Roebuck	Stevenage	4,691
	Shephall	Stevenage	4,324

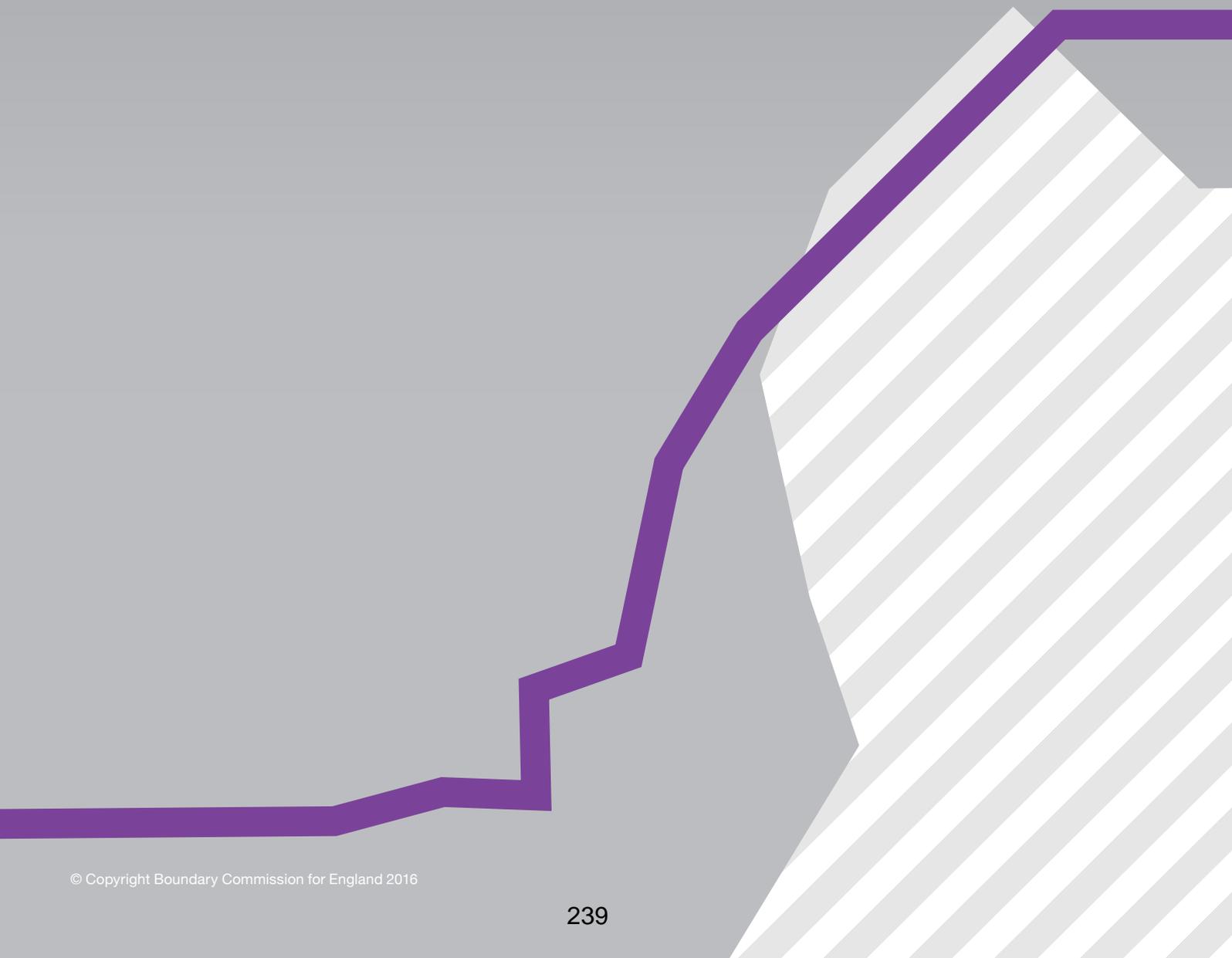
Constituency	Ward	District/borough/city/county	Electorate
	St. Nicholas	Stevenage	4,696
	Symonds Green	Stevenage	4,142
	Woodfield	Stevenage	3,974
51. Suffolk Coastal CC			76,178
	Aldeburgh	Suffolk Coastal	3,944
	Deben	Suffolk Coastal	2,048
	Felixstowe East	Suffolk Coastal	4,014
	Felixstowe North	Suffolk Coastal	4,433
	Felixstowe South	Suffolk Coastal	4,611
	Felixstowe West	Suffolk Coastal	4,555
	Kirton	Suffolk Coastal	2,353
	Leiston	Suffolk Coastal	4,469
	Martlesham	Suffolk Coastal	3,968
	Melton	Suffolk Coastal	4,637
	Nacton & Purdis Farm	Suffolk Coastal	2,347
	Orford & Eyke	Suffolk Coastal	2,278
	Peasenhall & Yoxford	Suffolk Coastal	2,277
	Rendlesham	Suffolk Coastal	2,123
	Saxmundham	Suffolk Coastal	4,145
	The Trimleys	Suffolk Coastal	4,243
	Wenhaston & Westleton	Suffolk Coastal	2,177
	Woodbridge	Suffolk Coastal	7,187
	Blything	Waveney	1,710
	Halesworth	Waveney	3,958
	Southwold and Reydon	Waveney	2,890
	Wrentham	Waveney	1,811
52. Thurrock BC			75,935
	Aveley and Uplands	Thurrock	6,386
	Belhus	Thurrock	6,459
	Chadwell St. Mary	Thurrock	6,870
	Chafford and North Stifford	Thurrock	4,994
	Grays Riverside	Thurrock	6,129
	Grays Thurrock	Thurrock	5,823
	Little Thurrock Blackshots	Thurrock	4,608
	Little Thurrock Rectory	Thurrock	4,290
	Ockendon	Thurrock	6,794
	South Chafford	Thurrock	4,251
	Stifford Clays	Thurrock	4,996
	Tilbury Riverside and Thurrock Park	Thurrock	4,022
	Tilbury St. Chads	Thurrock	3,811
	West Thurrock and South Stifford	Thurrock	6,502
53. Watford BC			72,878
	Oxhey Hall & Hayling	Three Rivers	4,857
	South Oxhey	Three Rivers	4,537
	Callowland	Watford	4,815
	Central	Watford	5,543
	Holywell	Watford	5,624
	Leggatts	Watford	5,518
	Meriden	Watford	5,679
	Nascot	Watford	6,002
	Oxhey	Watford	5,054
	Park	Watford	5,699
	Stanborough	Watford	5,189
	Tudor	Watford	4,430
	Vicarage	Watford	4,698
	Woodside	Watford	5,233

Constituency	Ward	District/borough/city/county	Electorate
54. Waveney CC			77,408
	Beccles North	Waveney	3,876
	Beccles South	Waveney	3,892
	Bungay	Waveney	3,794
	Carlton	Waveney	3,425
	Carlton Colville	Waveney	6,355
	Gunton and Corton	Waveney	3,732
	Harbour	Waveney	5,197
	Kessingland	Waveney	3,995
	Kirkley	Waveney	5,060
	Lothingland	Waveney	1,702
	Normanston	Waveney	5,034
	Oulton	Waveney	3,333
	Oulton Broad	Waveney	3,744
	Pakefield	Waveney	5,289
	St. Margaret's	Waveney	6,186
	The Saints	Waveney	1,805
	Wainford	Waveney	1,752
	Whitton	Waveney	5,542
	Worlingham	Waveney	3,695
55. Welwyn Hatfield CC			72,763
	Hertford Rural North	East Hertfordshire	1,769
	Hertford Rural South	East Hertfordshire	1,968
	Brookmans Park and Little Heath	Welwyn Hatfield	4,516
	Haldens	Welwyn Hatfield	4,667
	Handside	Welwyn Hatfield	5,130
	Hatfield Central	Welwyn Hatfield	4,137
	Hatfield East	Welwyn Hatfield	4,501
	Hatfield South	Welwyn Hatfield	3,036
	Hatfield Villages	Welwyn Hatfield	3,522
	Hatfield West	Welwyn Hatfield	5,218
	Hollybush	Welwyn Hatfield	4,985
	Howlands	Welwyn Hatfield	4,398
	Panshanger	Welwyn Hatfield	4,671
	Peartree	Welwyn Hatfield	5,135
	Sherrards	Welwyn Hatfield	4,319
	Welham Green	Welwyn Hatfield	2,788
	Welwyn East	Welwyn Hatfield	4,787
	Welwyn West	Welwyn Hatfield	3,216
56. West Suffolk CC			72,809
	All Saints	Forest Heath	2,398
	Brandon East	Forest Heath	3,701
	Brandon West	Forest Heath	2,475
	Eriswell and The Rows	Forest Heath	3,173
	Exning	Forest Heath	1,430
	Great Heath	Forest Heath	2,595
	Iceni	Forest Heath	1,297
	Lakenheath	Forest Heath	3,066
	Manor	Forest Heath	1,267
	Market	Forest Heath	2,632
	Red Lodge	Forest Heath	2,761
	Severals	Forest Heath	4,219
	South	Forest Heath	1,363
	St. Mary's	Forest Heath	3,680
	Bardwell	St. Edmundsbury	1,941
	Barningham	St. Edmundsbury	2,089
	Barrow	St. Edmundsbury	1,795
	Chedburgh	St. Edmundsbury	1,670
	Haverhill East	St. Edmundsbury	4,954
	Haverhill North	St. Edmundsbury	5,192
	Haverhill South	St. Edmundsbury	3,439

Constituency	Ward	District/borough/city/county	Electorate
	Haverhill West	St. Edmundsbury	3,675
	Hundon	St. Edmundsbury	1,669
	Ixworth	St. Edmundsbury	1,700
	Kedington	St. Edmundsbury	1,526
	Risby	St. Edmundsbury	1,875
	Stanton	St. Edmundsbury	1,991
	Wickhambrook	St. Edmundsbury	1,680
	Withersfield	St. Edmundsbury	1,556
57. Witham and Maldon CC			73,939
	Hatfield Peverel & Terling	Braintree	4,689
	Witham Central	Braintree	4,147
	Witham North	Braintree	4,759
	Witham South	Braintree	4,260
	Witham West	Braintree	4,801
	Little Baddow, Danbury and Sandon	Chelmsford	6,613
	Althorne	Maldon	3,208
	Burnham-on-Crouch North	Maldon	2,901
	Burnham-on-Crouch South	Maldon	3,147
	Great Totham	Maldon	2,851
	Heybridge East	Maldon	3,190
	Heybridge West	Maldon	3,014
	Maldon East	Maldon	1,548
	Maldon North	Maldon	3,189
	Maldon South	Maldon	2,969
	Maldon West	Maldon	3,030
	Mayland	Maldon	3,281
	Southminster	Maldon	3,105
	Tillingham	Maldon	1,669
	Tollesbury	Maldon	1,571
	Tolleshunt D'arcy	Maldon	3,167
	Wickham Bishops and Woodham	Maldon	2,830

Glossary

Assessor	Statutorily appointed technical adviser to the BCE, being either the Registrar General for England and Wales or the Director General of Ordnance Survey.	Public hearing	Formal opportunity in a given area for people to make oral representations, chaired by an Assistant Commissioner. In each region of England there may be no fewer than two and no more than five hearings, and each may last a maximum of two days.
Assistant Commissioner	Independent person appointed at the request of the BCE to assist it with the discharge of its functions.	Representations	The views provided by an individual, group or organisation to the BCE on its initial or revised proposals, either for or against, including counter-proposals and petitions.
Borough constituency (abbreviated to BC)	Parliamentary constituency containing a predominantly urban area.	Review date	Proposals must be based on the numbers of electors on the electoral registers on this date. Defined in the 2011 Act as the date two years and ten months before the final report is to be submitted (i.e. 1 December 2015 for the review that is to conclude with a final report by 1 October 2018).
County constituency (abbreviated to CC)	Parliamentary constituency containing more than a small rural element.	Revised proposals	The initial proposals as subsequently revised.
Designation	Classification as either a borough constituency or as a county constituency.	Rules	The statutory criteria for Parliamentary constituencies under Schedule 2 to the Parliamentary Constituencies Act 1986 (as amended).
Electorate	The number of registered Parliamentary electors in a given area.	UK electoral quota	The average number of electors in a constituency, found by dividing the total electorate of the UK (less that of the four specific 'protected' constituencies) by 596.
(Statutory) Electorate range	The statutory rule that requires the electorate of every constituency (as at the review date) to be within 5% of the UK electoral quota.	Unitary authority	An area where there is only one tier of local council (above any parish or town council). Contrasted with those 'shire district' areas that have two tiers (i.e. both a non-metropolitan county council and a district/ borough/city council).
Final recommendations	The recommendations submitted in a formal final report to Parliament at the end of a review. They may – or may not – have been revised since the initial proposals in any given area.		
Initial proposals	First formal proposals published by the BCE during the review for public consultation.		
Periodical report	Report to Parliament following a general review of Parliamentary constituencies.		
Places of deposit	In each constituency the Commission will make available hard copies of its initial proposals (including report and maps). The places of deposit where the public may inspect the proposals are usually the offices of the relevant local authority, although other public places such as libraries may be used. The Commission will publish a full list of places of deposit on its website.		



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THE 2018 PARLIAMENTARY CONSTITUENCY BOUNDARY REVIEW WORKING GROUP
TERMS OF REFERENCE

Objective and Purpose

A cross party working group to consider the initial proposals for new Parliamentary constituency boundaries in the Eastern region, as published for consultation on 13 September 2016.

To ensure that the proposals reflect effective parliamentary constituencies for the residents of Peterborough.

To submit a draft un-confirmed response to the proposals to the Boundary Commission for England within the required timescales (before 5 December 2016) with the final response to be approved by Council on 14th December 2016.

Considerations

For the working group to consider the following proposed changes:

- The significant reduction in the number of constituencies in England from 533 to 501;
- The requirement that every constituency, apart from two specified exceptions, must have an electorate that is no smaller than 71,031 and no larger than 78,507;
- The changes to the constituencies within the Eastern region, namely the reduction from 58 to 57;
- The specific impact on the Peterborough and North West Cambridgeshire constituencies;

Consultation and Communication

To review the proposed Parliamentary constituency boundaries within the Eastern region and the potential effect on the residents of Peterborough.

To formulate a response to the proposals on behalf of Peterborough City Council

Constitution and Powers

Substitution arrangements will apply and Group Leaders will nominate through Group Secretaries

Relevant Officers will attend the meetings.

The Working Group is an informal meeting of members to which the Access to Information rules shall not apply.

The Working Group shall appoint a Chair.

The quorum of the Working Group shall be 3 members.

Meetings of the Working Group will be supported and administered by a senior officer within the Governance team.

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COUNCIL	AGENDA ITEM No. 13(e)
12 OCTOBER 2016	PUBLIC REPORT

Contact Officer(s):	Kim Sawyer, Director of Governance	Tel: 01733 452361
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NOTIFICATION OF CHANGES TO THE EXECUTIVE DELEGATIONS

RECOMMENDATIONS
FROM : DIRECTOR OF GOVERNANCE
That Council notes the changes made by the Leader to the Executive Delegations.

1. PURPOSE AND REASON FOR REPORT

- 1.1 The purpose of this report is to advise Council of changes made to the Executive Delegations by the Leader and for Council to note these changes.

2. CHANGE TO THE EXECUTIVE DELEGATIONS

- 2.1 All executive functions are delegated to the Leader who may then delegate further to the Cabinet, Committees of Cabinet, Cabinet Members and Officers. Council noted the Leaders Scheme of Delegation to Cabinet Members and Officers.
- 2.2 As per Part 4, Section 7 of the Constitution, Executive Procedure Rules, Paragraph 1.4.2 the Leader may amend the scheme of delegation relating to executive functions at any time, giving written notice to the Monitoring Officer and to the person, body or Committee concerned.
- 2.3 The rules further stipulate that the Monitoring Officer will present a report to the next Ordinary meeting of the Council setting out the changes made by the Leader.

3. FLOOD RISK MANAGEMENT AND PLANNING

- 3.1 The responsibility for Flood Risk Management and Planning currently sits within the portfolio for the Cabinet Member for Communities and Environment Capital.
- 3.2 This portfolio is broad, encompassing environmental considerations and also rural, neighbourhood and communities issues.
- 3.3 This portfolio has seen an increase in workload over the last year and therefore in order to ensure a more even distribution of duties, the delegated responsibility for Flood Risk Management and Planning has been transferred to the portfolio for the Cabinet Member for Growth, Planning, Housing and Economic Development.
- 3.4 It is therefore for Council to formally note this change to the Executive Delegations for the remainder of the municipal year 2016/17.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications to the delegation amendments.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications for the recommendations contained in the report.

6. BACKGROUND DOCUMENTS

6.1 Peterborough City Council's Constitution.
Report to Annual Council 23 May 2016 – Appointment of Executive and Leader's Scheme of Delegation.

COUNCIL	AGENDA ITEM No. 13(f)
12 OCTOBER 2016	PUBLIC REPORT

Contact Officer:	Kim Sawyer, Director of Governance	Tel: 01733 452361
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VARIATION TO STANDING ORDERS

R E C O M M E N D A T I O N S
FROM : The Member Officer Working Group
<p>It is recommended that Council agree:</p> <ul style="list-style-type: none"> (i) To retain the Mayor's verbal announcements, but to remove the Mayor's announcements report from future agendas; (ii) To suspend Standing Order 29.2 so that a decision to amend standing orders can be made at this meeting; and (iii) To amend the Council's Standing Orders to remove the announcements from the Head of Paid Service (the Chief Executive) (Part 4, Section 1 of the Council's Constitution)..

1. PURPOSE AND REASON FOR REPORT

- 1.1 The Member Officer Working Group (MOWG) is responsible for proposed Constitutional Changes, in particular those matters relating to Council and Committee meetings.
- 1.2 This report details changes to the Standing Orders as proposed by the Group for approval by Full Council.

2. BACKGROUND

- 2.1 The Council's Standing Orders were revised and adopted by Council on 20 April 2015.
- 2.2 The Standing Orders are reviewed annually to identify whether there are any changes that can be implemented to ensure that the Council meetings run in a timely and orderly manner, and in accordance with legislation and guidance.
- 2.3 A piece of work has been undertaken to review the content of the Council agenda and associated Standing Orders and the following points have been highlighted for change:

- i. To retain the Mayor's verbal announcements, but to remove the Mayor's announcement report from future agendas; and
- ii. To remove the announcements from the Head of Paid Service (the Chief Executive).

2.4 Members are requested to consider and agree the proposed revisions.

3. THE MAYOR'S ANNOUNCEMENTS

3.1 The Mayor's Announcements report outlines all of the events that the Mayor and Deputy Mayor have attended since the last Council meeting. At its meeting held 31 August 2016, MOWG agreed that its inclusion within the Council agenda was unnecessary as all of the information can be found on the Council's website. It was therefore recommended that the report element be ceased, but that the Mayor's verbal announcements remain.

4. THE HEAD OF PAID SERVICE ANNOUNCEMENTS

4.1 The Chief Executive was consulted on the proposal to remove this item and was happy for this to proceed, MOWG therefore recommended that this element be removed from Standing Orders.

5. IMPLICATIONS

5.1 Financial Implications - There are no financial implications for any of the above report.

5.2 Legal Implications – There are a number of standing orders that are mandatory or that are a direct repetition of the relevant Act or Regulation. These have not been amended in any way within the Orders.

5.3 Equalities Implications – There are no equalities implications.

6. BACKGROUND DOCUMENTS

6.1 Notes and agenda of the Member Officer Working Group held 31 August 2016.

CONTENTS

Standing Order	Page
1. Annual meeting of the Council	3
2. Ordinary meetings of Council	4
3. Ordinary meetings of Council and Committees	5
4. Extraordinary meetings and variations	6
5. Private meeting to nominate the Mayor Elect	7
6. Appointment of members of committee and sub-committees in year including substitute members	7
7. Attendance at committees or sub-committees	8
8. Committee and sub-committee powers and duties and delegation to committees and sub-committees	9
9. Working parties for committees	9
10. Time and place of meetings	9
11. Notice of and summons to meetings	9
12. Chair of meeting	10
13. Quorum	10
14. Duration of meeting	10
15. Questions by the public at meetings of Council	11
16. Petitions presented to Council	13
17. Questions by Members at Council	13
18. Motions on notice	15
19. Motions without notice	15
20. Standing orders of debate	16
21. State of the city debate by Council	21
22. Previous decisions and motions	21
23. Voting	22
24. Minutes	23
25. Record of attendance	23
26. Exclusion of press and public	24
27. Members' conduct	24
28. Disturbance by public	25

- 29. Suspension and amendment of Council Procedure Standing Orders 25
- 30. Photography and audio/visual recording of meetings 25

1. ANNUAL MEETING OF THE COUNCIL

1.1. Timing and business

In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in March, April or May.

1.1.1 The Ceremonial Meeting (Mayor Making)

The Meeting will:

- i. elect a person to preside if the chair of Council (the Mayor) is not present;
- ii. elect the chair of Council (the Mayor);
- iii. elect the vice chair of Council (the Deputy Mayor); and
- iv. receive the retiring mayor's report.

1.1.2 The Business Meeting

The Meeting will:

- i. approve the minutes of the last meeting;
- ii. receive any announcements from the Mayor;
- iii. receive a report from the Returning Officer on the outcome of City Elections;
- iv. upon retirement of the previous Leader, which shall be at least once every four years, elect the Leader of the executive (the Cabinet)
- v. be notified by the Leader of the number of members to be appointed to the Cabinet, those Members' names and their intended portfolio of responsibilities;
- vi. appoint a licensing committee, a health and wellbeing board, at least one overview and scrutiny committee and such other committees as are required or the Council considers appropriate to deal with matters that are neither reserved to the Council nor are executive functions (as set out or will be set out in Part 3(2) of this Constitution). No member of the Executive will be allowed to be a member of a Scrutiny Committee or Commission;

- vii. receive the Leader’s scheme of delegation of executive functions (as set out at Part 3(3) of this Constitution);
 - viii. approve a programme of ordinary meetings of the Council for the year; and
 - ix. consider any business set out in the notice convening the meeting.
- 1.1.3 Unless otherwise determined by statute, the Mayor may vary the order of the agenda at his/her absolute discretion and may allocate or re-allocate an appropriate time for the transaction of each item.
- 1.2. Selection of Councillors on Committees and Outside Bodies
- 1.2.1 At the annual (business) meeting, the council meeting will:
- i. decide which committees to establish for the municipal year;
 - ii. decide the size and terms of reference for those committees;
 - iii. decide the allocation of seats to political groups in accordance with the political balance requirements;
 - iv. receive nominations of councillors to serve on each committee and outside body;
 - v. appoint to those committees, standing sub-committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the executive; and
 - vi. appoint the Chairs and Vice-Chairs of all the Council’s committees, other than those which the Council has decided should be appointed by the committee itself.
- 1.2.2 The Council may decide at subsequent meetings to dissolve committees, alter their terms of reference or to appoint new committees.
- 1.2.3 The Council shall always have the power to exercise any power delegated to a committee, sub-committee or an officer.

2. ORDINARY MEETINGS OF COUNCIL

- 2.1 Ordinary meetings of the Council will take place in accordance with a programme decided at the Council’s annual meeting. The order of business at ordinary meetings will be as follows:

- i. elect a person to preside if the Mayor and Deputy Mayor are not present;
- ii. approve the minutes of the last meeting;
- iii. receive any declarations of interest from members;
- iv. receive any announcements from the Mayor and Leader (which, with the exception of the Mayor, will normally be limited to five minutes), followed by any question on the announcement from a leader of an opposition group (which will normally be limited to one minute);
- v. receive questions from, and provide answers to, the public in accordance with Standing Order 15;
- vi. receive petitions from the public and Members in accordance with Standing Order 16;
- vii. Receive questions from, and provide answers to, Members in accordance with Standing Order 17.2;
- viii. deal with any business from the last Council meeting;
- ix. receive reports from the Cabinet for consideration, including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and receive questions and answers on any of those reports;
- x. receive any reports from the Council's committees and overview and scrutiny committees for consideration and receive questions and answers on any of those reports;
- xi. receive reports about and receive questions and answers on decisions made by members of the Cabinet since the last meeting of Council;
- xii. receive any reports about and receive questions and answers on the business of joint arrangements and external organisations;
- xiii. consider motions; and
- xiv. consider any other business specified in the summons to the meeting.

3. ORDINARY MEETINGS OF COUNCIL AND COMMITTEES

3.1 Business

Unless otherwise determined by statute, the Mayor/Chairman may vary the order of the agenda at his/her absolute discretion and may allocate or re-allocate an appropriate time for the transaction of each item.

3.2 Urgency

The Mayor/Chairman may determine that an item of business that has not been open to public inspection, both as an item set out in the agenda and any accompanying published report, may be considered because he or she is of the opinion that, by reason of special circumstances, which shall be specified in the minutes, the item should be considered at the meeting as a matter of urgency.

4. EXTRAORDINARY MEETINGS AND VARIATIONS

4.1. Calling extraordinary meetings of Council

Those listed below may request the proper officer to call Council meetings in addition to ordinary meetings:

- (a) the Council by resolution;
- (b) the Mayor (or the Deputy mayor if the mayor is unable to act);
- (c) the Monitoring Officer; or
- (d) any five members of the Council if they have signed a requisition presented to the Mayor and he or she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

4.2 Calling an Extraordinary Meeting of a Committee or Sub-Committee

In the case of Committee meetings, the Chairman of a Committee or Sub-Committee can, in consultation with the political group representatives, call an extraordinary meeting of the Committee at any time. A special meeting will also be called if three Members of the Committee or Sub-Committee ask the Chief Executive in writing to call a meeting.

4.3 Business at an Extraordinary Meeting of Council or a Committee or Sub-Committee

The business to be conducted at an extraordinary meeting shall be restricted to the item of business contained in the request for the extraordinary meeting and there shall be no consideration of previous minutes or reports from committees etc. except that the Mayor/Chairman may at his/her absolute discretion permit other items of business to be conducted for the efficient discharge of the Council's business.

- 4.4 Variation to the meeting schedule, timings and cancellation of meetings
 - 4.4.1 Variations to the meeting schedule will be determined by the Chairman after prior consultation with the Group representatives. The Mayor determines any variation to the Council schedule, in consultation with Group Leaders.
 - 4.4.2 If there is disagreement about the timing of an additional meeting between the Chairman and Group representatives, the meeting will start at the normal time for meetings of that Committee as identified within the Annual Calendar of meetings approved by Council.
 - 4.4.3 Any meeting may be cancelled if there is insufficient business to consider. This will be determined by the Chairman after prior consultation with the Group representatives. For Council, the Mayor will determine in consultation with Group Leaders.

5. PRIVATE MEETING TO NOMINATE THE MAYOR ELECT

- 5.1 The Chief Executive will invite Members to hold a private meeting each year to nominate the Mayor Elect. This meeting will usually be held in February or March. The notice of the meeting will not be published and the proceedings will have no legal effect.
- 5.2 There is a written protocol for the nomination of the Mayor Elect and this can be found within Part 5 Section 8 of the Council's Constitution.

6. APPOINTMENT OF MEMBERS OF COMMITTEES AND SUB-COMMITTEES IN YEAR INCLUDING SUBSTITUTE MEMBERS

- 6.1 Appointment of Chair or Vice Chair in year vacancy

The Council may remove the Chairman or Vice-Chairman or they can resign. In the event that the Chairman or Vice-Chairman resigns or for some other reason becomes permanently incapacitated, the Council may appoint another Chairman or Vice-Chairman at its next meeting following the resignation or permanent incapacity and in the meantime the Committee may elect a temporary Chairman or Vice-Chairman until a new appointment is made by the Council. Unless otherwise stated in the Constitution, the Chair and Vice-Chair of a Committee or Sub-Committees shall be a Councillor.

6.2 Appointment of Members to Committees in year vacancy

If a vacancy arises on a Committee or Sub-Committee because a Member of a Committee or a Sub-Committee has resigned their seat by sending a written notice to the Chief Executive or because a Member has resigned, died or otherwise ceased to be a Member, the Chief Executive will appoint a Member to fill the vacancy if the relevant political group asks him or her to do so, in accordance with the seat allocations approved by Council under the Local Government and Housing Act 1989 and the Regulations made thereunder.

6.3 Substitute Members

6.3.1 Number

For each Committee or Sub-Committee, the Council may appoint the same number of substitutes in respect of each political group as that group holds ordinary seats on that committee or sub-committee, however the total number of substitutes made by a political group at a meeting may not exceed 50% of the political group's seat allocation on that committee.

6.3.2 Powers and duties

Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

6.3.3 Substitution

Substitute members may attend meetings in that capacity only:

- (a) to take the place of the ordinary member for whom they are the designated substitute;
- (b) where the ordinary member will be absent for the whole of the meeting; and
- (c) after notifying the monitoring officer by noon on the day of the meeting of the intended substitution.

6.3.4 When the ordinary member and a designated substitute are unable to attend a meeting, a nominated substitute member of the same group may attend the meeting after notifying the Monitoring Officer by 12 noon.

7. ATTENDANCE AT COMMITTEES OR SUB-COMMITTEES

- 7.1 The Mayor and the political group leaders can join the debate at any meeting of a Committee but they cannot vote at them.
- 7.2 A Cabinet Member can attend any meeting of a Scrutiny Committee or Scrutiny Commission at which a report under their portfolio is being considered, Cabinet Members can also be invited to attend a Scrutiny Committee meeting at the request of the Committee. The Member will not be allowed to vote.
- 7.3 A Member who has moved a motion at a Council meeting which has been referred to any Committee or Sub-Committee will have notice of the meeting when the motion will be considered, at which they will be entitled to introduce the motion. The Member will not be allowed to vote.
- 7.4 A Committee or Sub-Committee can invite any member who is not a member of the Committee to attend and speak at any one of their meetings. The Member will not be allowed to vote.
- 7.5 Members representing wards in respect of which a report containing exempt or confidential information relates, can attend the meeting at which the report is considered, unless the Chief Executive or the Monitoring Officer advises that the report must remain confidential and it is not necessary for Members (other than Members of the Committee or Sub-Committee) to be at the meeting in order to carry out their duties as a ward member.

8. COMMITTEE AND SUB-COMMITTEE POWERS AND DUTIES AND DELEGATION TO COMMITTEES AND SUB-COMMITTEES

- 8.1 The Monitoring Officer is responsible for maintaining and updating the terms of reference of all the Council's Committees.
- 8.2 All Committees can appoint a sub-committee from within its own membership and can delegate any of their powers and duties to the sub-committees, subject to any conditions the Committee sets for the Sub-Committee.

9. WORKING PARTIES FOR COMMITTEES

- 9.1 Committees can only appoint working parties where it would not be appropriate to refer the matter to a Scrutiny Committee or Scrutiny Commission. The Committee will decide how many Members and officers working parties will have, and their terms of reference which will be time limited. A working party will not have any powers, but will make recommendations and a report to the Committee that appointed it.

10. TIME AND PLACE OF MEETINGS

- 10.1 The time and place of meetings will be determined by the monitoring officer and notified in the summons.

11. NOTICE OF AND SUMMONS TO MEETINGS

- 11.1 The proper officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Standing Orders (Procedure Rules). At least five clear days before a meeting, the monitoring officer will send a summons signed by him or her by post to every member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted (the agenda) and will be accompanied by the relevant reports.

12. CHAIR OF MEETING

- 12.1 The person presiding at the meeting may exercise any power or duty of the Mayor/Chairman.

13. QUORUM

- 13.1 The quorum of a meeting of Council will be one quarter of the whole number of members.
- 13.2 The quorum of an appointed Committee or Sub-Committee will be more than half of the Members present, apart from the Employment Committee and the Appeals Committee (Service Issues), where the quorum will be three.
- 13.3 During any meeting if the Mayor/Chairman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor/Chairman. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

14. DURATION OF MEETING

- 14.1 Meeting recess

The Mayor/Chairman will adjourn the meeting for a period of ten minutes at a convenient time after two hours.

- 14.2 Interruption of the meeting

Where four hours have elapsed after the commencement of any Council meeting (and in the case of an Extraordinary meeting when two hours have elapsed since commencement of the meeting) the

Mayor/Chairman shall interrupt the meeting and call for the vote immediately on the item under discussion. Any Member speaking must immediately cease doing so and sit down. The vote will be taken without further discussion. This rule will not apply to meetings of a quasi-judicial or regulatory nature.

14.3 Motions and recommendations not dealt with

If there are other motions or recommendations on the agenda that have not been dealt with within the four hour period (or two hour period in the case of an Extraordinary meeting), they are deemed formally moved and seconded (together with any amendments). No speeches will be allowed on these items and the vote will be taken in the usual way. This rule will not apply to meetings of a quasi-judicial or regulatory nature.

14.4 Recorded vote

If a recorded vote is called for during this process it will be taken immediately.

14.5 Motions which may be moved

During the process set out in Standing Order 14.2 above, the only other motions which may be moved are that a matter be withdrawn or that a matter be delegated or referred to an appropriate body or individual for decision or report.

14.6 Close of the meeting

When all motions and recommendations have been dealt with, the Mayor/Chairman will declare the meeting closed.

15. QUESTIONS BY THE PUBLIC AT MEETINGS OF COUNCIL

15.1 General

15.1.1 Members of the public who are residents of the City may ask questions of Members of the Cabinet, the Chair of a Committee, the Chair of an Overview and Scrutiny Committee/Commission or a leader of a political group on the Council at meetings of the Council, other than the Annual Meeting and, except at the discretion of the Mayor, Extraordinary Meetings.

15.1.2 The total time allocated for Questions by the Public shall be limited to 30 minutes.

15.2 Order of questions

The order in which questions shall be presented to the meeting shall be determined by a draw for each section of the meeting. The draws shall be conducted by the monitoring officer (or senior officer appointed for this purpose). The draws may be attended by any Member of the Council by prior notice delivered in writing to the monitoring officer before the deadline for submission of questions.

15.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the monitoring officer no later than midday five working days before the day of the meeting. Each question must give the name and address of the questioner and must name the member of the Council to whom it is to be put.

15.4 Number of questions

At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

15.5 Scope of questions

If the monitoring officer considers a question:

- is not about a matter for which the local authority has a responsibility or which affects the City;
- is illegal, improper, defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information

he or she will inform the Mayor who will then decide whether or not to reject the question.

15.6 Record of questions

The monitoring officer will enter each question in a book open to public inspection and will immediately send a copy of the question to the member to whom it is to be put. Rejected questions will include reasons for rejection.

Copies of all questions will be circulated to all members and will be made available to the public attending the meeting.

15.7 Asking the question at the meeting

The Mayor will invite the questioner to put the question to the member named in the notice. Three minutes are allowed for putting the

question. If a questioner who has submitted a written question is unable to be present, they may ask the Mayor to put the question on their behalf. The Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

15.8 Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice to the member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Mayor may reject a supplementary question on any of the grounds in Standing Order 15.5 above. One minute is allowed for putting the supplementary question.

15.9 Answers

Three minutes are allowed for answering a question and two minutes are allowed for answering a supplementary question. Any question which cannot be dealt with, either because of lack of time or because of the non-attendance of the member to whom it was to be put, will be dealt with by a written answer.

15.10 Reference of question to the Cabinet or a committee

Unless the Mayor decides otherwise, no discussion will take place on any question, but any member may move that a matter raised by a question be referred to the Cabinet or the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion.

15.11 There are no speaking rights at committee meetings other than those laid out in the Planning Speaking Scheme, which is available to view within the Committees terms of reference at Part 3 Section 2 of the Constitution.

16. PETITIONS PRESENTED AT COUNCIL

16.1 Petitions may be presented to the Council. The person presenting the petition will be allowed to address the meeting briefly (not exceeding one minute) to outline the aims of the petition. The Mayor will refer the matter to another appropriate body of the Council within whose terms of reference it falls without discussion and in accordance with the Council's petition scheme, detailed in Part 5 Section 9 of the Constitution, unless a relevant item appears elsewhere on the Agenda.

17. QUESTIONS BY MEMBERS AT COUNCIL

17.1 On reports of Cabinet or Committees

At a meeting of the Council, other than the Annual Meeting, a Member of the Council may ask the Leader or the chair of a committee any question without notice upon an item of the report of the Cabinet or a committee when that item is being received or under consideration by the Council.

17.2 Questions on notice at full Council

17.2.1 Subject to Standing Order 17.4, a member of the Council may ask:

- the Mayor;
- the Leader or member of the Cabinet; or
- the chair of any committee or sub-committee

up to two questions on any matter in relation to which the Council has powers or duties or which affects the City.

17.2.2 The total time allocated for Questions under this item shall be limited to 30 minutes.

17.3 Questions on notice at committees and sub-committees

Subject to Standing Order 17.4, a member of a committee or sub-committee may ask the chair of it a question on any matter in relation to which the Council has powers or duties or which affect the City and which falls within the terms of reference of that committee or sub-committee.

17.4 Notice of questions

A member may only ask a question under Standing Order 17.2 or 17.3 if either:

- a) they have given at least five working days notice in writing of the question to the monitoring officer; or
- b) the question relates to urgent matters, they have the consent of the Mayor to whom the question is to be put and the content of the question is given to the monitoring officer by noon on the day of the meeting.

17.5 Response

An answer may take the form of:

- a) a direct oral answer of up to three minutes;

- b) by reference to published material of the Council which is readily available to Members; or
- c) where the reply cannot conveniently be given orally, a written answer will be circulated later to the questioner.

17.6 Supplementary question

Every question, which will be limited to one part, will be asked and answered without discussion. Upon receiving the answer, the Member who put the question shall be allowed one supplementary question, of up to one minute, provided that it arises directly out of the original question or the reply and does not introduce any new subject matter.

The supplementary question will be asked and answered orally, but the person to whom the supplementary question has been asked will have up to two minutes to answer or may decline to answer.

18. MOTIONS ON NOTICE

18.1 Notice

Except for motions which can be moved without notice under Standing Order 19, written notice of every motion, must be delivered to [the proper officer] by ten o'clock six clear working days before the date of the meeting (not including the day of the meeting). These will be entered in a book open to public inspection.

18.2 Motion set out in agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving notice states, in writing, that they propose to move it to a later meeting.

18.3 Scope

If the monitoring officer considers that a motion:

- is not about a matter for which the local authority has a responsibility or which affects the City;
- is illegal, improper, defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information

he or she will inform the Mayor who will then decide whether or not to reject the motion.

19. MOTIONS WITHOUT NOTICE

19.1 The following motions may be moved without notice:

- a) to appoint a chair of the meeting at which the motion is moved;
- b) in relation to the accuracy of the minutes;
- c) to change the order of business in the agenda;
- d) to refer something to an appropriate body or individual;
- e) to appoint a committee or member arising from an item on the summons for the meeting;
- f) to receive reports or adoption of recommendations of committees or officers and any resolutions following from them;
- g) to withdraw a motion;
- h) to amend a motion;
- i) to proceed to the next business;
- j) that the question be now put;
- k) to adjourn a debate;
- l) that the meeting continue beyond 4 hours in duration (2 in the case of an extraordinary meeting);
- m) to suspend a particular standing order;
- n) to exclude the public and press in accordance with the Access to Information Standing Orders;
- o) to not hear further a member named under Standing Order 27.3 or to exclude them from the meeting Standing Order 27.4; and
- p) to give the consent of the Council where its consent is required by this Constitution.

20. STANDING ORDERS OF DEBATE

20.1 No speeches until motion seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

20.2 Right to require motion in writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

20.3 Secunder's speech

When seconding a motion or amendment, a member may reserve their speech until later in the debate.

20.4 Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation, statement of accuracy or point of order.

No speech may exceed five minutes by the mover of the motion or by three minutes in all other cases without the consent of the Mayor.

20.5 Budget Meetings

Rule 20.4 above, in respect of the length of speeches, shall not apply to a debate on the Budget where speeches shall not be subject to any time limit.

20.6 When a member may speak again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- a) to speak once on an amendment moved by another member;
- b) to move a further amendment if the motion has been amended since he or she last spoke;
- c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he or she spoke was carried);
- d) in exercise of a right of reply;
- e) on a point of order;
- f) by way of personal explanation and

g) statement of accuracy.

20.7 Amendments to motions

a) An amendment to a motion must be relevant to the motion and will either be:

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion.

b) Except in relation to motions that can be moved without notice under Standing Order 19, written notice of every intended amendment to a motion or to recommendations from Cabinet or the Council's committees:

- (i) must be delivered to the monitoring officer in its initial form not later than noon two working days before the date of the meeting (not including the day of the meeting) at which the motion is to be considered; and
- (ii) must be delivered to the monitoring officer in its intended final form not later than noon one working day before the date of the meeting (not including the day of the meeting) at which the motion is to be considered. If no withdrawal, confirmation or change is received by the monitoring officer, it will be assumed that the amendment is to be considered in its initial form.

No other amendment may be moved at the meeting except where the Mayor may permit, at his or her absolute discretion and to ensure the efficient or proper discharge of the Council's business, a further amendment or amendments to be moved.

c) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

d) If an amendment is not carried, other amendments to the original motion may be moved.

- e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- f) After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

20.8 Alteration of motion

- a) A member may alter a motion of which he or she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- b) A member may alter a motion which he or she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- c) Only alterations which could be made as an amendment may be made.

20.9 Withdrawal of motion

A member may withdraw a motion which he or she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

20.10 Right of reply

- a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- c) The mover of the amendment has no right of reply to the debate on his or her amendment.

20.11 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- a) to withdraw a motion;

- b) to amend a motion;
- c) to proceed to the next business;
- d) that the question be now put;
- e) to adjourn a debate;
- f) that the meeting continue beyond 4 hours in duration (or two hours if an extraordinary meeting);
- g) to exclude the public and press in accordance with the Access to Information Standing Orders;
- h) to not hear further a member named under Standing Order 27.3 or to exclude them from the meeting under Standing Order 27.4; and
- i) that a specific standing order be suspended

20.12 Closure motions

- a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- b) If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- c) If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he or she will put the procedural motion to the vote. If it is passed he or she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he or she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

20.13 Point of order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Standing Orders or the law. The member must indicate the Standing Order or rule of law and the way in which he or she considers has been broken. The ruling of the Mayor on the matter will be final.

20.14 Personal explanation

A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

20.15 Statement of accuracy

A member may make a request to the Mayor to make a statement of accuracy at any time. If permitted, the statement will be limited to the accuracy of a fact cited by the member speaking and may not exceed thirty seconds. The ruling of the Mayor on the admissibility of a statement of accuracy will be final.

21. STATE OF THE CITY DEBATE BY COUNCIL

21.1 Calling of debate

The Leader may call a state of the City debate annually on a date and in a form to be agreed with the Mayor.

21.2 Form of debate

The Leader will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity. This may include holding workshops and other events prior to or during the state of the City debate.

21.3 Chairing of debate

The debate will be chaired by the Mayor.

21.4 Results of debate

The results of the debate will be:

- (a) disseminated as widely as possible within the community and to agencies and organisations in the area; and
- (b) considered by the Leader in proposing the budget and policy framework to the Council for the coming year.

22. PREVIOUS DECISIONS AND MOTIONS

22.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least five members.

22.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least five members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

23. VOTING

23.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

23.2 Mayor's/Chairman's casting vote

If there are equal numbers of votes for and against, the Mayor/Chairman will have a second or casting vote. There will be no restriction on how the Mayor/Chairman chooses to exercise a casting vote.

23.3 Show of hands

Unless a recorded vote is demanded under Standing Orders 23.4 and 23.5, the Mayor/Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

23.4 Recorded vote

If one quarter of members present and entitled to vote at the meeting demand it, the names for and against the motion or amendment or

abstaining from voting will be recorded in writing and entered into the minutes.

23.5 Budget decision

At a budget decision meeting of the Council the names of the persons who cast a vote for the decision or against the decision or who abstained from voting will be recorded in writing and entered into the minutes of the proceedings of that meeting

For the purposes of this Standing Order:

(a) “budget decision” means a meeting of the Council at which it—

(i) makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992; or

(ii) issues a precept under Chapter 4 of Part 1 of that Act,

and includes a meeting where making the calculation or issuing the precept as the case may be was included as an item of business on the agenda for that meeting; and

(b) references to a vote are references to a vote on any decision related to the making of the calculation or the issuing of the precept as the case may be.

23.6 Right to require individual vote to be recorded

Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

23.7 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

24. MINUTES

24.1 Signing the minutes

The Mayor/Chairman will sign the minutes of the proceedings at the next suitable meeting. The Mayor/Chairman will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

- 24.2 There is no requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

- 24.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the Mayor put them.

25. RECORD OF ATTENDANCE

- 25.1 All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

26. EXCLUSION OF PRESS AND PUBLIC

- 26.1 Members of the public and press may only be excluded either in accordance with the Access to Information Standing Orders in Part 4 of this Constitution or Standing Order 28 (Disturbance by Public).

27. MEMBERS' CONDUCT

- 27.1 Speaking and address system

When a member speaks at full Council they must stand and address the meeting through the Mayor. If more than one member stands, the Mayor will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order, a point of personal explanation or a statement of accuracy. This rule will not apply to Committee or Sub-Committee meetings.

- 27.2 Mayor/Chairman

When the Mayor/Chairman speaks or stands during a debate or otherwise indicates that the meeting should come to order, any member speaking at the time must stop and sit down. The meeting must be silent.

- 27.3 Member not to be heard further

If a member persistently disregards the ruling of the Mayor/Chairman by behaving improperly or offensively or deliberately obstructs business, the Mayor/Chairman or another Member may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

27.4 Member to leave the meeting

If the Member continues to behave improperly after such a motion is carried, the Mayor/Chairman or another Member may move that either the Member leaves the meeting or that meeting is adjourned a specified period. If seconded, the motion will be voted on without discussion.

27.5 General disturbance

If there is a general disturbance making orderly business impossible, the Mayor/Chairman may adjourn the meeting for as long as he or she thinks necessary.

27.6 Conflicts of Interest

Members of the Council are under a duty to base their decision making on a consideration of the public interest. Members must avoid conflict between personal interest and the public interest, declare any personal interest when it arises and resolve any conflict between the two interests, at once, and in favour of the public.

28. DISTURBANCE BY PUBLIC

28.1 Removal of member of the public

If a member of the public interrupts proceedings, the Mayor/Chairman will warn the person concerned. If they continue to interrupt, the Mayor/Chairman will order their removal from the meeting room.

28.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor/Chairman may call for that part to be cleared.

29. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE STANDING ORDERS

29.1 Suspension

All of these Council Standing Orders of Procedure except Standing Order 23.5 and 24.2 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are present. Suspension can only be for the duration of the meeting.

29.2 Amendment

Any motion to add to, vary or revoke these Council Standing Orders of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

30. PHOTOGRAPHY AND AUDIO/VISUAL RECORDING OF MEETINGS

- 30.1 Any member of the public may film, audio record, take photographs and use social media to report the proceedings of any meeting that is open to the public.